

COLLECTIVE AGREEMENT FOR INA, Plc.

Consolidated text of the Collective Agreement for INA, Plc. of 10th May 2016

Annex to the Collective Agreement of 27th March 2018

Annex to the Collective Agreement of 18th March 2020

Annex to the Collective Agreement of 30th September 2020

Annex to the Collective Agreement of 20th January 2021

Annex to the Collective Agreement of 16th December 2021


Annex to the Collective Agreement of 17th January 2023

Annex to the Collective Agreement of 17th January 2025

Annex to the Collective Agreement of 8th June 2026

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Pursuant to the Labour Act,
 - INDUSTRIJA NAFTE, Plc. Zagreb, Av. Većeslava Holjevcica 10,
10 000 Zagreb, (hereinafter referred to as: the Employer)

and

INAŠ – Oil Industry Union
SING - Croatian Trade Union of Economy
Autonomous Trade Union of Workers in the Power Industry, Chemistry and Non-Metal
Industry of Croatia
(hereinafter referred to as: the Trade Unions)

have entered in Zagreb on June 8th, 2026 into the

COLLECTIVE AGREEMENT FOR INA, Plc.

(Consolidated text)

I. GENERAL PROVISIONS

Article 1

This Collective Agreement shall regulate the rights and obligations of its signatories, as well as issues deriving from or related to employment relations between the Employer and its employees.

Article 2

- (1) Pursuant to the provisions hereof, INA-INDUSTRIJA NAFTE, Plc. Zagreb, is the Employer for whom employees shall perform certain tasks.
- (2) Pursuant to the provisions hereof, employees are natural persons performing certain tasks for the Employer on the basis of employment contracts.
- (3) The terms used in this Collective Agreement that have the meaning of gender are used neutrally and apply equally to male and female sex.
- (4) The concept of trade unions in this Collective Agreement refers to the trade unions that are signatories to this Collective Agreement, regardless of whether it has already been indicated in individual provisions of this Collective Agreement.

Article 3

Should any individual employee's rights under company by-laws be less favourable than the rights under this Collective Agreement, the provisions of the Collective Agreement shall apply.

Article 4

In the event of Employer status changes, this Collective Agreement shall continue to be applicable for employees until the conclusion of a new Collective Agreement for a maximum of one year.

II. SOCIAL DIALOGUE

Article 5

(1) In line with the common long-term orientation towards the improvement of the social dialogue, the Trade Unions and the Employer shall assume the mutual responsibilities of regular reporting and consultations prior to the adoption of Employer decisions regarding:

- salaries and other fringe benefits;
- employment;
- health protection and improvement;
- education.

(2) Each of the stated areas may be elaborated in more detail under a special agreement between the signatories hereof.

Article 6

(1) In the event that the Employer establishes a new company within INA Group without any Employer status changes, the Employer shall ensure all employees who will continue to work in the newly established company within one year of the company's establishment that the continuity of their tenure at the Employer's shall be acknowledged.

(2) In the event of the termination of the company referred to in the preceding paragraph and in the event that an employee surplus is established in this company, all within one year from the company's establishment, the Employer undertakes to take over all employees who continued work at the newly established company, provided that continuation of work in other positions in the newly established company is not possible for employees established as surplus. In the event that the Employer takes over such employees, he shall conclude with these employees' employment contracts for positions in line with Employer needs and the employees' work experience and professional qualifications.

(3) The Employer undertakes to start negotiating a social clause at the request of the Trade Unions in the event of employment contract transfers or in the event that employees continue work at another employer. Depending on whether employment contracts are transferred or employees continue work at another employer, and depending on whether the new employer is a company within or outside INA Group, the subject of negotiations shall be for example: tenure continuity, obligation to pay out redress, obligation to take back employees under certain conditions, time period within which the new employer may not cancel employment contracts for business-related reasons, time period for which the social clause is concluded, maintaining existing fringe benefits and time frame within which such benefits shall be maintained in case of agreement, etc.

(4) The Trade Unions which are signatories of this Collective Agreement undertake to submit to the Employer a request for the contracting of a social clause within 3 working days from the Works Council's receipt of the intended Employer decision for consultation, which results in the Employer's obligation to contract a social clause.

Negotiations in relation to a social clause shall be initiated within 3 working days from request submission, and the contractual parties undertake to complete negotiations in relation to the content of the social clause within 8 working days from negotiation commencement.

(5) In the event that no agreement is reached on the content of the social clause within the deadline referred to in the preceding paragraph, the contractual parties shall initiate at the request of either party conciliation proceedings pursuant to the Rulebook on Conciliator Selection and Conciliation Proceedings in Collective Labor Disputes.

Conciliation requests must be submitted within a further 8 working days from the deadline for the completion of negotiations on a social clause.

Article 7

The parties agree to act towards reducing disloyal competition and illegal employment in order to protect the interests of owners, employees and the company as a whole. For that reason, the Employer shall indicate to employers acting as third parties the necessity to comply with the provisions of the Code of Ethics of the Employer.

III. ESTABLISHING EMPLOYMENT RELATIONS

Article 8

(1) Employment relations shall be established through the conclusion of an employment contract between the Employer and employees.

(2) Employment contract shall be concluded for an indefinite period of time.

(3) By way of exception, employment contracts may be concluded for a finite period of time.

(4) Employment contracts shall be concluded in writing and must contain provisions regarding the following:

1. Contractual parties and their place of residence or seat;
2. Place of work; in the event that no permanent or primary place of work exists, it must be noted that the work is performed in different places;
3. Name, nature or type of work for which the employee is hired or a short list or description of work activities;
4. Initial (first) working day;
5. Expected contract duration in case of contracts concluded for a finite period of time;
6. Duration of the paid annual leave to which the employee is entitled. If such information cannot be provided during contract conclusion, the manner in which the duration of such annual leave is determined must be stated.

7. Notice periods employees and the Employer have to comply with if such information cannot be provided during contract conclusion, the manner in which notice periods are determined must be stated;
8. Base salary, salary supplements and payment periods of income to which employees are entitled;
9. Duration of a regular working day or week.

(5) Instead of the provisions of items 6, 7, 8 and 9 of paragraph 4 hereof, employment contracts may refer to the provisions of this Collective Agreement.

Article 9

(1) When the Employer offers an employee who is in an employment relationship with the Employer a new employment contract or an annex to an existing employment contract, the employee is not required to sign it at the time the contract is presented to him.

(2) The parties to this Collective Agreement establish a deadline of 8 days from receipt within which the employee is required to reply to the Employer's offer.

Article 10

(1) The Employer shall make possible for and grant employees the right to promotion at work and shall not limit employees' freedom to change jobs (positions).

(2) When an employee is transferred to work in another position due to a continuous need, the Employer is required to offer him/her a new open-ended employment contract. By way of exception, if the Employer needs to assess the employee's ability to perform such tasks, the Employer may offer him/her an employment contract annex, but not for a time period of more than six months. This period may be extended for additional six months solely if the employee is being transferred to work in a position which requires previous training and/or licensing for the performance of tasks.

(3) In the event of the necessity for recruitment for a particular position, the Employer shall publish, as a rule, simultaneously with a regular vacancy ad for this position a vacancy ad on the Intranet and on bulletin boards.

(4) In the event that an employee is hired for a particular position based on an internal employment ad, a new employment contract or an annex to the existing employment contract must be offered to the employee within two months from the end of the internal employment ad.

Article 11

(1) In the event of an Employer need to temporarily fill a vacant position, he shall offer to an employee the contracted performance of the tasks of this position for a finite period of time.

(2) The performance of the tasks referred to in the preceding paragraph may not result in lower fringe benefits for the employee, given the value of the tasks he will thus perform, and in the loss of work for an indefinite period of time within INA, Plc.

(3) In the event referred to in paragraph 1 hereof, when a temporary need becomes a continuous need, the Employer shall offer the employee the performance of these tasks for an indefinite period of time, i.e. they will conclude a new employment contract.

Article 12

(1) Prior to concluding an employment contract with a new employee, the employee's state of health may be determined through a medical examination, in relation to which the Employer shall decide. The costs of such a medical examination as well as subsequent periodical examinations shall be covered by the Employer.

(2) When signing the employment contract and during the term of employment, the employee is required to notify the Employer of his/her illness or any other circumstance that prevents or significantly hinders the employee from performing his/her obligations under the employment contract or endangers the life or health of persons with whom the employee comes into contact during the performance of the employment contract.

(3) For the purpose of determination of an employee's health capacities to perform certain jobs, the Employer may send the employee to undergo a medical examination.

(4) Prior to concluding an employment contract with a new employee, the employee's competencies may be assessed. A decision on the assessment of the candidate and the assessment manner shall be made by the Employer.

(5) Employment contracts may be concluded only with employees who meet the requirements established under internal by-laws.

The Employer is required to ensure that employees perform the tasks for which their employment contracts were concluded, and to pay out a salary to them. Employees are required to perform tasks in accordance with Employer instructions and the nature and type of the work.

(6) In the event that the Employer cedes tasks performed by employees of INA, Plc. to other legal and physical persons (within or outside INA Group), the Employer shall ensure that the employees who have performed these tasks so far continue work at the new employer.

(7) In the event that the Employer cedes certain tasks from the core activities of INA, (pursuant to the valid internal bylaws on operation and organization of INA, Plc. these are as follows: oil and gas exploration and production, refining and marketing, including crude procurement, as well as customer services and retail) to other legal or physical persons within or outside INA Group, the Employer shall ensure that the employees who performed these tasks so far continue to work at the new employer. Prior to decision-making, the Employer shall inform the Supervisory Board of INA, Plc. thereof to obtain an opinion.

(8) Employees who do not agree to continue to work at the new employer in line with paragraphs 6 and 7 hereof are entitled to a severance pay as established in article 70, paragraphs 2 and 3 of this Collective Agreement or severance pay as established during separate negotiations pursuant to article 70, paragraphs 2 and 3 of this Collective Agreement, depending on which severance pay is more favourable for employees.

Article 13

(1) Employment contracts can be exceptionally concluded for a finite period of time for employment relationships with a predefined duration for objective reasons justified by a deadline, the performance of certain tasks or the occurrence of certain events.

(2) The total duration of all consecutive employment contracts concluded for a definite period, including the first employment contract, may not be continuous for an uninterrupted period of more than three years, except when it is necessary in order to

substitute a temporarily absent employee or when it is permitted by the law or the collective agreement due to justified reasons.

Article 14

(1) The exercise of rights and obligations from an employment relationship is conditioned by an employee's timely provision of relevant documentation to the Employer.

(2) For the purpose of the timely exercise of rights referred to in the preceding paragraph, employees must regularly and promptly inform the Employer about any changes to personal and other information collected and processed by the Employer for the purpose of exercising rights and obligations arising from or in connection with an employment relationship.

(3) The untimely reporting or delivery of changes to personal or other information by the Employee cannot lead to the retroactive exercise of these rights, they may be exercised from the moment of complete delivery.

(4) To exercise rights under the Collective Agreement in relation to realized work tenure, work tenure shall be considered exclusively the time included in pensionable tenure as insurance tenure in accordance with special regulations, with the exception stated in article 47, paragraph 5 of the Collective Agreement.

Article 15

(1) The Employer undertakes not to hire employees through an agency in the following cases:

- as a substitute for employees on strike;
- for the performance of tasks of positions for which the Employer issued business-related dismissals in the past six months;
- for the performance of tasks completed during shortened working hours;
- to transfer employees to another agency.

(2) The work of the same employee hired via an agency for the performance of the task of the same position cannot be longer than three years, with the exception of substitution for temporarily absent employee.

Article 16

Every three months, the Employer is required to inform the Trade Unions in writing about the number of employment contracts concluded for a finite period of time and employment contracts concluded for detached places of work and the reasons thereof, by 2L organizational units, and about the number of employment contracts concluded with an agency and the reasons thereof.

IV. WORKING HOURS

1) Full-Time Employment

Article 17

Full-time employment shall be defined pursuant to the Labor Act and the Working Time Act, mandatory rest for mobile employees and devices to record road transport.

2) Part-Time Employment

Article 18

- (1) Employment contracts may also be concluded for part-time employment when the nature and scope of tasks, i.e. work organisation, do not require full-time employment.
- (2) Part-time employment can be organized with equivalent or differing duration during a week or merely certain week days.

Article 19

- (1) Part-time employees are entitled to the same rights as full-time employees in terms of rest periods between two successive working days, weekly rest and paid leave.
- (2) Part-time employees are entitled to other rights deriving from employment proportional to the share of part-time working hours in full-time working hours.

3) Shortened Working Hours

Article 20

- (1) When employees cannot be protected from harmful effects even with the application of safety-at-work measures, working hours shall be reduced proportional to the harmful effects of the working conditions on employee health and working ability.
- (2) Each contractual party is authorised to propose to a minister competent for labour issues the passing of a rulebook governing issues according to paragraph 1 hereof.
- (3) Employees with shortened working hours are entitled to all rights as if working full-time.
- (4) Employees with shortened working hours may not perform equivalent tasks at another employer, nor may they be ordered to work overtime in such positions, except in the event of natural disasters (fire, flood, explosions, etc.).

4) Overtime Work

Article 21

- (1) Overtime work may be introduced pursuant to the Labour Act.
- (2) To avoid overtime work, the Employer shall implement certain personnel and organisational measures (increase of the number of performers with employees within INA Group, new employment, etc.).
- (3) The Employer is required to inform the Trade Unions in writing every three months about performed overtime work, by 2L organizational units.
- (4) Overtime work may not be assigned to employees having reduced work capacity with remaining work capacity, employees having reduced work capacity with a partial loss of work capacity or employees exposed to an immediate risk of reduction of their work capacity determined by the competent authority in accordance with a special regulation, pregnant women, parents of children under three years of age, single parents of children under six years of age, part-time employees and employees working for another employer, without the employees' voluntary written consent to perform such work submitted to the Employer, except in the event of force majeure.

