

4 Employees

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4. EMPLOYEES

"Ensuring well-balanced human resource management" is one of the key objectives of *Corporate Social Responsibility Strategy of ENEA Capital Group*. In addition, employment and occupational safety and health are key aspects of ENEA Capital Group functioning, let alone training and education which are also an important aspect.

Issues related with the employment and workplace management, including occupational safety and health, are regulated by legislations such as the Labour Code and other regulations, detailed procedures and instructions of individual companies. *Collective Labour Agreement (CLA)* is also an important document in this respect.

Companies that manage workplace issues, including occupational safety and health, as part of the Integrated Management System are as follows: ENEA Wytwarzanie, MEC Piła, ENEA S.A. and Elektrociepłownia Białystok. Furthermore, Elektrociepłownia Białystok has implemented ISO 18001:2007 concerning management of occupational safety and health.

Employees have influence on the ENEA Capital Group management, among others :

- by regular elections of a staff representative to the Supervisory Board of ENEA S.A.
- through elections of a staff representative on the Management Board of ENEA Operator,
- through activities of Trade Unions operating in the entire ENEA Capital Group.

Around 65 % employees of ENEA Wytwarzanie, 77 % employees of ENEA Operator and 43% of ENEA S.A. are united in Trade Unions.

Percentage of employees of particular companies covered by collective bargaining agreements in 2012

PERCENTAGE OF EMPLOYEES COVERED BY THE COLLECTIVE BARGAINING AGREEMENT	
ENEA S.A.	100%
ENEA Operator	89%
ENEA Wytwarzanie	83%
Elektrociepłownia Białystok	100%
Elektrownie Wodne	100% *
MEC Piła	doesn't apply
PEC Oborniki	97.37%**
ENERGOBUD Leszno	78%
BHU	69.32%
ENEA Centrum	no data
Eneos	76%
Energomiar	90.55%
EP Zakład Transportu	84%
NZOZ Centrum Uzdrowiskowe ENERGETYK	doesn't apply
ITSERWIS	doesn't apply
Energo-Tour	100,00%
Windfarm Polska	doesn't apply
Hotel Edison	no data

* 3 people excluded from the Collective Bargaining Agreement only as regards remuneration.

** Collective Bargaining Agreement in the Company covers all employees with the exception of the Management Board.

4.1. Employment

ENEA Capital Group is one of the largest companies in the energy industry. Therefore it has an influence, as an employer, on the quality of life of more than 10 000 people employed in all companies of the Capital Group and their families. Practices in the area of workplace management, especially occupational health and safety, also affect contractors and subcontractors performing for companies, among others, modernizations and construction works. For the same Elektrociepłownia Białystok works related with new investments were carried out by approximately 1,200 subcontractors' employees.

ENEA Capital Group reporting companies employed on a contract of employment 10,044 employees in total, including 2,388 women and 7,656 men. 89.04% of persons employed on a contract of employment are employed on a full-time basis. 95.9% of employment contracts are contracts for indefinite period of time.

Number of employees employed on a contract of employment by gender in 2012

COMPANY	TOTAL NUMBER OF EMPLOYEES	NUMBER OF WOMEN	NUMBER OF MEN
ENEA S.A.	401	227	174
ENEA Operator	5253	1173	4080
ENEA Wytwarzanie	2321	345	1976
Elektrociepłownia Białystok	190	48	142
Elektrownie Wodne	166	23	143
MEC Piła	162	28	134
PEC Oborniki	39	4	35
ENERGOBUD Leszno	610	142	468
BHU	166	46	120
ENEA Centrum	157	118	39
Eneos	119	28	91
Energomiar	191	55	136
EP Zakład Transportu	60	8	52
NZOZ Centrum Uzdrowiskowe ENERGETYK	78	64	14
ITSERWIS	86	47	39
Energ-Tour	22	17	5
Hotel Edison	22	15	7
Windfarm Polska	1	0	1

