

"APPROVED"
by the Labor Collective Conference
Minutes # 1 dated December 11, 2020

LIMITED LIABILITY COMPANY
NOVA POSHTA

Collective Bargaining Agreement
concluded between the Administration
and the Trade Union party

(new edition)

Kyiv - 2020

Collective Bargaining Agreement
NOVA POSHTA LLC

Administration of the **NOVA POSHTA LIMITED LIABILITY COMPANY** (hereinafter - the Administration, the company), represented by Boulba O.M, the Director of the Company acting on the basis of the Charter, on one hand, and the labor collective of the **NOVA POSHTA LIMITED LIABILITY COMPANY** represented by Ohanesyan S.G., the Chairman of the All-Ukrainian Trade Union of Employees of Nova Poshta LLC (hereinafter referred to as the Trade Union party), acting on the basis of the decision of the reporting and election conference of the All-Ukrainian Trade Union of Nova Poshta Employees (Minutes # 22 dated 31.10.2020), on the other hand, hereinafter referred to as the "Parties", in order to facilitate the regulation of labor relations and socio-economic interests of employees and the Administration, signed this Collective Agreement on Mutual Obligations, as amended (Minutes of the staff conference of the NOVA POSHTA LLC # 2 dated 04.11.2016, # 1 dated 30.11.2017, # 2 dated 30.11.2018, # 1 dated 31.01.2019, # 1 dated 06.12.2019, and # 1 dated 11.12.2020) in the new edition.

1. GENERAL PROVISIONS

1.1. This Collective Bargaining Agreement has been drawn up in accordance with the Law of Ukraine "On Collective Agreements and Contracts" and defines the mutual production, labor and socio-economic relations between the Administration and the Trade Union party.

1.2. The terms of this Collective Bargaining Agreement shall be binding on the signatories. In case of any disputes and contradictions, these conditions may not worsen the position of employees in comparison with the provisions of the current legislation of Ukraine.

1.3. The provisions of this Collective Bargaining Agreement shall apply to all employees and shall be binding on both the Administration and each member of the labor collective.

1.4. None of the Parties to the Collective Bargaining Agreement may unilaterally terminate fulfillment of its provisions.

1.5. The Collective Bargaining Agreement shall become effective from the date of its signing by the authorized representatives of the Parties and shall remain valid until the liquidation of the Nova Poshta LLC (hereinafter - the Company, the Enterprise). In this case, its effect shall extend to the entire period of liquidation of the Company.

1.6. This Collective Bargaining Agreement shall be deemed valid in the event of a change in the composition, structure and name of the Company, while in the event of its reorganization, it may be revised by the Parties upon consent.

1.7. The provisions of this Collective Bargaining Agreement shall be valid until the signing of a new agreement.

1.8. The Conference of the labor collective shall be the highest body of the labor collective.

1.9. The Conference of the labor collective shall be held in the manner provided by the legislation.

1.10. A conference of the labor collective shall be considered valid if attended by at least two thirds of the delegates of the labor collective Conference.

1.11. The delegates to the the labor collective Conference shall be elected according to the norms of representation: 60 (sixty) delegates from the Operations Directorate proportionally to the number of employees in the regional network and 1 (one) delegate from each other Directorate.

1.12. Voting at the labor collective Conference shall be held using the following principle: one delegate - one vote.

2. GUARANTEES REGARDING THE WORK OF THE EMPLOYEE REPRESENTATIVE ORGANIZATIONS

2.1. The labor collective shall authorize the Trade Union party to represent its interests during negotiations, drafting and conclusion of the Collective Bargaining Agreement, and monitoring compliance with the Parties' obligations on the basis of proportional representation (according to the number of members of each primary trade union organization),

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2.2. The Administration shall recognize the Trade Union party as the authorized representative of the relevant trade union organizations and labor collective.

2.3. The Administration shall undertake to make final decisions on any significant changes in the organization of labor, guarantees, compensations, social and other benefits in accordance with this Collective Bargaining Agreement and in agreement with the Trade Union party.

2.4. The Administration shall consult with the Trade Union party in advance on issues that are not stipulated in this Collective Bargaining Agreement, and implementation of which may harm employees.

2.5. The parties undertake to resolve all disputes through negotiations on the basis of compromise, and in case of disagreement - to consider differences in the manner prescribed by law on collective labor disputes (conflicts), in particular, in the manner prescribed by the Law of Ukraine "On the Procedure for the Resolution of Collective Bargaining Disputes (Conflicts)".

3. ORGANIZATION OF PRODUCTION, LABOR, AND ENSURING PRODUCTIVITY OF EMPLOYMENT

3.1. The following shall be prohibited: performance of work by minors in violation of labor laws, any discrimination in the field of labor, including violation of the principle of equality of rights and opportunities, direct or indirect restriction of workers' rights due to race, color, political, religious and other beliefs, gender, gender identity, sexual orientation, ethnic, social and national origin, age, health, disability, suspicion or presence of HIV / AIDS, marital and property status, family responsibilities, place of residence, membership in a trade union or other association of citizens, participation in a strike, appeal or intention to appeal to a court or other bodies to protect their rights, or provide support to other employees in defending their rights; on linguistic or other grounds unrelated to the nature of work or conditions of its performance.

No employment agreement (contract) signed with employees may come in conflict with this Collective Bargaining Agreement in such a way that, compared to the latter, restricts the rights and interests of the employee in the employment agreement (contract).

3.2. The administration shall have the right to:

- enter into, change and terminate employment agreements (contracts) with employees;
- require employees to properly perform their duties and take good care of the property of the Company, treat other employees well, and comply with internal regulations of the Company;
- award employees for conscientious and productive work;
- bring employees to disciplinary and pecuniary responsibility in cases established by law.

3.3. **The Administration shall undertake to:**

- properly organize the work process in the Company, create adequate working conditions for employees as provided by this Collective Bargaining Agreement and internal regulations of the Company, clearly define the job responsibilities of each employee, and ensure, within its competence, compliance with labor discipline, and internal regulations of the Company;
- provide employees with the material and technical means necessary to perform their work duties, create conditions for employees allowing them to develop their professional skills and knowledge;
- ensure strict observance of labor and production discipline, elimination of working time losses, efficient use of labor resources, and establishment of labor collectives;

- apply appropriate measures to violators of labor discipline;

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- provide healthy and safe working conditions for employees;
- monitor employee observance of instructions, regulations and rules in terms of safety, production hygiene, occupational health, and fire safety;
- pay wages on time within the period established by the current legislation of Ukraine and this Collective Bargaining Agreement;
- prevent, when possible, occurrence of collective and individual labor disputes and attempt to resolve them immediately in case of occurrence;
- support prevention (informing, highlighting, interviewing, inspecting (auditing)) of gender-based violence (physical, psychological, sexual, and economic) in the workplace.

3.4. The trade union party shall undertake to:

- promote proper and timely performance of production tasks by employees, and employee compliance with high quality services offered by the Company;
- promote accurate and strict performance of functional duties by employees, orders of the Administration, and promote employee compliance with labor discipline;
- promote adequate treatment of the Company's property by the employees, professional development, compliance with internal regulations of the Company, including requirements for maintaining the confidentiality of information as designated by the Company.

3.5. Every employee shall have the right to:

- working conditions that meet sanitary, safety and hygiene requirements;
- remuneration without any discrimination that shall not be lower than the minimum amount established by the current legislation of Ukraine;
- rest, as guaranteed by the duration of working hours established by the current legislation of Ukraine; the right to rest is supported by providing the days off, holidays and non-working days, and paid annual leave;
- social insurance benefits;
- social security benefits in case of disability, additional labor and social benefits as provided by the current legislation of Ukraine;
- protection of their labor rights in the manner prescribed by the current legislation of Ukraine.

Employees also have other rights provided by the current legislation of Ukraine, internal regulations of the Company, and relevant employment agreement (contract).

3.6. Each employee shall undertake to:

- perform duties honestly, conscientiously and efficiently;
- present the necessary documents at hiring and provide personal data, which is required by law and internal regulations of the Company;
- continuously develop their skills and professionalism;
- work in a team, while helping other employees to perform their duties, and respect each other's individual rights;
- comply with the requirements of guidelines, regulations and rules on labor protection and safety, production hygiene and occupational health, fire safety, as well as the requirements of other internal regulations of the Company;
- not to disclose confidential information designated as such by the Administration, which will become known to them during performance of their duties;
- take good care of the Company's property, take measures to eliminate the causes and conditions that give rise to destruction, theft or damage to the Company's property;
- notify immediate supervisor and / or other authorized person in case of loss or theft of Company's documents or material values;
- maintain order and cleanliness of the workplace, adhere to the established procedure of storage of material values and documents;
- take part in preliminary and regular medical examinations as required;

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- comply with the rules of business conduct and ethics;
- strictly adhere to other provisions of this Collective **Bargaining** Agreement.

3.7. The Administration shall not have right to require the employee to perform work that does not fall under the employment agreement (contract). The Administration shall develop and approve job descriptions and familiarize employees with them against a personal receipt.

3.8. The owner or his authorized body shall notify the employee of any new conditions or changes in the current conditions that worsen his remuneration no later than two months before their introduction or change.

3.9. Employees may be dismissed in the event of changes in the organization of production as a result of staff redundancy. In such cases, employees shall be personally notified by the Administration of the forthcoming dismissal no later than two months in advance. The Administration shall offer the employee another position at the enterprise along with the notice of dismissal due to changes in the organization of production and labor. Employees shall be offered to fill the vacancies in the company at least three times within two months after notifying them of the reduction in the number of employees or staff redundancy.

Employees who have been duly notified of dismissal from the Company, on the grounds provided for in para. 1, Art. 40 of the Labor Code of Ukraine, shall have the right to additional leave to search for a job during working hours, but not less than one working day a week during the second month from the date of notice of dismissal with the preservation of the average wage. Such additional leave shall not include holidays and non-working days that occur during such leave; it shall not be subject to postponement to another year, another time period or extension in case of illness of the employee, nor it shall be divided into parts, or replaced with monetary compensation, including during dismissal.

3.10. The Company shall have the right, in agreement with the Trade Union party, to enter into agreements with business entities that hire employees for further performance of work at other employers, in the manner and under the conditions provided by the current legislation of Ukraine.

3.11. The Administration shall be responsible for providing the employees working remotely, with the means of production related to information and communication technologies used by the employee; it shall also provide for appropriate equipment installation and maintenance, as well as pay the costs associated with it. The Administration shall provide for an equipped workplace (laptop / desktop tower, screen, mouse, keyboard, Internet access), and furniture, if necessary (desk, chair, shelves, etc.), and delivery of the relevant equipment to the location of remote work. The property of the enterprise, transferred for use to the employee to perform work at home or remotely, shall be handed over according to the relevant documents and in the manner prescribed by the enterprise. In case the employee fails to return the received property, or in case of destruction, damage, loss, or shortage of property, the employee shall bears pecuniary liability in the manner provided by the legislation.

4. Labor remuneration

4.1. The Administration shall undertake to implement and the Trade Union party to supervise implementation of the measures of programs aimed at ensuring decent wages, improving the systems of financial and non-financial incentives for employees.

4.2. The system and structure of remuneration in the Company shall be determined by the Remuneration and Bonuses Regulations, which are approved by both parties respectively. The employer shall undertake to comply with, and the Trade Union party supervise implementation of these Regulations.

4.3. The source of payroll funds shall be a share of the income and other funds received as a result of economic activity of the enterprise in accordance with applicable law.

4.4. The wage size depends on the complexity and conditions of work performed, professional and business qualities of the employee, the results of his work and economic activity of the enterprise.

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At the same time, the basic wage may not be less than the amount of the minimum wage (tariff rate / position salary) established by the legislation of Ukraine. Allowances and tariff rate surcharges (remuneration, position salaries) for: combining jobs (positions); expansion of the service area, or increase in the volume of work; performing the duties of an employee who is temporarily absent; labor intensity; work at night; serious achievements in performance of work; performance of especially important work during a certain period of time; other allowances and surcharges stipulated by the current legislation, including the surcharge to the size of the minimum wage paid in the amounts provided for by the current legislation and presented in Annex 1 to this Collective Bargaining Agreement.

4.5. The Company's payroll is calculated to assess the size of employee wages.

It covers the following:

- ✓ basic payroll;
- ✓ supplementary payroll;
- ✓ other incentive and compensation payments.

4.6. The basic payroll shall include:

✓ remuneration for work performed in accordance with the established labor standards at tariff rates or piece rates of workers and salaries of managers, specialists and technical staff; remuneration for the transfer of an employee to a lower-paid job in the cases and amounts provided by applicable law;

- ✓ remuneration for the time spent on a business trip;
- ✓ remuneration for employees in overlapping positions;

4.7. The supplementary payroll shall include:

✓ regular awards and remunerations;
✓ allowances and surcharges to salaries in the amounts stipulated by the current legislation for meeting the following conditions:

- combining jobs (positions);
- expanding the service area or increasing the volume of work;
- performing the duties of a temporarily absent employee;
- labor intensity;
- work at night;
- leading the team;
- high level of professionalism;
- receipt of professional development certifications by professional drivers;
- performing particularly important work during a certain time period;

✓ surcharge to the minimum wage.