(5) The Employer is required to hand over a written order for overtime work to the employee in advance. If this is not possible due to urgency and the pressing need for overtime work, the Employer shall issue a certificate of performed overtime work to the employee within seven days at the latest, following the performed overtime work.

(6) If it is more acceptable for an employee and if the employee gives his written consent to perform overtime work, the Employee shall use days off.

(7) If an employee takes days off for performed overtime work, the Employer is required to make possible the use of days off increased by 50% on days agreed on with the Employer.

(8) The overtime work per individual employee may not exceed two hundred and fifty hours a year.

5) Night and Second Shift Work

Article 22

(1) Work between 10 p.m. and 6 a.m. the following morning is considered to be night shift work.

(2) Shift work between 2 p.m. and 10 p.m., is considered to be 2nd shift work.

(3) Employees performing shift work (0-24h) in 12-hour shifts which includes shifts from 7 p.m. to 7 a.m. the next day (or a similar night shift), which is not performed regularly, but with a rest period between each such shift in which the employee is not working for a duration of 12 or more hours, or 10 or more hours in case of mobile workers, shall not be considered night workers subject to the limitation of 8-hour shifts, nor shall such work be considered night work limited to 8-hour shifts.

(4) Fringe benefits of the employees referred to in the preceding paragraph working from 10 p.m. 6 a.m. the next day shall be equated with the rights of night workers.

Article 23

Night work may not be assigned to:

- employees under the age of 18, unless such a work is a pressing need in business activities regulated by special legislation and it may not be performed by adult workers; in such a case, the minor may neither work between midnight and 4 a.m. nor may he/she work longer than 8 hours in any period of 24 hours during which he/she performs night work
- pregnant women and mothers with children under the age of 2, without their consent;
- single parents with children under the age of 5, without their consent;
- parents of severely disabled children, without their consent;
- employees explicitly prohibited from performing night-shifts under a decision of the Croatian Pension Insurance Institute.

6) Working Time Schedule

Article 24

(1) The Employer is required to draw up a Working Time Calendar for INA, Plc. every year, establishing annual working hours and monthly working hours for non-shift work.

(2) The Employer is required to draw up a Working Time Catalogue every year in the following manner: working time schedules are to be broken down by days and months for all working time types by the end of the current year for the following year at the latest. Working Time Catalogues establish working hours broken down by months for all working time types within the framework of annual working hours.

(3) The Employer is required to draw up a Shift Work Calendar for organisational units within INA, Plc. where part of the work processes is performed in shifts. Such calendars are to be drafted within the framework of working time schedules listed in the Working Time Catalogue.

(4) The Employer must inform the employee about his/her working time schedule or change in his/her working time schedule at least one week in advance, except in case of an urgent need for the employee's work.

(5) For employees of shift group Z (substitution shift), monthly or annual working hours are established equivalent to the working hours for non-shift employees. By way of exception, by order of a direct manager and when justified, monthly working hours may deviate from the established amount, provided that the set annual working hours are met. Daily schedules not previously established under a shift work calendar performed as substitution for an absent employee or when it is not a substitution shall be performed by order of a direct manager.

(6) Working days are calculated according to the shift commencement criterion. For the purpose of establishing daily working hours, the principle shall apply that if an employee commences shift work one day and completes the shift work the following day, overall daily working hours (for the purpose of calculating compensation for regular work, contributions and supplements) shall pertain to the day when the employee started the shift.

By way of exception, employees commencing shift work on a day preceding a public holiday and completing shift work on a public holiday are entitled to compensation and supplements for working on a public holiday for the actual working hours on the public holiday (for example from 0 to 6 or 7 a.m.). Employees commencing shift work on a public holiday and completing the shift the following day which is not a public holiday are entitled to compensation and supplements for working on a public holiday for the actual working hours on the public holiday (for example from 7 p.m. to midnight; from 10 p.m. to midnight).

(7) The employee's working time may be distributed in equal or unequal duration per days, weeks or months.

(8) If the employee's working time is distributed in unequal duration, it may last longer during one period, and shorter during the other period than full or part-time work.

(9) If the employee's working time is unevenly distributed, the period covered by such a pattern may not be less than one month nor may it exceed one year, and such a pattern of working time must correspond either to the employee's full-time or part-time work, as applicable.

(10) If the employee's working time is unevenly distributed, the employee may work up to a maximum of 60 hours a week, including overtime work; however, in any period of six (6) successive months, the employee may not work more than 48 hours a week on average, including overtime work.

(11) In accordance with business needs, for certain jobs, such as operations on drilling rigs or operations related to drilling rigs and operations on oil platforms, the Employer will determine an unequal distribution of working hours in the working time catalogue as the total number of working hours over the period of unequal distribution, without limitation on a weekly basis referred to in paragraph 10 of this Article, whereby the total amount of working hours including overtime work may not exceed the average of 45 hours a week for a period of six months.

7) Rescheduling Working Hours

Article 25

(1) If the nature of work requires so, full-time or part-time working hours may be rescheduled so that during a time period of no more than 12 continuous months work may last longer or shorter than full or part-time work during one period, whereby the average working hours during the rescheduling may not exceed full or part-time working hours.

(2) If working hours were rescheduled, they may not exceed 48 hours per week during the time period in which working hours are longer than full-time working hours, including overtime work.

(3) As an exception from paragraph 2 hereof, rescheduled working hours during time periods in which working hours are longer than full or part-time working hours may exceed 48 hours per week, but no more than 56 hours per week, or 60 hours per week if the Employer operates seasonally, provided that employees deliver to the Employer a written declaration on voluntary consent to such work.

(4) Rescheduled working hours shall not be considered overtime work.

(5) Salary supplements for work during rescheduled working hours shall be paid out together with the salary for the month in which it was realized.

(6) The Employer must notify employees in writing about the rescheduled working hours one week in advance. The notification must contain exact details regarding the time period and the total duration of the work exceeding full-time working hours, as well as the rescheduling period in which employees shall work shorter than full-time working hours.

(7) Time periods in which rescheduled working hours exceed full or part-time working hours may not exceed six months.

(8) Rescheduled working hours shall be reduced to full-time working hours upon the expiry of a maximum of six months.

(9) Work pursuant to a written Employer order longer than working hours prescribed under the provisions of this Collective Agreement as rescheduled working hours shall be considered overtime work.

(10) Working hours may not be rescheduled due to the lack of performers of vacant positions.

(11) Working hours completed during rescheduled working hours shall be separately recorded in order to reduce rescheduled working hours to full-time working hours.

(12) Redistribution of working time may not be assigned to employees having reduced work capacity with remaining work capacity, employees having reduced work capacity with a partial loss of work capacity or employees exposed to an immediate risk of reduction of their work capacity, pregnant women, parents of children under three years of age, single parents of children under six years of age or part-time employees, without their voluntary written consent to such work submitted to the Employer, except in the event of force majeure.

8) Working Hour Records

Article 26

(1) The Employer shall keep separate records on actually completed working hours.

(2) Completed working hours are recorded on a standardised form in written or electronic form in all organisational units of the Employer.

(3) Employees are entitled to access records on actually completed working hours.

(4) In the event that an employee has objections to working hour records, the records shall be presented to the employee so he can submit a substantiated written complaint to a line manager within 30 days of receiving the records at the latest.

(5) In the event that employees do not inspect records or express objections within the deadline stipulated in the preceding paragraph, it shall be deemed that they have no objections to the working hour records. In the event of a complaint's merit, the employee shall receive the difference in salary with the first following salary payment.

Working hour records are kept by an authorised person designated by a relevant organisational unit head. Working hour records are verified in written or electronic form by a direct labour-law manager.

V. EDUCATION

Article 27

(1) The Employer shall provide employees with education according to Employer needs.

(2) The procedure for proposing and sending employees to any kind of education is carried out pursuant to and in accordance with internal Employer bylaws.

VI. REST PERIODS AND LEAVES

1) Breaks

Article 28

- (1) Full-time employees are entitled to a minimum thirty-minute break every working day which is included in their working hours.
- (2) Employees working more than eight hours are entitled to an additional break in the event of prolonged work of more than four hours.
- (3) If the special nature of work does not allow work interruptions for breaks, the Employer shall shorten employees' daily working hours by 30 minutes or make it possible for employees to take a cumulative break in rescheduled working hours.
- (4) The Employer shall govern in more detail under a separate decision within 60 days from the date of the signing of this Collective Agreement the manner in which breaks are used and determine positions (tasks) of a specific nature where work may not be interrupted for the utilization of breaks pursuant to paragraph 3 hereof.
- (5) Breaks, daily and weekly rest periods for mobile workers are regulated under the Act on Working Time, Compulsory Rest Periods for Mobile Workers and Recording Equipment in Road Transport.

2) Daily Rest

Article 29

- (1) In addition to a thirty-minute break, a female employee breast-feeding a child is entitled to two one-hour breaks a day to feed her child during the child's first year, with prior presentation of a confirmation issued by an authorised medical doctor that she is breast-feeding a child. The aforementioned breaks shall be considered working hours.
- (2) Female employees shall take the breaks referred to in the preceding paragraph according to the child's needs and after giving an advance notice to the Employer.
- (3) By way of exception, female employees may take breaks to feed a child and the daily break referred to in paragraphs 1 and 2 hereof for a continuous duration of two and a half hours upon the advance presentation of a certificate that she is breast-feeding a child issued by an authorised medical doctor.

Article 30

- (1) During every time period of 24 hours, employees shall be entitled to a minimum twelve-hour daily rest period without interruption.
- (2) Notwithstanding the provisions of paragraph 1 hereof, the Employer is required to grant full-aged employees performing seasonal work, which is performed on two occasions during the working day, a daily rest period of at least eight consecutive hours.
- (3) The employees referred to in paragraph 2 hereof must be able to use alternate daily rest periods immediately upon completion of the period spent at work due to which his daily rest period was shortened.

3) Weekly Rest

Article 31

- (1) Employees are entitled to a minimum twenty-four hour weekly rest period without interruption, increased by the daily rest referred to in article 30 of the Collective Agreement.
- (2) Employees may use the rest referred to in paragraph 1 hereof on Sunday and the day preceding or following Sunday.
- (3) If an employee cannot use the rest period in the duration referred to in paragraph 1 hereof, he/she shall be afforded compensatory weekly rest for each working week immediately after his/her working time with no weekly rest or with a shorter period of rest.
- (4) Exceptionally, shift workers or workers who cannot use the rest period referred to in paragraph 1 of this Article due to objective technical reasons or organisation of work may be afforded a weekly uninterrupted rest period of minimum 24 hours, without counting in the daily rest.

4) Annual Leave

Article 32

- (1) Employees are entitled to paid annual leave with a minimum duration of 20 and a maximum duration of 30 working days for every calendar year.
- (2) As an exception from the preceding paragraph, under-aged employees and employees performing tasks where it is not possible to protect the employees from harmful effects even with the use of safety-at-work measures shall be entitled to annual leave with a minimum duration of 25 working days and a maximum duration of 35 days for every calendar year.

Article 33

- (1) Annual leave does not include:
 - weekly rest days in accordance with the work schedule assigned to the employee;
 - holidays and non-working days established under the law, if the employee should have worked on those days according to the work schedule and receives an allowance for holiday rest;
 - paid leave days
 - periods of temporary work incapacitation as established by an authorised physician.
- (2) By way of derogation from paragraph 1 of this Article, if the employee is supposed to work, according to the working time schedule, on the day of holiday or a non-working day stipulated by law, but instead uses annual leave upon his/her request pursuant to Article 44 of the Collective Agreement, that day shall also be counted in the annual leave period.
- (3) For the purpose of recording annual leave days (deduction from annual leave quota), one annual leave day constitutes 8 hours of work.

Article 34

Any agreements on waiving one's right to an annual leave shall be deemed void.

Article 35

(1) Employees employed for the first time or those with an interruption between two employments amounting to more than eight days are entitled to full annual leave after six months of continuous employment.

(2) Temporary work incapacitation, performing civil defence duties or any other statutorily established reason for absence from work shall not be considered work interruption in terms of paragraph 1 hereof.

Article 36

(1) Employees are entitled to a twelfth of the annual leave for each completed month of work in the event that:

- they did not become entitled to annual leave in the calendar year in which the employment relationship was established due to the six-month waiting period for entitlement to annual leave;
- the employment relationship is terminated prior to the expiration of the six-month waiting period for entitlement to annual leave;
- the employment relationship ends;
- the employee is in an employment relationship with multiple employers during a calendar year, whereby the employee is entitled to annual leave for that year at all employers amounting to the maximum duration established in the manner prescribed by the provisions of articles 32 and 37 of this Collective Agreement.

(2) When calculating the duration of annual leave in the manner referred to in paragraph 1 hereof, a minimum of a half-day of annual leave shall be rounded to an entire annual leave day, while a minimum of a half-month of work shall be rounded to an entire month.

(3) When an employee's employment relationship ends exactly in the middle of a month with an even number of days, he realizes the right to annual leave for that month at the employer at which his employment relationship is ending.

(4) In the event of termination of employment relationship, the Employer that granted annual leave to the employee in a period longer than the period to which the employee would have been entitled to prior to the termination of the employment relationship shall not have right to claim any refund of remuneration paid for the use of annual leave.

Article 37

Annual leave duration of more than twenty working days shall be established as follows:

a) By years of service

- | | |
|-----------------------|------------|
| - from 5 to 9 years | 1 workday |
| - from 10 to 14 years | 3 workdays |
| - from 15 to 19 years | 5 workdays |
| - from 20 to 24 years | 7 workdays |
| - over 24 years | 9 workdays |

b) By working conditions

- | | |
|--|------------|
| - night work, work in three shifts | 2 workdays |
| - work under special working conditions with obligation of annual or even more regular medical check-ups | 3 workdays |
| - work under special working conditions with obligation of medical check-up after more than a year | 1 workday |

c) By job complexity

- | | |
|---|------------|
| - jobs categorized in salary grades 8 (E08) to 13 (E13) | 1 workday |
| - jobs categorized in salary grades 2 (E02) to 7 (E07) | 2 workdays |

d) By social circumstances

- | | |
|--|------------|
| - parents for each child under the age of 3 | 2 workdays |
| - parents for each child aged 3 - 12 | 1 workday |
| - single parents for each child under the age of 12 | 3 workdays |
| - parents of a disabled child with special needs | 3 workdays |
| - disabled employees | 1 workday |
| - disabled Homeland War veterans and civilians | 3 workdays |
| - employees supporting a gravely ill immediate family member | 1 workday |

Article 38

Visually impaired employees are entitled to an annual leave of 35 working days notwithstanding the criteria stated in article 37 hereof.

