

**Annex no. 6  
to the Request for Proposal no. 11/RCBR/2019**

Appendix 5 to IS-0-07/IB-0-07

***Employee Relationship Management Requirements  
for Contractors/Subcontractors***

1. The Contractor/Subcontractor declares that:
  - he/she complies with labour and employment regulations (including laws on remuneration, working hours, overtime and other benefits. e.g. sick leave and holidays), and protects his/her employees' personal data;
  - complies with the rules for employment of minors;
  - does not use forced labour, slave labour or victims of human trafficking;
  - treats employees equally, regardless of their colour, race, nationality, ethnic origin, disability, gender, age, trade union membership, marital or family status (unrelated to the requirements for a given position); this extends to recruiting, hiring, training, promotions and other terms and conditions of employment;
  - treats his/her employees with respect and protect human rights;
  - does not tolerate unacceptable treatment of employees, e.g. abuse, harassment, intimidation, discrimination, coercion, threats, insults and exploitation; undertakes action to prevent such conduct;
  - does not discourage employees from electing their representatives, forming or joining employees' organisations of their choice; does not discriminate against the employees who are representatives or intend to join such organizations;
  - if it provides employees with accommodation, he/she ensures that the lodgings are safe and meet the employees basic needs. w przypadku zapewniania pracownikom zakwaterowania, mieszkania powinny być bezpieczne i spełniać podstawowe potrzeby pracowników.
  
2. The Contractor/Subcontractor shall, as part of his/her activities, provide a mechanism for reporting complaints by his/her employees, enabling them to raise objections about the workplace.

This mechanism should include:

  - informing employees about the complaints system when hiring them,
  - a procedure for the handling of complaints and communicating feedback about the complaint;
  - a method of handling complaints made anonymously,
  - the assurance that that the complainant will not be persecuted in any way.
  
3. The Contractor shall be fully responsible for the implementation of the above provisions by his/her Subcontractors.



***I hereby certify that I have read the above Employee Relationship Management requirements and represent that the company ..... complies with these requirements.***

.....  
Place and date

.....  
Signature of the Contractor's/Subcontractors  
authorised representative  
Wykonawcy/Podwykonawcy