✓ the amounts of payments resulting from the indexation of employee salaries;

✓ the amounts of compensation to employees for the loss of a share of wages in connection with the violation of the terms of its payment;

✓ payment for the time when the employee did not work, namely:

- payment of annual leave and additional leave to employees who have children, in the amounts provided by law;

- payment of compensations in case of unused annual leave;

- the amount of wages retained by employees at the primary place of work, during their participation in off-job training in the system of professional development training and retraining;

- payment to employees involved in the performance of government or public duties, if they are performed during working hours;

- payment to blood donor employees for the days of medical examination, blood donation and rest, offered after each day of blood donation or days added to the employee's annual leave at his request;

- for employees who are subject to medical examination - payment at the primary place of work retained by the employee during his stay in the clinic for examination;

- payment of downtime which is beyond control of the employee.

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4.8. Other incentive and compensation payments include:

- ✓ remuneration based on the annual work results;
- ✓ one-time incentives unrelated to specific work results (on the occasion of anniversaries and commemorative dates, both in cash and in kind);
- ✓ financial assistance provided to all or most employees for rehabilitation (before annual leave).

4.9. In addition to the above payments, the Company may make other compensatory payments provided by law that do not belong to the payroll:

- ✓ payments made at the expense of the state social insurance funds (temporary disability benefits; childbirth assistance; burial service assistance, payment of vouchers for health resort treatment and rehabilitation, etc.);
- ✓ payment for the first five days of temporary disability at the expense of the enterprise;
- ✓
- ✓ severance pay in case of termination of the employment contract on the grounds and in cases provided by law;
- ✓ payment for the delay in settlement upon dismissal;
- ✓ compensation for non-pecuniary damage to employees at the expense of the enterprise, which is paid following court decision;
- ✓ remuneration paid under the copyright contract for the creation and use of works;
- ✓ travel costs: daily (in full), the cost of fare, the cost of rent;
- ✓ the cost of special clothing issued in accordance with applicable regulations, footwear and other personal protective equipment, detergents and disinfectants, milk and medical nutrition, or employee reimbursement for the purchase of special clothing and other personal protective equipment in case of non-issuance by the Administration;
- ✓ the cost of travel tickets purchased by the Company, which are not personally distributed among employees, but issued to them as needed to perform production assignments (due to the special nature of work);
- ✓ costs of transportation of employees to the place of work by both own and rented transport (except for drivers' wages);
- ✓ compensation to employees for using own tools and transport for the needs of the enterprise;
- ✓ the cost of holiday gifts for the children of employees;
- ✓ personnel training and retraining costs;
- ✓ loans issued to employees of enterprises to improve housing conditions, for individual construction, establishment of a household;
- ✓ costs of medical services provided by health care institutions (except for payments specified in paragraphs 2.3.3 of the guidelines for wage statistics, approved by the Order of the State Statistics Committee of Ukraine #5 of 13.01.2004);
- ✓ one-time financial assistance provided by the enterprise to individual employees in connection with family circumstances, to pay for treatment, rehabilitation of children, burial service;
- ✓ material and charitable assistance to persons who are not in employment with the enterprise;
- ✓ social payments in cash and in kind, namely: the cost of travel tickets, which are personally distributed among employees, and reimbursement of the cost of travel by public transport to employees."

4.10. Work on holidays and non-working days shall be paid double. Payment in the specified amount shall be made for the hours actually worked on public holidays and non-working days. Upon request of an employee who worked on holidays and non-working days, he may be granted another day of rest (in accordance with Article 107 of the Labor Code of Ukraine).

4.11. In the time between revisions of the size of wages, the pay shall be prorated in accordance with applicable law.

4.12. Wages shall be paid to the employees in the national currency of Ukraine in two installments - on the 7th and 22nd day of each month, and if the payday falls on the day off - on the eve of this day. Wages for annual leave shall be paid no later than 3 days before the leave.

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4.13. Payments shall be transferred to the personal card account of the employee in the authorized branch of the bank that holds the specified account at the expense of the employer.

4.14. The wage size for the first half of the month must be not less than the pay for the time actually worked based on the tariff rate (position salary) of the employee (in accordance with Article 24 The Law of Ukraine "On Labor Remuneration").

4.15. Deductions from employees' salaries shall be made only in cases provided by the current legislation.

4.16. For each payment of salary, the total amount of all deductions may not exceed twenty percent, and in cases provided by law - fifty percent of the salary to be paid to employees. However, these restrictions do not apply to wage deductions for the recovery of child support. In this case, the amount of wage deductions may not exceed 70 percent.

4.17. Deductions from severance pay, compensation and other payments, which are not subject to recovery in accordance with the law, shall not be allowed.

4.18. Remuneration-related labor disputes shall be considered and resolved in accordance with the legislation on labor disputes.

4.19. In case of bankruptcy of the Company or its liquidation in court, the wage obligations before the employees due to them for labor (work, services) performed in the period preceding the bankruptcy or liquidation of the Company shall be fulfilled in accordance with the Law of Ukraine "On Restoring the Debtor's Solvency or Declaring it Bankrupt".

5. WORK REGIME, DURATION OF WORKING HOURS AND TIME OF REST

5.1. The Company shall operate on a 40 hours per week work schedule. For support office staff (Kyiv and Poltava) and the Company's branch offices, the Company established a five-day per week work schedule with two days off (Saturday and Sunday). Work hours for support office staff (Kyiv and Poltava) and the Company's branch offices are divided into two work schedules:

- 1st: start of work - 09:00, end of work - 18:00, break for rest and food - from 13:00 to 14:00;
- 2nd: start of work - 08:00, end of work - 17:00, break for rest and food - from 12:00 to 13:00.

For divisions of the enterprise other than those for which the working hours specified above are established, the duration of daily work, including the start and end of daily work, breaks for rest and food, shall be established by the relevant schedule approved by the Administration in agreement with the Trade Union party in compliance with the established duration of working hours per week (in accordance with Articles 67, 69 of the Labor Code of Ukraine). Work schedules approved by the Administration and approved by the Trade Union party shall be communicated to each employee not later than one month before their introduction.

In those jobs and divisions of the Company where it is not possible to establish breaks due to the conditions of production, employees shall receive the opportunity to have food during working hours. The list of such works, the procedure of having food and the eating area shall be established by the Administration in agreement with the Trade Union party (Annex 4 to this Collective Bargaining Agreement).

In continuously operating structural subdivisions of the Enterprise, where work cannot be suspended due to production and technological requirements, summary accounting of working time shall be established for employees in coordination with the trade union committee (Art. 61 of the Labor Code of Ukraine).

Summary accounting of working time shall be established so that the duration of working time for the accounting period (month) stipulated by the legislation does not exceed the regular number of working hours.

Changes in work schedules shall be brought to the attention of the Company's employees not later than two months before their entry into force.

Employees shall alternate between shifts evenly, in case of introduction of work shifts in the Company. The transition from one shift to another shall take place during the hours specified in the

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work schedule.

5.2. Public holidays and non-working days:

- ✓ January 1 – the New Year’s Day
- ✓ January 7 and December 25 — Christmas
- ✓ March 8 – the International Women's Day
- ✓ May 1 — Labor Day
- ✓ May 9— the Day of Victory over Nazism in World War II (Victory Day)
- ✓ June 28 - the Day of the Constitution of Ukraine
- ✓ August 24 - the Independence Day of Ukraine
- ✓ October 14 - the Day of the Defender of Ukraine.
- ✓ one day (Sunday) - Easter (Easter)
- ✓ one day (Sunday) – Holy Trinity.

5.3. On the eve of public holidays and non-working days, the duration of work shall be reduced by one hour.

Work on a day off may be compensated with the consent of the parties by providing another day off or in cash in double amount. Remuneration for work on the day off shall be calculated in accordance with applicable law.

In the event that a public holiday or non-working day (Article 73 of the Labor Code of Ukraine and paragraph 5.2 of the Collective Bargaining Agreement) falls on the day off, such day off shall be postponed to the next day after the public holiday or non-working day.

5.4. The duration of annual leave for employees is 24 calendar days.

5.5. Disabled persons of categories 1 and 2 shall be granted an annual basic leave of 30 calendar days, and disabled people of category 3 - 26 calendar days.

Minors shall be granted an annual basic leave of 31 calendar days.

Annual additional paid leave of 10 calendar days that does not include public holidays and non-working days shall be granted to: women who work and have two or more children under the age of 15, or a child with a disability, or who have adopted a child; a mother of a disabled person with a childhood disability from subcategory A of category 1, a single mother or a father of a child, or a disabled person with childhood disability from subcategory A of category 1 (including in the case of mother’s prolonged stay in a medical institution), as well as a person who took tutorship of a child or a disabled person with a childhood disability from subcategory A of category 1, or one of the adoptive parents.

Employees working at computers, whose work is associated with increased nervous, emotional and intellectual stress, shall be granted an annual additional leave of 2 calendar days for a special nature of work. The list of employee positions, who perform work using computers is available in Annex 6 to this Collective Bargaining Agreement. The employee shall retain the right to annual additional leave for the special nature of work in the event of a change in the title of the position according to the staff structure, if the functional responsibilities of the employee have not changed.

5.6. Public holidays and days-off shall not be taken into account when determining the duration of annual leave.

5.7. The annual paid leave schedule shall be approved by the Administration by January 15 of the current year in agreement with the Trade Union party. In determining the sequence of leave, the family and other personal circumstances of each employee and the production needs of the Company shall be taken into account.

5.8. Annual basic and additional leave shall be granted to the employee in such a way that they can be used before the end of the working year. If the employee fails to use the right to leave, it shall be postponed to the next year.

5.9. After six months of uninterrupted work, the employee shall become eligible for annual and / or additional full-time leave in the first year of work.

5.10. In case of granting an employee annual and / or additional leave before the end of the six-month period of uninterrupted work, their duration shall be determined in proportion to the time

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worked, except for cases provided by the Law of Ukraine "On Leave" and other regulations of Ukraine.

5.11. Annual leave for the second and subsequent years of employment may be granted to an employee at any time during the relevant working year.

5.12. The annual leave may be postponed and divided into parts at the employee's request.

5.13. Recall from annual leave shall be allowed only with the consent of the employee and in cases stipulated by the legislation of Ukraine.

5.14. As a general rule, employees who successfully take part in on-the-job educational programs in higher learning establishments and postgraduate educational institutions shall be granted additional paid leave of up to 30 calendar days. In some cases, this period may be extended in accordance with the requirements of the legislation of Ukraine.

5.15. Employees are also granted social leave (maternity leave; childcare leave until the child reaches the age of three; adoption leave; additional leave for employees who have children) in accordance with the requirements of the Law of Ukraine. "On Leave".

5.16. Due to family circumstances and other valid reasons, employees, after the formal application process, may be granted unpaid leave for a time period agreed between the employee and the Administration, for a total of up to 15 calendar days per year.

5.17. **Additional unpaid leave shall be established for the following cases:**

- ✓ employee's wedding - 10 calendar days;
- ✓ wedding of the employee's relatives - 4 calendar days;
- ✓ death of relatives (father, mother, brother, sister, grandfather, grandmother) - 7 calendar days;
- ✓ parents with children in first grade - 1 calendar day (September 1);
- ✓ to a husband whose wife is on post-delivery leave - up to 14 calendar days, and other types of leave in accordance with the Law of Ukraine "On Leave".

5.18. Volunteer members of community fire brigades (squads) shall receive additional leave for three calendar days with pay.

5.19. All employees shall undertake not to remain in the premises during non-working hours without authorization of the Administration for reasons not related to work, as well as not to invite strangers.

5.20. The work schedule at the Enterprise shall be determined by the Internal labor regulations for the Company's employees (Appendix 5 to this Collective Bargaining Agreement).

5.21. The Company shall provide employees with short-term paid leave in case of organization and / or participation in the activities of the Trade Union party of regional and national status up to 3 (three) calendar days. Such additional leave shall not include holidays and non-working days that occur during such leave; it shall not be subject to postponement to another year, another time period or extension in case of illness of the employee, nor it shall be divided into parts, or replaced with monetary compensation, including during dismissal.

6. HIRING AND DISMISSAL OF EMPLOYEES

6.1. Hiring of employees:

6.1.1. When concluding an employment contract, a citizen shall provide a passport or other identity document, employment record, and in cases provided by law, a document confirming the level of education (specialty, qualification), health status and other documents.

6.1.2. When concluding an employment contract, it shall be prohibited to require from candidates for employment information about their political and national affiliation, origin, registered place of residence or stay and other documents, which are not required by law (Art. 25 of the Labor Code of Ukraine).