Article 39

(1) Employees are entitled to go on annual leave in a minimum of two parts.

(2) If the employee uses his/her annual leave in portions, he/she must use at least two consecutive weeks of annual leave in the calendar year for which he/she exercises the right to annual leave, unless otherwise agreed upon by the employee and the Employer, provided that the employee has acquired the entitlement to annual leave exceeding two weeks.

(3) Employees shall use the remainder of their annual leave by June 30th of the following year at the latest.

Article 40

(1) The Employer shall draw up an annual leave schedule, taking into account work organisation needs and rest possibilities available to employees, by June 30th of the current year at the latest, and shall inform employees thereof.

(2) While drawing up annual leave schedules, the Employer shall endeavour to make it possible for employees to go on annual leave during the months of July and August.

(3) The Employer shall make decisions on annual leave schedules in consultation with the Trade Unions by way of consultations pursuant to the Labour Act prior to deciding about written complaints by employees in relation to annual leave decisions and the amount of annual leave employees are entitled to in the current calendar year.

Article 41

- (1) Employees shall be informed about annual leave schedules and durations 15 days prior to going on annual leave at the latest.
- (2) Employees' annual leaves may be interrupted only in extraordinary situations based on a written order issued by a line manager. In this case, employees are entitled to compensation of actually arisen costs. The Employer shall deliver to the employee a written order within three days of the employee's return to work.

Article 42

- (1) Employees may use unused annual leave exceeding the duration of the annual leave part referred to in article 39 of this Collective Agreement by June 30th of the following calendar year at the latest.
- (2) Employees may not carry over part of the annual leave referred to in article 39, paragraph 2 of this Collective Agreement to the following calendar year, if they had the opportunity to use the leave.
- (3) As an exception from the provision of paragraph 2 herein, employees are entitled to use the annual leave, i.e. the part of the annual leave that was interrupted or not used in the calendar year in which it was obtained due to illness or maternity leave, parental leave or adoption leave, by June 30th of the following calendar year.
- (4) Ship crew members, employees working abroad, employees in the military service and employees mobilized into the Croatian Army or police force are entitled to take the annual leave from the preceding calendar year by December 31st of the following calendar year at latest.
- (5) As an exception from paragraph 3 herein, employees who were not in a position to use their annual leave or a portion thereof due to maternity leave, parental or adoption leave, or the leave for having to take care of a child with severe developmental disabilities, or which they were not allowed by the Employer to use by 30 June of the following calendar year are entitled to use it by the end of the calendar year in which they returned to work.

Article 43

The Employer shall ensure annual leave usage to employees whose employment contracts are terminated. If he fails to do so, the Employer is required to pay out compensation proportional to the unused annual leave days.

Article 44

Employees are entitled to take one day of their annual leave at their convenience, provided that they inform the Employer thereof at least three days in advance, with the exception of cases in which it is not possible due to specific justified reasons on the Employer's part.

5) Paid Leave

Article 45

- (1) Employees are entitled to paid leave of up to a maximum of seven working days in one calendar year in the following cases:

- Marriage or life partnership conclusion	5 working days
- Spouse, common-law spouse, formal or informal life partner giving birth or adoption	5 working days
- Death of employee's spouse or common-law spouse, formal or informal life partner, parents and children, step-children and adopted children, children entrusted for care and rearing or children cared for outside their own family	5 working days
- Death of other immediate family members and parents of a spouse, common-law spouse, formal or informal life partner	2 working days
- House moving within the place of residence	2 working days
- House moving outside the place of residence	3 working days
- Natural disaster	2 working days
- Grave illness of an immediate family member	3 working days
- Participation in humanitarian, cultural, sports and similar activities	2 working days
- Participation in INA Volunteers' Club activities	1 working day
- The first day of preschool education	1 working day
- First day of primary education up to the fourth grade	1 working day
If both parents are employees of INA Group the right shall be granted to one parent only.	

(2) In exceptional cases, in the event of death of an immediate family member or death of a spouse's, common-law partner's, formal or informal life partner's parent, employees are entitled to paid leave of 5 or 2 days, regardless of annual leave days used up until that moment.

(3) For each blood donation, the worker is entitled to 2 days off, and up to a maximum of 8 days per calendar year. Blood donors are entitled to days off until the end of the calendar year in which the blood was donated. Exceptionally, if the blood was donated in December, blood donors may take days off until 31 January of the following calendar year. Blood donation from this paragraph also includes the donation of a blood component for the preparation of a blood product intended for transfusion treatment, which is carried out according to an invitation sent personally to the blood donor by an authorized institution, in accordance with a special regulation.

(4) Employees are required to submit to the Employer a substantiated written request stating the reason for requesting a paid leave. If additional explanations are needed for the approval of paid leave, the Employer may subsequently request relevant documentation proving the employee's entitlement to paid leave.

(5) Employees may exercise the right to paid leave referred to in paragraph 1 hereof exclusively at the time (on the day) of occurrence of circumstances on the basis of which they are entitled to paid leave, and in case of using more than one day, employees may also use paid leave at the time (on the days) immediately preceding or following the day of occurrence of circumstances under which they are entitled to paid leave.

(6) Employees who did not use paid leave at the time of emergence of circumstances on the basis of which they are entitled to paid leave may not subsequently use paid leave in this regard.

(7) The following persons shall be considered immediate family members for the purpose of exercising the rights referred to in paragraph 1 and Article 47, paragraph 6. herein: spouses or common-law partners, formal or informal life partners, direct blood relatives and their spouses or common-law partners or formal or informal life partners, siblings, step-children and adopted children, children entrusted for care or rearing or children cared for outside their own family, step-parents, adoptive parents and persons the employee is required to support under the law.

(8) For the exercise of other rights under this Collective Agreement, unless stipulated otherwise, the term "immediate family" shall include an employee's spouse or common-law spouse, formal or informal life partner, parents and children (born inside and outside marriage, adopted children or children toward whom a life partner exercises parental responsibilities in accordance with the provisions of a special law).

Article 46

(1) In one calendar year, the Employer may approve paid leave to an employee for a time period of up to thirty (30) working days for the purpose of education in the Employer's interest in accordance with criteria and cases established under specific regulations. Decisions are passed by relevant macro-organisational unit head at the suggestion of direct employee superordinate and with the consent of the Human Resources.

(2) Employees may be granted paid leave for a time period of more than 30 (thirty) working days during one calendar year for the purpose of education in the Employer's interest based on a decision by the relevant 2L director or the president of the Management Board for subordinated organizational units.

(3) During an employee's education in accordance with Employer requirements, the employee shall be entitled to salary compensation as if he is working, i.e. the time spent on education shall be considered time spent at work, unless agreed on otherwise between the Employer and the employee.

(4) The mutual rights and responsibilities between the Employer and employee sent to education shall be governed, if necessary, under a separate agreement.

6) Unpaid Leave

Article 47

(1) At an employee's request, the Employer may grant the employee unpaid leave for a maximum duration of up to 30 days in one calendar year in the following cases:

- care for an immediate family member,
- care for a disabled person,
- construction or repair of a house or flat,
- medical treatment at one's own expense,
- education,
- in other justified cases.

(2) Decisions to approve unpaid leaves not exceeding 30 days shall be passed by the relevant macro-organisational unit director, at the suggestion of the employee's direct superordinate, and with the previous consent of the Human Resources.

(3) In one calendar year, employees may be granted unpaid leave for a time period of more than 30 (thirty) days based on a decision by the relevant 2L director or the president of the Management Board for subordinated organizational units. Such decisions are passed at the employee's request, with the previous consent of a direct superordinate, the relevant macro-organizational unit director and the director of the Human Resources.

(4) During unpaid leave, rights and obligations deriving from employment or related to employment shall be suspended unless otherwise stipulated by the law.

(5) Unpaid leave days shall be treated as regular work days and shall consequently be counted as such in terms of entitlement to jubilee awards and vacation days based on actual years of service.

(6) An employee is entitled to unpaid leave of five working days per year for the provision of personal care. Personal care is care provided by an employee to a close family member or a person living in the same household who needs it due to a serious health reason. The same household is a community of persons as defined by the regulation governing social welfare. For granting the right to leave for the provision of personal care, the employee is required to provide proof of the existence of a serious health reason. During the period of exercising the right to provide personal care, the Employer shall not deregister the employee from compulsory insurance according to the regulations on compulsory insurance.

7) Absence from work

Article 47.a

An employee is entitled to one day of absence from work per calendar year when his immediate presence is necessary due to a particularly important and urgent family reason caused by illness or accident.

VII. SALARY

Article 48

(1) Positions which are subject to this Collective Agreement are classified into 12 salary grades - from salary grade 2 to 13.

(2) Salary grades combine positions which are equivalent or similar in terms of complexity, responsibility and the knowledge, experience and competencies required for their successful performance.

Article 49

(1) Employee salaries consist of a monthly base salary for regular work as established under employment contracts and a monthly base salary supplement as established under the provisions hereof.

(2) The monthly base salaries of employees are established in gross amounts based on employment contracts according to the salary grades into which positions for which the employment contracts were concluded were classified.

(3) The monthly base salaries of employees vary within the salary ranges of salary grades depending on employee performance and the required knowledge, experience, responsibility and task performance quality.

(4) The monthly base salaries of employees constitute the basis for the calculation of salary supplements under article 60 of the Collective Agreement and benefits.

(5) Employees are entitled to salary compensation for time not worked in cases provided for under the Collective Agreement and the law.

Article 50

The contractual parties agree to initiate at the request of one of the other parties within the framework of collective bargaining and taking into account all relevant internal and external indicators negotiations about corrections to monthly base salaries in a percentage amount and as a permanent correction in order to maintain the real value of monthly base salaries.

Article 51

(1) Monthly base salaries, base salary supplements, benefits and salary compensation in the sense of this Collective Agreement are expressed in gross amounts.

(2) As a rule, salaries for the previous month are paid out to employees by the 10th and no later than the 15th of the current month.

(3) In the payment of salaries, salary compensation and other payments, the Employer shall present to employees a payslip from which it is evident how the salary amount, salary compensation and other payments were determined.

(4) The payslip from the preceding paragraph shall be deemed served once it becomes available to the employee.

Article 52

(1) Monthly base salaries, required qualifications and monthly base salary ranges are as follows:

Salary grade	Grade title	Position qualifications	Min. monthly base salary EUR	Max. monthly base salary EUR
1	L00	Outside the Collective Agreement. Subject to separate Employer decision.		
2	E02	Univ. degree, bacc. (≥240 ECTS), univ. bacc. (≥240 ECTS), prof. spec., mag.	2,200	4,400
3	E03	Univ. degree, bacc. (≥240 ECTS), univ. bacc. (≥240 ECTS), prof. spec., mag.	1,700	3,800
4	E04	Univ. degree, bacc. (≥240 ECTS), univ. bacc. (≥240 ECTS), prof. spec., mag./assoc. degree, bacc. (<240 ECTS),	1,450	3,050

		univ. bacc. (<240 ECTS)		
5	E05	Univ. degree, bacc. (≥240 ECTS), univ. bacc. (≥240 ECTS), prof. spec., mag./assoc. degree, bacc. (<240 ECTS), univ. bacc. (<240 ECTS)	1,330	2,700
6	E06	Univ. degree, bacc. (≥240 ECTS), univ. bacc. (≥240 ECTS), prof. spec., mag./assoc. degree, bacc. (<240 ECTS), univ. bacc. (<240 ECTS)/sec. school degree/highly skilled	1,200	2,400
7	E07	Assoc. degree, bacc. (<240 ECTS), univ. bacc. (<240 ECTS)/sec. school degree/highly skilled	1,150	2,200
8	E08	Highly skilled/secondary school degree	1,100	2,100
9	E09	Highly skilled/secondary school degree	1,050	1,900
10	E10	Highly skilled/secondary school degree/skilled	1,050	1,800
11	E11	Secondary school degree/skilled	1,050	1,650
12	E12	Skilled/semi-skilled/unskilled/primary school degree	1,050	1,400
13	E13	Semi-skilled/unskilled/primary school degree	1,050	1,200

(2) For the purpose of the implementation of the new job evaluation system and the future determination of monthly gross salaries for the month of November 2012 and thereafter, gross monthly salaries shall be calculated based on the base salary bases established under the Collective Agreement of June 29, 2012 by multiplying the coefficient of the current position under the relevant employment contract with average working hours of 174 hours per month and an hourly rate of 2,04 EUR increased by the gross supplement amounts for years of service established as of November 1, 2012 amounting to 0.4% for every year of service calculated on the base salary bases established under the Collective Agreement of June 29, 2012.

(3) The Employer is required to inform the Trade Unions every three months about the number of employees in each salary grade and the average monthly base salary of each salary grade from E02 to E13.

(4) In case of an unjustified absence of an employee from work, the Employer shall have the right to reduce the employee's salary on the basis of data on monthly hours actually worked and pay a salary to the employee in accordance with the monthly hours actually worked.

Article 53

(1) Employees in salary grades E02-E13 are entitled to a loyalty bonus for completed years of continuous employment with the Employer (and its legal predecessors), including previous employment with INA Group member companies, or with companies in which INA, d.d. has a majority stake, majority decision-making rights or over which it has a direct or indirect dominant influence.

(2) The loyalty bonus will be paid in January 2027 and each subsequent year for completed years of continuous employment achieved in the previous calendar year according to the ranges as follows:

Years of continuous employment in INA Group	Amount (gross)
0-4	-
5-10	430 EUR
11-15	690 EUR
16-20	950 EUR
21-45	1.120 EUR

(3) The employee is entitled to the loyalty bonus provided that he is employed by the Employer on the date of payment.

