



WORKPLACE POLICY

This Workplace Policy apply to everyone in our company: employees, contractors, volunteers, vendors and stakeholders alike, and help us build a productive, lawful, trustworthy, honest and pleasant workplace. We treat men and women equally, and we do not discriminate between the elderly and the young. We do not define and expose them because of ethical differences, religion, or disability.

Confidentiality and data protection

We want to ensure, that private information about clients, employees, partners and our company is well protected, such as:

- Employee records,
- unpublished financial information,
- data of customers/partners/vendors,
- customer lists (existing and prospective),
- unpublished goals, forecasts and initiatives marked as confidential.

We are committed to:

- Restrict and monitor access to sensitive data,
- develop transparent data collection procedures,
- train employees in online privacy and security measures,
- build secure networks to protect online data from cyber attacks,
- establish data protection practices (e.g. secure locks, data encryption, frequent backups, access authorization).

Harassment and violence

To build a happy and productive workplace, we treat everyone equally and help them feel safe. Each of us has to do our part to prevent harassment and workplace violence.

Harassment is a broad term and may include seemingly harmless actions, like gossip. We can't create an exhaustive list, but here are some instances that we consider harassment.

- Engaging in frequent or unwanted advances of any nature,
- sabotaging someone's work on purpose,



- commenting derogatorily on a person's ethnic heritage or religious beliefs,
- starting or spreading rumors about person's private life,
- ridiculing someone in front of others or singling them out to perform tasks unrelated to their assignment tasks (e.g. bringing coffee) against their will.

Sexual harassment is strictly forbidden and we will seriously investigate all potential relevant reports. If an employee is found guilty of sexual harassment, their contracts will be terminated and can face additional law-related actions.

If someone is being harassed, whether by a colleague, customer or vendor, he can choose to talk to any of these people: offenders (appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.)) or with our manager.

Workplace violence

Violence in our workplace is a serious form of harassment. It includes physical and sexual assault, destruction of property, threats to harm a person or property and verbal and psychological abuse.

We will treat employees who verbally threaten others as high risk and they will face with appropriate actions or penalties. If we finds that an employee commits an act of violence, we will terminate that employee's contract and possibly press criminal charges. Employees who damage property deliberately will be solely responsible for paying for it as well as for additional damage which can impact on operation of accommodation, employees or guests and their needs.

Kočevje, 2021

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.