6.1.3. The conclusion of an employment contract shall be formalized by an order or directive of the owner or his authorized body about hiring the employee.

6.1.4. An employee may not be admitted to work without concluding an employment contract in the form of an order or instruction and notifying the central executive body responsible for making

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and implementation of the government policy of administration of a single compulsory state social security tax.

6.2. Establishment of the probationary period.

6.2.1. When concluding an employment contract, a probation clause may be stipulated upon consent of the parties in order to verify the employee's compliance with the assigned work. The probationary period clause must be stipulated in the employment order (instruction). Labor legislation shall apply to employees during the probationary period.

6.2.2. When concluding an employment contract, a probation clause may be stipulated upon consent of the parties in order to verify the employee's compliance with the assigned work. The probationary period clause must be stipulated in the employment order (instruction). Labor legislation shall apply to employees during the probationary period.

The probationary period shall not apply when hiring the following categories of persons: persons under the age of eighteen; young workers after graduation from vocational schools; young professionals after graduation from higher learning establishments; persons discharged from military or alternative (non-military) service; persons with disabilities sent to work in accordance with the recommendation of medical and social examination; persons elected to office; winners of competitive selection to fill a vacant position; persons who have passed off-the-job internship program during the hiring process; pregnant women; single mothers who have a child under the age of fourteen, or a child with a disability; persons entering into a fixed-term employment contract for a period of up to 12 months; persons hired for temporary and seasonal work; internally displaced persons. Also, the probationary period shall not apply when hiring to work in a different area and when transferring to work to another company, enterprise, organization, as well as in other cases, if required by law.

6.2.3. After hiring, the probationary period for employees shall be three months.

6.2.4. After hiring, the probationary period for workers shall be one month.

6.2.5. If the employee was absent from work during the probationary period due to temporary disability or other valid reasons, the probationary period may be extended for an appropriate number of days when he was absent.

6.2.6. If the employee continues to work after expiry of the probationary period, he shall be considered to have passed the probation.

6.2.7. If during the probationary period the employee is found to be unfit to perform the work for which he was hired, the Administration shall have the right to terminate the employment contract.

6.3. Working conditions:

6.3.1. Prior to the commencement of work under the concluded employment contract, the Administration shall undertake to:

1) explain the employee his rights and responsibilities and inform (against a receipt) about the working conditions, the presence of hazardous and harmful production factors that have not yet been eliminated at the employee's workplace, and their likely health implications; employee's right to benefits and compensation for work in such conditions in accordance with applicable law and the Collective Bargaining Agreement;

2) familiarize the employee with the internal labor regulations and the Collective Bargaining Agreement;

3) assign a workplace to the employee, and provide the employee with all means necessary to perform work;

4) instruct the employee about occupational safety, industrial health, workplace hygiene, and fire safety.

6.3.2. The employee shall perform the work assigned to him personally and shall not delegate it to another person.

6.3.3. Transfer to another job (including temporary) shall be allowed only with the consent of the employee.

6.3.4. The following shall not be considered a transfer to another job and shall not require employee's consent: transfer within the same company, transfer to another job, to another structural unit in the same area, sending to work on another mechanism or unit in line with employee's specialty,

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qualification or position stipulated by the Collective Bargaining Agreement.

6.3.5. The Administration shall not transfer an employee to a job that is counter-indicative due to employee's health condition.

6.3.6. Due to changes in the organization of production and labor, the Administration may change essential working conditions while continuing to work under the same specialty, qualification or position.

6.3.7. The Administration shall notify the employees no later than two months after the change of significant working conditions, such as: the system and size of remuneration, benefits, working hours, establishment or abolition of part-time work, combination of professions, change of pay grades and job titles, etc.

6.3.8. If the former essential working conditions cannot be maintained, and the employee does not agree to continue working under the new conditions, the employment contract shall be terminated.

6.4. The following shall be the grounds for terminating employment contract:

- 1) agreement of the parties;
- 2) termination of the employment contract upon request of the employee, the Administration, or at the request of a trade union or other body authorized to represent the labor collective;
- 3) transfer of an employee to another enterprise, institution, organization or changing current position to an elected position with his consent;
- 4) refusal of the employee to transfer to work to another area along with the Company, as well as refusal to continue work in connection with changes in essential working conditions;
- 5) other grounds stipulated by the contract.
- 6) other grounds stipulated by the current legislation of Ukraine.

6.4.1. In case of change of the owner of the Company, as well as in case of its reorganization (merger, accession, division, separation, transformation) the employment contract of the employee shall continue. Termination of the employment contract initiated by the owner or his authorized body shall be possible only in case of reduction of the number of personnel or staff redundancy.

6.4.2. The employee shall have the right to terminate the employment contract concluded for an indefinite period, by notifying the Administration in writing within two weeks.

The Administration shall undertake to terminate the employment contract within the period requested by the employee in the following cases: upon employee's request for voluntary dismissal due to the inability to continue working (moving to a new place of residence; spouse transferred to work in another area; enrollment in an educational institution; inability to reside in the area, confirmed by a medical report; pregnancy; care for a child under the age of fourteen or a disabled child, care for a sick family member in accordance with a medical opinion, or a disabled person of category 1, retirement; hiring based on the competitive process, as well as for other valid reasons).

6.4.3. If the employee does not leave work after the expiration of the notice of dismissal and does not demand termination of the employment contract, the Administration may not dismiss him based on the previously submitted request, unless another employee was invited as replacement, and who, in accordance with the law, can not be denied the conclusion of an employment contract.

6.4.4. The employee shall have the right to terminate the employment contract at his own will, if the owner or his authorized body does not comply with labor legislation, and the terms of the CBA or employment contract.

6.4.5. The employment contract may be terminated at the initiative of the Administration only in the following cases:

- 1) changes in the organization of production and labor, including liquidation, reorganization, bankruptcy or reorganization of the Company, reduction of the number of personnel or staff redundancy;
- 2) when the employee is found unfit to the position held or the work performed due to insufficient qualifications or health condition that do not allow him/her continue performance of this work;
- 3) employee's regular failure to perform the duties vested in him by the employment contract or the internal labor regulations without valid reason, if the employee has previously been subject to

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disciplinary or public sanctions;

4) absence without leave (including absence from work for more than three hours during working day) without good reason;

5) absenteeism for more than four consecutive months due to temporary disability, except for pregnancy and childbirth leave, unless the legislation establishes a longer period for keeping the job (position) in case of a particular disease. Employees who became disabled due to an occupational injury or disease, shall keep their job (position) until recovery or declaring him/her legally disabled;

6) reinstatement of an employee who previously performed this work;

7) appearance at work in a state of intoxication (narcotic or toxic intoxication);

8) commission of theft (including petty theft) of the owner's property at the place of work, as established by a court verdict that has entered into force, or by a resolution of a body responsible for the imposition of an administrative penalty or application of measures of public influence;

9) one-time gross violation of work duties (in case of the head of the Company, branch, representative office, division and other separate subdivision, his/her deputies, chief accountant, and his/her deputies);

10) culpable actions of an employee who directly operate with monetary, commodity or cultural values, if these actions give grounds for loss of confidence in him by the owner or his/her authorized body;

11) in other cases provided by law.

6.4.6. Dismissal of an employee initiated by the Administration during the period of his temporary disability, as well as during the period of the employee's leave (except in the case of complete liquidation of the Company) shall not be allowed.

6.4.7. On the day of dismissal, the Administration shall issue the employee a properly executed employment record and make final settlements.

6.4.8. In case of dismissal of an employee initiated by the Administration, it also shall issue a copy of the dismissal order on the day of dismissal. In other cases of dismissal, a copy of the order shall be issued at the request of the employee.

6.4.9. If the Administration of the enterprise plans to dismiss employees for economic, technological, structural or similar reasons or in connection with liquidation, reorganization, change of ownership of the enterprise, the Administration of the enterprise shall provide information to the trade union in advance (not later than three months before the planned dismissal), in relation to these measures, including information about the reasons for planned redundancies, the number and categories of workers who may be affected, the timing of the redundancies, and consult with the trade union on measures to prevent or minimize redundancies or mitigate any adverse effects of any redundancies.

6.5. Termination of the employment contract at the initiative of the Administration without the consent of the Trade Union party shall be allowed in the following cases:

6.5.1. liquidation of the Company;

6.5.2. unsatisfactory result of probation performed as a condition for hiring;

6.5.3. dismissal from a combined job in connection with hiring of another employee who is not combining jobs, as well as in connection with restrictions on combining jobs provided by law;

6.5.4. reinstatement of an employee who previously performed this work;

6.5.5. dismissal of an employee who is not a member of a trade union;

6.5.6. dismissal before the establishment of the trade union;

6.5.7. dismissal of an employee who committed theft (including petty theft) of the owner's property at the place of work, as established by a court verdict that has entered into force, or by a resolution of a body competent to impose an administrative penalty or apply measures of public influence.

7. OCCUPATIONAL SAFETY

7.1. In order to create healthy and safe working conditions in the Company, the

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Administration shall:

7.1.1. Ensure compliance with the requirements of the Law of Ukraine "On Occupational Safety", as well as the right of employees to safe and hazard-free working conditions, benefits, compensation, and social insurance in case of injury.

7.1.2. Ensure implementation of the Comprehensive Measures developed by the Company and agreed by the Trade Union party to achieve the established standards of safety, occupational health and the working environment, improving the existing level of occupational safety, prevention of occupational injuries, occupational diseases, and accidents (Annex 2 to this Collective Bargaining Agreement).

Ensure that funds for these measures are deducted in the amount of at least 0.5% of the previous year's payroll. Use the funds in agreement with the Trade Union party only for the means and measures provided by law.

7.1.3. Inform employees when hiring (against a receipt) about working conditions and the presence of hazardous and harmful production factors in the workplace that have not yet been eliminated, the possible health implications and their right to benefits and compensation for performing work in such conditions.

7.1.4. Ensure proper working conditions at workplaces, safety of technological processes, machines, mechanisms, equipment and other means of production, carry out planned and preventive maintenance, overhaul, and testing in due time.

7.1.5. Establish an occupational safety commission at the enterprise and facilitate the work of the commission in accordance with the regulations approved at the enterprise.

7.1.6. Take measures to prepare the Company's production facilities for operation in the autumn and winter period before October 15 and in the spring and summer period before April 15 of the current year.

7.1.7. Provide compulsory state social insurance for the Company's employees against accidents at work and occupational diseases in accordance with the legislation.

7.1.8. Provide sanitary and utility spaces with detergents and disinfectants at the expense of the Company.

7.1.9. Provide employees who work in hazardous and unsafe working conditions and exposed to pollution with special clothing, special footwear and other personal protective equipment (at the expense of the Company), according to the established standards for the winter period before October 15 of the current year, and for the summer period before April 15 of the current year, in compliance with the law. (Annex 3 to this Collective Bargaining Agreement).

7.1.10. Provide for acquisition, organization and maintenance of personal protective equipment at the expense of the Company.

In case of premature wear of PPEs due to reasons other than misuse by the employee, their loss from the established places of storage or damage, and inability of their recovery, they shall be replaced with other PPE which were in use, after restoration of their suitability and proper hygienic condition.

The term of use of such PPEs may not exceed the term of use of the relevant PPEs issued for individual use in accordance with the rules of issuance of PPEs free of charge.

Personal protective equipment from the following categories: underwear (T-shirts), head wear (hat, cap), footwear (boots, shoes) shall not be subject to return and re-issue.

7.1.11. Organize and conduct training, retraining and professional development of employees at the expense of the Company, when required.

7.1.12. At the expense of the enterprise, carry out preliminary and regular medical examinations of employees engaged in heavy work, work with harmful and hazardous working conditions, or work requiring professional selection, as well as annual medical examination of employees under 21 years old.

Ensure implementation of the recommendations and conclusions of the medical commission based on the results of employees' medical examination.

7.1.13. Transfer to lighter work employees requiring it due to health reasons with their consent

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and in accordance with the medical opinion for the period specified in the medical opinion. Give them a reduced working day and train them to acquire another profession in accordance with the law, when required.

7.1.14. Ensure that the first-aid kits at the structural subdivisions of the Company are equipped with all the necessary medicines.

7.1.15. Comply with the workplace attestation procedure according to the working conditions and take measures to improve working conditions based on its results.

7.1.16. Perform a quarterly analysis of the causes of accidents, emergencies and occupational diseases at work. In accordance with the findings, develop measures to reduce and prevent injuries and ensure their implementation. Prevent cases of occupational injuries and occupational diseases, as well as prevent cases of concealment of cases of occupational injuries.

7.1.17. Carry out training of the members of the occupational safety commission and the representatives of the labor collective on occupational safety, at the expense of the Company. Provide them with time free from their principal job (up to 4 hours per month) with keeping of wages to participate in occupational safety inspections and investigation of accidents.