Article 54

(1) The evaluation of jobs within the respective salary grades shall be carried out on the basis of criteria such as responsibility, knowledge, competencies and problem-solving, taking into account professional, organizational and ethical principles. The evaluation also includes the classification of jobs into salary grades.

(2) The Employer shall govern the job evaluation process under a special bylaw after previous consultations with the Works Council.

(3) A joint work group composed of representatives of the Employer and the Trade Unions shall be established who will partake in the job evaluation process. Each Trade Union which is a signatory of this Collective Agreement shall be represented in the work group with at least one representative.

1) Ratio and Complexity Groups

Article 55

(1) Positions of employees who have concluded special employment contracts with the Employer are exempt from ranges.

(2) Job evaluations shall be carried out on the basis of objective evaluation criteria and shall focus on positions, not on the personality of employees.

(3) The complexity groups within each salary grade are as follows:

E13	Simple routine tasks which do not require special training for which it was precisely defined what is completed and in which manner
E12	Simple routine and partially routine tasks which require certain coping skills for which it was precisely or largely defined what is completed and in which manner
E11	Less complex tasks and activities which require the application of exactly defined knowledge and skills and which are performed according to written instructions for which it was precisely defined what is completed and in which manner and which require the consequent application of professional rules and instructions

E10	Less complex tasks and activities which require basic professional knowledge or additional training, the application of precisely established procedures, work methods and professional techniques, and the consequent application of prescribed procedures, work methods and professional techniques
E09	Medium complex tasks where work is repeated with the occasional appearance of new tasks which require professional knowledge and/or additional training, the application of established procedures, work methods and professional technique, for which it was precisely defined what is completed with the freedom to decide about the completion manner
E08	Medium complex and varied tasks whose performance requires professional knowledge and/or additional training which are completed in consultation with, under supervision of and according to instructions by a superordinate for which it was defined what is completed with the freedom to decide about completion manner
E07	More complex tasks and activities which require advanced professional knowledge or certain expert knowledge and additional training, including a higher degree of autonomy limited by frequent supervision and instructions from a superordinate in solving technical problems which require consistency in handling and the proper application of procedures and work methods
E06	Complex tasks and activities which require advanced professional knowledge or basic expert knowledge and include a higher degree of autonomy and creativity and responsibility for the legality of operations and actions and the proper application of procedures and work methods. Tasks include regular communication within and outside the respective organizational unit.
E05	Complex tasks and activities which require special professional knowledge and a narrow specialization, autonomy and creativity in task performance and include responsibility for the legality of operations and actions and the proper application of procedures and work methods. Tasks include professional communication within and outside the respective organizational unit for the purpose of resolving business situations.
E04	Very complex tasks and activities which require advanced expert knowledge, initiative and creativity, including responsibility for the legality of operations and actions and the proper application of procedures and work methods and, if necessary, delegating and supervising task execution. Tasks include professional communication within and outside the respective organizational unit. Tasks have an indirect impact on the plan implementation of the relevant organizational unit.
E03	Very complex tasks and activities which require narrowly specialized professional knowledge and skills, a high degree of initiative, creativity and autonomy, which include responsibility for the legality of operations and actions and the proper application of procedures and work methods and, if necessary, delegating and supervising the execution of various tasks. Tasks include independent communication within and outside the company. Tasks have a direct impact on 3L organizational unit plan implementation.
E02	Very complex tasks and activities which require the highest level of specialization, an extremely high degree of initiative, creativity and autonomy, and which have a direct impact on business processes and include the drafting of proposals regarding strategy implementation, providing advice and professional assistance to the management, and which contribute to improving the organization's efficiency. Tasks include regular independent communication within and outside the company. Tasks have a direct impact on the implementation of the planned strategic goals of the business division/function.

(4) There are three key evaluation criteria: responsibility, problem-solving and knowledge.

- A) **Knowledge** - Totality of all skills, knowledge and experience required to perform a certain work role on the standard performance level.

Within the knowledge criteria, 3 sub-criteria are evaluated in particular:

- Practical/technical knowledge
- Planning, organization and integration knowledge
- Communication and influencing skills

- B) **Problem-solving** - Thought processes required by a work role in terms of situation analysis, evaluating alternatives, coming up with solutions for problem solutions and drawing conclusions.

Within the problem-solving criteria, 2 sub-criteria are evaluated in particular:

- Environmental aspects
- Problem challenges/complexity

- C) **Responsibility** - Extent of performers' impact on work performance in a certain work role.

Within the responsibility criteria, 2 sub-criteria are evaluated in particular:

- Freedom of action
- Impact areas/nature

Article 56

The monthly base salary of trainees shall be established in the value of the minimum monthly base salary of the salary grade at least, i.e.:

- for positions requiring a university degree (more than or equivalent to 240 ECTS points) in salary grade E06,
- for positions requiring an associate degree (less than 240 ECTS points) in salary grade E07, and
- for positions requiring a secondary school degree in salary grade E11.

2) Salary adjustment

2.1) Adjustment criteria

Article 57

Salary adjustments are based on the following criteria:

- Internal or external indicators
- Budget available for the adjustment of salaries
- Deviations of an employee's salary from the salary grade range
- Dynamics of previous adjustments to an employee's salary
- Deviations of an employee's salary from the reference value in the labour market
- Performance monitoring

2.2) Types of salary adjustments

Article 58

Salary adjustment is defined based on the following key types of adjustment:

- Linear adjustment of an employee's salary on the basis of relevant internal and/or external indicators
- Adjustment of salaries according to job performance and competences of employees
- Salary adjustment in case of personnel changes.

Article 59

(1) Linear adjustment of salaries of all employees on the basis of relevant internal and/or external indicators is subject to collective bargaining between the Trade Unions and the Employer.

(2) Adjustment of salaries according to job performance and competences of employees and adjustment of salaries in case of personnel changes is carried out by the Employer based on business needs and in accordance with applicable regulations of the Employer.

3) Work performance and employee bonuses

Article 60

(1) Employee Performance Management Systems and employee reward systems are tools for managing and evaluating employee's overall performance and rewarding employees for achieving excellent results through reward pay out in case when requirements defined by internal bylaw are met.

(2) Multiple performance management systems and reward systems are in use at the employer, and the employee can be included in only one performance management or employee reward system at the same time.

(3) The employer is obliged by an internal by-law with application from January 1, 2023 to introduce and develop in more detail a new employee reward system with basic principles:

- a flat-rate monthly non-taxable efficiency allowance in the amount of EUR 82.95 net for the realized full monthly fund of working hours and salary compensation as if working under the conditions and other periods of eligibility that will be determined by an internal by-law.
- if the non-taxable amount of efficiency allowance from the previous paragraph is subsequently reduced or cancelled or if it cannot be paid in a non-taxable amount to an individual employee in accordance with tax regulations, the same above the non-taxable amount will be considered gross taxable income.
- a quarterly award with a budget in the minimum amount of 2% and from 1.1.2027 in a minimum amount of 1% of the basic contracted monthly salary of the employee in the reference quarter.

- rewarding of employees whose results exceed expectations and regular work duties arising from the job description and according to the decision of the competent manager.

4) Salary supplements (bonuses)

Article 61

(1) Employees are entitled to salary supplements for:

- night work 50%
- overtime work 50%
- work on Sundays 50%
- work on Saturdays 10%
- second-shift work 15%

on the monthly base salary calculated for the hours of work in a certain working hour system.

(2) The supplements referred to in paragraph 1 hereof are cumulated mutually.

(3) Employees working on a holiday and non-working day according to the regular working hour schedule are entitled to an increased salary plus salary compensation. The right to an increased salary includes a supplement for work on a holiday amounting to 50% of the base salary basis calculated for working hours on a holiday and non-working day.

(4) (4) In the event that an employee should not have worked according to the working hour schedule but nevertheless worked on a holiday or non-working day due to an extraordinary situation, the employee is entitled to an increased salary and an additional day off. The right to an increased salary for work on a holiday and a non-working day which is not regular but the result of an extraordinary circumstance includes two salary supplements:

- salary supplement for work on a holiday and
- salary supplement for overtime work.

(5) In the event that an employee works in a second shift or night shift during regular and overtime work on a holiday and non-working day, the employee is entitled to a salary supplement for work in a second or night shift.

(6) In the event that an employee works on a holiday or non-working day which falls on a Saturday or Sunday, the salary supplement for work on Saturdays and Sundays shall be substituted for the salary supplement for work on a holiday.

(7) In the event that an employee performs his duties during regular and overtime work on Easter Day, the supplement for work on Sundays shall be added to the supplement for work on a holiday.

Article 62

When an employee replaces an absent employee by order of a superordinate (due to sick leave, maternity leave and work on a project or abroad) for a time period of more than 15 days, the Employer is required to offer the employee who is replacing an absent employee with a higher valued position an employment contract annex which will include the entire replacement period.

Article 63

(1) Employees performing activities which are part of the technological process and are occasionally performed in working conditions that are more difficult than normal (occasional specific operations) are entitled to a supplement to the monthly base salary expressed in percent as follows:

- supplement amounting to 100% for activities performed with the compulsory use of chemical suits and an isolation apparatus;
- supplement amounting to 75% for activities performed with the compulsory use of an isolation apparatus;
- supplement amounting to 50% for activities performed with the compulsory use of a safety mask with gas filter;
- supplement amounting to 35% for activities performed with the compulsory use of a half-mask with gas filter.

(2) The basis for the calculation of this salary supplement is 1.107,57 EUR gross.

(3) The compensation referred to in this article shall be calculated for actual hours spent at work.

(4) In the event of work on tasks considered extremely difficult on several bases, compensation shall not be added, but employees shall exercise their right to the highest established compensation.

(5) The Employer and the Trade Unions shall establish the activities referred to in paragraph 1 herein under a special agreement.

Article 64

(1) Employees performing overhaul and cleaning tasks are entitled to a supplement to their monthly base salary according to the established standards.

(2) Above mentioned tasks include work with:

- steam and CO boilers,
- process furnaces,
- containers and tanks,
- reactors, columns and vessels,
- exchangers,
- other processing and power supply equipment.

(3) The basis for the calculation of this supplement is 1.107,57 EUR gross for the hours spent performing overhaul and cleaning tasks.

(4) The calculation of worked hours for the calculation of supplements for equipment overhaul and cleaning tasks is carried out as follows:

$$H_o = H_p - H_r$$

H_o – worked hours

H_p – planned standard of hours for the performance of equipment overhaul and cleaning tasks

H_r – overhead work hours during which the employee worked on equipment overhaul and cleaning tasks

$$Dp = 1.107,57 / 174 \times Ho$$

Dp – supplement to the base salary for performed activities

Ho – hours for calculation

(5) The Employer shall draw up special order forms and working hour records for the time spent on overhaul and cleaning activities.

(6) The Employer shall establish in consultation with the Trade Unions the standards for overhaul and cleaning tasks under a separate decision.

Article 65

Employees working under particularly difficult conditions are entitled to a supplement to the monthly base salary:

- or work at production, drilling and well facilities outside the employee's place of residence - a minimum amount of 110,69 EUR gross;
- for work on production or drilling platforms – in the amount of EUR 6.00 gross per hour of work. An employee on a drilling platform is not entitled to a supplement for the time the platform is anchored in the port.

5) Salary compensation

Article 66

(1) Employees are entitled to salary compensation amounting to regular work salaries even when they are not working due to:

- annual leave;
- paid leave;
- public holidays and other non-working days as established by law only if the employees should have been working in accordance with the work schedule on a holiday or a non-working day;
- pursuit of the duties of a Trade Union commissioner as referred to in article 121, paragraph 3 of the Collective Agreement;
- pursuit of duties of a safety-at-work commissioner;
- pursuit of duties of a Works Council member;
- pursuit of the duties of a war veterans' association coordinator;
- education of a Trade Union commissioner if this does not disrupt the work process;
- training of a safety-at-work commissioner, if this does not disrupt the work process;
- rescheduled working hours
- days off based on working hours exceeding regular working hours (overtime work)
- if an employee refuses to work because prescribed safety-at-work measures have not been implemented, for the time until the aforementioned measures are implemented, and provided that the said employee was not assigned to another corresponding position;
- medical check-ups organised by the Employer;

- medically programmed active vacation organised by the Employer;
- absence from work due to a particularly important and urgent family reason caused by illness or accident,
- official leave (leaving workplace for official purposes);
- business trip;
- breast-feeding breaks;
- other excused absences approved by a manager (e.g. doctor's visit, etc.)

(2) A pregnant employee is entitled to take one free working day a month for the purpose of going to prenatal appointments and may use this right, in agreement with the Employer, in such a manner that the rightful hours of a working day are distributed and used repeatedly, over a number of working days during the month.

A pregnant employee shall inform the Employer in writing two working days before the scheduled prenatal appointment and provide proof of this fact at the Employer's request.

(3) The right to salary compensation as if an employee worked also includes the right to appertaining monthly base salary supplements under article 61, paragraph 1, subparagraphs 1, 3, 4 and 5 hereof, if an employee works in shifts, according to the working hour schedule for the shift he would normally work in.

The rights under this paragraph do not pertain to cases of working hour rescheduling and days off as a result of working hours exceeding regular working hours (overtime work) since they are calculated and paid out together with the salary for the month in which working hours were rescheduled or days taken off.

(4) Employees shall receive salary compensation for the duration of annual leave at the same time as when working normally.

(5) From the onset date of reduced work capacity with remaining work capacity or reduced work capacity with a partial loss of work capacity, or an immediate danger of reduction of work capacity until the date of the employee's reassignment to another appropriate position, the employee is entitled to salary compensation in the amount of the monthly base salary of the position the tasks of which he/she performed up to the onset of the reduced work capacity. If the employee continuously worked in shifts for at least five years prior to the established reduced work capacity, the employee is entitled to supplements to the monthly base salary for shift work according to the shift schedule for the shift in which the employee would have normally worked.