Number of employees employed on a contract of employment broken down into posts and gender

COMPANY	TOP MANAGEMENT		DIRECTORS		MIDDLE MANAGERS		LEVEL	OPERATIONAL EMPLOYEES		OFFICE PERSONNEL	
	No. of women	No. of men	No. of women	No. of men	No. of women	No. of men	No. of men	No. of women	No. of men	No. of women	No. of men
ENEA S.A.	0	0	5	7	23	40	0	0	199	127	
ENEA Operator	0	3	8	64	102	449	31	2318	1032	1246	
ENEA Wytwarzanie	1	4	0	11	20	88	124	1523	200	350	
Elektrociepłownia Białystok	1	0	0	4	6	12	34	126	7	0	
Elektrownie Wodne	1	2	0	5	4	12	2	113	16	11	
MEC Piła	0	1	0	2	2	8	13	101	13	22	
PEC Oborniki	0	1	0	1	1	0	2	30	1	3	
ENERGOBUD Leszno	2	2	1	15	11	62	63	297	65	92	
BHU	0	2	2	6	9	26	18	10	17	76	
ENEA Centrum	0	0	1	2	5	2	0	0	112	35	
Eneos	0	2	7	2	0	15	1	51	20	21	
Energomiar	1	1	1	4	6	10	31	113	16	8	
EP Zakład Transportu	1	1	0	0	0	3	0	44	7	4	
NZOZ Centrum Uzdrawiskowe ENERGETYK	1	1	0	0	3	1	57	9	7	5	
ITSERWIS	0	1	2	1	7	10	32	26	6	1	
Energio-Tour	1	1	0	1	3	2	2	1	11	0	
Hotel Edison	0	1	1	0	2	0	3	6	9	0	
Windfarm Polska	0	2	0	0	0	0	0	0	0	1	

Number of employees employed on a contract of employment broken down by type of employment contract in 2012

COMPANY	TOTAL NUMBER OF EMPLOYEES	NO. OF EMPLOYEES IN DIVISION TO TYPE OF EMPLOYMENT CONTRACT			NO. OF EMPLOYEES IN DIVISION TO WORKING TIME	
		Trial	Fixed-Term	Indefinite	Full Time	Part Time
ENEA S.A.	401	11	12	378	391	10
ENEA Operator	5253	0	69	5184	4233	20
ENEA Wytwarzanie	2321	0	148	2173	2319	2
Elektrociepłownia Białystok	190	3	3	184	188	2
Elektrownie Wodne	166	0	3	163	163	3
MEC Piła	162	0	11	151	162	0
PEC Oborniki	39	0	3	36	39	0
ENERGOBUD Leszno	610	6	51	553	565	45
BHU	166	0	33	133	163	5
Eneos	119	0	4	115	116	3
ENEA Centrum	157	0	19	138	154	3
Energomiar	191	1	0	190	186	5
EP Zakład Transportu	60	0	2	58	59	1
NZOZ Centrum Uzdrowiskowe ENERGETYK	78	0	6	72	78	0
ITSERWIS	86	2	6	78	84	2
Energio-Tour	22	0	0	22	21	1
Hotel Edison	22	0	10	12	22	0
Windfarm Polska	1	0	0	1	1	0

In addition, companies employed under civil-law agreements more than 260 people. Persons employed under civil-law agreements perform work, in majority, for Energomiar company. These include services such as gas and electricity meter reading, delivering invoices to Customers, emergency replacement of meters, legalization exchange of meters, debt collection or sealing.