7.1.18. Ensure the employees who became disabled due to a work-related accident or occupational disease, keep their jobs (positions) and average wage for the entire period of disability until recovery or establishment of permanent disability. Train and retrain the injured employee, when its impossible for him / her to perform previous work, as well as to employ him / her in accordance with medical recommendations.

7.1.19. At the Company's expense, pay one-time financial allowance to employees who suffered an occupational injury during performance of their duties, without permanent disability, in the following amount:

Disability period (according to the temporary disability leave in calendar days, and months)	The amount of financial allowance (% of the victim's salary)
from 1 to 10 days	20
from 10 to 20 days	50
from 20 days to 1 month	70
from 1 to 2 months	100
more than 2 months	150

If the commission investigating the accident finds that the accident occurred as a result of non-compliance with the requirements of the occupational safety regulations, the amount of one-time allowance shall be reduced by 50%.

7.1.20. Ensure the employee's right to refuse the assigned work if the work situation has become hazardous to his life or health, or to the people around, or to the production or natural environment. The employee shall immediately notify the immediate supervisor or the Company's Administration. Each such case must be certified by the occupational safety commission. In the case of downtime caused by reasons other than the fault of the employee, he/she shall keep the average salary.

7.1.21. Ensure the employees' right to terminate the employment contract at their own request, if the Administration fails to comply with the occupational safety legislation, and with the terms of the Collective Agreement on the same issue. In this case, the employee shall receive severance pay in the amount of his /her three-month earnings.

7.1.22. Provide favorable working conditions for women. The Company shall not involve women in heavy work and work with harmful or hazardous working conditions, as well as in night shifts.

7.1.23. The Company shall not involve minors in heavy work and work with harmful or hazardous working conditions, night work, overtime work and work on weekends. The Company shall not involve minors in the performance of loading and unloading operations, as well as in lifting and moving items where the weight exceeds the limits established for them.

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7.1.24. Create working conditions for employees who have received a disability in the Company, taking into account the recommendations of the medical and social expert commission and individual rehabilitation programs; take additional occupational safety measures that meet the specific characteristics of this category of employees. Organize training, retraining and employment of people with disabilities in accordance with medical recommendations, when required. Involve disabled people in overtime and night work only with their consent and provided that it does not contradict the recommendations of the medical and social expert commission.

7.1.25. The employee shall keep his/her job and average earnings for the period of suspension of operation of the terminal, department, separate production site or equipment imposed by the body of state supervision over occupational safety or Occupational Safety Service.

7.1.26. Improve the sanitary and material conditions of labor, eliminate the risk of deteriorating health of workers due to consumption of poor quality drinking water; purchase packaged drinking water, tea, coffee and sugar. Ensure free access to drinking water, tea, coffee and sugar for all employees of the Company, and in the case of employees working remotely or at home - ensure the delivery of drinking water, tea, coffee and sugar to such employees.

7.2. Employees of the Company shall:

7.2.1. Know and comply with the requirements of regulations on occupational safety, functional responsibilities, the rules of operation of machinery, mechanisms, equipment and other means of production, and the rules of handling cargo.

7.2.2. Comply with the internal labor regulations of the Company.

7.2.3. Take good care of personal safety and health, as well as the safety and health of others in the course of performance of any work, or during the stay in the territory of the structural unit.

7.2.4. Use special clothing, footwear, personal and collective protection as intended

Take good care of special clothing, footwear, and personal protective equipment. Return special clothing and other PPEs in case of dismissal, transfer to another job or workplace, change of type of work and in other cases when the use of issued special clothing, footwear, and PPEs is not necessary. Receive new special clothing, footwear and PPEs after expiry.

7.2.5. Receive training and testing of knowledge on occupational safety in the manner and within the time limits established by the Regulations on training and testing of knowledge on occupational safety approved by the Company.

7.2.6. Take part in preliminary and regular medical examinations in the order established by the legislation. The list of occupations of employees who must take part in regular medical examinations is set out in Annex 7 to the Collective Bargaining Agreement.

7.2.7. Inform the work supervisor or the Administration, in a timely manner, about the occurrence of hazardous and emergency situations at the workplace, as well as about accidents, emergencies witnessed by the employee. Personally take all possible measures to prevent and eliminate them.

7. The trade union party shall:

7.3.1. Monitor the Administration's compliance with occupational safety legislation, creation of safe and hazard-free working conditions, proper production, sanitary and material conditions, and the provision of workers with special clothing, footwear, other personal and collective protection equipment. In case of violations, present demands for their elimination.

7.3.2. Inform employees about their rights and guarantees in the field of occupational safety, changes in the legislation on occupational safety, and the right to represent the interests of employees in addressing occupational safety issues in cases provided by law.

7.3.3. Submit relevant petitions to the Administration, government bodies responsible for management and supervision, prepare own opinions, submit proposals, as well as receive reasoned answers.

7.3.4. In the event of a threat to the life or health of employees, require the Administration to immediately stop all operations in the workplace, or structural units for the period necessary to eliminate the threat.

7.3.5. Take part in:

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- drafting of occupational safety documentation;
- work of the commission investigating accidents, emergencies, cases of occupational disease;
- commissioning of new industrial and social facilities, new production sites and new technological equipment;
- organization of training and testing of knowledge on occupational safety;
- the work of the commission for testing knowledge on occupational safety;
- examination of working conditions and occupational safety at the workplaces of the Company's employees (including with the participation of the representatives from the State Labor Service, fire safety supervision, etc.).

7.3.6. Carry out public control over the implementation of the requirements of regulations on labor protection by the Administration and employees, as well as during reporting on the implementation of the provisions of the "Occupational safety" section of the Collective Bargaining Agreement at conferences (general meetings) of the labor collective.

7.3.7. Establish effective public control over full and timely compensation to victims of work accidents and their families at the expense of the Fund of Compulsory State Social Insurance against Accidents at Work, as well as the provision of additional financial assistance by the Company's Administration to victims of work accidents.

7.3.8. Perform proper examination of working conditions, as well as production facilities, for compliance with regulations on occupational safety.

8. CORPORATE UNIFORM

8.1. The standards of personal appearance of the employees of the Company, the rules of wearing corporate uniform and the rules of observance of a dress code shall be established by the enterprise.

8.2. An employee without a proper uniform shall not be allowed to work.

8.3. During non-working hours corporate uniform shall be stored in a specially designated place (locker room or cloakroom).

8.4. If an employee is dressed in a corporate uniform during non-working hours, he/she shall comply with the Company's standards, as he remains an employee of the Company for the clients.

8.5. Employee's corporate uniform shall be returned in case of termination of employment between the employee and the Company.

8.6. Persons responsible for providing corporate uniform:

- ✓ For employees of branches - branch supervisor;
- ✓ For employees of the delivery service - the supervisor of the delivery service;
- ✓ For employees of the terminal - terminal supervisor;
- ✓ Office workers - department director / head of section;
- ✓ For employees who work under the franchise scheme - territorial manager of the partner offices network .

9. SOCIAL BENEFITS AND GUARANTEES

9. 1. The administration shall strictly comply with the guarantees established by labor legislation, in particular in case of business trips, when vesting employees with financial responsibility; also with regard to restrictions on wage deductions, women's labor, prohibition of discrimination and in other cases directly provided by Ukrainian legislation.

9.2. The number of jobs for persons with disabilities in the Company shall be calculated in accordance with the standards established by the current legislation of Ukraine regarding the number of jobs for persons with disabilities.

9.3. When required, the Company shall employ persons with disabilities with the help of the State Employment Service, social security bodies, and public organizations of persons with disabilities.

10. GUARANTEES FOR THE WORK OF TRADE UNION ORGANIZATIONS

10.1. The administration shall recognize the Trade Union as an authorized representative of the interests of employees working at the enterprise, and agree its orders and other internal regulations with it in cases provided by applicable law.

The Administration shall:

10.2. Ensure the implementation of the rights and guarantees for the work of the Trade Union party, established by the current legislation, prevent interference in the work of the Trade Union and limitations of the rights of the Trade Union or obstruction of their implementation.

10.3. Monthly, transfer funds to the Trade Union party for cultural work, work dealing with promotion of physical culture and health in the amount of 0.5% of the payroll of the members of the trade union organization at the enterprise within three business days after payment of wages.

10.4. Provide premises (not less than 30 sq.m.) to the elected body of the primary trade union organization free of charge with equipment (laptop, printer, etc.) and cleaning services, heating and air conditioning, lighting, telephone and Internet access, and access to the Company's information systems, with prior coordination with the trade union, alarm system, furniture for the daily operations of the trade union, as well as provide premises (conference hall) for meetings, conferences, and storing cultural items and sports equipment. Provide office supplies, fuel or reimburse travel expenses to the heads of elected bodies free of charge. Grant the right to the Trade Union party to post its information on the premises and on the territory of the enterprise in places accessible to employees upon prior notice to the Personnel Directorate.

10.5. Make monthly wage deductions of trade union membership fees free of charge upon written application of employees who are members of the Trade Union and transfer them to the Trade Union's account within three banking days after payment of wages.

10.6. Provide time off work with average pay to the members of elected trade union bodies, who still hold their production or official duties, to perform their powers and public duties in the interests of the labor collective: the Chairman of the Trade Union Committee - 5 hours a week; the members of the Trade Union Committee - 3 hours a week Provide time off work only after consultation with the immediate supervisor of the division. For participation in trade union training events, employees, elected as members to the elected trade union bodies, shall be granted an additional leave of up to **8** calendar days during a calendar year, **while keeping their wage at the expense of the employer.**

Dismissal of employees elected to the trade union bodies of the Enterprise, initiated by the Administration shall not be allowed within one year after the expiration of the term of office of the elected members; except in cases of complete liquidation of the enterprise; employee inconsistency with the position or work performed in connection with his health that impedes continuation of his performance of the work, or committing acts resulting in the possibility of dismissal from work or service by law. No such guarantee shall be given to employees in the event of early termination of their office in these bodies in connection with faulty performance of their duties or at their own request, except for cases when it occurred due to his health situation.

If performance of public duties in the interests of the labor collective includes business trips, the associated costs shall be borne by the Company.

10.7. Provide members of the elected trade union body of the enterprise and representatives of higher level trade union bodies with the opportunity to freely visit and inspect workplaces at the enterprise, review documents related to labor rights and interests of employees within the limits provided for by applicable law.

10.8. Apply social benefits to elected and full-time employees of the Trade Union party and incentives established by this agreement. Employees of the Trade Union party are a part of the labor collective and shall be subject to all the provisions of this Collective Bargaining Agreement.

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10.9. Within 7 calendar days consider the demands and requests of the trade union party to eliminate violations of labor legislation and the Collective Bargaining Agreement and take measures to eliminate them.

10.10. At the request of the Trade Union party, provide documents, information and explanations regarding compliance with labor legislation, working conditions, implementation of the Collective Bargaining Agreement, within the limits provided by applicable law.

10.11. Allow the Trade Union party to audit the calculations of wages and state social insurance payments and use of funds for social and cultural events.

10.12. Hold meetings, consultations, inform the Trade Union about the plans and directions of enterprise development based on the principles of social partnership.

10.13. Employees dismissed from work, as a result of their election to an elected position in a trade union body, shall receive their previous job (position) at the enterprise or equivalent with their consent, after expiry of their elected powers.

10.14. Participate in the activities of the Trade Union Party upon invitation.

10.15. Employees elected to trade union bodies and not relieved from production activities may not be subject to disciplinary action, and/or dismissed without the prior consent of the body where they hold membership.

10.16. Relieve members of elected trade union bodies from their principal job with average pay for the time of their participation as delegates at conferences convened by trade unions.

The Trade Union party shall:

10.17. Carry out legal protection of trade union members in case of non-payment of wages and violation of their labor rights.

10.18. Provide free consultations to the trade union members with the involvement of trade union lawyers on labor, occupational safety, pensions, social insurance and other issues in the field of labor law. When required, ensure the representation of the interests of trade union members regarding protection of labor rights in court.

10.19. If funds are available, provide for cultural development for union members and their children, in particular, offer cash payments, holiday gifts, presents for children on the occasion of New Year and tickets to New Year's performances at the expense of the trade union budget.

10.20. Ensure participation of trade union members and their children in sports contests for children and youth, and other sports and mass events held by the trade union.

10.21. If funds are available, provide financial assistance to trade union members in need of medical treatment and in other cases.

10.22. If funds are available, provide vouchers for treatment, rehabilitation and recreation in health resorts to trade union members and their families free of charge or with a discount at the expense of the trade union budget.

11. RESPONSIBILITY OF THE PARTIES AND DISPUTE RESOLUTION PROCEDURE

11.1. In the event of non-performance or improper performance of obligations under this Collective Bargaining Agreement, the Parties shall be liable in accordance with applicable law.