(6) Employees assigned to a workplace with special working conditions, where their inability to perform workplace duties under the employment contract has been established based on a medical examination performed by a contracted occupational physician, and who have not been affected by reduction of work capacity with remaining work capacity or reduction of work capacity with a partial loss of work capacity, or the immediate risk of the onset thereof are also entitled to the salary supplement referred to in paragraph 5 under the same conditions.

(7) The compensation referred to in paragraph 5 hereof shall be reduced by the disability pension amount an employee receives under a valid decision of the Croatian Pension Insurance Institute. Every December, the employees in question shall deliver to the Croatian Pension Insurance Institute a certificate on the pension amount.

(8) The employees in question exercise the right referred to in paragraph 5 hereof only as of the day of request submission together with a valid decision of the Croatian Pension Insurance Institute on the disability pension amount.

(9) In the event of employment contract termination, the Employer shall pay out compensation instead of the usage of annual leave to employees who did not use up their entire annual leave. The compensation shall amount to the employee's average salary in the previous 3 months proportional to the number of unused days.

(10) As an exception from the provisions of this article, Trade Union commissioners referred to in article 121, paragraph 3 of the Collective Agreement become entitled to salary compensation on the basis of a submitted request in an amount representing the mean value of salary grade E05 if this is more favourable for them. Such compensation excludes the supplements stated in article 61 hereof.

(11) For other individual cases not covered herein and established under the law or other regulations, compensation amounts are determined in accordance with these regulations.

Article 67

In case that employee does not come to work due to the fact that his/her services were temporarily not needed, the employee is entitled to a salary compensation amounting to 75% of his contracted gross monthly base salary.

Article 68

(1) In the event of sick leave at the Employer's expense, employees are entitled to salary compensation amounting to 70% of the base salary established in accordance with the Health Insurance Act.

(2) In the event of sick leave of more than 42 days, the Employer shall pay to employees for the duration of the sick leave the difference in salary compensation up to 90% of the salary in form of a one-off subsequent payment.

(3) By way of exception, if in the prescribed period (six months) not a single salary was paid out to an employee or if only one salary was paid out, the basis for salary compensation shall be determined by taking into account the salaries paid out until the day on which the incident occurred, making the employee eligible to salary compensation due to sick leave, i.e. the salary that would have been paid out to the employee had he worked in the month preceding the month in which the sick leave began.

The amount of the salary as if an employee worked is determined in compliance with establishing the salary compensation as if the employee had worked as referred to in article 66 of this Collective Agreement.

Article 69

(1) Employees who have to be ready for emergency interventions during their daily or weekly rest either by the Employer's order or due to the nature of the production process in the event of emergency repair work or troubleshooting during weekends or public holidays or other non-working days as established under the law are entitled to compensation for being on stand-by.

(2) On-duty compensation amounts to 2,10 EUR per on-duty hour.

(3) Duty is generally set as 24-hour, 16-hour, 12-hour or 8-hour duty.

(4) On-duty work is treated as overtime work.

(5) Overtime work and on-duty compensation are mutually exclusive.

- (6) The Employer undertakes to inform in writing the Trade Unions on a quarterly basis on completed stand-by hours by 2L organizational units.

VIII. EMPLOYEE FRINGE BENEFITS

Article 70

(1) In the event of employment termination due to retirement, employees are entitled to a severance pay amounting to 2.654,46 EUR net.

(2) When employee is entitled to a severance pay pursuant to the Labour Act, he/she is entitled to a severance pay amounting to 50% of monthly base salary as referred to in article 49 paragraph 2 hereof, for each complete year of continuous employment with the Employer (and legal predecessors), including previous continuous employment with the affiliate INA Group companies in which INA, Plc. holds a majority share, majority decision-making rights or has a prevailing influence, unless regulated otherwise by the Employer and the Trade Unions under a written agreement..

(3) The total amount of the severance pay referred to in the preceding paragraph may not be higher than 18 (eighteen) monthly base salaries as referred to in article 49 paragraph 4 hereof, unless regulated otherwise by the Employer and the Trade Unions under a written agreement.

Article 71

(1) The Employer shall pay out to employees a holiday bonus amounting to 331,81 EUR by July 15th of the current year as well as a Christmas bonus amounting to 331,81 EUR.

(2) At Easter, the Employer undertakes to give every employee a gift in kind in the value of 132,72 EUR.

(3) The right to the payment of the Christmas bonus and the gift before Easter referred to in this Article shall be exercised by an employee who is employed by the Employer on the day of payment.

(4) The right to the payment of the holiday bonus referred to in this Article shall be exercised by an employee who is employed by the Employer on the day of payment and who has completed six months of uninterrupted employment with the Employer (and legal predecessors), including previous uninterrupted employment with the members of INA Group companies i.e. with companies in which INA, Plc. holds a majority share, majority decision-making rights or has a prevailing influence.

(5) Exceptionally, the right to the payment of the holiday bonus referred to in this Article is also exercised by an employee who, after the day of payment, in the calendar year for which the bonus is paid, completes six months of uninterrupted employment with the Employer (and legal predecessors), including previous uninterrupted employment with the members of INA Group companies i.e. with companies in which INA, Plc. holds a majority share, majority decision-making rights or has a prevailing influence.

Article 72

(1) Employees are entitled to financial support in the following cases:

- a) Demise of an immediate family member - 398,17 EUR net;
- b) - An employee's disability or bodily injury of up to 80% and more, if the employee submits a request for financial support and if he attaches proof of his disability or injury and documents substantiating the concrete reason for financial aid (e.g. invoices for the purchase of orthopaedic aid), not exceeding 331,81 EUR per year;
 - Physical disability of employee children, if a request for such support is submitted together with documents substantiating their physical impairment, i.e. documents issued by relevant institutions confirming the existence of such physical impairment – in the amount of 331,81 EUR per year;
 - Disability of an employee's spouse or common-law partner, formal or informal life partner and parent or bodily injury of up to 80% and more, if the employee submits a request for financial support and documentation substantiating their disability or bodily injury as well as a specific reason for requesting financial support (e.g. invoice for the purchase of an orthopaedic aid), not exceeding 331,81 EUR per year;
- c) Continuous sick leave exceeding 90 days, maternity leave included amounting to 331,81 EUR per year;
- d) Removal of the consequences of adverse events for which an employee and members of his household or third persons are not accountable (upon provision of documentation on the origin and value of the estimated damage) amounting to 929,06 EUR per year and provided that the damage is not covered by an insurance policy.

Adverse events are events whose occurrence leads to significant damage to an employee's property at the place of residence (living space).

Significant damage in the sense of this article is damage whose estimated value exceeds 1.990,84 EUR.

- (2) An employee's family is entitled to one-off financial support in the event of an employee's death amounting to 995,42 EUR.
- (3) Children of deceased employees and children of employees who lost their lives in the Homeland War who meet the criteria of the Labour Relations By-Laws are entitled to support amounting to 212,36 EUR per month for the duration of their regular schooling up to the age of 26. Beneficiaries who turn 26 prior to enrolment in a subsequent school year are no longer entitled to financial support.
- (4) Employees are entitled to financial support on the occasion of the birth of a child amounting to 1.327,23 EUR for each child. In case both parents work at INA d.d. or at another company that is a member of the INA Group, or in a company in which INA d.d. has a majority share, the majority decision-making right or on which it has an indirect or direct predominant influence, the right to support for the birth of a child is exercised by only one parent.
- (5) Payouts of financial support pursuant to the provisions hereof require an employee request, while the date of the event's occurrence and the Collective Agreement valid at that point shall be authoritative. Requests are submitted on the prescribed form to the relevant Human Resources organizational unit within 30 days of the event's occurrence.

Article 73

(1) When the Employer (or a person authorized thereby) sends an employee on a business trip, the Employer is required to deliver to the employee a travel order prior to departure.

(2) For business trips within the country, employees whose ranges and complexity are regulated under this Collective Agreement are entitled to compensation for travel and accommodation expenses equivalent to actual costs as well as a daily allowance in the total amount of 22,56 EUR. For business trips abroad, daily allowances are calculated and paid out in the manner prescribed for beneficiaries of the national budget.

(3) The entitlement, calculation and payout of daily allowances and expense compensation for business trips within the country and abroad for employees who have concluded a separate agreement with the Employer (in relation to those whose ranges and tasks complexity are not regulated under this Collective Agreement) shall be regulated under internal bylaws of the Employer.

Article 74

(1) When working and staying outside the Employer's registered seat or seat of a separate business unit of the Employer and outside their place of permanent or temporary residence in order to perform activities for the Employer, and when other conditions prescribed by tax regulations are met employees are entitled to a field allowance.

(2) The field allowance within the country amounts 26,54 EUR and the field allowance abroad shall be calculated and paid in accordance with the regulations valid for the state budget users.

(3) Employees entitled to a field allowance shall be entitled to a commuting cost refund for journeys from the place of work to the place of their permanent or temporary residence and vice versa during weekly rest.

(4) Daily allowances and field allowances are mutually exclusive.

Article 75

(1) Employees performing duties for over 30 days without interruption in the Employer's headquarters outside of their or their family's permanent place of residence are entitled to an allowance amounting to a minimum of 212,36 EUR per month.

(2) Employees entitled to a separation allowance are entitled to a commuting cost refund from the place of work to the place of residence for weekly rest.

(3) In the event that only accommodation is provided to an employee, the compensation as of paragraph 1 hereof shall be decreased by 30%. If only meals are provided to an employee, above-mentioned compensation shall be decreased by 20%.

(4) In the event that an employee changes his permanent residence after the conclusion of an employment contract, the Employer is not required to pay out separation compensation, except in the cases established under a separate rulebook and in consultation with the Trade Unions.

(5) Field allowances and separation allowances are mutually exclusive.

Article 76

(1) The Employer shall refund to employees actual costs of commuting to and from work, according to the cost of a monthly tickets or single day tickets when there is no possibility of purchasing a monthly ticket for local and inter-local transportation. Commuting allowances may not amount to more than 265,45 EUR in total per month.

(2) Employees substantiate their entitlement to commuting cost compensation through the information on their place of temporary or permanent residence stated on their tax card, and, if necessary, through the declaration referred to in paragraph 7 and based on documentation stating the cost of transportation from the place of residence to the place of work on the basis of an attestation or certified excerpt from the public transportation price list.

(3) If the use of several carriers and/or alternative means of transportation is possible, employees are entitled to cost reimbursement as referred to in paragraph 1 hereof according to the prices of the carrier which is the most favourable for the Employer, provided that the timetable of this carrier makes it possible for employees to regularly commute to and from work. Regular transport to and from work is provided by a public carrier whose timetable is organized in such a way that the employees' waiting time from the arrival to the place of work to the beginning of working hours and the waiting time from the end of working hours until the departure of the regular line towards the employees' place of residence does not exceed 45 minutes. In case of the need for transfers, the waiting time between the two public transportation lines may not exceed 30 minutes.

(4) In the event that employees are required due to the nature of their work to come to work several times in the course of one day, the employees are entitled to a refund of the transportation costs in compliance with the provisions stated in this article.

(5) In the event that no organised public transportation is in place on the relation between an employee's place of work and permanent residence and an actual need for transportation exists, employees are entitled to a refund amounting to the public fare on an equivalent/similar location according to the carrier's price list.

Employees whose place of work is located on a motorway and there is an actual requirement for paying a road toll or tunnel toll for going to and from work and when no organised public transportation is in place are entitled to a refund of the stated expenses as well.

(6) An employee who has not worked in the place of work and business premises of the employer for at least 11 working days in a month, is entitled to pro rata commuting cost reimbursement.

(7) The Employer may independently decide in which cases to require an employee to sign a statement under material and labour law liability that the given information on temporary or permanent residence on the employee's tax card is truthful and that it corresponds to the employee's actual place of residence. If an employee does not sign the required statement, compensation for commuting costs in the place of work shall be paid out to the employee. The Employer may verify the accuracy of the provided information.

(8) If the change of residence or temporary residence of the employee causes the Employer to incur higher transportation costs for the employee to and from work, the employee is not entitled to the difference in higher transportation costs than those incurred before such change. Exceptionally, the employee is entitled to higher transportation costs if the change of residence/temporary residence of the employee is within a distance of up to 50 kilometres (as the crow flies measured using the Google

Maps application) from the employee's current residence/temporary residence or is caused by entering into a marriage or life partnership within 30 days of the date of its conclusion, or is due to the acquisition of the first real estate, in which cases the employee is obliged to provide the Employer with evidence of the same (certificate of change of residence/temporary residence and marriage certificate or extract from the register of life partnerships, or certificate of change of residence/temporary residence and decision on tax exemption for the purchase of the first real estate). The date of residence change and the internal by-law in force at the time of change shall be relevant for achievement of this right.

(9) When an employee uses in addition to transportation to and from work arranged by the Employer inter-local public transportation, the employee is entitled to a refund for the transportation referred to in paragraph 1 hereof.

(10) Refund for transportation is paid out for the month for which salary is paid (payment in arrear).

Article 77

When an employee uses a private vehicle for official purposes following authorisation by a person responsible, which is possible only under special circumstances determined by an authorised person, the employee will receive compensation of 0,27 EUR per kilometre travelled.

Article 78

The Employer shall elaborate in more detail, in consultation with the Trade Unions, the provisions of articles 73 to 77 hereof under a separate rulebook.

Article 79

The Employer undertakes to organise a warm meal to employees wherever objectively possible.

Article 80

(1) Employees are entitled to a jubilee award for total years of service (tenure) at the Employer (and legal predecessors) including the tenure in INA Group companies i.e. in companies in which INA, Plc. holds a majority share, majority decision-making rights or has a prevailing influence, as follows:

- for 10 years of service	199,08 EUR
- for 15 years of service	265,45 EUR
- for 20 years of service	331,81 EUR
- for 25 years of service	398,17 EUR
- for 30 years of service	464,53 EUR
- for 35 years of service	530,89 EUR
- for 40 years of service and every following 5 years	663,61 EUR

(2) Employees are entitled to a jubilee award (seniority bonus) when they reach a certain number of years of service as referred to in paragraph 1 hereof. Jubilee awards are paid out in the month following the month in which the jubilee service was accomplished.