Number of employees employed on a contract of employment or under civil-law in 2012

COMPANY	NUMBER OF EMPLOYEES EMPLOYED ON A CONTRACT OF EMPLOYMENT	NUMBER OF EMPLOYEES EMPLOYED UNDER CIVIL-LAW AGREEMENT
ENEA S.A.	401	no data
ENEA Operator	5253	0
ENEA Wytwarzanie	2321	19
Elektrociepłownia Białystok	190	6
Elektrownie Wodne	166	14
MEC Piła	162	0
PEC Oborniki	39	0
ENERGOBUD Leszno	610	60
BHU	166	1
Eneos	119	16
ENEA Centrum	157	18
Energomiar	191	137
EP Zakład Transportu	60	3
NZOZ Centrum Uzdrawiskowe ENERGETYK	78	1
ITSERWIS	86	2
Energio-Tour	22	3
Hotel Edison	22	0
Windfarm Polska	1	2

ENEA Capital Group is a stable employer and it didn't record high churn rate in any of the companies. In 2012, a total of 371 new employees were recruited and 504 employees left from work in the reporting companies. Churn rate for employees of all companies is 5.02%.

Number of employee leaves and churn broken down by gender in 2012

COMPANY	TOTAL NUMBER OF LEAVES	CHURN OF ALL EMPLOYEES	NUMBER OF WOMEN LEAVES	WOMEN CHURN	NUMBER OF MEN LEAVES	MEN CHURN
ENEA S.A.	32	7.98%	12	2.99%	20	4.99%
ENEA Operator	227	4.32%	71	1.35%	156	2.97%
ENEA Wytwarzanie	125	5.39%	27	1.16%	98	4.22%
Elektrociepłownia Białystok	2	1.05%	0	0	2	1.05%
Elektrownie Wodne	8	4.81%	1	0.60%	7	4.22%
MEC Piła	5	3.07%	1	0.62%	4	2.47%
PEC Oborniki	0	0	0	0	0	0
ENERGOBUD Leszno	17	2.78%	3	0.49%	14	2.29%
BHU	19	11.45%	3	1.80%	16	9.64%
Eneos	12	10.08%	2	1.68%	10	8.40%
ENEA Centrum	15	9.55%	10	6.36%	5	3.18%
Energomiary	14	7.32%	6	3.14%	8	4.19%
Energetyka Poznańska Zakład Transportu	2	3.33%	1	1.66%	1	1.66%
NZOZ Centrum Uzdrowiskowe ENERGETYK	3	3.85%	3	3.85%	0	0
ITSERWIS	21	24.41%	13	15.11%	8	9.30%
Energio-Tour	0	0	0	0	0	0
Hotel Edison	2	9.09%	1	4.54%	1	4.54%
Windfarm Polska	0	0	0	0	0	0
SUMA	504	-	154	-	350	-

Number of employee leaves and churn broken down by age in 2012

COMPANY	EMPLOYEES LEAVES TILL 29 YEARS OLD	CHURN OF EMPLOYEES BELOW 30 YEARS OLD	EMPLOYEES LEAVES FROM 30 TILL 50 YEARS OLD	CHURN OF EMPLOYEES FROM 30 TILL 50 YEARS OLD	EMPLOYEES LEAVES ABOVE 50 YEARS OLD	CHURN OF EMPLOYEES ABOVE 50 YEARS OLD
ENEA S.A.	9	0	19	0	4	1.00%
ENEA Operator	16	0.31%	48	0.91%	163	3.10%
ENEA Wytwarzanie	7	3.76%	22	1.91%	96	9.76%
Elektrociepłownia Białystok	0	0.02%	1	2%	1	0.01%
Elektrownie Wodne	0	0	0	0	8	0
MEC Piła	2	1.23%	-	-	3	1.84%
PEC Oborniki	0	0	0	0%	0	0
BHU	2	1.20%	12	7.23%	5	3.02%
Eneos	3	2.52%	3	2.52%	6	5.04%
ENEA Centrum	9	0	6	0	0	0
ENERGOBUD Leszno	3	3.50%	4	1.24%	10	4.98%
Energomiar	2	1.03%	5	2.56%	7	3.59%
Energetyka Poznańska Zakład Transportu	0	0	1	0	1	0
NZOZ Centrum Uzdrowskie ENERGETYK	0	0	2	4.08%	1	4%
ITSERWIS	6	6.80%	13	14.74%	2	2.27%
Energo-Tour	0	0	0	0	0	0
Hotel Edison	0	0	0	0	2	0
Windfarm Polska	0	0	0	0	0	0
SUMA	59	-	136	-	309	-

