

4. Employees

A. Employment scale

We employ almost 15,700 people in the Enea Group which makes us one of the largest employers in the region of our operations. We are responsible for our employees, so we're especially concerned about their health and creating safe working places. We care that people working for us develop for their own benefit and for the whole Group. Enea fulfills the legal obligations of the employer but also offers a number of privileges and benefits. In this way we wish to take care of the well-being of our employees and appreciate the role they play in the creation of our Group.

G4-DMA.

How the organization manages the "Employment" Aspect.

Rules at the workplace

Rules of working in individual companies are governed by the Labour Code and internal documents, which include:

- Code of Values of the Enea Capital Group
- Code of Ethics of ENEA Capital Group
- Multi-company Collective Bargaining Agreement
- Collective Bargaining Agreement
- Labour Code
- Organizational Regulations of the company
- Terms of remuneration of employees of the Company

Co-operation with trade unions

G4-11

In each of our companies trade union organizations operate, therefore there are collective agreements binding in the Group.

Table 1. Percentage of employees covered by collective bargaining agreements in 2016 and trade unions in which the Group's employees were associated in 2016.

G4-10, G4-LA1

Enea Group Company	Percentage of employees covered by collective bargaining agreements in 2016	Trade unions that associate the company's employees
Enea Oświetlenie sp. z o.o.	100%	Inter-enterprise Employee Organization of Enea Capital Group NSZZ Solidarity Enea Inter-enterprise Organization Inter-enterprise Trade Union of Power Engineers and Technicians "Synergia" Inter-enterprise Trade Union
Enea Trading sp. z o.o.	52.38%	Inter-enterprise Trade Union of Power Engineers in Enea Wytwarzanie Sp. z o. o ZOZ Inter-enterprise Trade Union of Power Engineers in Enea Trading Sp. z o.o "Synergia" Inter-enterprise Trade Union of Enea Capital Group Employees NSZZ Solidarity Enea Inter-enterprise Organization
Enea Wytwarzanie sp. z o.o.	99.7%	Independent Self-Governing Trade Union "Solidarity" Organization in Enea Wytwarzanie Sp. z o.o. Inter-enterprise Trade Union of Power Engineers in Enea Wytwarzanie Sp. z o.o. Trade Union of Shift Employees in ENEA Wytwarzanie Sp. z o.o.
Miejska Energetyka Ciepła Piła Sp. z o.o.	0%	Inter-enterprise Trade Union of Power Engineers in Enea Wytwarzanie Sp. z o. o and MEC Piła Sp. z o.o.
Miejskie Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Białystok	99.61%	NSZZ Solidarity Enea Inter-enterprise Organization Inter-enterprise Trade Union of Heat Engineers
Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Oborniki	no data	no data
Przedsiębiorstwo Energetyki	95.28%	MOZ „Solidarity”

Ciepłej „Zachód” sp. z o. o. in Białystok	100%	MOZ „Heat Engineer”
Enea Centrum sp. z o.o.		Inter-enterprise Trade Union of Power Engineers in Enea Wytwarzanie Sp. z o.o. Kadra' Inter-enterprise Trade Union of Enea Capital Group Employees NSZZ Solidarity Enea Inter-enterprise Organization Inter-enterprise Employee Organization of Enea Capital Group Inter-enterprise Trade Union of Power Engineers and Technicians at Enea S.A. "Synergia" Inter-enterprise Trade Union of Enea Capital Group Employees
Enea SA	100%	NSZZ Solidarity Enea Inter-enterprise Organization Inter-enterprise Employee Organization of Enea Capital Group Trade Union of Engineers and Technicians – Inter-enterprise Trade Organization in Enea SA "Synergia" Inter-enterprise Trade Union of Enea Capital Group Employees
Enea Pomiary sp. z o.o.	100%	NSZZ Solidarity Inter-enterprise Organization
Enea Operator sp. z o.o.	100%	Enea NSZZ Solidarity Enea Inter-enterprise Organization Inter-enterprise Trade Union of Continuous Maintenance Employees of Enea SA Energy Group Trade Union of Engineers and Technicians – Inter-enterprise Trade Organization in Enea SA Kadra' Inter-enterprise Trade Union of Enea SA Energy Group Employees Inter-enterprise Employee Organization of Enea Capital Group
Enea Serwis sp. z o.o.	100%	Inter-enterprise Employee Organization of Enea Capital Group "Synergia" Inter-enterprise Trade Union NSZZ Solidarity Enea Inter-enterprise Organization Kadra' Inter-enterprise Trade Union of Enea Capital Group Employees Inter-enterprise Trade Union of Continuous Maintenance Employees
Enea Logistyka sp. z o.o.	100%	ZSZ "Solidarity" National Trade Union of Heat Engineers - Inter-enterprise Trade Union Organization in Białystok

Table 2. Number of employees employed on a contract of employment by gender in 2016 (as at 31 December 2016).