(3) A present maximally equivalent to the non-taxable amount under the Income Taxation Act may be presented to employees entitled to a jubilee award.

(4) Within the meaning of the preceding paragraph, a present implies only a present in kind.

Article 81

(1) On the occasion of Christmas, employees are entitled to a gift for each child up to the age of 15 amounting to 132,72 EUR to be paid out by December 6 of the current year.

(2) Only employees providing health insurance coverage for their children are entitled to the present referred to in the preceding paragraph.

(3) Employees with severely disabled children are entitled to the present referred to in paragraph 1 herein regardless of the child's age or health insurance coverage.

(4) Children of deceased or fallen employees up to the age of 15 are also entitled to the present referred to in paragraph 1 hereof.

Article 82

Employee is entitled to the monthly lump sum compensation for meal expenses amounting 100.00 EUR for full monthly working hours and compensation as if the employee worked.

Article 83

Secondary school pupils and university students shall be able to perform practical training at the Employer according to the Employer's current organisational possibilities, with the approval of the relevant macro-organisational unit director.

Article 84

The support, compensation and reward amounts referred to in articles 71 to 82 of the Collective Agreement are established in net amounts.

Article 85

(1) Fringe benefits exceeding the amounts established herein shall be established under Employer by-laws or Employer decisions.

(2) Should the maximum non-taxable fringe benefit amounts subsequently increase, the Employer shall initiate negotiations with the Trade Unions for the conclusion of an annex to the Collective Agreement for the possible increase of the fringe benefits up to the maximum non-taxable amount.

(3) In case of subsequent decrease or increase of non-taxable fringe benefit amounts and other rights defined in net amounts by this Collective Agreement and are considered non-taxable receipts based on tax regulation at the time of entering into the Collective Agreement, or cannot be paid to an individual employee in non-taxable amount based on tax regulation, the non-taxable amount shall be considered taxable gross income.

IX. INVENTIONS AND TECHNICAL INNOVATIONS

Article 86

- (1) The rights, obligations and responsibilities of employees and the Employer in terms of inventions and technical innovations are regulated under internal bylaw regulating intellectual property in INA, Plc. which was adopted in consultation with the Works Council.
- (2) Employees are entitled to compensation established under internal bylaw regulating intellectual property in INA, Plc. for inventions created at or related to work, as well as for applied technical innovations suggested by employees.

X. HEALTH AND SAFETY AT WORK

Article 87

- (1) Safety at work and the protection of the work environment shall be established as a fundamental principle of safe operating practices and an indisputable civilizational attainment.
- (2) Safety at work includes measures aimed towards the establishment of safe working conditions and employee health protection.
- (3) The Employer will ensure the application of basic, special and recognized safety rules through the organization of work and performance of work practices.
- (4) When introducing new technologies or carrying out reconstructions, the Employer is required to ensure not to endanger health of the employee or have harmful impacts on the environment, and is required to inform the Trade Unions and the safety-at-work commissioners of possible health and safety risks.
- (5) The Employer shall in particular implement measures and activities to prevent work-related stress caused by special factors such as work content, work organization, work environment, poor communication and interpersonal relations, in order to reduce to a minimum the need of employees to overcome difficulties due to the prolonged exposure to intensive pressure and to eliminate the possibility of reducing the working efficiency of employees and worsening their health.

Article 88

The contractual parties establish that the issues of safety at work and employee protection are of fundamental importance and that they will cooperate mutually and with authorised institutions in the Republic of Croatia in implementing safety measures, in conformity with applicable legislation and binding international conventions.

Article 89

- (1) The Employer and the Trade Unions agree that elections for safety-at-work commissioners shall be held at the Employer's in accordance with the provisions of general regulations governing the issues of the Works Council elections.

(2) The number of elected safety-at-work commissioners may not be lower than the number estimated in the regulations governing the election of the Works Council, nor may it be higher than 50.

(3) When determining the number of safety-at-work commissioners in accordance with the previous paragraph and when proposing the candidates for safety-at-work commissioners, it is necessary to take into account the equal representation of all organizational units and groups of employees (by gender, age, qualifications, jobs they perform and the like).

(4) Elected safety-at-work commissioners will perform the function of safety-at-work commissioners with the rights and obligations defined by the Occupational Health and Safety Act and will be sent to all necessary trainings pursuant to the same act.

(5) Elected safety-at-work commissioners will nominate three representatives among themselves who will participate in the work of the Central Safety-at-Work Committee at the Employer's.

Article 90

In addition to the Central Safety-at-Work Committee of INA, Plc., the Employer undertakes to establish safety-at-work committees as advisory bodies to the Employer and its authorised persons on the level of business divisions and functions, as well as safety-at-work sub-committees in line with the needs and specificities of individual organizational parts, in which elected safety-at-work commissioners will participate.

Article 91

(1) The Employer undertakes to provide the necessary office supplies to safety-at-work commissioners and a document copy service on which records shall be kept in accordance with the internal regulations of the Employer.

(2) In accordance with the applicable legal provisions and internal regulations of the Employer, the Employer is obliged to provide training for the safety-at-work commissioners during working hours and at the expense of the Employer.

(3) The Employer shall, in accordance with internal regulations, endeavor to enable safety-at-work commissioners to attend seminars, lectures, etc., in the area of occupational safety and health, which are absolutely necessary for the performance of their tasks, two times a year at the most.

Article 92

To ensure safety at work and environmental protection, employees are required to:

- work with due care so as not to endanger either their own safety and health or the safety and health of their co-workers, the safety of machinery and equipment, as well environmental protection;
- be familiar with working methods and the risks thereof, to comply with safety regulations and manufacturer instructions for the use of machinery and equipment;
- duly use and maintain safety equipment and personal protective equipment supplied to them for handling and care,
- inform their immediate superordinate about all defects and malfunctions of machinery and equipment and personal protective devices, as well as habits and the failure of others to observe safety regulations which might lead to

- damage or destruction of machinery and equipment or jeopardize the lives or health of employees;
- undergo the required health and psychophysical check-ups they are sent to in accordance with their position.

Article 93

Employees must be made familiar with safety regulations and their rights and duties regarding safety, and they must be appropriately trained to use the protective equipment required for the performance of their work.

Article 94

- (1) The Employer is required to pay supplemental health insurance for employees.
- (2) Depending on planned annual budgets, comprehensive assessments and in line with a unified approach and criteria, the Employer shall send employees to paid medically programmed active vacations in order to improve the working abilities of employees and, also depending on the planned funds, ensure the utilization of sports and recreational facilities and the realization of employees' cultural needs.
- (3) While drawing up business plans, the Employer shall ensure available funds for the exercise of the rights referred to in paragraph 2 hereof for employees of all organisational units.

Article 95

- (1) If possible, the Employer shall take safety measures in certain workplaces exceeding the standard level established under special regulations.
- (2) The Employer shall ensure the means and train the employees to provide first aid.
- (3) The Employer shall provide sparkling or still water (mineral water, spring water or table water in packaging or vending machines) in sufficient amounts for each shift to employees holding positions in production who are continuously exposed to adverse weather and climate effects of high temperatures.

Article 96

- (1) Employees have the right to refuse work in workplaces where their health or life might be in jeopardy and where no safety measures have been taken. Employees may not be unfairly treated or put in an unfavourable position for such refusal, but should be protected from any such consequences, except when required under special rules or professional codes to expose themselves to danger in order to save the lives and health of other people or to protect property.
- (2) Employees who leave their workplace or a dangerous area or who refuse to perform work in the event of an imminent and unavoidable risk for their life and health may not be treated unfairly or put in an unfavourable position for such conduct, but shall be protected from any such consequences, except when required under special rules or professional codes to expose themselves to danger in order to save the lives and health of other people or to protect property.
- (3) In the events referred to in paragraphs 1 and 2 hereof, employees are required to notify the person responsible and the safety-at-work commissioner.

Article 97

(1) The Employer is required to provide washing and cleaning facilities during working hours for employees working with hazardous substances or performing tasks in workplaces which, based on carried-out risk assessments, require the mandatory use of work clothing due to dirt, unpleasant smells, risk of infection, etc.

(2) Stipulation and payment of cash compensation to employees working with hazardous substances or in hazardous working conditions as reimbursement for incompliance with safety requirements is not permitted.

Article 98

(1) Smoking and consumption of alcohol and other addictive substances (drugs, etc.) is prohibited in all workplaces and work premises, at meetings and other gatherings and in all places where such prohibition is stipulated by the law.

(2) At the Employer's request, employees are required to undergo testing for alcohol and other addictive substances abuse.

(3) The Employer shall implement a ban on the abuse of alcohol and addictive substances in workplace by appropriate measures and establish a written procedure for checking whether employees are under the influence of alcohol or other addictive substances (enforcement of procedures with the employees' consent, checking mode, the type of test or apparatus, method of recording and the confirmation of results, treatment in the event of refusal of workers to be checked) and effectively implement the established procedure.

(4) Employees will be deemed to be under the influence of alcohol when their blood alcohol level is more than 0.0 g/kg, or more than 0.0 milligrams per liter of exhaled air, i.e. when they have a higher concentration of alcohol in blood than the concentration permitted by risk assessment of work tasks the employees perform.

(5) If an employee refuses to undergo such testing, he/she shall be considered to be under the influence of alcohol or other addictive substances.

(6) The Employer must not check whether an employee is under the influence of addictive substances other than alcohol if the employee handed a certificate that he/she is undergoing an addiction treatment, rehabilitation program or out-of-hospital addiction treatment and is taking opioid substitution therapy.

Article 99

(1) Employees under the age of 18, pregnant women and breastfeeding mothers may not perform tasks with adverse effects.

(2) If the persons stated in the preceding paragraph face any risks endangering their life or health during the performance of their tasks, the Employer is required to transfer them to other tasks while such hazards continue to exist.

(3) While performing other tasks for reasons referred to in the preceding paragraph, employees are entitled to the salary for the previously performed tasks which have been established to be hazardous for their health and life, if this is more favourable for them.

Article 100

The Employer must act preventively to prevent occupational diseases amongst its employees.

XI. PROTECTION OF EMPLOYEE DIGNITY

Article 101

(1) The Employer is required to create a work environment free of any form of conduct jeopardizing the dignity of women and men at work.

(2) Employee conduct jeopardizing the dignity of women and men at work shall be considered a particularly severe violation of employment obligations due to which the Employer may extraordinarily cancel an employment contract.

Article 102

(1) Procedures and measures aimed at protecting employee dignity shall be regulated under Employer bylaw with the previous consent of the Trade Unions.

(2) In the event that the bylaw referred to in paragraph 1 hereof also governs other relations and procedures, the previous consent only pertains to bylaw provisions governing procedures and measures aimed at protecting employee dignity.

XII. SOLIDARITY

Article 103

(1) Apart from other statutory rights, employees with established reduced work capacity with remaining work capacity, or reduced work capacity with a partial loss of work capacity, or an immediate risk of the onset thereof, are entitled to retain the monthly base salary of the position the tasks of which they performed directly before the occurrence of reduced work capacity or the immediate risk of the onset thereof if it is more favourable for them.

(2) The occurrence of an employee's reduced work capacity with remaining work capacity, or reduced work capacity with a partial loss of work capacity, or an immediate risk of reduction of work capacity is to be assessed by a competent body in accordance with the relevant regulations governing pension insurance.

(3) In addition to the right referred to in paragraph 1 hereof, employees referred to in paragraph 1 hereof who continuously worked in shifts for at least five years prior to the reduction of their work capacity are entitled to shift work supplements to their monthly base salary according to the schedule for the shift they would normally work.

(4) The amount constituting the difference between the monthly base salary referred to in paragraph 1 herein on one hand and the monthly base salary of an employee's actual position on the other hand, increased by the shift work supplements under paragraph 3 hereof shall be decreased by the disability pension amount received by the employee, in accordance with the relevant regulations in relation to pension

insurance. The disability pension amount received by employees protected under this article (only the monthly base salary or only the shift work supplement to the monthly base salary increased by the shift work supplement amount) and those receiving a disability pension shall be deducted from the protection amount. The amount for protection paid to an employee working part time and to whom the said provisions on solidarity apply shall be decreased by the disability pension amount reduced proportionally regarding their daily (part time) working hours and full time working hours.

(5) Employees referred to in paragraph 1 hereof who are relocated after the onset of work-capacity reduction, or work-capacity reduction with remaining work capacity, or work-capacity reduction with a partial loss of work capacity, or an imminent risk of the onset thereof, from shift work (which they continuously performed for no less than five years prior to the onset of the said circumstances) to non-shift work to a position with a higher monthly base salary, are entitled to the following rights:

- Employees whose monthly base salary amount resulting from a difference between monthly base salaries (new amount minus previous amount) is higher than the shift work supplement they would receive in shift work are not entitled to shift work supplements;

(6) Employees whose monthly base salary amount resulting from the difference between monthly base salaries (new amount minus previous amount) is lower than the shift work supplement they would receive in shift work are entitled to a shift work supplement decreased by the amount resulting from the difference between monthly base salaries (new amount minus previous amount). Employees are entitled to the rights under this article exclusively once they submit a request together with

- a valid decision by the Croatian Pension Insurance Institute on the disability pension amount.

Employees are required to submit every December a certificate on the pension amount from the Croatian Pension Insurance Institute. Employee failing to provide aforementioned certificate lose protection of the basis of solidarity.

(7) In the event of a subsequent assignment change resulting from an employee's assignment to a position corresponding to the employee's remaining work ability, the employees referred to in paragraph 1 hereof are not entitled to retain the more favourable monthly base salary in the following cases:

- assignment change - at the employee's request (written request and employee consent to transfer, submission of an application to an internal vacancy, etc.)
- assignment change due to misconduct or the violation of employment obligations.

