

**Employee Relationship Management Requirements
for Contractors/Subcontractors**

1. The Contractor/Subcontractor declares that:
 - he/she complies with labour and employment regulations (including laws on remuneration, working hours, overtime and other benefits. e.g. sick leave and holidays), and protects his/her employees' personal data;
 - complies with the rules for employment of minors;
 - does not use forced labour, slave labour or victims of human trafficking;
 - treats employees equally, regardless of their colour, race, nationality, ethnic origin, disability, gender, age, trade union membership, marital or family status (unrelated to the requirements for a given position); this extends to recruiting, hiring, training, promotions and other terms and conditions of employment;
 - treats his/her employees with respect and protect human rights;
 - does not tolerate unacceptable treatment of employees, e.g. abuse, harassment, intimidation, discrimination, coercion, threats, insults and exploitation; undertakes action to prevent such conduct;
 - does not discourage employees from electing their representatives, forming or joining employees' organisations of their choice; does not discriminate against the employees who are representatives or intend to join such organizations;
 - if it provides employees with accommodation, he/she ensures that the lodgings are safe and meet the employees basic needs. w przypadku zapewniania pracownikom zakwaterowania, mieszkania powinny być bezpieczne i spełniać podstawowe potrzeby pracowników.

2. The Contractor/Subcontractor shall, as part of his/her activities, provide a mechanism for reporting complaints by his/her employees, enabling them to raise objections about the workplace.
This mechanism should include:
 - informing employees about the complaints system when hiring them,
 - a procedure for the handling of complaints and communicating feedback about the complaint;
 - a method of handling complaints made anonymously,
 - the assurance that that the complainant will not be persecuted in any way.

3. The Contractor shall be fully responsible for the implementation of the above provisions by his/her Subcontractors.

I hereby certify that I have read the above Employee Relationship Management requirements and represent that the company complies with these requirements.

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Place and date

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Signature of the Contractor's/Subcontractors
authorised representative
Wykonawcy/Podwykonawcy