Company	Total number of employees	No. of women	No. of men
Enea Oświetlenie sp. z o.o.	124	29	95
Enea Trading sp. z o.o.	84	34	50
Enea Wytwarzanie sp. z o.o.	2269	291	1978
Miejska Energetyka Ciepła Piła Sp. z o.o.	130	21	109
Miejskie Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Białystok	252	42	210
Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Oborniki	32	3	29
Przedsiębiorstwo Energetyki Ciepłej „Zachód” sp. z o.o. in Białystok	127	5	122
Enea Centrum sp. z o.o.	1320	971	349
Enea SA	313	169	144
Enea Pomiary sp. z o.o.	169	44	125
Enea Operator sp. z o.o.	4264	534	3730
Enea Serwis sp. z o.o.	567	78	489
Enea Logistyka sp. z o.o.	168	34	134

Table 3. Number of employees employed on a contract of employment broken down into posts and gender (as at 31 December 2016).

Company	Top management		Directors		Middle level managers		Operational employees		Office personnel	
	No. of women	No. of men	No. of women	No. of men	No. of women	No. of men	No. of women	No. of men	No. of women	No. of men
Enea Oświetlenie sp. z o.o.	0	0	0	2	3	17	0	40	26	36
Enea Trading sp. z o.o.	0	0	0	5	6	8	0	0	28	37
Enea Wytwarzanie sp. z o.o.	0	1	0	11	19	108	103	1494	169	364
Miejska Energetyka Ciepła Piła sp. z o.o.	0	0	0	2	1	5	8	80	12	22
Miejskie Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Białystok	0	0	0	3	10	11	0	154	32	42
Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Oborniki	0	0	1	0	0	0	0	25	2	4
Przedsiębiorstwo Energetyki Ciepłej „Zachód” sp. z o.o. in Białystok	0	0	0	0	0	3	1	120	1	2
Enea Centrum sp. z o.o.	0	0	11	8	48	38	0	0	912	303
Enea SA	0	0	6	11	19	32	0	0	144	101
Enea Pomiary sp. z	0	0	0	3	4	11	29	108	11	3

o.o.										
Enea Operator sp. z o.o.	0	0	6	41	44	302	20	2064	464	1323
Enea Serwis sp. z o.o.	1	0	1	14	6	72	22	316	49	86
Enea Logistyka sp. z o.o.	0	0	2	7	8	22	15	94	9	11

"0" - is the reported data, meaning that the phenomenon doesn't occur.

Table 4. Number of employees employed on a contract of employment broken down by type of employment contract in 2016 (as at 31 December 2016).

Company	Total number of employees employed on a contract of employment	Number of employees in division to type of employment contract			Number of employees in division to working time	
		Trial	Fixed-term	Indefinite	Full time	Part time
Enea Oświetlenie sp. z o.o.	124	0	13	111	124	0
Enea Trading sp. z o.o.	84	0	8	76	83	1
Enea Wytwarzanie sp. z o.o.	2269	2	301	1966	7	2262
Miejska Energetyka Ciepła Piła sp. z o.o.	130	0	6	124	130	0
Miejskie Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o. in Białystok	252	3	0	249	252	0
Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Oborniki	32	0	4	28	32	0

Przedsiębiorstwo Energetyki Ciepłej „Zachód” sp. z o. o. in Białystok	127	0	0	127	127	0
Enea Centrum sp. z o.o.	1320	0	126	1194	1307	13
Enea SA	313	0	36	277	305	8
Enea Pomiary sp. z o.o.	169	0	0	169	167	2
Enea Operator sp. z o.o.	4264	0	121	4143	4253	11
Enea Serwis sp. z o.o.	567	18	50	499	549	18
Enea Logistyka sp. z o.o.	168	3	9	156	167	1

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Table 5. Number of employees employed on a contract of employment and under civil-law in 2016 (as at 31 December 2016.)