(8) Reassignment to other (easier tasks) shall be made possible for employees working continuously in three shifts and for employees working in positions with special working conditions who are missing 5 (five) years until employment contract termination due to the provisions of the Labor Act (65 years of age and 15 years of insurance tenure), while maintaining a more favorable monthly base salary and while performing tasks regularly and conscientiously and providing results adequate for the employee's age.

(9) The term "more favorable monthly base salary" from the preceding paragraph refers to the right under paragraph 1 hereof and the right to supplements to the monthly base salary for shift work according to the schedule for the shift the employee would normally work in.

(10) Paragraphs 4, 5 and 6 hereof shall not apply to employees for which work incapacitation or the immediate risk thereof was established after January 1, 1999.

Article 104

The rights of INA, Plc. employees who are veterans of the Croatian Homeland War are regulated under a separate agreement concluded between the Employer and the war veterans' associations active at INA, Plc. and shall be appended to the Collective Agreement.

Article 105

The Employer may offer to employees who meet the requirements for retirement or early retirement pursuant to the Pension Act at the time of retirement the possibility to purchase part of their pension equivalent to the difference between the realized pension and the pension they would realize once they reach a certain age or pension tenure.

XIII. EMPLOYEE INSURANCE

Article 106

(1) The Employer shall conclude an insurance contract with an appropriate insurance company in order to insure his employees against:

- death resulting from accidents at work,
- death resulting from a disease,
- permanent disablement resulting from an accident at work.

(2) The Employer shall inform the Trade Unions about the insurance contract concluded.

XIV. WORK IN FOREIGN COUNTRIES

Article 107

(1) The Employer undertakes to regulate his employees' work in foreign countries under a separate bylaw.

(2) Employees may be sent to work in a foreign country in accordance with the provision of the Labour Act.

(3) The terms and conditions of sending employees to work in foreign countries are regulated under a separate Employer rulebook.

(4) Employees are not required to accept posts in a foreign country, nor will they bear any consequences for refusing such work, unless previously offered an employment contract by the Employer pursuant to the law, this Collective Agreement and company bylaws.

XV. EMPLOYEE PARTICIPATION IN DECISION-MAKING

Article 108

Employees have the right to participate in decision-making on issues regarding their economic and social rights and interests, in the manner and under the terms prescribed by the Labour Act and this Collective Agreement.

Article 109

If no works council was established at the Employer, trade union commissioners have all the rights and obligations of a works council, except for the right to appoint and remove employee representatives in Employee bodies, which is regulated under a special provision of the Labor Act.

XVI. RIGHTS, OBLIGATIONS AND RESPONSIBILITIES DERIVING FROM EMPLOYMENT

Article 110

(1) Employees who deem that the Employer has violated one of their rights deriving from employment are entitled to request from the Employer the exercise of the rights in question within 15 days from the serving of the decision whereby their rights were violated, i.e. from the moment employees learn of the rights violation.

(2) If the Employer does not pay heed to the employee request referred to in paragraph 1 hereof within 15 days from the serving of a decision, the employee in question is entitled to request the protection of the violated rights in a competent court within the next 15 days.

(3) Employees who do not submit to the Employer the request referred to in paragraph 2 hereof may not request the protection of infringed rights before a competent court, except for employee requests for indemnities or financial claims deriving from employment.

Article 111

(1) Prior to the filing of an individual labour dispute before a competent court, employees and the Employer shall strive to settle disputes amicably.

(2) The dispute referred to in paragraph 1 hereof shall be resolved by a committee of 5 members appointed within 8 days from the signing of this Collective Agreement, whereby the Employer appoints two members and the trade unions which are signatories of this Collective Agreement appoint three members. The term of office of the appointed members shall be two years, with the possibility that they are recalled earlier.

(3) Proceedings are initiated before the committee by employees with a written proposal for amicable dispute resolution within 15 days from learning of an employment right violation in relation to which an employee intends to file a labour dispute.

(4) Proceedings cannot be initiated if an employee already submitted a request for the protection of rights and/or filed an individual labour dispute.

(5) Proposals for amicable dispute resolution as referred to in paragraph 3 hereof have the character of a request for the protection of rights, so if an employee and the Employer fail to reach an agreement on amicable dispute resolution in a dispute before the committee within 15 days from the receipt of a proposal for amicable dispute resolution, the proposer may initiate court proceedings within another 15 days for the protection of his rights.

(6) The committee has a president and vice president who are appointed by the Employer.

The committee president manages the work of the committee and ensures its working conditions, in particular facilities for the committee's work, he convenes meetings and forwards received proposals to other committee members and the Employer.

During absences, the committee president is replaced by the vice president.

The committee works in sessions which are held as needed and in accordance with received proposals for amicable dispute resolution. The committee can validly work if at least one Employer representative is present and at least one Trade Union representative. In the event that the employee in question is a Trade Union member, a representative of the employee's Trade Union must be present.

(7) Employees are required to present in a proposal for peaceful dispute settlement all facts and all evidence on which they base their request and which justifies the proposal for peaceful dispute settlement.

Immediately upon receipt of the proposal, the committee chairman is required to forward the proposal to all committee members, except in the case referred to in paragraph 4 hereof, when it shall be deemed that no proposal for peaceful dispute settlement was submitted.

The committee forwards the proposal referred to in paragraph 3 hereof together with all evidence to the Employer's representative who is required to give an opinion regarding the proposal and present all evidence on which he/she bases his/her opinion within 5 days of proposal receipt.

(8) Upon receipt of the opinion from the Employer's representative as referred to in paragraph 7 hereof, the committee may invite the employee in question, the competent representative of the Employer and the competent human resources representative of the Employer for the employee in question, and propose a method for peaceful settlement of the dispute.

If the Employer's representative referred to in paragraph 7 hereof makes a statement that there is no possibility for peaceful settlement of the dispute, a meeting will not be convened, and inability to reach peaceful resolution of the dispute shall be recorded in the minutes.

If the parties reach an agreement on how to resolve the dispute, the committee will draw up a written agreement which will be signed by the employee and the competent representative of the Employer.

If the agreement is signed, the party which initiated the procedure for peaceful settlement of the dispute may not initiate court proceedings for the same reason and the agreement may only be challenged under the conditions prescribed by the provisions of the Civil Obligations Act.

Article 112

(1) Prior to the regular termination of a contract caused by an employee's behaviour, the Employer shall warn the employee in question in writing about obligations deriving from employment, and indicate the possibility of dismissal should the employee continue to violate the obligations in question, unless circumstances exist due to which it is not justified to expect the Employer to do so.

(2) The written warning referred to in paragraph 1 hereof shall cease to be valid two years after the warning was served to the employee, provided that no new warning was issued in this time period.

(3) Prior to an ordinary or extraordinary contract termination conditioned by an employee's conduct or work performance, the Employer is required to allow the employee to speak in his defence, unless circumstances exist due to which it is not justified to expect the Employer to do so.

Article 113

(1) In the event of an ordinary employment contract termination (business and personally related dismissal), the notice period amounts to:

- two weeks, if an employee has been in an employment relationship with the same Employer for less than a year continuously;
- one month, if an employee has been in an employment relationship with the same Employer for a year continuously;
- one month and two weeks, if an employee has been in an employment relationship with the same Employer for two years continuously;
- two months, if an employee has been in an employment relationship with the same Employer for five years continuously;
- two months and two weeks, if an employee has been in an employment relationship with the same Employer for ten years continuously;
- three months, if an employee has been in an employment relationship with the same Employer for twenty years continuously.

(2) For employees who have been in an employment relationship with the same Employer for twenty years continuously, the notice period referred to in paragraph 1 hereof shall be prolonged for two weeks if the employee has reached fifty years of age or for one month if the employee has reached fifty-five years of age.

(3) The notice period for employees whose contracts have been terminated due employment obligation violations (dismissal conditioned by employee misconduct) shall amount to half of the notice periods stated in paragraphs 1 and 2 hereof.

(4) In the event that an employee stops working at the Employer's request prior to the expiration of the notice period, the Employer shall pay out salary compensation and acknowledge the employee's fringe benefits as if the employee is until the end of the notice period (apart from the right to the refund of commuting expenses for travel to and from work).

(5) For the duration of the notice period employees may be absent from their workplace for a minimum of four hours per week while receiving salary compensation in order to seek new employment.

Article 114

(1) In case of dismissals for business-related reasons, and when it is necessary to make a selection among several operators at a particular workplace (within the same smallest organizational unit and/or location of work), the following criteria shall be taken into account in totality when determining which employee has the advantage in job retention.

1. Legal criteria

a) Duration of employment relationship with the Employer	
- employee with one to five years of service	1 point
- employee with five to ten years of service	2 points
- employee with ten to fifteen years of service	3 points
- employee with fifteen to twenty years of service	4 points
- employee with twenty or more years of service	5 points
b) Employee age	
- employee under the age of 30	1 point
- employee between 30 and 40 years of age	2 points
- employee between 40 and 50 years of age	3 points
- employee between 50 and 60 years of age	4 points
- employee aged 60 years or over	5 points
c) Family and child support obligations of employees	
- employee supporting one child until completion of the child's secondary education, but no later than the child's 19th birthday, or another family member	1 point
- employee supporting two children until completion of their secondary education, but no later than the childrens' 19th birthday	2 points
- employee supporting more than two children until completion of their secondary education, but no later than the childrens' 19th birthday	3 points
- employee who is a single parent and supports one child until completion of the child's secondary education, but no later than the child's 19th birthday	4 points
- employee who is a single parent and supports two or more children until completion of their secondary education, but no later than the childrens' 19th birthday	5 points

2. Additional criteria

a) Job performance	
- employee demonstrates extraordinary performance - constantly exceeds the Employer's standards	6 points
- employee exceeds the set targets - workplace tasks	5 points
- employee meets all the set targets - workplace tasks	3 points
- employee meets some targets - workplace tasks	1 point
- employee does not meet any targets - workplace tasks	0 points
b) Skills / competencies	
- employee is fully competent, has several skills and regularly provides support to other employees	6 points
- employee is fully competent for the workplace tasks and duties	5 points

- employee is competent in most workplace tasks and duties, but needs supervision and guidance in some tasks	3 points
- employee is competent in some workplace tasks, but needs regular supervision and guidance in most workplace tasks and duties	1 point
- employee needs constant supervision and/or guidance in performing workplace tasks and duties	0 points
c) Disciplinary measures	
- no disciplinary measures were taken against the employee	3 points
- employee was given informal warnings or objections to the fulfillment of work commitments	2 points
- one or more oral warnings were given to the employee	1 point
- a written warning was given to the employee	0 points

Scoring of employees according to the legal criteria set out in point 1 is performed on the basis of employee data from the Employer's personnel records in grades from 1 to 5, while scoring according to the additional criteria set out in point 2 is performed by the relevant directors of macro-organisational units (with the confirmation and approval of direct heads of organizational units, where possible) in which a redundancy has been determined, in grades from 0 to 6.

The employee who gets more points in total based on the above legal and additional criteria shall have an advantage in retaining employment over an employee with fewer points.

In the event of an equal number of points, the advantage in retaining employment shall be given to the employee who has gained more points on the basis of additional criteria. In the event that several employees achieved the same number of points based on additional criteria scoring, the advantage in retaining employment shall be given to the employee who earns more points on the basis of one of the following criteria, in the following order: support obligations, age, duration of the employment relationship with the Employer.

XVII. TRADE UNION ACTIVITIES

Article 115

(1) Employees have the right to form Trade Unions at the Employer in accordance with international conventions, the law, this Collective Agreement and Trade Union bylaws.

(2) The Employer undertakes to ensure the implementation of all rights in relation to Trade Union organizing established by the conventions of the International Labour Organisation and this Collective Agreement.

(3) When processing personal data, the parties to this Collective Agreement are obliged to comply with Regulation 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Regulation 95/46 / EC (hereinafter: General Data Protection Regulation) and the current Law on the Implementation of the General Data Protection Regulation.

(4) Each party to this Collective Agreement shall be considered an independent controller in relation to the personal data of trade union members and other employees it processes in connection with the exercise of rights and obligations arising from

employment, obligations under the Labor Law, as well as the promotion and protection of rights. and the interests of the workers

(5) By signing this Collective Agreement the Trade Unions confirm that they fulfill the obligations from the General Regulation on Data Protection in relation to their members and that Trade Union's commissioners and Trade Union's representatives signed confidentiality statements in which they undertook to maintain the confidentiality of personal data they process as part of their activities.

Article 116

(1) The activities of Trade Union commissioners or representatives may not be prevented or obstructed if they act in accordance with International Labour Organisation conventions, the law and this Collective Agreement.

(2) The Employer is required to ensure for Trade Union commissioners the conditions for the unobstructed performance of their duties and may not terminate their employment contracts during their terms of office and for six months after the end of their term without prior approval by the Trade Union of which they are a member or put them in an unfavourable position in any other way.

(3) The signatories of this agreement hereby establish that the number of commissioners enjoying above-mentioned protection may amount to a maximum of up to 3.50% of the membership of each Trade Union.

(4) A Trade Union may not appoint new protected Trade Union commissioners in organisational units with an employee surplus, from the day consultations are held with the Works Council in relation to an established employee surplus to the end of proceedings in relation to the cancellation of employment contracts of employees established as surplus.

Article 117

(1) Several Trade Unions may be active at the Employer.

(2) Trade Unions are independent in decision-making on their working method and representing member interests at the Employer.

Article 118

(1) The Employer undertakes not to prevent in any way with his acts and activities Trade Union activities, unionization and employees' right to become a union member.

(2) The Employer shall refrain from any acts or failure to act whereby a certain Trade Union would be put in a privileged or inferior position.

(3) The Employer's exerting pressure on employees to become union members or to revoke membership as well as the Employer's preference for a certain Trade Union shall be interpreted as the Employer's favouring of a certain Trade Union.

(4) The Trade Unions undertake to organise their activities in accordance with international conventions, the law and this Collective Agreement.

(5) The president of the company's Management Board or another authorised person is required to receive and to listen to Trade Union representatives/commissioners when they demand so or when agreed upon.

