

APPROVED by:  
General Director  
Vostochnaya Technica LLC

\_\_\_\_\_ Gavin Knight  
\_\_\_\_\_ 2019

## **REGULATIONS on the VT Change Maker Contest**

### **1. GENERAL**

- 1.1. The VT Change Maker Contest (hereinafter referred to as the “Contest”) is held with the purpose of increasing the performance of Vostochnaya Technica LLC (hereinafter referred to as Vostochnaya Technica, VT), motivating employees to achieve high results, and encouraging innovative initiatives.
- 1.2. The main objectives of the Contest are as follows:
  - to identify and support highly qualified employees who contribute significantly to the success of Vostochnaya Technica and Barloworld Group in all areas of activity;
  - to promote important corporate principles and processes;
  - to promote and personalise the values of the company;
  - to increase the loyalty of Vostochnaya Technica personnel;
  - to strengthen the sense of belonging to the organisation;
  - to promote targeted behaviour patterns of rank-and-file employees and executives.

### **2. NOMINATION PROCEDURE**

- 2.1. Nominees shall be proposed by submitting applications for the nomination of candidates (hereinafter referred to as the “Application”) on the Contest web page [www.vtaward.ru](http://www.vtaward.ru) (hereinafter referred to as the “Contest Web Page”).
- 2.2. The applications submitting period in the spring is from 01 March to 31 March, and in the autumn—from 01 September to 30 September annually. Based on the accumulated applications, HR staff shall form a list of nominees and publish it on the Contest Web Page.
- 2.3. The nomination of candidates and the selection of winners of the first—regional—stage shall take place in two time periods—in spring and in autumn. The periods are equal. Applications shall be submitted by filling in the electronic form on the Contest Web Page. The Application shall contain information as required by the Application Form and a brief substantiation for the nomination—up to two pages of text in free form.
- 2.4. Any VT employee can nominate any other VT employee, regardless of the region of work. The number of Applications submitted by one employee is not limited.
- 2.5. Self-nomination by an employee is allowed in all categories, provided that the general procedure for submitting an Application is observed.
- 2.6. Clear argumentation explaining why the employee is nominated is an obligatory condition when submitting an Application. It is also necessary to provide one or two examples that demonstrate the actions and/or results and/or manifestation of the personal qualities of the employee that meet the stated criteria for the category.

Applications without substantiation and examples shall not be considered. If one employee is nominated by several people, the arguments and examples shall be summarised and listed.

2.7. The title of Star Performer can be awarded in six categories, provided that the nominee meets the relevant criteria specified below.

2.7.1. The award in the ACHIEVEMENT category shall be bestowed for:

- a significant and recognised contribution to the achievement of the strategic goals of Vostochnaya Technica;
- a significant and recognised contribution to the development of the region and/or the company;
- successful leadership and/or implementation of one or more complex projects;
- a substantial contribution to the development and improvement of business processes at Vostochnaya Technica;
- achievement of the best work results that have made a significant contribution to handling complex tasks facing the region and/or the company.

2.7.2. The award in the PROFESSIONAL category shall be bestowed for:

- a successful development of new areas of work;
- high-quality, efficient and flawless performance by the nominee of his/her professional duties;
- highly professional solution of managerial and/or production tasks of high complexity;
- managerial and creative abilities, due to which complex tasks were handled and/or projects were successfully implemented.

2.7.3. The award in the INNOVATOR category shall be bestowed for:

- the use of innovative best practices in work that resulted in the improved efficiency of business processes at Vostochnaya Technica;
- proactive innovative proposals;
- a new take on processes and technologies, an ability to come up with fresh ideas and implement them;
- demonstration of an out-of-the-box and/or creative approach to solving business problems or working on projects;
- an active participation in addressing complex and challenging tasks.

2.7.4. The award in the SMART PARTNER category shall be bestowed for:

- demonstration of willingness to always put the interests of the company first;
- prevention of losses for the company as a result of emergency situations;
- demonstration of consistently high quality of work and loyalty to the company;
- dedicated work, high professionalism, and a considerable personal contribution to improving the performance of the company.

2.7.5. The award in the CUSTOMER IS EVERYTHING category shall be bestowed for:

- a significant contribution to building long-term customer relationships;
- competence, high professionalism, responsiveness and willingness to help customers—both external and internal;
- willingness to exceed customer expectations;
- demonstration of high standards of service, provision of reliable information requested by customers;
- creating and maintaining a working environment in which the company's customers feel valued, fully trust us and find it easy to work with us.

- 2.7.6. The award in the LEADER category shall be bestowed for:
- display of leadership qualities and a contribution to the development of the department and/or the branch and/or the company;
  - outstanding leadership and managerial skills that are the success factor for our team / branch / company;
  - charisma, personal authority, ability to inspire the team by own example;
  - outstanding personal and leadership qualities that contribute to the achievement of high results by the team.
- 2.7.7. Additionally, it is possible to award nominees in three special categories sponsored by:
- Executive Director of Territory-1—1 person;
  - Executive Director of Territory-2— 1 person;
  - General Director—1 person.

