

WIPASZ GROUP TRAINING POLICY

1. Purpose of the Policy

The purpose of this Training Policy is to support the development of competencies of Wipasz Group employees and to ensure conditions for continuous improvement of professional qualifications, in a manner corresponding to the needs of the organisation and employees. The Wipasz Group recognises employee development as an important element of building an effective organisation, increasing employee engagement and ensuring the high quality of production and operational processes. The Policy forms part of the human resources management system and sustainable development of the Wipasz Group.

2. Scope of Application

The Policy applies to all employees of the Wipasz Group, regardless of the form of employment, as well as Management Staff, trainees and interns participating in training activities.

3. General Principles

The Wipasz Group provides employees with the opportunity to improve their professional qualifications through participation in training tailored to

the requirements of their position, the needs of the organisation and individual development plans.

In accordance with the principle of equal treatment, access to training is provided to all employees in a non-discriminatory manner, regardless of sex, age, position, form of employment or other characteristics protected by law.

Training participants are selected based on objective criteria, in particular the needs of the position and the employee's development needs.

4. Implementation of the Training Process

The training process within the Wipasz Group includes, in particular, the following stages:

- Identification of training needs – this involves analysing employee competencies and identifying areas requiring development, in particular in connection with technological, organisational or legal changes.
- Training planning – this includes determining the scope, type and schedule of training, in consultation with supervisors and the HR, Payroll and Human Resources Department.

- Budget determination – this involves determining the amount of financial resources allocated for the implementation of training.
- Selection of training providers – the Wipasz Group cooperates with entities ensuring an appropriate substantive level and quality of training.
- Training implementation – this includes organising and coordinating training and ensuring appropriate conditions for its delivery.
- Effectiveness assessment – the Wipasz Group analyses the effectiveness and number of training sessions conducted in order to improve the training process.

5. Scope and Forms of Training

The Wipasz Group provides training in particular in the following areas:

- technical training,
- specialist training,
- training for Management Staff,
- occupational health and safety training,
- training in quality management systems,
- training developing professional competencies and soft skills,
- and other training arising from the needs of the organisation.

Training may be delivered in-person or online, as internal or external training.

The Wipasz Group may also support employee development by co-financing education.

6. Objectives and Commitments

The Wipasz Group strives to ensure the effective functioning of the employee development process, in particular by:

- providing employees with access to training enabling them to improve their professional qualifications;
- adapting employee competencies to changing technological, organisational and legal requirements;
- supporting the development of competencies necessary for the safe and effective performance of work;
- supporting a culture of continuous learning within the organisation;
- analysing training needs and improving the training process.

7. Reporting Violations

The Wipasz Group provides the possibility to report cases of violations of the principles of this Policy. Reports may be made via the dedicated reporting channel, with confidentiality and protection against retaliation ensured, at: etyka@wipasz.pl.

The Wipasz Group ensures the confidentiality of reports and protection of reporting persons against retaliation.

8. Responsibility

The following are responsible, in particular, for the implementation, execution and compliance with this Policy:

Management Board:

- approval of the Policy;
- supervision over its implementation.

HR, Payroll and Human Resources Department:

- implementation of the Policy;
- monitoring its application;
- conducting educational and information activities.

Management Staff:

- applying the principles of the Policy in day-to-day management;
- supporting compliance with the principles of the Policy.

Employees:

- compliance with the principles of the Policy.

9. Monitoring and Improvement

The Wipasz Group monitors the implementation action of training activities and strives to continuously improve the training process.

10. Links with Other Documents

This Policy forms part of the social responsibility management system within the Wipasz Group and operates in connection with other internal regulations concerning employee rights, working conditions and ethical principles.

In particular, the Policy is linked to the Wipasz Group Code of Ethics, the Wipasz Group Supplier Code of Ethics and other regulations applicable within the Wipasz Group concerning employee rights, working conditions, ethical principles and human resources management.

11. Final Provisions

The Policy has been implemented, introduced for application and is generally available on the official website at <http://www.wipasz.pl>.

The Policy is subject to periodic reviews, and the Wipasz Group strives to continuously improve it in accordance with applicable laws and best practices.