11.2. Disciplinary sanctions against both officials and employees may be applied only after an inspection, during which the person in question provides written explanations.

11.3. Disputes between the Parties shall be resolved in accordance with the procedure established by the legislation of Ukraine.

11.4. Bringing to disciplinary, administrative or criminal liability does not exclude civil, material or other types of legal liability of the perpetrators.

12. FINAL PROVISIONS

12.1. This Collective Bargaining Agreement is subject to notification registration in the manner prescribed by current legislation of Ukraine.

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NOVA POSHTA LLC

12.2. The Collective Bargaining Agreement shall enter into force on the day of its signing by the authorized representatives of the Parties and shall remain valid until the liquidation of the Company. In this case, its effect shall extend to the entire period of liquidation of the Company.

12.3. Changes and amendments to this Collective Bargaining Agreement during its term of validity may be made only by mutual consent of the Parties.

12.4. Changes and amendments that improve the position of employees may be made by the Parties to the Collective Bargaining Agreement by adopting a joint resolution of the Administration and the Trade Union party without convening a conference of the labor collective.

12.5. Control over the implementation of the Collective Bargaining Agreement shall be carried out directly by the Parties or their authorized representatives with the consent of the Parties.

12.6. The parties that have signed this Collective Bargaining Agreement shall report to each other on its implementation annually, no later than January 15.

Annexes:

Annex 1 The list and the amount of surcharges and allowances to tariff rates, salaries and position salaries.

Annex 2 Comprehensive measures to achieve the established standards of safety, occupational health and working environment; improving the level of occupational safety and prevention of industrial injuries, occupational diseases, and accidents in 2021.

Annex 3 List of occupations and positions of employees who are provided with special clothing, special footwear and other personal protective equipment free of charge.

Annex 4 List of works where breaks for rest and meals cannot be established due to the conditions of production.

Annex 5 Provisions of internal labor regulations for the employees of Nova Poshta LLC.

Annex 6 The list of positions eligible for additional annual leave due to special nature of work (work at the computer).

Annex 7 List of employee positions subject to preliminary (regular) medical examinations.

SIGNATURES:

On behalf of the Trade Union party:

On behalf of the Administration:

Chairman
All-Ukrainian Trade Union of Employees
of Nova Poshta LLC

Director
NOVA POSHTA LLC

_____ **S.G. Ohanesyan**
« _____ » _____ **2020.**

_____ **O.M. Bulba**
« _____ » _____ **2020.**

Annex 1
to the Collective Bargaining Agreement

*Collective Bargaining Agreement
NOVA POSHTA LLC*

APPROVED

Chairman
AUTUE NOVA POSHTA LLC
_____ S.G. Ohanesyan
«_____» _____ 2020.

APPROVED

Director
NOVA POSHTA LLC
_____ O.M. Bulba
«_____» _____
2020.

The list and the amount of surcharges and allowances to tariff rates, salaries and position salaries.

Name of surcharges and allowances	Size of surcharges and allowances
Surcharges	
For combining jobs (positions)	Surcharges for an employee shall be set within the payroll savings at the tariff rate and position salary of the employee combining jobs
For expanding the service area or increasing the volume of work	The size of surcharge for an employee shall be determined by the presence of savings on tariff rates and salaries, which could be paid subject to compliance with the regulatory number of employees
For performing the duties of a temporarily absent employee	Up to 100% of the tariff rate (salary, position salary) of the absent employee, but not less than 20%.
For labor intensity	Up to 12% of the tariff rate (salary)
For work at night	20% of the hourly rate (position salary) for each hour of night work
For the use of disinfectants for employees holding the position of office janitor	10% of the tariff rate (salary)
Allowance	
For high performance results	Up to 100% of the position salary
For performing particularly difficult or difficult work during a certain time period	Up to 100% of the position salary

Annex 2
to the Collective Bargaining Agreement

*Collective Bargaining Agreement
NOVA POSHTA LLC*

APPROVED

Chairman
AUTUE NOVA POSHTA LLC
_____ S.G. Ohanesyan
«_____» _____ 2020.

APPROVED

Director
NOVA POSHTA LLC
_____ O.M. Bulba
«_____» _____
2020.

Comprehensive measures to achieve the established standards of safety, occupational health and working environment; improving the level of occupational safety and prevention of industrial injuries, occupational diseases, and accidents in 2021.

2021

#	Actions	Cost of works (thousand UAH)		Deadline	Responsible persons
		estimate	actually spent		
1	2	3	4	6	7
1	Providing employees with special clothing, footwear and personal protective equipment in accordance with the established standards and taking into account special clothing rental services	87,098		during the year	Operations Directorate Procurement Department
2	Conducting mandatory preliminary and regular medical examinations of workers engaged in heavy work, work in hazardous or harmful working conditions, or work requiring professional selection	1,704		during the year	Directorate for Occupational Safety and Civil Defense
3	Performing workplace attestation according to working conditions	500		Q2-3	Directorate for Occupational Safety and Civil Defense
4	Execution of fire safety measures in accordance with the requirements of the Rules of Fire Safety of Ukraine (Receipt of statements of compliance of the company's facilities with fire safety legislation including its material and technical base; providing members of voluntary fire brigades at the terminals with personal protective equipment (clothing, gloves, firefighter's helmets); re-equipment of evacuation routes of the company's facilities in accordance with fire safety requirements, dismantling of built-in office and utility premises made of	34,000		during the year	Directorate for Occupational Safety and Civil Defense

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	combustible materials and their reconstruction from materials that meet fire safety requirements; installation of the automated firefighting system).				
5	Training in occupational safety and civil defense for the officials of the enterprise, employees of the Directorate for Occupational Safety and Civil Protection, the members of the commission for testing knowledge on occupational and fire safety in specialized educational institutions	525		during the year	Directorate for Occupational Safety and Civil Defense
6	Development and revision of regulations on occupational safety and civil defense used in the Company	-		during the year	Directorate for Occupational Safety and Civil Defense
7	Organization and holding of events dedicated to the World Day of Occupational Safety and the Fire Safety Day	268		Q1	Directorate for Occupational Safety and Civil Defense
8	Carrying out targeted inspections of the company's divisions regarding the procedures of compliance with the legislation on occupational safety and civil defense according to the annual schedule of inspections	-			Directorate for Occupational Safety and Civil Defense
9	Development of sample posters, brochures, roll-ups on OS, FS and CD for dissemination of knowledge in the above mentioned subjects	-		during the year	Directorate for Occupational Safety and Civil Defense
10	Purchase and replenishment of first aid kits	1,915		during the year	Directorate for Occupational Safety and Civil Defense
11	Bringing electrical facilities in the company's divisions in compliance with the requirements of the Rules for technical operation of consumer electrical equipment (RTOCEE), the Rules for safe operation of consumer electrical equipment (RSOCEE), and the Rules for installation of electrical equipment (RIEE)	11,870		H1	Engineering Department
12	Acquisition of air conditioning systems for proper micro-climate in the company's divisions in the summer	4,314		Q2-3	Personnel Directorate

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NOVA POSHTA LLC*

13	Installation, maintenance and repair of air conditioning systems	5,175		Q1-3	Personnel Directorate
14	Acquisition of heating equipment and thermal curtains for proper micro-climate in the units in the winter	2,466		Q3-4	Personnel Directorate
15	Performing overhaul at the divisions	11,515		during the year	Personnel Directorate, Operations Directorate
16	Performing regular repairs at the divisions	12,015		during the year	Personnel Directorate, Operations Directorate
17	Installation of furniture, household appliances and other basic amenities at sanitary and utility space of the divisions	4,715		during the year	Personnel Directorate Working Conditions Compliance Department
	Total	178,080			

Annex 3
to the Collective Bargaining Agreement

**Collective Bargaining Agreement
NOVA POSHTA LLC**

APPROVED

Chairman
AUTUE NOVA POSHTA LLC

S.G. Ohanesyan
«_____» _____ 2020.

APPROVED

Director
NOVA POSHTA LLC

Bulba O.M.
«_____» _____
2020.

The List of occupations and positions of employees who are provided with special clothing, special footwear and other personal protective equipment free of charge

#	Code according to DK 003:20 10	Name of profession (position)	Place of work	Name of special clothing, footwear and other personal protective equipment	Marking of PPE's protective properties	Service life down to months
1	3439	Specialist (stacking, packaging), senior specialist	Terminal / SD / Depot	Cotton overalls	3mi	11.5
				Shoes	3MiMun100	11.5
				Gloves	MiMp	0.5
				T-shirt ****	-	3 months
				Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
				Insulated trousers	Tn	24 months
				Boots	Tn20	11.5 months
				Hat	Tn	11.5 months
2	3436	Specialist (scanning)	Terminal / SD / Depot	Cotton ware	Zmi	11.5 months
				Shoes	3MiMun100TN20	11.5 months
				Gloves	MiMp	5 months
				T-shirt ****	-	3 months
				Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
				Insulated trousers	Tn	24 months
				Boots	3MiMun100	11.5 months
				Hat	Tn	11,5 months
3	3436	Specialist (weight control)	Terminal	Cotton overalls	Zmi	11.5 months
				Shoes	3MiMun100TH20	11.5 months
				Gloves	MiMp	5 months
				T-shirt ****	-	3 months
				Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
				Insulated trousers	Tn	24 months
				Boots	3MiMun100TN20	11.5 months
				Hat	Tn	11.5 months
4	3113	Site electrician	Terminal/OP	Cotton overalls	3mi	11.5 months
				Shoes	3MiMun100	11.5 months
				Gloves	MiMp	On-demand
				Open protective goggles	OU	Duty personnel
				Dielectric gloves	EnEv	On-demand
				Dielectric galoshes	EnEv	On-demand

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				Additionally for performing works outside in winter:		
				Safety belt		On-demand
				Protective helmet with a liner		Till wear out
				Insulated jacket	Tn	24 months
				Insulated trousers	Tn	24 months
				Boots	3MiMun100TN20	11.5 months
				Hat	Tnv	11.5 months
5	9132	Office janitor	Terminal / SD / RDU / cargo department / OP / fulfillment	Cotton gown	3MiPn	11.5 months
				Rubber gloves	VnMiMp	5 months
				Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
6	9162	Yardman	Terminal	Cotton overalls	3MiPn	11.5 months
				Shoes	3MiMun15Sm	11.5 months
				Gloves	MiMp	5 months
				Cape	Vn	24 months
				Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
				Insulated trousers	Tn	24 months
				Boots	3MiMun100TN20	11.5 months
				Hat	Tnv	11.5 months
7	9411	Warehouseman	Terminal/ OP warehouses	Cotton overalls	3MiPn	11.5 months
				Gloves	MiMp	5 months
				Shoes	3MiMun15Sm	11.5 months
				Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
				Insulated trousers	Tn	24 months
				Hat	Tnv	11.5 months
				Boots	3MiMun100TN20	11.5 months
8	7233	Metalworker-repairman	Terminal/OP	Cotton overalls	3MiPn	11.5 months
				Gloves	MiMp	5 months
				Shoes	3MiMun15Sm	11.5 months
				Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
				Insulated trousers	Tn	24 months
				Hat	Tnv	11.5 months
				Boots	3MiMun100TN20	11.5 months
9	4215	Parking valet	Terminal, RDU, SD	Cotton overalls*	3MiPn	11.5 months
				Shoes	3MiMun15Sm	11.5 months
				Gloves	MiMp	5 months
				T-shirt ****	-	3 months
				Cape*	Vn	24 months
				Reflective vest		11.5 months
				Additionally for performing works outside in winter:		
				Insulated jacket*	Tn	24 months
				Insulated trousers*	Tn	24 months
				Boots	3MiMun100TN20	11.5 months
				Hat	Tnv	11,5 months
10	8322	Driver of motor vehicles, freight forwarder	SD / RDU / intake logistics service	Cotton coat***	3MiPn	11.5 months
				Gloves	MiMp	5 months
				T-shirt ****	-	3 months
				Additionally for performing works outside in winter:		

