

HR PERSONNEL POLICY

Caspian Marine Services B.V. Azerbaijan Branch (CMS) follows high international standards in the area of personnel management, which is rooted in ideas and principles of CMS personnel policy. Successful development of the company and high financial results achieved as a result of its business activity should be mostly attributed to professionalism and quality of work of its personnel. At present, CMS employs nearly 600 staff with most of them representing marine crews. The personnel policy is aimed at preservation, attraction and raising of specialists capable of achieving new complex goals, which company sets for itself at every stage of its development.

Thus continuity of experience and receptiveness towards modern work methodologies are nurtured within personnel.

The main work methods utilized in the area of personnel policy are orientated towards formation of professional organizational structure, development of management technologies as well as activation of potential of the human factor in business development.

Personnel management policy of CMS is built upon following principles:

Personnel

The CMS Company first of all is its people. Talented, responsible and involved people realizing importance and responsibility of their work in the company. On its part, the company does everything to open up creative potential of its employees. The company's management is confident in its belief that neither finances nor highly technological equipment or assets are decisive resources and foundation of success in its business. The major value and the main condition of success of the company is personnel of CMS.

Team

Achievement of common goals of the company is the aim of each employee. Our team provides all opportunities to every individual employee as well as the whole staff for maximal opening of their creative potential and its practical realization. Quality, efficiency, professionalism and corporate spirit are the main characteristics of our team.

Main functions of personnel management system

Recruitment of personnel

CMS aims at formation and maintenance of constant interest towards itself among potential candidates for employment and therefore applies maximum effort for looking as attractive, prospective and reliable employer on the labour market. This is achieved through development and maintenance of long-term relationships with Caspian Oil Fleet, marine educational institutions, recruitment agencies and other organizations assisting our company with supply of personnel. Selection of personnel is carried out with consideration of personal and professional qualities of candidates selected to fill the vacancies within the company. The current employees have also the right to claim candidacy for vacant positions within the company (subject to possession of required qualification) and given equal chances for professional advancement. As for new hires, the company gives preference to candidates, who demonstrate not only the level of knowledge, competency, experience and abilities required for the work aimed at achievement of the company's goals, but possess potential for further development.

Personnel development

The key aspect of corporate policy of CMS is the strategy of internal growth supported by implementation and active use of programs of corporate education and training aimed at increasing professional level of employees and strengthening of their personal motivation. We believe that efficient development of business is possible only by means of efficient development of company's personnel.

Training and development of personnel is founded on the following principals:

- system approach — all elements of professional education and development system are subordinated to the strategic goals of company;
- dynamic approach and flexibility- goals correction and change of the company's tasks result in change of directions, priorities and methods and forms of professional education and training;
- systematic and continuousness — education and development is implemented not episodically, but in systematic and planned fashion,
- Performance measurement and quantification — education and development are accompanied by clear quantifiable criteria of assessment of the results achieved.
- Practical orientation — education and development are orientated mostly towards formation of professional and business competency.

Personnel assessment

In CMS company there is a system of personnel assessment orientated on rational management of efficiency of personnel performance. The Competency Assessment — is the system of working behaviour patterns evaluation by certain indicators for achievement of necessary results by mostly appropriate method. Depending of results of the assessment decisions are made with regard to further professional development of employee (hiring to the personnel reserve, sending to training, promotion etc.)

Career

CMS provides unique opportunities for career growth. Thanks to active utilization of the system of project management within the company, our employees have a chance to develop not only along vertical line of promotion, but what is more valuable, develop in professional aspect as well.

Social Policy

Social Policy is the structural and inseparable component of the personnel policy aimed at formation of the sense of satisfaction from the work in the company and is realized through the system of social guarantees and compensation for all employees.

We are proud with our employees and put great value into them.

The company takes care of:

- Creation of comfortable work conditions and adherence to health and safety at work principles.
- Well-equipped work place (Internet, computer, office equipment)
- Stable and transparent remuneration (payment of employee taxes in accordance with tax legislation of the Azerbaijan Republic, compensation of medical leaves etc.)
- Pay of vacancy leaves in accordance with legislation of Azerbaijan Republic
- Healthy working environment
- Transport arrangement for business purposes.
- Arrangement of voluntary medical insurance of employees
- Arrangement of compulsory medical insurance of employees against incidents on the work place in accordance with legislation of Azerbaijan Republic
- Organization of celebration of public holidays and social events for employees
- Payment for additional professional training and education of employee in case of necessity

Corporate Life

Corporate life is the part of our daily life spent at the working place. We are confident that achievement of corporate goals is impossible without sense of unity and mutual trust.

Corporate culture of our company is based on broad freedom of action, which gives our employees opportunity to demonstrate their best professional and personal qualities.

It has become a good tradition in our company when possible to organize events aimed at strengthening of friendly relationships, work contacts and corporate spirit of our employees:

- corporate celebration of New Year, 8th March, Seamen Day
- corporate trips in the countryside
- Corporate greeting of jubilant
- Marking of the Company's day.

Farid Gurbanov,



Director of "Caspian Marine Services B.V."
Azerbaijan Branch

Date: 10 May 2022