Article 119

In addition to the obligations prescribed by the law, the Employer undertakes to provide, at its own expense, the following conditions for the Trade Unions that have signed the Collective Agreement:

- office premises and meeting facilities in line with the Employer's conditions and possibilities;
- use of telephones, fax machines and computers;
- duplication of documents required for Trade Union activities or the exercise or protection of employee rights;
- other professional or technical/administrative services required for regular functioning of Trade Unions, including means of transportation, in line with the Employer's possibilities;
- if necessary, calculation and collection of employee payments based on union membership (union loans, loan club, charity fund, etc.) and remittance thereof to union accounts, but only on the basis of a written authorisation for such a salary deduction submitted by employees who are union members to the Employer, explicitly stating the purpose from this indent for such a deduction.
- membership notification via notice boards making it possible for the Trade Unions to freely communicate with their members within the context of customary Trade Union activities and without interfering with the Employer's activities.

Article 120

(1) Trade Union commissioners or representatives have the right to protect and promote the rights and interests of Trade Union members at the Employer.

(2) Trade Union commissioners are employees who are in an employment relationship with the Employer.

(3) Trade Union representatives are persons who are not in an employment relationship with the Employer, but have all the rights and obligations of a Trade Union commissioner, except for the rights and obligations of a Trade Union commissioner deriving from their employment or in connection with their employment.

(4) The Employer is required to make possible for Trade Union commissioners or representative the timely and efficient exercise of the rights referred to in paragraph 1 hereof as well as access to the information necessary for the exercise of these rights.

(5) The Employer and authorised Trade Union representatives shall, if necessary, discuss and resolve all issues which may impact the rights and position of employees.

(6) Within the meaning of undisturbed performance of Trade Union activities, the Employer undertakes to make it possible for the commissioners of the Trade Unions that have signed the Collective Agreement to attend Trade Union meetings, seminars, etc. up to 12 working days per year, provided they present a valid invitation.

(7) Trade Union commissioners or representatives shall exercise their rights referred to in paragraphs 4, 5 and 6 herein in a way which is not detrimental to the efficiency of the Employer's business operations.

Article 121

- (1) The Trade Unions independently appoint their representatives and commissioners.
- (2) The Trade Unions undertake to inform the Employer of the appointment or revocation of commissioners or representatives in writing within 10 days of such an appointment or revocation.
- (3) Each Trade Union which is a party to this Collective Agreement may appoint or elect one trade union commissioner for every 300 members working for the Employer. Trade Union commissioners are exempt from the tasks of their positions and perform their activities in full-time work and receive salary compensation in accordance with article 66 of the Collective Agreement and their employment contract.
- (4) After the appointment or election of union commissioners in the manner prescribed in the preceding paragraph, or in case the conditions for the appointment prescribed in the preceding paragraph are not met, every Trade Union that is a party to this Collective Agreement may appoint or elect, another Trade Union commissioner or one Trade Unions commissioner who will perform his duties in the manner prescribed and under the conditions referred to in paragraph 3 hereof, in case the number of its remaining members or members exceeds 150.
- (5) The total number of Trade Union commissioners of all Trade Unions appointed pursuant to paragraphs 3 and 4 hereof who are exempt from the duties of their workplace may not amount to more than 22 commissioners on INA Group level. The work exemption of Trade Union commissioners appointed pursuant to paragraphs 3 and 4 shall enter into force and bind the Employer upon the expiration of one month from appointment delivery.
- (6) The Employer is required to ensure conditions for the Trade Union commissioners referred to in paragraphs 3 and 4 hereof for the unobstructed performance of their duties. While TU commissioners are in office and for one year after leaving office, the Employer may not do as follows without the previous consent of the Trade Union:
 - assign them to a different position;
 - include them in a collective surplus;
 - terminate their employment contracts;
 - or put them in any other way in a less favourable position in relation to other employees.
- (7) By way of exception from paragraph 3 hereof, the Employer and the Trade Unions may agree that the Trade Unions may appoint or elect a Trade Union commissioner each for a lower amount of members if a justified reason exists.

Article 122

If a Trade Union commissioner sustains an injury while performing his Trade Union duties or while on a business trip in connection with such duties, such an accident shall be considered an accident at work. However, the scope of the Employer's liability may not exceed the amount paid out to the employee pursuant to the collective insurance policy.

Article 123

The rights and obligations of employees appointed as Trade Unions officials who are required to temporarily cease working for the Employer due to their duties shall be suspended during the employees' term of office.

Article 124

Each Trade Union which is a party to this Collective Agreement is required to submit to the Employer an excerpt from the official register at the beginning of every calendar year.

XVIII. SETTLEMENT OF COLLECTIVE LABOUR DISPUTES

Article 125

The parties shall mutually agree which collective labour disputes are to be entrusted to arbitration.

Article 126

(1) Arbitration councils consist of seven members, of whom the Employer appoints three, while each Trade Union that is a party hereto appoints one. The seventh member, who is to chair the arbitration council, is mutually appointed by the parties.

(2) If the parties cannot agree on an arbitration council chairman, the chairman shall be appointed by the Economic and Social Council.

Article 127

(1) The parties undertake to establish an arbitration council as required.

(2) Arbitration proceedings are urgent and must be completed within 15 days from the date the dispute is referred to arbitration at the latest.

Article 128

(1) Each party to this Collective Agreement shall respectively bear the costs of the arbitration council member appointed by that party, while the costs for the arbitration council chairman shall be equally divided between the parties.

(2) The Employer shall provide the facilities and technical/administrative means required for the work of the arbitration council.

XIX. SOCIAL PEACE PRINCIPLE

Article 129

During the application and compliance with the provisions of this Collective Agreement, the Trade Unions shall refrain from strikes.

XX. STRIKES AND SOLIDARITY STRIKES

Article 130

(1) When organising and conducting strikes, the Trade Unions shall refer to union strike rules.

(2) Strikes shall be managed by a strike committee, which may not consist of more than 30 members.

(3) Strike committee members may not be assigned to work during strikes.

Article 131

The Trade Unions have the right to conduct solidarity strikes at the Employer in accordance with the provisions of the Labour Act on prior notice to the Employer.

Article 132

(1) The parties undertake to consensually draw up and pass within 3 months of the signing of this Collective Agreement rules on tasks which may not be interrupted during strikes. The procedure shall be initiated at the Employer's suggestion no later than 15 days from the signing of this Collective Agreement.

(2) The Trade Unions need to present their opinion about the Employer's proposal referred to in paragraph 1 hereof within 15 days from proposal receipt, otherwise it shall be assumed that consent has been granted.

(3) In the event that the parties do not adopt pursuant to the preceding paragraphs rules on tasks which may not be interrupted during strikes by the time a strike is announced, the Trade Unions are required to independently draw up rules on such tasks in consultation with the Employer prior to strike commencement.

(4) The Trade Unions shall notify the Employer about the rules referred to in the preceding paragraphs no later than one day prior to strike commencement.

XXI. APPLICATION OF THE COLLECTIVE AGREEMENT

Article 133

(1) The provisions hereof are binding for and apply to its signatories and persons who may be collective bargaining parties pursuant to the provisions of the Labour Act and who subsequently joined the Collective Agreement.

(2) The Collective Agreement is binding for and applies to all employees who were at the time this Collective Agreement was signed or who subsequently became members of the Trade Unions which are signatories hereof.

(3) In the event that the Employer applies Collective Agreement provisions to employees who are not Trade Union members, a separate decision shall be passed in this regard.

Article 134

This Collective Agreement shall be applied within the territory of the Republic of Croatia, i.e. within the scope of activities of the Employer registered in the Republic of Croatia, except for those parts of the Collective Agreement which are in contravention of the legislation of the country in which the Employer performs his activities.

Article 135

This Collective Agreement shall become applicable as of May 1, 2026.

Article 136

The provisions of this Collective Agreement shall be applied directly if no elaboration in Employer bylaws is required for the application of certain provisions.

XXII. DURATION, MODIFICATION AND AMENDMENT

Article 137

(1) This Collective Agreement shall be concluded for an infinite period of time and shall be deemed concluded once signed by authorized representatives of the parties.

(2) Each party to this Collective Agreement is authorized to cancel this Collective Agreement at any time without having to state the reasons for cancellation and with the obligation to comply with the notice period of one month.

(3) The cancellation must be submitted to all signatory parties to this Collective Agreement. The notice of cancellation shall be delivered to the other signatory parties by registered mail with a return receipt to the address of their registered office, while the notice period shall begin on the day on which the last of the signatory parties has taken over the notice of cancellation. In case a party fails to take over registered mail, the delivery shall be deemed to have been effected on the day of submission of the notice of cancellation to the post office.

Article 138

(1) Each party to this Collective Agreement is authorized to propose amendments hereto at any time and especially in the case of changed economic circumstances or legal framework affecting the business, the level of rights or the execution of rights and obligations under the Collective Agreement.

(2) Draft proposals for the amendments referred to in paragraph 1 hereof shall be submitted in writing and duly explained.

(3) Negotiations on amendments and counterproposals for amendments to this Collective Agreement must commence within 30 days upon submission of the proposal, and the parties undertake to finish the negotiations within 30 days upon the commencement of negotiations.

(4) The proposal for amendments hereto, which the parties have not agreed upon in the negotiations referred to in the previous paragraph, may not be resubmitted before a period of three months has elapsed from the day of completion of the negotiations.

XXIII. FINAL PROVISIONS

Article 139

(1) This Collective Agreement shall be submitted to the relevant ministry.

(2) This Collective Agreement shall be published in accordance with the Labour Act.

(3) The Employer shall publish the Collective Agreement and the Annex to the Collective Agreement, mutual agreements between Trade Unions and the Employer,

decisions/conclusions of the Commission for Interpreting the Provisions and Monitoring the Application of the Collective Agreement and the forms for recording specific input elements for the purpose of calculating Employee salaries and fringe benefits (e.g. Decision on Stand-By Duty, Decision on Sending an Employee to Field Work, Order for the Overtime Work, Confirmation of Performed Overtime, Decision on Working Time Rescheduling, etc.) on INA's website, while the Collective Agreement and the Annex to the Collective Agreement shall also be published in INA's newsletter.

Article 140

- (1) The parties hereto shall form a joint commission to interpret the provisions hereof and to monitor their application.
- (2) The joint commission referred to in the preceding paragraph shall consist of six members, of which the Employer shall appoint three, while each Trade Union which is a party hereto shall appoint one member.
- (3) All commission members may have a substitute who will replace them at meetings during absences.
- (4) The term of office of the appointed members and their substitutes shall be two years, with the possibility that they are recalled earlier.
- (5) The joint commission referred to in paragraph 1 shall meet for the first time within 30 days from the conclusion of this Collective Agreement at the latest.
- (6) The Employer shall convene the first commission meeting during which the Rules of Procedure shall be established.

Article 141

Failure to comply with employment obligations established under the Collective Agreement, whether on the part of employees or authorized personnel of the Employer or the Trade Unions, represents a particularly serious breach of obligations arising from employment.

Article 142

The parties have established that prior to the signing hereof the Trade Unions which are contractual parties to this Collective Agreement submitted to the Employer a document substantiating their authorisation to act as a party to this Agreement.

Article 143

The parties shall initiate negotiations on the renewal of this Collective Agreement at the initiative of one of the parties immediately after the cancellation of the Collective Agreement.

Article 144

The parties agree that the provisions of this Collective Agreement shall apply even after expiration of the notice period until the conclusion of a new Collective Agreement, but no longer than three months after expiration of the notice period.

Article 145

For all issues not regulated herein, the provisions of the Labour Act and Labour Relations Bylaws shall apply.

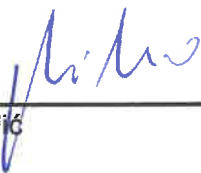
Article 146

This Collective Agreement is drawn up in four identical copies, one copy for each party.

ON BEHALF OF INA, Plc.



Zsuzsanna Éva Ortutay



Hrvoje Milčić



INAŠ – OIL INDUSTRY UNION



Siniša Koritnik



SING – CROATIAN TRADE UNION OF ECONOMY



Jasna Pipunić



AUTONOMOUS TRADE UNION OF WORKERS IN POWER INDUSTRY, CHEMISTRY AND NON-METAL INDUSTRIES OF CROATIA




Zvonimir Mikloš




MINUTES in addition the Collective Agreement for INA, Plc.

1. Interpretations of specific provisions of the Collective Agreement provided by the Committee for interpreting and monitoring of the implementation of the Collective Agreement for INA, Plc. should be applied until those provisions are changed.
2. According to its abilities, the Employer shall ensure resources for implementation of the common programmes of the Trade Unions, signatories of the Collective Agreement.
3. In cases of absence for which they receive a monthly base salary in the same amount as if they worked pursuant to article 66 of this Collective Agreement, Employees working in a substitute shift are also entitled to supplements to the monthly base salary pursuant to article 61, paragraph 1, subparagraphs 1, 3, 4 and 5 of this Collective Agreement, according to the shift schedule in which they worked before the absence.
4. The tenure allowance in a proportional amount for four months of 2026 (for the period of work from 1.1.2026 to 30.4.2026) will be paid in January 2027 under the conditions that were valid until 30.4.2026. The basis for calculating the allowance will be the basic monthly salary on 30.4.2026.
5. The loyalty bonus from Article 53, paragraph 2 of the Collective Agreement for 2026 will be paid in a proportional amount for eight months of 2026 (from 1.5.2026 to 31.12.2026).

ON BEHALF OF INA, Plc.



Zsuzsanna Éva Ortutay



Hrvoje Milić



INAŠ – OIL INDUSTRY UNION



Siniša Koritnik



SING – CROATIAN TRADE UNION
OF ECONOMY



Jasna Ripunić



AUTONOMOUS TRADE UNION OF
WORKERS IN POWER INDUSTRY,
CHEMISTRY AND NON-METAL
INDUSTRIES OF CROATIA



Zvonimir Mikloš