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				Insulated jacket***	Tn	24 months
11		Electric cart driver	Terminal	Cotton overalls*	3MiPn	11.5 months
				Shoes	3MiMun15Sm	11.5 months
				Gloves	MiMp	5 months
				T-shirt ****	-	3 months
				Additionally for performing works outside in winter:		
			Insulated jacket*	Tn	24 months	
12	9151	Delivery man, (foot delivery man)	SD	Cotton coat***	3MiPn	11.5 months
				Gloves	MiMp	5 months
				T-shirt ****	-	3 months
				Additionally for performing works outside in winter:		
			Insulated jacket***	Tn	24 months	
13	1239	Logistics manager	Terminal / Depot	Cotton overalls	3MiPn	11.5 months
				Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
			Insulated trousers		24 months	
14	4133 2419.2	Dispatcher service operator (release)/ logistics officer	Delivery service / RDU	Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
				Insulated trousers	Tn	24 months
15	4133	Dispatcher service operator (terminal)	Terminal	Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
				Insulated trousers	Tn	24 months
16	2419.2	Shift supervisor, warehouse supervisor	Terminal, fulfillment / depot / SD	Cotton overalls	3mi	11.5 months
				Shoes	3MiMun100	11,5 months
				Gloves	MiMp	5 months
				T-shirt ****	-	3 months
				Additionally for performing works outside in winter:		
				Insulated jacket**	Tn	24 months
				Insulated trousers	Tn	24 months
Boots	3MiMun100TN20	11.5 months				
Hat	Tn	11.5 months				
17	2419.2	Terminal supervisor, SD supervisor, address depot supervisor, depot supervisor	Terminal / SD / address depot / depot	Additionally for performing works outside in winter:		
				Insulated jacket**	Tn	24 months
18	1231	Manager, quality manager, logistics officer, lead specialist,	Terminal / SD / fulfillment	Cotton overalls	3mi	11.5 months
				Shoes	3MiMun100	11.5 months
				Gloves	MiMp	5 months
				T-shirt ****	-	3 months
				Additionally for performing works outside in winter:		
				Insulated jacket**	Tn	24 months
				Insulated trousers	Tn	24 months
Boots	3MiMun100TN20	11.5 months				
Hat	Tn	11.5 months				
19	3436	Specialist (bad shipments)	Terminal	Cotton overalls	3MiPn	11.5 months
				Gloves	MiMp	5 months
				T-shirt ****	-	3 months
				Additionally for performing works outside in winter:		
			Insulated jacket	Tn	24 months	
20	3439	Specialist (receiving employee), senior (receiving employee), specialist	cargo department / fulfillment	Cotton overalls	3mi	11.5 months
				Shoes	3MiMun100	11.5 months
				Gloves	MiMp	5 months
				T-shirt ****	-	3 months

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		(stacking, packing) / specialist (scanning)		Additionally for performing works outside in winter:		
				Insulated jacket**	Tn	24 months
				Insulated trousers	Tn	24 months
				Boots	3MiMun100TN20	11.5 months
				Hat	Tn	11.5 months
21	7242	Installer of information and communication networks	OP	Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
22	3439	Specialist, senior specialist	RDU/ SD	Cotton overalls	3mi	11.5 months
				Shoes	3MiMun100TN20	11.5 months
				Gloves	MiMp	5 months
				T-shirt ****	-	3 months
				Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
				Insulated trousers	Tn	24 months
				Boots	3MiMun100	11.5 months
				Hat	Tn	11.5 months
23	3231	Nurse	Terminal/OP	Cotton gown	3mi	6 months
				Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
24	1229.3	Department Head	Cargo Department	Additionally for performing works outside in winter:		
				Insulated jacket**	Tn	24 months
25		Archivist	Archive / network	Additionally for performing works outside in winter:		
				Insulated jacket	Tn	24 months
26		Specialist	Quality control and customer service audit team	Additionally for performing works outside in winter:		
				Insulated jacket**	Tn	24 months
27	3439	Inspector (security)	SS	"Spetsnaz" uniform	3MiPn	24 months
				"Kombat" cap		11.5 months
				Summer footwear SS	3MiMun15Sm	11.5 months
				T-shirt for SS**** (gray)		3 months
				Polo shirt for SS (gray)****		11.5 months
				Tactical belt SS		60 months
				Additionally for performing works outside in winter:		
				Jacket B-70	Tn	36 months
				Insulated trousers "Spetsnaz"	Tn	36 months
				Velcro patch SS		60 months
				Fleece hat for SS (gray)	Tn	11.5 months
				Winter footwear SS	3MiMun15SmTn	11.5 months
28	5166	Members of the volunteer fire brigade	Terminals	Canvas suit	TiToMi	24 months
				Boots	MiTpMun100	11.5 months

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				Gauntlets	TiTo	6 months
				Firefighter's protective helmet	TiTo	60 months
				Helmet lining	MiT	24 months
29		Engineer / BR specialist , senior inspector / VSCV inspector	SBDR	Cape*	Vn	24 months
				Reflective vest		11.5 months
				Rubber boots	Vn	24 months
				Additionally for performing works outside in winter:		
				Insulated jacket*	Tn	24 months
30		Engineer, senior engineer, lead occupational safety engineer, Head of the OP Section, Head of the Training Section, Head of the Medical Supply Section, PB Section Head, OP Department Director, CZ Department Director, OP and CZ Director	OP and CZ Directorate	Insulated vest **	Tn	11.5 months

*with the application of reflective stripes

** with the application of the Nova Poshta logo, or replacement with branded clothing of the appropriate purpose

*** with application of the Nova Poshta logo and reflective stripes, or replacement with branded clothing of the corresponding purpose with application of reflective stripes

**** may be replaced with branded clothing of the appropriate purpose. Underwear, non-returnable

**Collective Bargaining Agreement
NOVA POSHTA LLC**

APPROVED

Chairman
AUTUE NOVA POSHTA LLC
_____ C.G.
Ohanesyan
«___» _____ 2020

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Director
NOVA POSHTA LLC
_____ O.M. Bulba
«___» _____ 2020

List of works where breaks for rest and meals cannot be established due to the conditions of production.

Delivery Escort Team	Dispatcher Service Operator
Delivery Escort Team	Road Transport Dispatcher (introduced for the purpose of surcharges for internal combination of jobs, not available in the organizational structure)
Delivery Escort Team	Senior Dispatcher Service Operator
Regional Dispatch Office	Dispatcher Service Operator
Terminal / Vehicle Court Area	Dispatcher Service Operator (terminal)
Terminal / Vehicle Court Area	Parking Valet
Interregional Dispatch Office	Dispatcher Service Operator
Interregional Schedule Development Department	Cargo Logistician / Postal logistician
Quality Control Section	Specialist
Time Board Group	Timekeeper (terminals)
Medical Support Section	Nurse (male nurse)
Section	Department Head
Section	Senior Specialist (operator)
Section	Specialist (operator)
Section	Senior Specialist (receiving employee)
Section	Specialist (receiving employee)
Section	Administrator
Terminal	Specialist (stacking, packing)
Terminal	Specialist (scanning)
Terminal	Specialist (site)
Terminal	Manager
Terminal	Shift Supervisor
Terminal	Specialist (bad shipments)
Regional Security Section	Inspector (security)

Listed employees are given time to have meals during working hours for 30 minutes and 2 breaks of 15 minutes every 2 hours of work.

Such employees have the right to have meals at the workplace or in specially equipped places on the territory of the enterprise.

APPROVED

Chairman
AUTUE NOVA POSHTA LLC
_____ S.G. Ohanesyan
«_____» _____ 2020.

APPROVED

Director
NOVA POSHTA LLC
_____ O.M. Bulba
«_____» _____
2020.

**THE PROVISIONS OF INTERNAL LABOR REGULATIONS FOR THE EMPLOYEES OF
NOVA POSHTA LIMITED LIABILITY COMPANY**

1. GENERAL PROVISIONS

1. 1. The Constitution of Ukraine grants the citizens of Ukraine the right to work, in other words, to receive guaranteed work with pay, in accordance with its quantity and quality, not lower than the minimum amount set by the state, including the right to choose a profession, occupation and work also taking into account social needs. In NOVA POSHTA LLC (hereinafter referred to as the Enterprise), labor discipline is based on the conscious and conscientious performance of duties by employees and is a necessary condition for the organization of labor efficiency. Labor discipline is supported by methods of persuasion and encouragement to conscientious work. Violators of discipline shall be subject to disciplinary action.

1.2. The work schedule at the Enterprise is determined by the Internal labor regulations for the employees of NOVA POSHTA LLC (hereinafter - the Regulations), which are added as an annex to the Collective Bargaining Agreement and approved at the meeting (conference) of the labor collective of the Company at the request of the owner and the trade union based on the Labor Code of Ukraine (hereinafter - LCU), other legislative acts of Ukraine and regulations of the Enterprise.

1. 3. The Regulations aim at promoting improvement of labor discipline, labor organization, rational use of working time, high quality of performance of the employees of the Enterprise. In order to increase the efficiency of services, as well as to develop personnel and their awareness of the production processes of the enterprise, employees can be involved in professional development activities in their sections, terminals, delivery services and more. Employees shall keep their pay during the time of their involvement in such activities.

1.4. The current Regulations establish the mutual rights and obligations of the owner or his/her authorized body (manager) and employees of the Enterprise, as well as liability for non-compliance and non-performance.

1.5. These Regulations apply to the employees of the Enterprise who work under an employment contract.

1.6. In their work, each employee of the Enterprise shall be guided by the current legislation of Ukraine, regulations of the Enterprise, the orders of the owner or his/her authorized body.

2. PROCEDURE FOR HIRING AND DISMISSAL OF EMPLOYEES

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NOVA POSHTA LLC

2.1. Employees exercise their right to work by concluding an employment contract with the Enterprise.

2.2. The Enterprise's hiring process requires the candidate for the vacant position to submit the following documents (Art. 24 LCU):

- passport or other identity document;
- employment record;
- academic credentials (specialty, qualification, grade, category) or a certificate from the academic establishment indicating the name of the department, specialty, and the educational institution;
- for reservists - a military ID, for conscripts - a certificate of registration in the conscription station;
- when required - other special documents (copy of the identification number, certificate of compulsory state social insurance, medical certificate with a positive conclusion of the commission allowing to work in the relevant profession and in certain working conditions, etc.).

2.3. It is prohibited to require a candidate for employment to provide documents, which are not required by law.

2.4. It is prohibited to conclude an employment contract with a citizen who, according to the medical opinion, can not perform this job because its contraindicated due to his health condition.

2.5. An employment order shall be drawn up if a candidate is approved for employment. The employee may not be admitted to work before the date of recruitment specified in the order and notifying the SFS of Ukraine. Recruitment process shall be concluded by issuing the order of the Enterprise Director, which is read to the employee against his signature.

2.6. Support shall be provided to the future employee in order to:

- learn about the rules and principles of employee relations at the Enterprise, the working conditions, duties, procedures and conditions of remuneration, the current Rules and other regulations of the Enterprise, required for the work of this structural unit and in this position;
- learn about the rules of OCCUPATIONAL and fire safety, industrial hygiene, occupational health, information security, etc.

2.7. Prior to commencement of work, the heads of structural subdivisions of the Enterprise, where new employees are hire to shall:

- explain the employee his rights and responsibilities and inform (against a receipt) about the working conditions, the presence of hazardous and harmful production factors at the employee's workplace, and their health implications; employee's right to benefits and compensation for work in such conditions in accordance with applicable law and the Collective Bargaining Agreement;
- familiarize the employee with the current Rules, the Collective Bargaining Agreement and other local regulations of the Enterprise that directly relate to the employee;
- assign a workplace to the employee, and provide the employee with all means necessary to perform work;
- conduct an introductory (in the absence of a OCCUPATIONAL SAFETY engineer in the unit) initial on-the-job training on OCCUPATIONAL and fire safety, familiarize the employee with

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NOVA POSHTA LLC*

OCCUPATIONAL and fire safety instructions in force in the unit that relate to his/her job responsibilities.

2.8. When hiring, a probationary period of one to three months may be stipulated, and in some cases, with the consent of the relevant trade union committee, it can be up to six months, in order to verify the employee's professional skills with regard to the assigned work. The probationary period is stipulated in the employment order. At the time of probation, the employee shall be fully covered by the applicable labor laws.

2.9. The probation results and the relationship of the parties at the end of the probationary period are governed by Art. 28 of the LCU, namely:

- if the employee continues to work after expiry of the probationary period, he shall be considered to have passed the probation;
- in case of unsatisfactory result of probation, the Enterprise's Administration shall terminate the employment contract with the employee on the basis and in accordance with the current legislation.

2.10. A contract about full financial liability shall be concluded with persons who hold positions or perform work directly related to the storage, transportation or use of goods and materials handed over to them in the course of work, in the manner and under the conditions provided by the current legislation of Ukraine.

2.11. Employment records shall be maintained for all employees of the Enterprise who have worked for more than five days, in accordance with the procedure established by the current legislation. For the persons who have started work for the first time, employment record shall be issued no later than five days from the date of employment.

2.12. Responsibility for the organization of keeping, accounting, storing and issuance of employment records shall rest with the Personnel Department of the Enterprise.

2.13. Transfer of an employee to another position shall be possible only with his /her personal consent. The basis for the transfer shall be the order signed by the director of the Enterprise and a request (consent) of the employee.

2.14. Transfer and relocation of an employee at the initiative of the owner or his/her authorized body (manager) shall be carried out in accordance with applicable law.

2.15. An employment contract may be terminated only on the grounds provided for by the labor legislation of Ukraine. The employee shall have the right to terminate the employment contract concluded for an indefinite period, by notifying the owner or his/her authorized body (manager) of the Enterprise in writing within two weeks. According to Art. 38 of the Labor Code of Ukraine, in the case where the employee's request for dismissal at will is due to the inability to continue work for good reasons, the owner or his/her authorized body (manager) shall terminate the employment contract within the period requested by the employee.

