

Allow us to introduce you to the management - consulting company

BILLANC PARTNERS, providing services in the field of human resources since 1995.

Our mission is to help our clients maintain and develop one of the most competitive and important assets – the human potential.

BILLANC PARTNERS ČR, Ltd.

"If you have high goals, it is important with whom you want to achieve them."

In our company we work very closely with our clients when dealing with any task. An individual approach based on equal partnership produces positive results efficiently and effectively.

We approach our work with a long-term perspective, ongoing trust, and successful cooperation with partners, both clients and candidates.

*BILLANC PARTNERS ČR, Ltd., is declared in the Commercial Register at the Municipal Court in
Prague, Section C, File No. 51032; IN 25 115 839*

Bellow is a list of services we offer and short descriptions of what those services entail. Following is a more extensive description of all of the details and benefits of these services.

CLIENT SERVICES:

- **EXECUTIVE SEARCH** – We offer direct selection, a targeted search for a quality candidate. We focus on middle and senior management and draw from the relevant sector.
- **RECRUITMENT** – With permanent placement we will search for suitable candidates for the specified posts. While we advertise positions, we can also actively seek out suitable candidates from an extensive database.
- **OUTSOURCING OF HR PROCESSES** – We can manage your HR processes completely.
- **OUTSOURCING STAFF** - With staff leasing we can hire long-term employees for your specified job and manage both their payroll and labor agenda, as well as other details.
- **EMPLOYMENT LEGAL ADVICE** – We offer all legal services concerning the field of labor law.
- **PSYCHOLOGICAL DIAGNOSTICS** – We can screen candidates for their suitability for a position.
- **HUMAN RESOURCES STRATEGIES** – We offer personnel and management auditing, assessment centers, development centers, team evaluations, individual evaluations, evaluations of individuals on a team, working climate analysis, human resource management strategies and implementation, and outplacement.

1. EXECUTIVE SEARCH

= a targeted search for quality candidates for middle and top management; headhunting candidates with relevant experience.

Executive Search is useful when it is necessary to secure the confidentiality of personnel changes. It also ensures stability and relationships within the company, and mitigates the risks posed by the competition. Executive Search is also useful when the requirements for a suitable candidate are very high or very specific, and traditional recruitment methods would likely fail to find a suitable candidate within a reasonable period of time.

In this challenging executive search we use our foreign know-how, market knowledge, and long-term contacts.

We can identify your needs and your requirements for the manager. We respect strict confidentiality and ethics of the search.

Furthermore, if it is not possible or appropriate for you to present a candidate with an offer, we can discreetly reach out to your selected candidates and arrange a meeting in your office or at a neutral venue.

2. RECRUITMENT / PERMANENT PLACEMENT

= a search for suitable candidates for a specified permanent position, conducted with both advertising and the use of an extensive database.

We will select for you the most suitable candidates for the positions of senior and middle management, as well as for specialist positions. As mentioned before, we find candidate by both advertising and actively searching an extensive database. Together with you we will establish all relevant details, including a description of the job and the requirements for candidates.

We will conduct selective interviews with suitable candidates. We will evaluate a myriad of factors, including the candidates' professional skills, personality, ability to identify with your corporate culture, conception of the job, vision for future growth, motivation, anticipated start date, and salary expectations.

Finally, we will introduce you to the most suitable candidates. We will provide you with information about their work experience, their strengths and weaknesses, which prerequisites for the position they meet, what you can expect from the candidate in the future, and also a summary

of what further business education they might require.

We provide feedback on the progress and completion of the selection process to all candidates.

3. OUTSOURCING OF HR PROCESSES

= we assume responsibility for the HR processes of your company.

While you focus on your Core business, we take responsibility for and/or build the HR department. It is not necessary to have your own separate HR department. We are professionals and we will provide everything for you.

We offer:

Establishing HR processes, Comprehensive systematic recruitment, Labour law support and contractual documents, Implementation of modern methods of HR management, Payroll, Mandatory training

4. STAFF OUTSOURCING

= long-term staff hire for your specified jobs, ie temporary assignment of staff

= long-term provision of service / services by our staff

In principle, the outsourcing is a complete takeover of responsibility for the continuing

recruitment associated with full service of HR and payroll, including the management of service

processes and paperwork. The principal advantages of outsourcing are time savings and a high degree of operational management of human resources in the company.

