



APPROVED BY:
Member of the Board of “Rīgas finieru rūpnīca” Ltd.

_____ I. Kozuliņa
Rīga, 02.01. 2007

PERSONNEL POLICY

RFR.ISO.PERSPOL.001.01.A.2007

Limited Liability Company “Rīgas Finieru Rūpnīca “ (RFR) is a company, which manufactures high-quality cut and sliced veneer. To ensure the manufacture of high-quality products, the company needs not only high-quality raw materials, but also highly qualified personnel that would be able to service and maintain the equipment and instruments that are involved in the manufacturing process.

RFR guarantees that all the employees enjoy equal employment legal rights, irrespective of race, colour, sex, age, religious or other beliefs, national or social origin and status.

RFR is a socially responsible company, which cares about its employees and protects them. The employees of RFR have health insurance and insurance against accidents, both industrial and residential. RFR ensures that its employees have good working and social conditions, rest rooms and food within the company.

The system of occupational safety within RFR is established bearing in mind the primary target – to protect and care about the health and life of every employee in compliance with the requirements of the legislation of the Republic of Latvia, ensure safe working conditions for each employee. The company involves the employees’ representatives in that system.

RFR also takes care of the sports activities of the company’s employees, RFR has its own basketball team, which has a training location and time.

The personnel of RFR have joint celebrations twice a year – the ball before the vacations and the Christmas ball, when reports about the previous time period and results of the company’s activities are presented, and the long-term employees receive their awards.

The company cares about the culture of the employees’ interrelations within RFR. The employees’ relations are based on mutual understanding, respect, kindness, tactfulness, simplicity and honesty.

In order to ensure the personnel management, RFR has determined the basic components of the personnel organisation:

- the personnel planning, within the framework of which the necessary quantity of the personnel is determined, taking into consideration the work volume to be executed;
- the personnel selection, the main principle of which is objectivity. The right person with the right knowledge at he right place;

- the introduction of the personnel into work, when an employee is provided with the necessary and concrete information about the company and the work to be done;
- the improvement of the personnel, within the framework of which the improvement of the personnel qualification is executed, as well as their necessary training.