Irkutsk Polymer Plant, Limited liability company

AGREED
by General Director, CEO, INK LLC

_____Ya. B. Ginzburg

“___ ”_____2021

APPROVED
by Director, IPP LLC

_____Ye. A. Vaulina

“___ ”_____2021

Local Employment Roadmap

#	PROGRAMME STAGES	ACTIVITIES DURING THE PHASE	IMPLEMENTATION DEADLINE	RESPONSIBILITY	RESULT	2021	2022				2023				2024		Comment
						Q4	*Q1*	*Q2*	*Q3*	*Q4*	*Q1*	*Q2*	*Q3*	*Q4*	*Q1*	*Q2*	
1	***Preparatory stage***	Preparation and signing of tripartite agreement between IPP LLC, Ust-Kut Municipal Administration, Employment Center of Ust-Kut	by 15.02.2022	IPP LLC Ust-Kut Municipal Administration Employment Center of Ust-Kut	Signed Agreement on promotion of local employment, defined responsibilities and joint commitments												
2		Development and adoption of the Local Employment Roadmap (Action Plan)	by 01.03.2022	Employment Center of Ust-Kut IPP LLC	Developed and adopted Roadmap with a list of activities to promote local employment, distribution of responsibilities and KPIs												
3		Incorporation of local employment recommendations into the Suppliers’ Code of Conduct of IPP LLC	by 31.12.2021	IPP LLC	Recommendations for local employment by (sub)contractors are established in the Suppliers’ Code of Conduct												
4		Development of SLA process for interaction between IPP LLC, Employment Center of Ust-Kut, (sub)contractors	by 01.03.2022	Employment Center of Ust-Kut IPP LLC													
5		Creation of the Local Residents Database in the HiProf information system (the automated recruiting system of INK)	by 31.12.2021	IPP LLC	Dedicated category folder “Local Residents” is included into the automated recruiting system of INK. The Database continuously maintained up-to-date.												
6		Creation of career web page (site) of IPP LLC	by 01.03.2022	IPP LLC	Web page with information on the Project and open vacancies is developed, including a tool to apply for job												
7		Making (sub)contractors aware of the provisions of the Suppliers’ Code of Ethics concerning promotion of local employment	by 01.02.2022	IPP LLC	(Sub)contractors of IPP LLC are familiarized with the Suppliers’ Code of Conduct including the local employment provisions												
8		Provision of boxes in Ust-Kut for collection of local residents’ CVs	by 31.12.2021	IPP LLC													
9		Development of a media plan for publication of current vacancies in social networks and local media	by 01.02.2022	IPP LLC	Developed plan for publication of information on vacancies/employment opportunities in the Company. Dedicated sections (categories) created in social media and other public sources of the Company information												

10	***Promotion of employment***	Providing information on current vacancies to the Employment Center of Ust-Kut / Advertising on the “Rabota v Rossii” ("Work in Russia") platform	Continuous, on a monthly basis	IPP LLC	Continuous provision of information on vacancies to the Employment Center of Ust-Kut, publication on the interactive platform of the National Employment Service “Rabota v Rossii” ("Work in Russia")												
11		Monitoring vacancies in (sub)contractors’ organizations in Ust-Kut and including them in the vacancy database	Continuous, on a monthly basis	Employment Center of Ust-Kut	Publication and adequate management of (sub)contractors’ vacancies by the Employment Center of Ust-Kut												
12		Conducting job fairs for local residents	Continuous, at least quarterly	Employment Center of Ust-Kut	Public events for selection of candidates to fill vacancies at IPP LLC and (sub)contractors												
13		Implementation of a media campaign for publication of current vacancies in social networks and local media	Continuous	IPP LLC	Continuous publication and disclosure of materials/information on open vacancies and employment opportunities												
14		Maintaining the career web page (site) of IPP LLC	Continuous, on a monthly basis	IPP LLC	Continuous publication and disclosure of materials/information on open vacancies and employment opportunities. The received forms are reviewed, and feedback provided												
15		Advertising open vacancies of IPP LLC and (sub)contractors in offices of Ust-Kut Administration, Employment Center of Ust-Kut, public institutions	Continuous	IPP LLC Ust-Kut Municipal Administration Employment Center of Ust-Kut	Printed materials with description of vacancies are made available in the Administration offices and other public facilities (commonly visited places)												
16		Examining the received forms	Continuous	IPP LLC	All forms received from job-seekers through various channels are reviewed, and feedback provided												
17	***Career guidance events/ Training and retraining of local residents***	Proactive personnel training project: "INK Classes" (training of schoolchildren), "Home is better" (return programme for young professionals);	Continuous	INK LLC	Project is being implemented in Ust-Kut city for proactive training of students of general education institutions with a view to their subsequent employment at INK												
18		Career guidance events for students of general education institutions of Ust-Kut city	Continuous, in accordance with approved schedule	Employment Center of Ust-Kut IPP LLC	Activities in Ust-Kut city to engage with general education institutions for career identity formation and promotion of professions in demand at IPP LLC												
19		Implementation of the Training and Retraining Programme of IPP LLC for local communities	Continuous	IPP LLC	Awareness programme on employment opportunities and training of local residents to fill vacancies in IPP LLC												
20	***Monitoring and Reporting***	Monitoring the progress of implementation of the Roadmap activities on a quarterly basis	Continuous	IPP LLC Ust-Kut Municipal Administration Employment Center of Ust-Kut	Activities defined in the Roadmap are continuously monitored and corrected as appropriate												
21		Reporting on the number of local residents employed by IPP LLC and (sub)contractors	Continuous	Employment Center of Ust-Kut	Continuous reporting by the Employment Center of Ust-Kut using the agreed format, for the local employment performance monitoring												
22		Continuous disclosure of the results in media	Quarterly	INK LLC													