RIKO EKOS d.o.o.

HR POLICY

The company RIKO EKOS d.o.o. strives to become a recognized organization in the field of manufacturing machinery and equipment for waste processing, transport technology, material and waste handling systems, servicing and sales of municipal equipment, fabrication of cutting systems, and production of metal structures.
With efficient and innovative solutions, we aim to be a reliable business partner. Our innovative logistical approach and many years of experience are a guarantee of excellent cooperation with business partners.

We are aware that the HR policy is closely connected to the requirements for the provision of the company's services and must be aligned with the long-term business objectives of the organization.

With the HR Policy, we aim to establish uniform, transparent, and consistent human resource management that supports high-quality, safe, and efficient company operations in accordance with ISO standards.

By consistently implementing the HR Policy, RIKO EKOS d.o.o. aims to:

- ensure a transparent, objective, and non-discriminatory recruitment process based on competencies, knowledge, and experience,
- carry out a structured onboarding process for newly hired employees and ensure proper documentation,
- ensure that employees possess the appropriate competencies required for their work,
- evaluate employee performance in relation to goal achievement, competencies, development needs, and obtain employee feedback,
- ensure legally required recording of working hours and absences in accordance with applicable legislation,
- apply a performance-based reward system that reflects competencies and individual contribution to the company, and enable career advancement based on abilities and results,
- ensure that employees adhere to ethical and behavioural principles, act professionally and with integrity, respect their colleagues, avoid conflicts of interest, and protect business secrets,
- ensure that employees comply with crisis response procedures, are familiar with business continuity processes, follow instructions during emergency events, and participate in evacuation drills,
- ensure that employees carry out all required activities during the offboarding process,
- ensure that all employees are familiar with and comply with the company's Code of Ethics,
- ensure that employees are informed about and comply with all internal rules, regulations, and instructions,
- ensure that documented information is maintained, including training records, attendance records, incident reports, performance evaluations, CVs and employment contracts, and confidentiality agreements.

Loški Potok, 20.01.2026

RIKO EKOS d.o.o.
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Director

ALEŠ KNAVS