Fundacja Pro Futuro
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HUMAN RESOURCES POLICY

1. Regulations on HR policy

1.1 HR policy is the main direction of personnel work, a set of principles, methods, forms, organisational mechanism for developing goals and objectives aimed at preserving and developing human resources, creating a responsible, highly productive and cohesive team.

2. Key objectives of the HR policy

2.1 Optimisation and stabilisation of the organisation's staff
2.2 Implementation of an effective motivation system for the organisation's employees.
2.3 Formation and strengthening of the corporate culture of the organisation's employees

3. Optimisation of the staff composition

3.1 Optimisation of the personnel composition involves the implementation of employee rotations, both internal, i.e., the implementation of job movements of employees within the organisation, and external, i.e., the dismissal of employees who do not meet the requirements for a particular job or position in terms of their qualities and professional competence.
3.2 Use and development of an effective system of motivation and incentives for staff:
The objective of the personnel motivation and incentive system is to ensure direct and stable interest of each employee in achieving the planned personal and collective performance, and, if possible, in improving the results compared to the planned ones. The basic component of the employee motivation and incentive system is the mechanism of material remuneration, which ensures the relationship between remuneration and performance.

4. Formation and strengthening of the corporate culture

4.1 The corporate culture should be strengthened through measures aimed at fostering a sense of community among employees, aimed at fostering in employees a sense of community, belonging to the organisation, loyalty and reliability in work.

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5. Regulations on employment
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Before the interview, the three-member commission has the right to request consent tocheck social media and data from open public sources.

In addition, the candidate must submit recommendations from previous employers (at leasttwo) and a police clearance certificate.

After the interview with the commission, a mandatory condition is a consultation with apsychologist for the presence of visible mental illness and post-traumatic stress disorder.

After the official announcement of employment, the manager has the right to:

1. to familiarise employees with documents by means of electronic communication;
2. to provide remote and home-based employees with occupational health and safety and fire protection training on how to work with the equipment and facilities provided to them for work;
3. to conclude agreements on full liability with remote and home-based employees if they are provided with equipment for work.

Also, before the employee starts work, the employer must:

- explains rights and obligations;
- informs against receipt about working conditions, the presence of dangerous and harmful production factors at the future workplace, possible consequences of theirimpact on health, the right to benefits and compensation for work in such conditions;
- determines the workplace, provides the means for work;
- introduces the Code of Ethics.

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