Number of recently hired employees broken down by age groups and gender

COMPANY	NUMBER OF EMPLOYEES HIRED IN 2012					
	Total	Women	Men	Age category up to 29 years of age	Age category from 30 to 50 years of age	Age category above 50 years of age
ENEA S.A.	38	21	17	18	19	1
ENEA Operator	103	38	65	58	37	8
ENEA Wytwarzanie	118	36	82	48	59	11
Elektrociepłownia Białystok	6	1	5	3	2	1
Elektrownie Wodne	10	2	8	7	3	0
MEC Piła	3	1	2	1	1	1
PEC Oborniki	0	0	0	0	15	24
ENERGOBUD Leszno	26	6	20	12	13	1
BHU	10	1	9	2	6	2
Eneos	7	7	3	4	3	0
ENEA Centrum	26	19	7	14	11	1
Energomiar	2	1	1	1	1	
Energetyka Poznańska Zakład Transportu	2	1	1	1	1	0
NZOZ Centrum Uzdrowiskowe ENERGETYK	1	1	0	1	0	0
ITSERWIS	16	10	6	8	8	0
Energio-Tour	0	0	0	0	0	0
Hotel Edison	2	2	0	1	1	0
Windfarm Polska	1	0	1	0	0	1
SUMA	371	147	227	179	180	51

4.2. Safety in workplace

Safety in workplace is one of the key aspects from the perspective of risk minimization and management of companies from the energy sector. ENEA Capital Group companies prioritize issues of safety and security in the workplace and apply in this regard to the provisions of applicable law. Furthermore, occupational safety and health issues are also a part of the Collective Labour Agreement (CLA).

Total number of injuries and injury rate in ENEA Capital Group in 2012

COMPANY	TOTAL NUMBER OF INJURIES	INJURY FREQUENCY RATE *
ENEA S.A.	1	2.52
ENEA Operator	45	8.57
ENEA Wytwarzanie	4	1.73
Elektrociepłownia Białystok	1	5.26
Elektrownie Wodne	2	12.04
MEC Piła	1	6.17
PEC Oborniki	0	0
BHU	3	18.07
Eneos	1	8.40
ENEA Centrum	4**	25.48
ENERGOBUD Leszno	9	14.75
Energomiar	1	0.52
Energetyka Poznańska Zakład Transportu	1	16.70
NZOZ Centrum Uzdrowiskowe ENERGETYK	0	0
ITSERWIS	1	11.62
Energo-Tour	0	0
Hotel Edison	1	45.40
Windfarm Polska	0	0

* Accident frequency rate is calculated as a number of accidents multiplied by 1000 and divided by the number of employees employed on a contract of employment by the Company.

** Including one accident on a way to work.

Among employees of ENEA Capital Group there are no cases of occupational diseases. Still employees of some companies are highly vulnerable to accidents at work related with its nature (live-line working, operation of electrical equipment), hence the emphasis on the implementation of occupational safety and health rules in the "generation" segment companies, ENERGOBUD Leszno, Eneos or ENEA Operator. In 2012 there was one fatal accident in ENEA Operator.

Social labour inspectors are elected by employees in ENEA Capital Group. Some companies in "generation" and "distribution" segments conduct extensive projects to promote occupational safety and health rules and educate employees in this field. Employees of all companies may, among others, take part in annually organized and enjoying great popularity, multiphase OSH competition of ENEA Capital Group.

From the other hand, ENEA Operator fitters compete in the organized by the Company "Live-line working 2010+" competition. The competition is a part of the implemented since 2010, project "Live-

line working 2010+", which concerns the implementation of live-line working on overhead lines, cable lines and distribution systems up to 1 kV .

