



WORKING TIME, SALARY AND COMPENSATIONS

ESSA SALES & DISTRIBUTION POLICY, 2023



In accordance with the European Union Directives and the Romanian legislation in force, ESSA SALES & DISTRIBUTION S.A. undertakes to comply with the following:

- The working hours must comply with the current laws and regulations in the organization's field of activity. In general, a working week does not have more than 48 hours and all employees receive at least one day off in a 7-day period;
- Overtime must be voluntary and be compensated with an additional payment granted if not otherwise specified in the flexible work arrangements;
- Employees should be provided with the stipulated annual leave and medical leave without any repercussions;
- To ensure an income corresponding to Romanian standards. Salaries and other incomes comply with the legislation in force or, for the organization's field of activity, the minimum salary that is sufficient to ensure the employee's basic needs plus an available amount;
- Before employment, all employees should receive explicit information about the salary conditions and exact details about the payment period;
- To support capable employees and, as far as possible, to be considered for future management positions;
- Appropriate working conditions should be made available to all employees, in accordance with the general working conditions created under the protection of the relevant national standards and rules.

Date of last revision: January 2023