Company	Number of employees employed on a contract of employment	Number of employees employed under civil-law agreement
Enea Oświetlenie sp. z o.o.	124	9 (including 7 managerial contracts)
Enea Trading sp. z o.o.	84	6 (including 2 managerial contracts)
Enea Wytwarzanie sp. z o.o.	2269	26 (including 12 managerial contracts)
Miejska Energetyka Ciepła Piła sp. z o.o.	130	0
Miejskie Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o. in Białystok	252	8

Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Oborniki	32	0
Przedsiębiorstwo Energetyki Ciepłej „Zachód” sp. z o.o. in Białystok	127	1
Enea Centrum sp. z o.o.	1320	33 (including 3 managerial contracts)
Enea SA	313	13 (including 4 managerial contracts)
Enea Operator sp. z o.o.	4264	27 (including 4 managerial contracts)
Enea Pomiary sp. z o.o.	169	1
Enea Serwis sp. z o.o.	567	29 (including 7 managerial contracts)
Enea Logistyka sp. z o.o.	168	7

"0" - is the reported data, meaning that the phenomenon doesn't occur.

Table 6. Number of employee leaves and churn broken down by gender in 2016

Company	Total number of leaves	Churn of all employees	No.of women leaves	Women churn	No.of men leaves	Men churn
Enea Oświetlenie sp. z o.o.	4	3.23%	0	0%	4	3.23%
Enea Trading sp. z o.o.	12	14.28%	5	5.95%	7	8.33%
Enea Wytwarzanie sp. z o.o.	139	6.12%	20	0.88%	119	5.24%
Miejska Energetyka Ciepła Piła sp. z o.o.	1	0.77%	0	0%	1	0.77%
Miejskie Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Białystok	9	3.57%	4	1.59%	5	1.98%

Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Oborniki	2	6.25%	1	3.13%	1	3.13%
Przedsiębiorstwo Energetyki Ciepłej „Zachód” sp. z o.o. in Białystok	10	7.87%	0	0%	10	7.87%
Enea Centrum sp. z o.o.	148	11.21%	110	8.33%	38	2.88%
Enea SA	25	7.98%	14	4.47%	11	3.51%
Enea Pomiary sp. z o.o.	5	2.96%	3	1.78%	2	1.18%
Enea Operator sp. z o.o.	109	2.56%	13	0.31%	96	2.25%
Enea Serwis sp. z o.o.	34	6%	19	3.35%	15	2.65%
Enea Logistyka sp. z o.o.	11	6.55%	4	2.38%	7	4.17%

"0" - is the reported data, meaning that the phenomenon doesn't occur.

Table 7. Number of employee leaves and churn broken down by age in 2016

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 Oświetlenie sp. z o.o.	0	0%	1	0.81%	3	2.42%
Enea Trading sp. z o.o.	4	4.76%	8	9.52%	0	0%
Enea Wytwarzanie sp. z o.o.	6	0.26%	23	1.01%	110	4.85%
Miejska Energetyka Ciepła Piła sp. z o.o.	1	0.77%	0	0%	0%	0%

Miejskie Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Białystok	11	4.37%	2	0.79%	6	2.38%
Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Oborniki	0	0%	1	3.13%	1	3.13%
Przedsiębiorstwo Energetyki Ciepłej „Zachód” sp. z o.o. in Białystok	0	0%	0	0%	10	7.87%
Enea Centrum sp. z o.o.	18	1.36%	82	6.21%	48	3.64%
Enea SA	7	2.24%	15	4.79%	3	0.96%
Enea Pomiary sp. z o.o.	0	0%	3	1.78%	2	1.18%
Enea Operator sp. z o.o.	10	0.25%	32	0.75%	67	1.57%
Enea Serwis sp. z o.o.	4	0.71%	14	2.47%	16	2.82%
Enea Logistyka sp. z o.o.	0	0%	6	3.57%	5	2.98%

"0" - is the reported data, meaning that the phenomenon doesn't occur.