We offer outsourcing services and personnel leasing primarily in the areas of:

administration, experts, management

5. LEGAL CONSULTING

= comprehensive services in the field of labor law

All of our lawyers are experienced specialists in labor law and have extensive experience in individual and collective law, including experience in representing parties in labor-law disputes taken to court.

Special legal services we provide in the area of labor law includes the following:

- Preparation of contract documents for top executives and members of the statutory bodies of the company.
- Preparation of employment contracts, work agreements, and other labour-law employment contracts.
- Creation of wage regulations and premium plans, consulting for employee benefits and employee remuneration system.
- Preparation of work codes, ethical codes and other internal regulations of an employer.
- Consulting on termination of employment. This includes restructuring and organizational changes, transfer and relocation of employees, collective redundancies, wording of statements, etc.
- Consulting on the transition of labor-law relations (e.g. mergers)
- Performing of labour-law due diligence, including labor negotiations with key managers and trade union organizations within the context of acquisition and restructuring processes
- Consulting on delegation of workers within the Czech Republic as well as to / from abroad, including the revision of the contracts (e.g. contracts for rendering / temporary hiring of employees, contracts for services)
- Consulting on collective bargaining with trade unions, wording of collective agreements
- Preparation of legal opinions and analyses on labor questions of all kinds (e.g. outsourcing, liability, use of personal data of employees, health and safety at work)
- Conducting of comprehensive audits of internal labor firms management of litigation and representation in court during labor-law disputes; preparation of labor-law updates, and organizing workshops and seminars on these topics

6. PSYCHOLOGICAL DIAGNOSTICS

= psychological diagnostics give greater insight into the suitability of candidates for a position

The use of psychological tests significantly reduce the risk of errors and costs associated with poor selection. It is also useful at the start of development programs for employees.

Psychological diagnosis is appropriate to use when you need to:

narrow the selection of new employees, choose the most suitable candidate for top management positions, target specific candidates for positions with special demands on performance skills or personality traits, compare personality profiles of a candidate or an employee with a competency model or ideal profile for a position, promote self-reflection and personal development in an employee

We offer the following psychological tests:

IQ test (Vienna matrix test, NEO five-factor personality inventory, Golde Profiler of Personality, MBTI, A test in the style of the Thomas Killmann Conflict Mode Instrument, Interview SKASUK – a measure of potential success when working with customers, Bochum Personality Inventory (BIP), Hogan methods - Hogan psychological diagnostics

The products of psychological assessment include:

a personality profile of the candidate or employee, a written conclusion containing a description of personality traits, social behavior, performance skills, recommendations for the optimal employment status or use of the tested candidate, recommendations for further career development and directions for personal development

7. HUMAN RESOURCES STRATEGY

= the design and implementation of human resources strategies

The aim is to prepare in close cooperation with the client a specific, straightforward, and feasible strategy for managing human resources with the strategic goals of the company. Working with you, we will define the default status, strengths, and weaknesses of the company in terms of HR, opportunities and threats.

We will also define goals and think of ways to achieve them. This procedure is suitable when companies merge, are in need of restructuring, change ownership, change business plans or strategies, or when companies need to improve performance.

HR audit, assessment of management teams:

Analysis of the working climate, Assessment of teams and individuals, Assessment Centre (AC) and Development Centre (DC), Creation of competency models, Outplacement

= outplacement means comprehensive professional support during organizational changes in companies enacting employee reduction

BILLANC PARTNERS operates according to these principles:

- **ETHICS:** Our clients entrust us with very confidential information. We appreciate the trust and all information about our clients and candidates is considered strictly confidential, and we remain committed to this even after the termination of cooperation.
- **HIGH-QUALITY OF WORK AND EXPERTISE:** Our team is composed of university-educated professionals who have spent a long time working in both the client and the consulting field, and thus they can see problems from multiple angles.
- **EQUAL PARTNERSHIP:** In finding a solution to each task BILLANC PARTNERS work very closely with their clients. This allows us to achieve positive results very efficiently and effectively. We work on problems as a team.
- **CONTINUITY:** BILLANC PARTNERS understands its activities particularly with regard to long-term perspectives, ongoing trust, and successful cooperation with its partners.

BILLANC PARTNERS

PERSONNEL MANAGEMENT

Prague / Bratislava / München / Roma / Москва / Kiev / București

Allow us to thank you for the time you devoted to our offer.

We would like to assure you that we are now ready for mutually beneficial cooperation
with you – both personally and with your company.

Best regards and Thank you

Ing. Jaroslav Melichar, partner

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Of course, if you are interested, we will be happy to provide any further information or references of the
companies in your field.

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