

No. 13904/25.04.2020

Hereinafter, we answer the questions regarding the personnel expenses, addressed by one of the shareholders of the company to the General Meeting of Shareholders convened on 29.04.2020.

To the attention of Mr. Ionică Tiberiu

Before giving a prompt answer to the questions, we would like to emphasize that the management of the company CONPET grants great importance to the human capital, an essential resource for achieving the objectives and fulfilling the company's mission. The crisis of the labor force that our country is facing, together with the decrease of the degree of professionalism, make the mission of the company even more difficult to attract and specially to offer the necessary motivation for the retention within the organization of the best professionals. The working conditions, appreciation of the work done and financial motivation contribute to the fulfillment of the retention strategy of the best professionals. In supporting the employee loyalty program the salary packages offered by Conpet to its employees are also included. Conpet is a responsible employer.

1. **Question:** *What is the list for the bonuses, premiums (eg. Easter bonus) or other material benefits that the employees benefit from? What is the legal basis for the granting thereof?*
2. *How many people from the total number of employees benefit from each category from the above list (bonuses, premiums, etc.)?*

Answer: The company CONPET SA offers to its employees salary packages that include, in addition to the basic salary, a series of bonuses, premiums or other material benefits to which they are entitled in accordance with the specifically applicable normative acts and the Collective Labor Agreement concluded at the company level, respectively:

- bonuses provided by law, such as bonus for night work, overtime work, work on public holidays, work on Saturdays and Sundays, to which is added the bonus for seniority;
- the company's contribution to private voluntary pension funds (Pillar III) and voluntary health insurance;
- settlement of rest and treatment tickets and aid in case of marriage of the employee, birth of a child, aid for serious/humanitarian diseases, death, retirement, as well as settlement of a fraction of the consideration of employees' transport from home to work and return and from consideration of the expenses with the nurseries, kindergartens or with the "after school" program for the employees' children;
- in the event that the company has positive financial results, can also be granted rewards and the employees' share of profit depending on the responsibilities and involvement of each employee in the work process; So far, Conpet has not granted any premium for 2020.
- meal tickets and gift tickets.

We note that all the employees who meet the conditions of granting provided in the normative acts, the Collective Labor Agreement and other acts concluded with the social partners benefit from the rights mentioned above. We also mention that all bonuses, premiums and benefits are granted within the amounts provided in the approved Revenue and Expenditure Budget.

3. Question: *What are the criteria for the distribution to the employees of the amounts coming from the Fund for employee's share of profit?*

Answer: The employee's share of profit fund endorsed by the General Meeting of Shareholders is granted to the employees based on the REGULATION regarding the criteria, grant levels and method of calculating the amounts to be granted as employee share of profit, approved by the Board of Administration.

The granting criteria taken into account when establishing the amount due to each employee as share of profit are the following: professional performance reflected by the score obtained by each employee in the annual evaluation of professional performance for the reference year, involvement in solving major problems with impact on the good development of the company's activity, the complexity of the job duties, the degree of responsibility in decisions making, the period worked and the discipline at work.

4. Question: *Does the company hold a scheme of material benefits for employees who retire?*

Answer: The Collective Labor Agreement of CONPET SA stipulates that the employee who retires, in accordance with the law, due to age limit/in advance/partially in advance/degree I, II and III of invalidity, will receive, upon retirement, after completing and submitting the note of dissolution, an aid, based on seniority, calculated on the basis of the average gross monthly earnings per company, determined on the basis of salary expenditure, achieved in the year preceding the grant.

5. Question: *What are the conditions in which I can study (read) the Collective Labor Agreement concluded at the company level?*

Answer: The Collective Labor Agreement is registered at Prahova Territorial Labor Inspectorate under no. 341/27.12.2018, is not a public document, but can be consulted by you, as a shareholder, at the company's headquarters in Ploiești no.1-3, Anul 1848 street.

**Director General
Timur Vasile – Chiș**

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