2.16. An employment contract concluded with an employee for an indefinite period, as well as a fixed-term employment contract before the expiration of its validity may be terminated early on the grounds provided by applicable law and subject to the relevant conditions. Termination of the employment contract on the grounds provided for in para.

1 (except in cases of liquidation of the enterprise), para. 2-5, 7 of Art.

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40 and paragraphs 2, 3 of Art. 41 of the LCU, can be made only with the prior consent of the trade union body.

It shall not be allowed to dismiss an employee upon the initiative of the administration of the Enterprise during the period of his/her temporary disability (except for dismissal on the basis of para. 5 Art. 40 of the LCU), as well as when the employee is on leave.

2.17. Termination of the employment contract shall be concluded by issuing the order of the Enterprise Director, which is read to the employee against his signature. The last working day shall be considered the day of dismissal. The Personnel Department of the Enterprise shall issue the employee his employment record on the day of dismissal with a record of dismissal, and the accounting office shall make a final settlement with the employee.

2.18. Dismissal of pregnant women and women with children under three years old, single mothers with a child under fourteen years old, or a disabled child at the initiative of the Enterprise's administration shall not be allowed, except in cases of complete liquidation of the Enterprise, when dismissal with further compulsory hiring is allowed. Compulsory hiring of these categories of women shall also be carried out in cases of their dismissal after the expiration of a fixed-term employment contract. For the period of employment, they shall keep the average salary, but not more than during three months from the date of termination of the fixed-term employment contract.

Hiring an employee to a position held by a woman who is on maternity leave or childcare leave until the child reaches the age of three (or until the age of 6), shall be carried out with the mandatory conclusion of a fixed-term employment contract, which specified in the employment order.

3. MAIN RESPONSIBILITIES OF EMPLOYEES

Every employee of the Enterprise shall:

3.1. Strictly adhere to the labor discipline and the work schedule established at the Enterprise, show to work on time, comply with the duration of working hours, and use working hours effectively. An employee may be absent from the workplace only with the consent or with the knowledge of his/her immediate supervisor. Absence from work for more than three hours during the working day without good reason shall be considered absenteeism.

3.2. Improve the quality of work and customer service, prevent negligence and poor performance of their duties at work, adhere to technological discipline. Use equipment, office equipment, consumables, electricity and other material resources of the Enterprise efficiently, rationally and with care. Apply methods and techniques to prevent failures of technological systems. Comply with the rules, methods and techniques of safe work.

3.3. Strictly follow the procedure and rules established by the current legislation and other regulations relating to his/her employment.

3.4. Know and comply with the requirements of regulations on occupational and fire safety, production hygiene, occupational health and the rules of safe operation of equipment, machines, mechanisms stipulated by the relevant rules and instructions, operate in issued clothing and use the necessary personal protective equipment.

3.5. Notify immediate supervisors by telephone or e-mail about his/her absence from work due to temporary disability, or for other valid reasons on the first day of absence from work, 1 (one) hour before the start of the work shift; in case of unforeseen circumstances (accident, etc.) - when possible.

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3.6. Keep the workplace, equipment, tools clean, in order and hand them over to the replacement worker in serviceable condition, and also maintain cleanliness and order in structural division, in premises and in the territory of the Enterprise.

3.7. In order to comply with the legislation of Ukraine for the prevention of smoking tobacco products, smoking is allowed in specially designated areas.

3.8. Know and clearly follow the requirements of all regulations and instructions relating to his/her job responsibilities.

3.9. Avoid bringing flammable, explosive, poisonous, narcotic substances, alcoholic beverages, personal office equipment and other unauthorized items to the premises of the Enterprise.

3.10. Avoid disclosing commercial secrets and confidential information in accordance with the current Standard for commercial secrets and confidential information.

3.11. Avoid disseminating negative information regarding the organization of work, activities, internal rules and processes, actions of employees and / or management of the Company, etc. in social networks and other channels.

3.12. Comply with the Code of Corporate Ethics.

**4. MAIN RESPONSIBILITIES OF THE OWNER OR AUTHORIZED BODY (MANAGER)
OF THE ENTERPRISE**

The owner or the authorized body (manager) of the Enterprise shall:

4.1. Provide conditions for improving the organization of work and management of structural units.

4.2. Monitor compliance with job descriptions and performance of functional duties by the employees.

4.3. Analyze the status of implementation of plans, organization of works, customer satisfaction and technological, market, financial achievements or miscalculations.

4.4. Regularly implement measures to motivate employees to achieve high economic results.

4.5. Create the necessary conditions for successful work, especially provision of new services, their extension to commodity markets (services markets); establishment of partnerships with suppliers, consumers and competitors.

4.6. Identify workplaces for employees, inform them of the production assignments in a timely manner, provide them with the necessary means of work, create healthy and safe working conditions for employees to perform their duties.

4.7. Apply international experience and best domestic practices of organization of production (works, services).

4.8. Pay salaries to employees on time.

4.9. Arrange places for employees to have meals during work.

4.10. Ensure proper maintenance of premises, heating, lighting; create appropriate conditions for storage of personal outerwear, special and branded clothing, and special footwear of the employees of the Enterprise.

4.11. Organize training of the required number of staff, their certification, legal and professional

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NOVA POSHTA LLC*

training.

4.12. Offer opportunities to the employees to take leave as provided by law.

4.13. Arrange smoking areas at the Enterprise.

4.14. Provide payment cards to the employees free of charge to receive wages.

The owner or the authorized body (manager) of the Enterprise shall perform its duties in appropriate cases jointly or with the approval of the trade union committee of the Enterprise, as well as subject to the terms of the Collective Bargaining Agreement.

5. WORKING HOURS AND TIME OF REST

5.1. The Company has a five-day working week with two days off (Saturday and Sunday) for the support office. The total duration of working hours under Art. 50 of the LCU is 40 hours per week.

By the decision of the owner or the authorized body (manager) of the Enterprise and in agreement with the trade union committee, certain structural units (branches, terminals, sections, etc.) may establish a different work schedule depending on the production process.

5.2. In those structural subdivisions where the introduction of a five-day working week is impossible due to the conditions of work, a six-day working week with one day off shall be established in agreement with the trade union body.

5.3. Reduced working hours shall be established for 16 to 18 years old employees - 36 hours per week, as well as in other cases in accordance with applicable law.

5.4. The following work schedule is established for the employees of the Enterprise:

5.4.1. Work hours for support office staff (Kyiv and Poltava) and the Enterprise's branch offices are divided into two work schedules:

Time period	Working hours and breaks (hours)	Working hours and breaks (hours)
Start of work	9:00 AM	8:00 AM
Break	1:00 PM – 2:00 PM	12:00 PM – 1:00 PM
End of work	6:00 PM	5:00 PM

5.4.2. Work schedules (shifts) of employees of branches (terminals) of the Enterprise are approved by the Administration of the Enterprise together with the consent of the Trade Union party in compliance with the established working hours for a week or other reporting period.

In those jobs and divisions of the company where it is not possible to establish breaks due to the conditions of production, employees shall receive the opportunity to have food during working hours. The list of such works, the procedure of having food and the eating area shall be established by the Administration in agreement with the Trade Union party (Annex 4 to Collective Bargaining Agreement).

5.5. Work schedules (shifts) of employees of branches (terminals) shall be brought to the notice of employees not later than one month before their commissioning. Heads of branches, terminals and branch directors shall be personally responsible for bringing work schedules to the attention of employees and compliance.

5.6. In continuously operating structural subdivisions of the Enterprise, where work cannot be suspended due to production and technological requirements, summary accounting of working time

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shall be established for employees in coordination with the trade union committee (Art. 61 of the LCU). Summary accounting of working time shall be established so that the duration of working time for the accounting period (month) stipulated by the legislation does not exceed the regular number of working hours.

5.7. In continuously operating structural subdivisions of the Enterprise, in case of non-appearance of the shift relief, employees shall notify the immediate supervisor, who must immediately take measures to replace the shift relief with another employee. In this case, the employee shall have the right to leave the workplace after the appearance of the shift relief or solve the problem in another way.

5.8. In case of night work, the set duration of work (shifts) is reduced by one hour. The duration of night work shall be equal to day work in those cases when it is required under the conditions of continuous production and shift operations with a six-day working week with one day off. It shall be prohibited to involve the following employees to night work: pregnant women and women with children under three years old; persons under eighteen years old; other categories of employees provided by law.

Disabled people shall be allowed to work at night only with their consent and provided that it does not contradict medical recommendations.

5.9. The duration of the break between shifts shall be at least twice the duration of work in previous shifts, including lunch break time. Sending an employee to work for two consecutive shifts shall be prohibited.

5.10. On the eve of public holidays or non-working days, the working hours of employees (except for those who enjoy reduced working hours) shall be reduced by one hour for both five-day and a six-day working week. On the eve of the weekend, the duration of work in a six-day working week shall not exceed 5 hours (Article 53 of the LCU).

Work on a day off may be compensated with the consent of the parties by providing another day off or in cash in double amount. Remuneration for work on the day off shall be calculated in accordance with applicable law.

In the event that a public holiday or non-working day (Article 73 of the Labor Code of Ukraine and paragraph 5.2 of the Collective Bargaining Agreement) falls on the day off, such day off shall be postponed to the next day after the public holiday or non-working day.

5.11. Part-time working day or part-time working week may be established by agreement between the employee and the Administration of the Enterprise both when hiring an employee and later.

Remuneration in these cases shall be made in proportion to the time worked or depending on performance.

Part-time work does not entail any restrictions of the scope of labor rights of employees.

5.12. The Enterprise shall keep a record of the use of working time. The time spent by the employee at the workplace can be established using the access control system. Urgently leaving work during working hours on official (personal) business shall be made in agreement with the immediate supervisor. Record-keeping of working hours shall be made by heads of divisions or persons vested with functional duties or appointed to perform this function according to organizational and administrative documents.

5.13. An employee who, for good reason, leaves his or her workplace must notify his or her immediate supervisor.

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5.14. Involvement of employees to work on weekends, holidays and non-working days, night work, the use of overtime work and remuneration in such cases shall be carried out in accordance with applicable law on the basis of the order and consent of the Trade Union party.

5.15. The Administration of the Enterprise shall have the right to send an employee on a business trip.

5.16. Annual basic leave shall be granted to employees for at least 24 calendar days for completed working year, which is calculated from the date of conclusion of the employment contract. The right of the employee to the full annual basic leave in the first year of work comes after the end of six months of continuous work at the Enterprise.

5.17. The sequence of granting annual basic leave shall be established in the schedules approved by the owner or the authorized body (manager) of the Enterprise in agreement with the Trade Union for each calendar year and communicated to all employees. When drawing up schedules the following shall be taken into account: production needs, personal interests of employees and opportunities for recreation.

The specific period of granting annual leave within the limits set by the schedule shall be agreed between the employee and the head of the structural unit. The employee shall request leave in writing no later than two weeks before the scheduled date.

5.18. At the request of the employee, dividing the annual leave into parts shall be allowed, provided that the main uninterrupted part of leave is at least 14 calendar days.

5.19. Postponement of leave for another period shall be allowed in the manner prescribed by law.

5.20. Employees of the Enterprise shall be provided with all other types of leave in the manner and duration specified by the Law of Ukraine "On Leave", including leave without pay.

Employees working at computers, whose work is associated with increased nervous, emotional and intellectual stress, shall be granted an annual additional leave of 2 calendar days for a special nature of work. The list of employee positions who work at computers is available in Annex 6 to the Collective Bargaining Agreement. The employee shall retain the right to annual additional leave for the special nature of work in the event of a change in the title of the position according to the staff structure, if the functional responsibilities of the employee have not changed.

5.21. Replacement of annual leave with monetary compensation shall not be allowed. In case of dismissal, the employee shall be paid monetary compensation for all unused days of annual leave, as well as additional leave when employees have children or an adult child with a childhood disability from subcategory A1.

At the request of the employee, a part of the annual leave can be replaced by monetary compensation. The duration of annual and additional leave granted to an employee shall not be less than 24 calendar days.

5. 22. Employees shall not:

- engage in personal matters during working hours, use office equipment, and equipment for personal purposes;
- use the Enterprise's telephones for informal communications especially for long-distance and international personal communications;
- visit and stay in the premises of other structural subdivisions of the Enterprise without official need;

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- change the work schedule (shifts) at own discretion;
- remain at the workplace after the end of the working day (shift) without consent of management;
- delegate performance of official duties;
- stay in the territory of the Enterprise while intoxicated, and also bring and use alcoholic beverages;
- perform official duties outside the territory of the Enterprise while intoxicated (when on a business trip in another municipality or locally);
- steal the property of the Enterprise, including committing petty thefts;
- smoke in unauthorized areas;
- distract other employees from performing their direct responsibilities;
- commit acts of hooliganism.