Table 8. Number of new employees hired, broken down by age groups and gender in 2016

Company	Number of new employees hired in 2016					
	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 Oświetlenie sp. z o.o.	7	2	5	4	3	0
Enea Trading sp. z o.o.	14	5	9	5	9	0

Enea Wytwarzanie sp. z o.o.	162	18	144	58	92	12
Miejska Energetyka Ciepła Piła sp. z o.o.	2	0	2	2	0	0
Miejskie Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Białystok	3	2	1	1	2	0
Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Oborniki	1	1	0	0	1	0
Przedsiębiorstwo Energetyki Ciepłej „Zachód” sp. z o. o. in Białystok	5	0	5	4	0	1
Enea Centrum sp. z o.o.	173	134	39	74	89	10
Enea SA	60	35	25	14	43	3
Enea Pomiary sp. z o.o.	9	5	4	2	2	5
Enea Operator sp. z o. o.	210	53	157	117	85	8
Enea Serwis sp. z o.o.	48	10	38	29	14	5
Enea Logistyka sp. z o.o.	6	0	6	3	3	0

"0" - is the reported data, meaning that the phenomenon doesn't occur.

B. Health and safety

G4-LA6, G4-DMA

Health and safety

We conduct business activity that requires from us a special approach to health and safety at work. We're responsible for our employees and we treat this task very seriously. We operate in accordance with generally applicable regulations such as health and safety laws and regulations, but we also have a number of our internal guidelines.

Important documents and regulations relating to safety and health at work (in each of our companies the following documents are in force, some of them in a version that is adjusted to the company's profile):

- Work regulations (including detailed regulations, e.g. for safe working on electrical equipment)
- Occupational health and safety procedures
- Job instructions
- Rules and instructions for operational activities
- Operating instructions for facilities and equipment
- Fire safety procedures
- Detailed training procedures
- Occupational risk assessment and documentation (e.g. risk assessment cards for specific job positions)
- PN-N-18002:2011 – health and safety management system - general guidelines for occupational risk assessment
- Procedures defining the principles of OSH cooperation between the company and the Contractor (binding for example in Enea Operator)
- Standardization of equipment (e.g. power stations)
- Hazardous and emergency procedures

Use of the Live Work Procedure (LWP Procedure) is particularly important for the safety of Employees and their contractors in the case of Enea Operator. It is a prerequisite for cooperation to obtain a LWP Certificate, which entitles to work on equipment belonging to the company.

Each company in our Group manages occupational health and safety issues separately. Dedicated specialists who usually work in specially established for that purpose departments are responsible for those issues, e.g.:

- Enea Operator - dedicated OHS position in the company's Management Board - Vice President of the Labour Safety
- Enea Centrum - BHP team (two specialists and manager)
- Enea Logistyka - OHS specialist is assisted by the Social Labour Inspector
- Enea Oświetlenie - Office of Labour Protection, additionally assisted by the OSH Specialist on the area of Enea Branch in Szczecin,
- Enea Pomiary - Occupational risk assessment team (two specialists and inspector)
- Enea Serwis - Health and Safety Office (four specialists and manager)
- MEC Piła - employee of the Health and Safety Service supports the Company Social Labour Inspector
- MEC Białystok - Committee on Occupational Health and Safety

Occupational Health and Safety actions and initiatives

Part of our activities in the field of health and safety result primarily from the requirements of applicable law. We meet the following obligations:

- hazards identification and occupational risk assessment,
- monitoring of working conditions e.g. inspections and reviews of occupational health and safety requirements,
- corrective and preventive actions in the health and safety area (e.g. enforcement of use of personal protective equipment by employees)
- health and safety trainings, (initial, periodic, on-the-job)
- internal communication in the health and safety area
- identification and implementation of legal requirements related with occupational health and safety, (Labour Code and Rules of Procedure).

We take various initiatives in these areas. Furthermore, we try to creatively address the subject and offer our crew more than just the minimum required by law.

Let the scale and number of actions undertaken in 2016 prove that:

Trainings:

- on occupational health and safety at integration trips (PEC Zachód)
- First Aid for all our companies, e.g. in Enea Wytwarzanie further 44 employees were trained in 2016
- specialist training of employees in the field of electrical equipment exploitation (Enea Operator)
- training for physical workers and managers who, in connection with their work, are or may be exposed to asbestos dust
- "Qualified First Aid and getting a title of a rescuer" course was attended by 20 people in Enea Wytwarzanie

Workplace:

- creating ergonomic workstations by equipping employees with footrests, seats with armrests, pads helping to prevent carpal tunnel syndrome (Enea Centrum, Enea Oświetlenie)
- taking care of the workplaces: repairs, refreshing (Enea Oświetlenie)
- providing modern personal protective equipment i.e. anti-vibration gloves and dielectric hearing protectors for helmets (Enea Serwis)
- modernization of office air-conditioning (MEC Piła)
- replacement of lighting in workplaces, to those that give light which is closer to daylight (PEC Oborniki)

