

Basics

KAMMARTON has one guiding principle in its activity and that is to stick to local regulations governing overall economic activity in the Republic of Bulgaria. We constantly apply advanced moral rules in our commercial relations and our approach shows consideration for current ethic standards of society and everyday contacts with colleagues and customers is the way to guarantee KAMMARTON deals with most difficulties to reach demands about accessibility, openness and quality. Kammarton is distinguished for acting correct, and that is an asset with extreme value.

KAMMARTON will always keep its good relations with customers and will approach them with respect and readiness to render support. Different countries have different traditions and so are approaches to people, but we are trying to align our vocabulary and style to customers' expectations. Information to the point and readiness to submit it to the customers is taken for granted in KAMMARTON. Customers' satisfaction and high appreciation are the basis of our success.

KAMMARTON aims to keep correct relations of partnership with competitors as well.

Basic requirements to KAMMARTON employees

Every employee should obligatory observe absolute secrecy in respect to company information received in case he/she has been duly informed not to disclose it to third parties. That secrecy obligation remains binding even after the labour contract has been terminated, and its validity depends on the topic.

Every type of company information, being it on paper or PC disk, belongs to KAMMARTON and should remain in KAMMARTON even after that employee leaves the company. KAMMARTON is the owner of all office material and information about company results met during service, and employees cannot apply such material to their benefit during service or after its termination.

1. Additional contracts and competing activities

Additional work performed by employees outside office hours is allowed provided it does not have bad effect on KAMMARTON's business. In case additional work is performed, KAMMARTON, being the basic employer, should be informed, and has the right to invite that employee to terminate it provided it has negative influence on company's activity.

Aiming to have a direct and open dialogue, every employee who intends to work in addition to its service in KAMMARTON, should discuss that matter with his/her immediate manager. In case of a broader enterprise it is obligatory to have the permission of the General Manager. To develop an activity, that would directly or indirectly compete KAMMARTON's business, or to apply knowledge and practice acquired in the company, is considered competitive activity and is not allowed. In case of an even slightest suspicion matter should be discussed with immediate manager.

2. Competence

All KAMMARTON employees are obliged to keep updated their knowledge about customers, market and competitors by following information in newspapers, web-sites, electronic media etc. KAMMARTON, being the employer and each employee share responsibility to keep education on high level, thus ensuring further development of the company.

1. Equal chance

Men and women have equal opportunities for work, training, development and promotion. Equal salaries are guaranteed for equal results, effectiveness, responsibilities and involvements. Work places, organization and working conditions are equally suitable for both men and women.

No employee will be treated in a different way in sexual or any other aspect. Permanent job in KAMMARTON can be combined with parents' obligations.

2. Sexual harassment

All KAMMARTON employees are treated with respect to their personal integrity. No one should feel humiliated, discriminated or uneasy because of his/her gender or sexual inclination. Gender discrimination and sexual harassment are NOT acceptable in KAMMARTON. Every employee should inform management in case of such phenomena. Sexual harassment is defined as unacceptable actions of sexual or any other kind based on gender peculiarities, which infringe the integrity of the person at working place and create an atmosphere of tension and uneasiness. They might result from physical, verbal or other actions.

A sexual tease grows into harassment when such an action, though not desired, continues even after the person who is subject to it, declares it not desired. A single occasion can also be treated as harassment in case it is classified as rude. It is difficult to define where acceptable tease ends. Various people have differing tolerance levels. It is important to understand that the person, subject to such actions, is the one who defines when a tease grows into harassment. Examples of sexual harassment are comments about someone's appearance with sexual sense, nicknames, unprovoked physical closeness, pornographic photos etc. Pornographic posters in the office or a screensaver with such photos can also be qualified as such. Do not forget that not only women, but men can be subject to sexual harassment or attention as well.

In case you are subject to sexual harassment, inform your immediate manager. In case your problem is not treated seriously, address the General Manager of KAMMARTON.

3. Discrimination

No discrimination is allowed in KAMMARTON on basis of ethnic peculiarities, sexual inclinations or physical imparity. This means that no one will, due to above reasons, suffer in view of working conditions, promotion opportunities, compensations etc.

Ethnic peculiarities are defined as belonging to a group of people from different race, nationality or faith.

Discrimination due to above listed factors is unacceptable. KAMMARTON defines variations amongst us as factors, which enrich our working environment.

4. Promotion discussion

At least once a year a discussion about promotion plans will be held between each employee and the management, aimed to encourage the open dialogue and to create good relations. It is also aimed at creating feedback and formulation of personal development targets, which will benefit both the employee and the company.

As a result of the annual discussion further development target, measurable in future as well, should be formulated as a mutual statement.

5. Work environment

In its capacity of employer KAMMARTON undertakes to control conformity with local legislation, and to contribute in any way to maintain health, comfort and good disposition of its employees.

Our company aims at creating safe and stimulating working environment, where respect and trust

for the individual are defining. In practice that means that working environment is:

- clean and friendly;
- safe and practical;
- employees will have the right to influence its changes.

Above aspects of working environment will be maintained even in case of change in activities. Employees will feel responsible for preserving working environment in their everyday work.

As an employer KAMMARTON bears the basic responsibility for the working environment, but in everyday work it is the employee who has personal responsibility for its maintenance and improvement by following routines and instructions given. All employees are informed and encouraged to care about possible risks and threats to the safety of environment and to offer improvements to management.