5.23. The owner or the authorized body (manager) of the Enterprise shall have the right to dismiss the employee in the following cases:

- appearance at work in the state of intoxication (narcotic or toxic intoxication);
- refusing or avoiding mandatory medical examinations, trainings, briefings and testing of knowledge on occupational and fire safety;
- in other cases provided by law.

Employee shall not keep the pay during the period of suspension.

6. INCENTIVES FOR SUCCESSFUL PERFORMANCE

6.1. For quality performance of work duties, the Administration of the Enterprise can apply the following forms of employee incentives:

- citation;
- a letter of commendation;
- a valuable gift, etc.

Incentives, rewards shall be documented in the orders, entered in the employment record and brought to the notice of the staff.

6.2. An employee who successfully and conscientiously performs his / her duties may be granted additional benefits by the owner or his / her authorized body (manager) of the Enterprise.

6.3. In cases provided for by internal regulations, employees may be provided with financial aid.

6.4. No incentives shall apply to the employee during the period of disciplinary action.

7. RESPONSIBILITY FOR VIOLATIONS OF LABOR DISCIPLINE

7.1. Violation of labor discipline, i.e. non-performance or improper performance of duties by employee due to his/her own fault, as well as other violations (absenteeism, theft, regular tardiness and abandoning the workplace without good reason, presence at work intoxicated etc.) shall result in the application of disciplinary measures, as well as other measures provided by the current legislation.

7.2. The Administration of the Enterprise may apply the following types of disciplinary action for violation of labor discipline: reprimand; dismissal.

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7.3. Dismissal (as a disciplinary sanction) may be applied for employee's regular failure to perform the duties vested in him/her by the employment contract or these Regulations, if the employee has previously been subject to disciplinary or public sanctions (paragraph 3 of Article 40 of the LCU), absence without leave (including absence from work in more than three hours during working day) without good reason (paragraph 4 of Article 40 of the LCU), appearance at work in state of intoxication (narcotic or toxic) (paragraph 7 of Article 40 of the LCU), commission of theft (including petty theft) of the owner's property at the workplace, as established by a court verdict that has entered into force, or by a resolution of a body responsible for the imposition of an administrative penalty or application of measures of public influence (paragraph 8 of Article 40 of the LCU).

Only one disciplinary sanction may be applied for each violation of labor discipline.

7.4. Penalties shall be applied by the director of the Enterprise at the justified request of the leadership of the structural unit.

7.5. Disciplinary action shall be applied to employees of the Enterprise directly upon detection of a case of misconduct, but not later than one month from the date of detection, without taking into account the time of employee's relief from work due to temporary disability or leave. Disciplinary sanction may not be imposed later than 6 months from the date of the misconduct.

7.6. Prior to the application of the penalty, written explanations must be received from the wrongdoer, and in case of refusal to provide them, there must be drafted a refusal statement of the employee and signed by at least three persons. In this case, the wrongdoer's refusal to provide an explanation may not be an obstacle to the application of the penalty.

7.7. The penalty shall be introduced by the order and communicated to the employee against signature.

7.8. The previous track record and the employee's conduct, the severity of the misconduct, the circumstances as a result of which the act was committed must be taken into account when imposing a disciplinary sanction.

7.9. If the employee is not subjected to a new disciplinary sanction within one year from the date of imposition of a disciplinary sanction, he/she shall be considered to have been cleared of the disciplinary sanction. If the employee does not recommit a violation of labor discipline and prove to be a conscientious employee, the penalty may be lifted before the end of one year.

7.10. Labor disputes between the employee and the Administration of the Enterprise shall be resolved in the manner and within the time limits established by the current legislation of Ukraine.

7.11. In cases of pecuniary damage to the Enterprise, gross violation of public order or theft of property of the Enterprise, employees may be brought to financial, administrative and criminal liability in accordance with applicable law.

7.12. For violations of the Code of Corporate Ethics, which is not a violation of labor discipline, the wrongdoers may be subject to such measures as warnings and reprimands. In cases where a violation of the Code of Corporate Ethics translates into a violation of labor discipline, the wrongdoers shall be subject to disciplinary action in the manner and within the time limits specified by applicable labor law.

8. FINAL PROVISIONS

8.1. The regulations (rules) of employee conduct and etiquette, the corporate code, etc. may be additionally developed on the basis of these Rules and put into effect by the order of the director of the Enterprise in agreement with the trade union committee.

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8.2. Issues related to the application of these Rules shall be resolved by the Administration of the Enterprise within the limits of its powers, and in cases provided by applicable law, jointly or in agreement with the trade union committee. These issues shall also be resolved by the labor collective in accordance with its powers.

8.3. These Rules are posted in the structural subdivisions of the Enterprise in the places accessible to employees, and also provided to persons during hiring for familiarization, which is recorded accordingly.

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Annex 6
to the Collective Bargaining
Agreement

APPROVED

Chairman
AUTUE NOVA POSHTA LLC
_____ S.G. Ohanesyan
« _____ » _____ 2020.

APPROVED

Director
NOVA POSHTA LLC
_____ O.M. Bulba
« _____ » _____
2020.

The list of positions eligible for additional annual leave due to special nature of work (work at the computer).

Title
Access Administrator
Hall Administrator
System Administrator
Computer Communications Analyst
Computer Systems Analyst
Consolidated Information Analyst
Archivist
Assistant
Director's Assistant
Accountant
Accountant-Auditor
Chief Analyst of Consolidated Information
Chief Accountant
Chief Power Engineer
Chief Specialist
Chief Specialist for Basic Products
Chief Specialist for Planning and Analysis
Chief Specialist of the Reliable Purchase Product
Chief Specialist of the Packaging Product
Chief Specialist of the Financial Services Product
Chief Specialist in Segment Products Technology
Designer
Interior Designer
Director
Administrative Director
Department Director
Targeted Services Director
Business Processes Director
Director of Innovation and Technology
Director of Information Technology

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Logistics Director
Marketing Director
Director for Occupational Safety and Civil Defense
Personnel Director
Sales Support Director
Gold Accounts Sales Director
Director of Terminal Logistics
Franchising Director
Director of Quality and Customer Service
Retail Director
National Director
Director of Operations
Regional Director
Regional Sales Director
Regional Franchising Director
(Terminal) Dispatcher
Financial Director
Economist
Labor Economist
Forwarder
Power Engineer
Power engineer (regional)
Head of the Archive
Logistics Manager
Deputy Chief Accountant
Deputy Director
Engineer
Traffic Safety Engineer
Computer Communications Engineer
Environmental Engineer
Occupational Safety Engineer
Fire Safety Engineer
Design and Cost Estimate Engineer
Repairs Engineer
Traffic Accident Prevention Engineer
Inspector
Inspector (technical safety)
Personnel Inspector
Head of Branch
Group Leader
Head of Office
Manager of projects and programs for production of intangible assets
Warehouseman
Computer Systems Designer
Consultant
Cost Estimation Specialist

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Logistician
Manager
Manager (own network)
Manager (bad shipments)
Air Delivery Manager
Sole Proprietor Analytics Manager
Analytical Information Manager
Business Segment Manager
Internal Control Manager
Digital Project Manager
Working Capital Efficiency Manager
Compensation and Benefits Manager
Communications Manager
Prepaid Services Manager
Selection Manager
Selection And Adaptation Manager
Income Planning and Analysis Manager
Product Manager for On-Line Stores
Product Manager for Marketplaces
Delivery-To-Branch Product Manager
Development Manager
New Project and Program Development Manager
Automated Parcel Terminal Development Manager
Information Service Manager
Consumer Segment Manager
Automated Parcel Terminal Support Manager
Tariff Setting Manager
International Operations Technology Manager
Fulfillment Technology Manager
Terminal Court Manager
Packaging Manager
Freight Transport Manager
Quality Manager
External Communications Manager
Foreign Trade Manager
Standardization Manager
Business Line Manager
Operations Process Manager
Counter Party Manager
Interregional Carriers Manager
National Gold Accounts Manager
Regional Gold Accounts Manager
Strategic Accounts Manager
Project Manager
Support and management process manager
Regional Manager

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Information Security Systems Manager
Territorial Manager
Territorial Manager (automated parcel terminals)
Fleet Manager
Installer of Information and Communication Networks
Head of the Address Depot
Head of Section
Head of occupational safety Section
Head of the Depot
Shift Supervisor
Warehouse Supervisor
Head of Service
Terminal Supervisor
Head of Department
Head of Delivery Men Support Department
Head of the Center
Recorder
Dispatcher Service Operator
Dispatcher Service Operator (Delivery)
Dispatcher Service Operator (Intake)
Dispatcher Service Operator (Regional)
Dispatcher Service Operator (Terminal)
Press Secretary
Leading System Administrator
Leading Computer Systems Analyst
Leading Analyst of Consolidated Information
Leading Economist
Leading Computer Systems Engineer
Leading Occupational Safety Engineer
Leading Civil Defense Engineer
Leading Fire Safety Engineer
Leading Repairs Engineer
Leading Personnel Inspector
Leading Logistician
Leading Dispatcher Service Operator
Leading Application Programmer
Leading Application Programmer with MS CRM
Leading Specialist
Leading Specialist (Corporate Clients)
Leading Specialist (Finance and Economics)
Leading Specialist In Analytics And Automation
Leading Specialist In Internal Control
Leading Dispatch Specialist
Leading Specialist In Market Research And Analysis
Leading Computer Information Technology Specialist
Leading Specialist In Operational Planning

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Leading Specialist for Planning and Analysis
Leading Claims Specialist
Leading Specialist in the Development of Medium and Large Business Clients
Leading Customer and Territorial Development Specialist
Leading Tariff-Setting Specialist
Leading Specialist In Transport Technology
Leading Specialist in Logistics Directory Management
Leading Quality Specialist
Leading Specialist of Projects and Programs for Production of Intangible Assets
Leading Lawyer
Application Programmer
Application Programmer with MS CRM
Adviser
Adviser to the Director
Senior Archivist
Senior Accountant
Senior Vehicle Operation Engineer
Senior Computer Systems Engineer
Senior Occupational Safety Engineer
Senior Inspector
Senior Inspector (Security)
Senior Inspector (Regional Security)
Senior Personnel Inspector
Senior Dispatcher Service Operator
Senior Auditor
Senior Timekeeper
Senior Specialist
Senior Specialist (operator)
Senior Specialist (receiving employee)
Senior Specialist (support)
Timekeeper (terminals)
Specialist (document management)
Specialist (except for the senior specialist of the address depot of the delivery service)
Specialist (NCC)
Specialist (record-keeping of client requests)
Specialist (record-keeping of partner requests)
Specialist (premises maintenance)
Specialist (complex equipment maintenance)
Specialist (operator)
Specialist (planning)
Specialist (receiving employee)
Specialist (bad shipments)
Specialist (personnel work)
Specialist (support)
Specialist (information security)
Specialist (finance)

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Administrative Support Specialist
Analytical Information Specialist
Traffic Safety Specialist
Efficiency Specialist
Working Capital Efficiency Specialist
Information Technology Specialist
Compensation and Benefits Specialist
Regulatory Compliance Specialist
Specialist in Non-Issue and EG
EN Processing Specialist
EN Processing Specialist (Operational)
Primary Documentation Processing Specialist
Operational Planning Specialist
Organizational Development Specialist
Evaluation Specialist
ERP Support Specialist
Specialist in Logistics Directory Management
Group Packaging Flow Specialist
Claims Specialist
Loyalty Program Specialist
Specialist in Baseline Product Technology
Cost Management Specialist
Personnel Scheduling Specialist
Freight Transport Specialist
Quality Specialist
Time Board Specialist
NCC Time Board Specialist
Accounts Receivable Specialist
Lawyer

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Annex 7
to the Collective Bargaining Agreement

APPROVED

Chairman
AUTUE NOVA POSHTA LLC
_____ S.G. Ohanesyan
«_____» _____ 2020.

APPROVED

Director
NOVA POSHTA LLC
_____ O.M. Bulba
«_____» _____
2020.

List of employee positions subject to preliminary (regular) medical examinations.

1. Specialist (stacking, packing).
2. Specialist (scanning).
3. Specialist (for loading and unloading operations)
4. Dispatcher Service Operator.
5. Specialist (site).
6. Specialists (NCC)
7. Chief Power Engineer
8. Power Engineer
9. Regional Power engineer
10. Installer of Information and Communication Networks.
11. Site Electrician
12. Specialist / Senior Specialist (receiving employee).
13. Shift Supervisor
14. Parking valet
15. Delivery Man
16. Delivery Man - forwarder
17. Driver
18. Electric Cart Driver
19. Electrical Loader Operator
20. Yardman
21. Office Janitor
22. Manager (terminal, SD)
23. Persons under 21 years old.