

Human Resource Management Policy

The human resources management policy is developed in accordance with the Constitution of the Republic of Azerbaijan, the Labor Code, the ISO 9001:2015 Quality Standard, and the Charter of "Khazar GLX" CJSC. The policy defines the main principles for each direction of Human Resources management in "Khazar GLX" CJSC. This policy is implemented taking into account the internal values adopted in "Khazar GLX" JSC and covers legal, organizational-functional, economic and socio-psychological aspects of Human Resources management.

"Khazar GLX" CJSC's Human Resources means the company's employees and their knowledge, skills, experience, and professional indicators. Human Resource management is the effective use of these resources and their constant development. Effective management of Human Resources is a strategic area of "Khazar GLX" CJSC and occupies an important place in the overall development of the company. The main principles of effective management of Human Resources at Khazar GLX" CJSC are as follows:

- Provision of "Khazar GLX" JSC with adequate (at the right time, in the right quantity and quality) Human Resources;
- Ensuring a disciplined, values-respecting, high-spirited collective environment;
- Creation of conditions for continuous improvement of the personal and high level of professionalism of each employee of "Khazar GLX" CJSC;
- Treating the employees of "Khazar GLX" CJSC with trust and respect, objective assessment of their individual qualities and the results of their activities;
- Maximum use of available opportunities to meet material, social and moral needs of the employees of "Khazar GLX" CJSC;
- Parallel application of subordination and flexible communication in relations between management and employees;
- Creation of conditions for career advancement of experienced employees;
- Human Resources management and coordination of labor relations;
- Strict compliance with existing internal regulatory documents in the field of Human Resources management.

When implementing Human Resources management in "Khazar GLX" CJSC, the following are the main indicators considered in different directions:

Implementation of the Human Resources management policy - the determination of the Human Resources management policy in "Khazar GLX" CJSC and its overall management by the Director of "Khazar GLX" CJSC, the implementation of the policy is carried out by the Human Resources department as a functional structural unit. Other structural units are also involved in ensuring the completeness of the Human Resources management system and shaping the environment.

- **Recruitment** - candidates who are able to perform the tasks specified in the job description of the vacancies provided for according to their personal and business qualities, education, knowledge and skills, professional level and development potential are preferred. Depending on the vacancy, recruitment in "Khazar GLX" JSC is initially carried out based on the interview of Human Resources, at the 2nd stage, the head of the relevant department, and at the last stage, the Director of the

company. Before applying each of the listed mechanisms, the internal resources of "Khazar GLX" CJSC are evaluated, the list of reserve personnel is used;

- **Training, continuous development and evaluation of competence of employees** - It is more preferred to develop employees within "Khazar GLX" CJSC. If necessary, employees are sent to training. Competency assessment aims to ensure the establishment of appropriate and effective processes to achieve competent personnel based on education, experience, skills and training;
- **Employee motivation** - both material and non-material motivation systems in individual and collective form for employees who demonstrate exemplary discipline and behavior and make extra efforts to achieve the goals of "Khazar GLX" CJSC, depending on the results of the evaluation of service activity it is applied;
- **Social care for employees** - social obligations of employees are treated with respect and care. Social care for employees is carried out within the framework of individual and collective motivation systems, as well as on the basis of principles of humanism and humanity;
- **The principle of fairness towards employees** - at "Khazar GLX" JSC, regardless of citizenship, gender, race, religion, nationality, language, place of residence, property status, socio-social origin, age, family status, beliefs, political views, trade unions or Allowing any discrimination between employees due to membership in other public associations, service position, as well as other factors not related to the employee's business qualities, professional competence, and the results of his work, directly or indirectly determining privileges and concessions on the basis of those factors, as well as his rights restriction is strictly prohibited. It implements the principles of creating the same working conditions for employees engaged in the same work regardless of gender, applying the same disciplinary action to employees for the same violation, and preventing discrimination based on gender and sexual harassment.
- **Corporate behavior** - respect for personal and collective values, ensuring high morale and professionalism in the conditions of cooperation in "Khazar GLX" CJSC is the main goal of Human Resources management. In addition to performing the service functions of the employees at "Khazar GLX" CJSC, observing labor and executive discipline, efficient use of working time, a responsible, creative and honest approach to one's work, striving to ensure common interests, public service belonging to "Khazar GLX" CJSC trust building and other such relationships are regulated by internal normative documents and relations between employees are established on the basis of the values provided for in these documents .

Relationships in the field of Human Resources management at Khazar GLX" CJSC are regulated by the internal rules of the Company in this field, along with existing normative legal acts. The Human Resources management system is transparent for all employees, and employees are timely and accurately informed about any procedural rules, decisions and proposals that affect their daily activities at "Khazar GLX" CJSC.

Director : Teymuragha Asgarli

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