Purchase and modernization of security equipment and tools:

- purchase of autonomous external defibrillators AED (for three Enea Centrum locations: Szczecin, Gorzów Wielkopolski, Poznań)
- equipping the brigade of installation electricians with safety equipment, improving work safety and replacing security equipment for elevation work (Enea Oświetlenie)
- purchase of additional medicine cabinets (Enea Oświetlenie) and adding Aqua Gel that helps with burns (Enea Centrum)
- professional insect repellents given to employees working outside during increased insect activity, e.g. ticks (Enea Oświetlenie and Enea Serwis)

Health and safety education:

- distribution among employees of press articles on OSH topics (Enea Logistyka)
- Enea Serwis released the first issue of the Health and Safety information bulletin. "Occupational Health and Safety Office informs". The newsletter is published twice a month, and its purpose is to provide information on the current situation in the field of occupational safety and health. The bulletin is sent to all mailboxes of the company's employees and printed and posted on all OHS boards in regions and departments.
- distribution of posters and brochures of the National Labour Inspectorate and the Office of Technical Inspection related with safety (Enea Serwis)

Conferences, events and competitions:

- Live working conference on 29-30 September 2016 organized by Enea Operator
- employees participation in competitions promoting safety, also organizing such competitions internally
- deepening employee safety knowledge through participation in various external trainings, conferences, conventions and seminars (Enea Wytwarzanie)

Development of instruction and analysis of legal changes:

- development of a new Occupational Risk Assessment covering the specificities, issues and hazards of handling warehouses and communicating this assessment (Enea Logistyka) and developing and implementing new risk assessment cards for the 7 positions in the company (Enea Pomiary)
- introduction of new technologies during exploitation of electrical equipment - live works (Enea Operator)
- development and implementation of a reporting procedure of work accidents (Enea Pomiary)

- implementation of rules for carrying out general OSH instruction for people employed by the Temporary Employment Agency (Enea Pomiary)
- development of a list of harmful factors for medical referrals for all 574 Employees of the Company (Enea Serwis)
- continuous improvement of the "Central Registry of Incompliance" program and implementation of reported by the employees incompliance (Enea Wytwarzanie)

Control:

- There were 74 inspections carried out in in Enea Serwis in 2016 with respect to compliance with the rules and conditions of occupational health and safety at construction sites. Relevant protocols were drafted.
- Detailed inspections were carried out in 18 organizational units in Enea Wytwarzanie. 28 reports on health and safety inspection of external companies and Enea Wytwarzanie employees were drafted and 17 inspections of modernization and investment works were carried out. In addition, health and safety inspections are carried out on the construction of block 11.
- annual inspection of fire equipment and the fire alarm system (Enea Wytwarzanie)
- verification of the equipment and systems insulation (Enea Wytwarzanie)

Medical rescue in Enea

The pre-medical rescue program was a grass-roots initiative of Enea employees. We have been aware for a long time that in the event of a casualty, other employees will be the fastest and best of all. That is why, we established a program of expanded first-aid training almost seven years ago, which we provided to all employees. Trained persons receive the title of pre-medical rescue coordinators, and some of them are qualified as a medical rescuers. Our employees consider the knowledge acquired to be very important, hence they wish to share it. As a result, we included pre-medical rescue services in the Enea Employee Volunteering Program. Since 2010 we have already trained 33,000 people, spending 800 hours on our trainings.

"Practical rescue knowledge should be systematically repeated so that it may be used when needed. We see a lot of interest and involvement during the classes. Employees are well aware of the importance of first aid," stresses Wiktor Kubacki, rescue coordinator who runs the training.

Table 9. Total number of injuries and injury rate in 2016

Company	Number of injuries	Injury frequency rate*
Enea Centrum sp. z o.o.	4	3.03
Enea Logistyka sp. z o.o.	2	11.9
Enea Operator sp. z o.o.	30	7
Enea Oświetlenie sp. z o.o.	0	0
Enea Pomiary sp. z o.o.	0	0
Enea Serwis sp. z o.o.	15	26.46
Enea Trading sp. z o.o.	1	0.012
Miejska Energetyka Ciepła Piła sp. z o.o.	1	7.69
Miejskie Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Białystok	1	3.97
Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Oborniki	0	0
Enea Wytwarzanie sp. z o.o.	14	6.18
Przedsiębiorstwo Energetyki Ciepłej „Zachód” sp. z o.o. in Białystok	4	31.25

** Injury frequency rate is calculated on the basis of occupational accidents, i.e.:

$$\text{Ww injury frequency rate} = \frac{\text{number of accidents at work in a given period}}{\text{number of employees}} \times 1000.$$

"0" - is the reported data, meaning that the phenomenon doesn't occur.