### **3. CONTEST PROCEDURE**

#### **3.1. Stage 1 — Star Performer (Regional)**

- 3.1.1. The winners of the regional stage shall be selected through on-line voting by VT employees on the website [www.vtaward.ru](http://www.vtaward.ru).
- 3.1.2. Since the regional stage is divided into two equal competition periods (spring and autumn), the spring voting takes place from 01 April to 15 April, and the autumn voting—from 01 October to 15 October.
- 3.1.3. On-line voting is held on a regional basis in nine VT business divisions:
- Extended Mining Product Range (EMPR);
  - Eastern Siberia;
  - Head Office (including SITECH and VT Solutions);
  - Krasnoyarsk Region;
  - Kuzbass;
  - Far East Region;
  - PWR Division;
  - Central & Western Siberia;
  - Yakutia.
- 3.1.4. VT employees can only vote for the candidates nominated in their region.
- 3.1.5. Each VT employee can vote for not more than three nominees. If the number of nominees is less than three, a VT employee can vote for only one nominee.
- 3.1.6. The main voting criterion is the consistency of the arguments and examples with the stated Contest criteria.
- 3.1.7. At the end of each Contest period, 10 winners of the regional stage—Star Performers—are selected:
- in the EMPR business units, Eastern Siberia, Krasnoyarsk Region, Kuzbass, Magadan Region, PWR Division, Central Western Siberia, Yakutia—one person from each business division who has the highest score;
  - in the Head Office (including SITECH and VT Solutions)—two people with the highest score.
- 3.1.8. In the case of adding special categories, the number of nominees can be increased to 13 people.
- 3.1.9. In the case of an equal number of votes cast, a decision is made in favour of one of the nominees who scored the most points in the popular vote.

- 3.1.10. The Regional Expert Committee in all business units, except the Head Office and PWR Division, shall consist of five people: two permanent members of the Committee—Regional Manager and Aftermarket Supervisor; three other members appointed annually by a commission decision of the Executive Director of the Territory and the two permanent members of the Committee.
- 3.1.11. In the Head Office, the Regional Expert Committee shall consist of seven members appointed on annual basis.
- 3.1.12. In the PWR Division, the Regional Expert Committee shall consist of three permanent members: PWR and Extended Mining Product Range Director, Territory-1 Power System Sales Manager, Territory-2 Power System Sales Manager.
- 3.1.13. The winner of the Contest spring period cannot be nominated again in the Contest autumn period of the same year in the same category and with the same results. Nominees who have not become winners in the spring period may be re-nominated to participate in the regional stage of the Contest in the autumn period, but with other results.
- 3.1.14. The winners of the regional stage receive the status of Star Performer.
- 3.1.15. The list of winners of the regional stage shall be posted on the Contest Web Page.
- 3.1.16. All winners of the regional stage shall be awarded with Star Performer tablets, certificates and memorable gifts.
- 3.1.17. Nominees who have scored the second highest number of points shall be awarded with certificates and incentive prizes.
- 3.1.18. The value of gifts, and the procedure for awarding the regional stage winners and nominees who took second place shall be governed by Annex 1 hereto.

### **3.2. Stage 2 — Semi-Finals**

- 3.2.1. The second, semi-final stage of the Contest shall take place annually from 01 November to 31 November. The participants of the semi-finals are the winners of the spring and autumn periods of the Star Performer cycle of the regional stage.
- 3.2.2. The winners of the semi-final stage shall be selected through closed voting by members of the Expert Committee. The Expert Committee of the semi-final stage shall include Vostochnaya Technica Executive Directors:
  - Executive Director of VT Territory-1;
  - Executive Director of VT Territory-2;
  - Aftermarket Director;
  - Financial Director,
  - HR Director;
  - PWR and Extended Mining Product Range Director;
  - Surface Mining Director;
  - Marketing and Construction Equipment Director;
  - Chief Information Officer.
- 3.2.3. 5 people who have scored the most points during the voting by the Expert Committee at the semi-final stage shall be the winners of the semi-final stage.
- 3.2.4. In case of an equal number of scored points, re-voting shall be held until 5 winners are determined unequivocally.
- 3.2.5. The list of winners of the semi-final stage shall be posted on the Contest Web Page.

- 3.2.6. All winners of the semi-final stage shall receive an invitation to attend, together with their spouse (partner), the official ceremony for awarding finalists, which takes place in Novosibirsk in November every year. The procedure for their initiation and arranging their participation in the awarding ceremony shall be governed by Annex 1 hereto.

### **3.3. Stage 3 — Finals of the VT Change Maker Contest**

- 3.3.1. The third, final stage of the VT Change Maker Contest shall take place annually from 01 November to 15 November. The participants of the finals are the winners of the semi-final stage.
- 3.3.2. The Expert Committee of the final stage of the Contest shall include:
- Chief Executive Officer of Barloworld Equipment in Russia;
  - General Director of Vostochnaya Technica;
  - HR Director of Vostochnaya Technica.
- 3.3.3. The voting at the final stage shall be preceded by the Nominee Defence procedure, during which the Executive Directors of the respective business units shall provide a rationale for awarding each candidate with the title of VT Change Maker.
- 3.3.4. The winner—VT Change Maker—shall be selected through closed voting by the Expert Committee of the final stage: one winner shall be chosen out of five finalists.
- 3.3.5. The nominee who received the most votes from the members of the Expert Committee shall be the winner of the VT Change Maker Contest.
- 3.3.6. Information about the winner of the Contest shall be confidential until the official awards ceremony.
- 3.3.7. The name of the Contest winner shall be announced at the annual official awards ceremony for finalists, which is held in November.
- 3.3.8. The winner of the Contest shall be awarded with a Golden VT Change Maker tablet, a personal certificate, a cash prize of RUB 100,000 (after personal income tax deduction) and a holiday trip for two people, sponsored by Vostochnaya Technica. The destination, timing and duration of the trip shall be determined annually by the General Director of Vostochnaya Technica.
- 3.3.9. The remaining participants of the final stage shall be awarded with Silver VT Change Maker tablets, personal certificates and valuable prizes.
- 3.3.10. The value of the prizes awarded to the winner of the Contest and other participants of the final stage, and the awarding procedure, shall be governed by Annex 1 hereto.

## **4. AMENDMENTS**

All amendments and supplements to the terms and conditions of the Contest shall be governed by the annexes hereto.