



# EMPLOYEE WELL-BEING POLICY

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## ○ STATEMENT

TT CABLES (hereinafter: TTC) recognizes that working conditions and remuneration should enable those who work to have a decent standard of living without dependence on external subsidies. TTC also recognizes all other important features in relations with employees in a broader sense, respecting laws, regulations, generally accepted principles and best practices in human resources management.

## ○ POLICY PRINCIPLES

A wage enables individuals to meet their daily needs to a basic but decent standard. "Daily needs" means basic necessities such as food, housing and utilities, with room for contingencies such as replacing household appliances and is based on actual living expenses. A salary allows individuals to live without other subsidies such as those provided by the government or charities.

TTC will pay salaries and wages to employees, based on the local cost of living of the employees. TTC will be transparent about its salary setting policies. It will encourage employees to raise concerns about their pay and expenses and will address these concerns in an open and non-discriminatory manner. The TTC management is responsible for ensuring payment of the "Living Wage" to employees. Everyone within the organization involved in procurement has a responsibility to consider the living wage as a factor in decision-making. The regular maximum working time is 48 hours per week. Overtime work is voluntary and compensated at an increased hourly rate in accordance with the internal regulations of TT Kabeli. All employees are entitled to at least one day of rest per week.

Employees have the right to address the Employee Representative with any complaints or inquiries regarding their rights and retain the right to hold meetings as needed. A Whistleblowing Policy (POL21) with accompanying mechanisms is also available to all employees.

TTC respects the principles of equality, diversity and inclusion when hiring and managing human resources.

TTC takes care of the well-being of its employees through fair contracting, correct work schedule and duration of working hours, respect for their right to representation and payment of all obligations in accordance with applicable laws.

## PROCEDURES

The benchmark for Living Wage can be found at:

<https://wageindicator.org/salary/minimum-wage/bosnia-and-herzegovina>.

When reviewing salaries, the TTC Board will consider the Living Wage as the minimum that will be paid to an individual. Employees will be encouraged to be aware of the current Living Wage level and to raise concerns with the Board or their supervisor. When a complaint comes up, it will be verified thoroughly. If the complaint is justified, the salary or allowance will be adjusted to meet the Living Wage. TTC will not seek official accreditation as a "Living Wage Organization". All employee complaints related to equality, diversity, inclusion and working conditions will be seriously considered and corrective measures will be taken where necessary.

## REVISION DATE

This Policy will be reviewed every three years.