Employees health

We encourage our employees to take care of their health by promoting health and disease prevention. There is a sport spirit in our Group, because it is an active lifestyle that is an ally in maintaining good condition. We support our employees through a number of initiatives, including:

- Enabling employees to use preventive medical examinations (required by law and additional, such as professors' advice, specialist examinations)
- Preventive actions for employees and their family members, e.g. human influenza vaccine, (we actively encourage them to use it under the "Flu Action") the study of tumor markers
- Employees' participation in sport events organized by the Group, e.g. Business Run
- Rental of a sports hall for trainings of a football team
- Employee participation in amateur races and football competitions

C. Support and benefits

G4-LA2, G4-DMA

Our employees have the opportunity to enjoy additional privileges and benefits. Additional benefits vary depending on the company and are the result of the employees needs and the company's possibilities.

Support of employees	Preventive care	Cheaper electricity
<ul style="list-style-type: none">• Benefits from the social fund• Housing loans• Repayable or non-repayable grants• Funding for recreation of employee and children and group tours• Support for cultural and educational activities and sports (the purchase of tickets to cinemas, theaters, sports events)• Buying Christmas and New Year packages for children under 15• Funding child care in nurseries and kindergartens• MultiSport Benefit Card, giving access to sports facilities and activities	<ul style="list-style-type: none">• Additional health provision: providing employees with medical care in the field of occupational medicine as well as - depending on the entity - providing additional medical services, the cost of which is paid by the employer• Preventive actions for employees and their family members, eg. flu vaccine, the study of tumor markers• The PZU Club "Help in Life" - membership gives employees access to healthcare, but also the "Four Seasons" drug insurance, discounts for travel insurance and special offers (e.g. shopping)	<ul style="list-style-type: none">• Privilege of a reduced payment for electricity after having worked for one year in the Enea Group• Right to a reduced payment for electricity - financing payment for electricity used for household needs in the amount not exceeding 3000 kWh

D. Trainings and education

G4-LA9, G4-DMA

We support development of employees through a training system organized by us, but we also provide grants for education outside of Enea. Training processes for our entire Group are handled by Enea Centrum (Shared Services Centre).

We carefully select profiles of trainings we offer. We pay attention to the needs of our employees, but they are also closely related to Enea's development. Our educational programs and programs:

WE COMPLEMENT AND POLISH COMPETENCES

- The Generation Change Program aims to maintain the desired competences in Enea through long-term actions and systemic solutions. We try to prevent the negative effects of economic and demographic change. One aspect of the project is the Competence Enhancement Program with planned activities such as:
 - supplementing and improving competences of the management staff through the implementation of "tailor-made" development programs
 - implementation of traineeship programs aiming at attracting candidates with the highest potential
 - development of cooperation with educational centers, vocational schools in the field of practices organization, promotion of the installation electrician profession and employment in the energy industry
 - development and implementation of scholarship programs for the most talented students in technical schools (vocational and secondary)
 - implementation of mentoring programs at workplace

The program has been implemented at the end of 2016 and will continue for another year.

- A mentoring program is operating in Enea Operator where training is provided for future mentor-masters.
- "Manager Academy" a series of training courses was organized for the Customer Service Department
- A training series on "Standards of cooperation between Enea SA and Enea Centrum" was conducted. Its main purpose was to strengthen the ability of co-operation and build a consensus between the departments responsible for the process of sales and client service. We learned the principles of customer service quality.
- The development program "HR Academy" was implemented for the management staff. The following workshops took place:
 - Work organization and creativity

- Moderating business meetings and conducting professional presentations
- Exerting influence and negotiations in business

WE CO-OPERATE WITH THE WORLD OF SCIENCE

- Enea Wytwarzanie, in cooperation with the Warsaw and Wrocław University of Technology, exploits the scientific potential and research base of these Universities, while supporting their scientific and didactic activity. This provides a free and open exchange of knowledge, views and experiences.