In addition to the compulsory OSH trainings, the companies train employees in first-aid. ENEA Capital Group employees with instructor qualifications in this field contribute through volunteering in first-aid education.

CASE STUDY

Premedical rescue in ENEA Operator

ENEA Operator pays great importance to training and education of employees in first-aid. Within the periodic OSH trainings organized by ENEA Operator also first-aid classes are held. Premedical Rescue Teams operate in the Company. Nearly all employees of the Company (5,000 people) were trained in first-aid. Premedical Rescue Coordinators passed state examinations of Qualified First-Aid and are certified instructors to conduct training in the Company. Everyone involved in the project take part in regular trainings and various exercises, simulations and emergency manoeuvres.

4.3. Trainings and education

ENEA Capital Group companies seek to develop competences of its employees and adjust the scope of trainings, including highly specialized trainings to current needs and development plans of a given company. This aspect is one of the strategic areas included in the *Corporate Social Responsibility Strategy of ENEA Capital Group*.

A long-term program implementation of live-line working (LLW) carried out by ENEA Operator is particularly significant from the point of view of the Capital Group of ENEA and the quality of services offered to Clients. LLW is a modern way of exploiting networks and electrical equipment. For its effective implementation a series of professional trainings for employees is required. Average number of trained personnel in ENEA Operator in relation to the LLW Training Plan is 0.99.

"Comprehensive ENEA Management System" is another example of educational projects carried out by ENEA S.A in developing core competencies of employees. Trainings focused on the principles of project management, monitoring of key projects in the ENEA Capital Group, risk management and cost control. Participating employees after passing the exam received a certificate "Associate's Certificate in Project Management".

English classes organized by ENEA S.A. and ENERGOBUD Leszno are among the additional educational activities directed to employees. In ENERGOBUD Leszno company 120 employees benefited from lessons in 2012. Companies, among others: ENEA S.A. ENEA Centrum and ENEA Operator also lead extensive training in first-aid for employees.

Average number of training hours in total and broken down by gender and types of employees

COMPANY	AVERAGE NUMBER OF TRAINING HOURS PER:							
	Total employees	Women	Men	Top management	Directors	Middle level managers	Operational employees	Office personnel
ENEA S.A.	56.5	53.32	60.64	0	110	64	no data	53.04
ENEA Operator	0.77	1.04	0.99	no data	no data	no data	no data	no data
ENEA Wytwarzanie	9.67	9.32	9.73	60	29.91	21.09	6.57	15.41
Elektrociepłownia Białystok	no data	no data	no data	no data	no data	no data	no data	no data
Elektrownie Wodne	22.64	41.48	19.38	68.66	9.6	49.06	8.43	45.63
MEC Piła	11	6	12	73	54	24	11	10
PEC Oborniki	10	12	9.77	no data	no data	no data	no data	no data
BHU	10	10	10	30	20	17	27	8
Eneos	11.34	11	11.45	6	24,22	21.07	11.96	5.71
ENEA Centrum	21.96	21.42	23.59	0	21.33	51.53	Nd	10.52
Energetyka Poznańska Zakład Transportu	3.25	24.75	3.74	99	0	66	3.81	18
ENERGOBUD Leszno	12*	14	10	no data	no data	no data	no data	no data
Energomiar	15.46	11.05	17.24	40	51.2	30.5	13.01	10
NZOZ Centrum Uzdrowiskowe ENERGETYK	no data	no data	no data	no data	no data	no data	no data	no data
ITSERWIS	14.5	4.5	10	0.2	0.82	3.08	9.22	1.18
Energo-Tour	16	16	16	16	16	16	16	16
Windfarm Polska	0	0	0	0	0	0	0	0
Hotel Edison	4	2	0	0	0	2	0	2

*Without English lessons hours for 120 employees of the company.