Under the agreements concluded with universities, cooperation is being carried out in the following areas:

- training and research (eg. organization of scientific conferences, seminars);
- promotion in the student environment (organization of educational trips for students, internships of full-time/part-time students);
- training of the technical staff of Enea Wytwarzanie Sp. z o.o. on postgraduate and doctoral studies.
- Enea Operator cooperates with the University of Zielona Góra on the implementation of the research and development project "Innovative system services for energy storage, which increase the quality and efficiency of electricity use"
- Enea Operator cooperates with the Institute of Electrical Engineering of the Poznań University of Technology and the Institute of Power Engineering in Gdańsk in the field of analytical and advisory work on reliability, safety and development of the distribution network.
- Enea Operator conducted joint work with the Institute of Logistics and Warehousing in Poznań in 2016. The cooperation concerned the implementation of innovative radio network identification (RFID)
- Enea Group participated in the Innovation Day workshop organized by the AGH Energy Center in December 2016. During the meeting AGH staff together with experts from the Enea Group discussed the future of energy and looked for common areas of cooperation within research, development and innovation projects.
- Enea was a strategic partner of the "Modeling the energy market" competition, which was organized jointly by the University of Economics in Poznań and the University of Adam Mickiewicz in Poznań. Enea Trading took care of the preparation of the competition. Teams of students fought for President Enea's award, solving the competition for the energy market. Analysis of energy prices was the competition topic. Next edition was held in 2017.
- Innovation-oriented position was created in Enea Operator - Vice-President of the Management Board for Innovation and Logistics
- Enea Wytwarzanie was one of the partners of the 2nd Technical Conference "Maintenance - management, efficiency, renovation" in Katowice

WE SUPPORT EMPLOYEES EDUCATION

- 125 Enea employees in 2016 had the opportunity to develop and continue their education at the engineering, bachelor, master's, and postgraduate studies.
- "Talent" project was created at Enea Operator. Three employees began the Master of Business Administration (MBA) within the program, twenty-eight employees took part in a dedicated postgraduate studies. "Academy of Managers", and the next five began higher education in the master's and postgraduate studies.

... AND MOREOVER:

- 54 training projects were implemented, including external training and closed projects at Enea SA - in 2016. A total of 435 employees participated in the training initiatives.
- 659 trainings were carried out at Enea Operator, including Occupational health and safety training sessions, as well as preparatory courses for acquiring qualifications, development training and support for already functioning systems
- Also at Enea Operator, as all Branch Offices and Distribution Divisions were equipped with automatic defibrillators, there were 110 training sessions for 724 employees from first aid using this equipment.

Table 10. Average number of training hours per year per employee according to the employment structure in 2016

Company	Average number of training hours per:							
	Total employees	Women	Men	Top management	Directors	Middle level managers	Operational employees	Office personnel
Enea Trading sp. z o.o.	18.95	20.94	17.6	0	41.6	26.29	0	15.51
Enea Centrum sp. z o.o.	27.81	25.55	34.08	0	64.84	40.56	0	21.25
Enea SA	25	23.67	26.56	0	12.24	11.61	0	28.67
Enea Pomiar sp. z o.o.	20.66	20.45	20.74	0	32	23.2	18.83	33.43
Enea Serwis sp. z o.o.	23.88	7.72	26.45	12	11.2	15.69	29.62	12
Enea Wytwarzanie sp. z o.o.	25.32	15.26	26.79	56	34.91	22.99	25.69	24.48
Miejska Energetyka Ciepła Piła sp. z o.o.	16.17	9.9	17.38	0	58.8	43.6	14.03	14.38
Miejskie Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Białystok	8,21	14,07	7,06	0	23,25	17,28	6,49	8,82
Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. in Oborniki	no data	194	40	0	0	0	0	236
Przedsiębiorstwo Energetyki Ciepłej „Zachód” sp. z o.o. in Białystok	16,61	6,6	17,02	0	0	25	16,69	14,38
Enea Oświetlenie sp. z o.o.	26,85	9,1	30,51	0	24	30,6	43,35	7,98
Enea Operator sp. z o.o.	32,04	16,72	34,23	0	26,21	24,92	54,42	12,86
Enea Logistyka sp. z o.o.	0	0	0	0	0	0	0	0

"0" - is the reported data, meaning that the phenomenon doesn't occur.