

EMPLOYMENT	OTTOBOP
<b>LIST OF QUESTIONS AND REQUESTS FOR ADDITIONAL DOCUMENTS AND INFORMATION</b>	
In relation to an open procedure for identifying a concessionaire and awarding of a works concession on the object “Civil Airport for Public Use Sofia” – public state property, please provide additional information and documents as follows:	
<ol style="list-style-type: none"> <li>1. Copies of the following appendices to the Collective Labour Agreement (CLA) (in accordance with para 6 of the CLA): <ol style="list-style-type: none"> <li>1.1 Internal rules on salaries at Sofia Airport EAD;</li> <li>1.2 Internal rules on the work order at Sofia Airport EAD;</li> <li>1.3 List of the positions and the employees at Sofia Airport EAD entitled to additional annual paid leave for work under specific conditions and risks for their life and health;</li> <li>1.4 List of the employees entitled to additional annual paid leave for work under flexible working hours;</li> <li>1.5 List of the employees entitled to work clothes, uniform clothes and personal protective means.</li> </ol> </li> </ol>	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<ol style="list-style-type: none"> <li>2. Orders of the CEO specifying: <ol style="list-style-type: none"> <li>2.1 The employees working under flexible working hours;</li> <li>2.2 The employees entitled to additional annual paid leave under Art.26 of the CLA;</li> <li>2.3 The employees who receive additional remuneration on the basis of Art.51.2 and/or Art.51.4 of the CLA;</li> <li>2.4 The employees who work under working conditions associated with increased risk (Art.13.7.5 of the CLA).</li> </ol> </li> </ol>	The information is available for review in the Virtual Dataroom – Appendix No. 7.6. Art. 2.3. – there are no remunerations paid
<ol style="list-style-type: none"> <li>3. Please provide breakdown of the employees by education (Art.36 of the CLA).</li> </ol>	Education -979 Secondary education – 977 Technical education – 378 Primary education – 4 <u>Total: 2338</u>
<ol style="list-style-type: none"> <li>4. Please provide any additional agreements to the CLA concluded under Art.8 of the CLA or expressly confirm that no such additional agreements are in place.</li> </ol>	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<ol style="list-style-type: none"> <li>5. Please provide information on the number of: a) the employees who are members of the trade unions at the Company; b) the employees who (not being members of the trade unions) have</li> </ol>	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.

<p>adhered to the CLA; and c) the employees who are not members of the trade unions nor have adhered to the CLA.</p>	
<p><b>6.</b> Please provide information on the number of employees who work on the basis of individual work contracts and please provide these contracts (or a summary of the contractual terms thereunder) for review.</p>	<p>Each employee of Sofia Airport EAD has signed an individual labor contract with the employer, but the clauses therein are standard and uniform for all employees, including for staff on managerial positions. The contract is prepared in compliance with the Labor Code and the adopted Collective Labor Contract, but without person-tailored provisions.</p> <p>A sample of the Labor Contract is available in the Virtual Dataroom – Appendix No. 7.5.1</p>
<p><b>7.</b> Please provide breakdown of the unused annual paid leave and information on other potential obligations that can engage the joint liability of the new employer.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>8.</b> Please provide information on the sums of Eastern/Christmas bonuses paid in the last five years (if any).</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>9.</b> Please specify the number of the employees at Balchik and Varna and please confirm that: a) they are not eligible to be transferred upon awarding of concession; and b) the assets of the company located there do not fall within the object of the concession.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p> <p>We confirm that the employees of Balchik, Varna and VIP A will not be transferred upon award of the concession. We confirm that the assets located in Balchik, Varna and VIP A are not included in the object of the concession.</p>
<p><b>10.</b> Please confirm that the members of the Board of Directors of Sofia Airport EAD are not employed under employment law and specify any other such individuals (who are not employed under employment relationship).</p>	<p>We confirm that the members of the Board of Directors of Sofia Airport EAD are not employed under Labor Code. There are no other individuals not employed under employment relationship.</p>

<p><b>11.</b> Please provide information on the number of members of the trade unions who are entitled to additional paid leave.</p>	<p>Confederation of Labor Podkrepa -571 members Federation of Transport Trade Unions in Bulgaria – 750 members</p>
<p><b>12.</b> Please confirm which employees qualify as occupying managerial offices.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>13.</b> Please provide all insurance contracts concluded pursuant to the CLA, including but not limited to, insurance policy No 04400100011997/20.01.2017.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6. Public procurement: Contract No. 100-D-180/20.04.2018 Policy No 0501100201800006/30 .03 .2018 Policy No 04400100011997/20 .01 .2017</p>
<p><b>14.</b> Please provide information on the food vouchers and the related contracts.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>15.</b> Please provide the minutes of the Parties Council under Art. 4.2 of the CLA and the information exchanged between the administration of the company and the trade unions from the entry into effect of the CLA. In case there are such minutes and information for previous periods, please provide these for the period of two years before the entry into effect of the CLA.</p>	<p>They contain personal data and are subject to monthly meetings.</p>
<p><b>16.</b> Please provide age distribution of the employees (i.e. what % of employees are at a certain age)?</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>17.</b> Please provide all Board resolutions or CEO orders related to the CLA.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>18.</b> Please provide information on the qualification trainings and seminars held in the last 3 years.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>19.</b> Please specify which bank(s) are servicing the salaries payments and the collection of the fees for participation in the trade unions and provide the relevant contracts.</p>	<p>Payment of salaries are served by the following banks: BDSK, Eurobank, UBB.</p>

	<p>Deductions for union membership fees are being transferred to the bank accounts of the two Trade Unions in Bank DSK.</p> <p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<b>20.</b> Please provide all contracts related to medical and dental services.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>21.</b> Please provide copies of the protocols for inspections carried out by the Labor Inspectorate for the period from the beginning of 2015 to 30 June 2018, including information for any prescriptions given and/or sanctions imposed.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>22.</b> Please provide information on the employees working on shifts in the Company (if any), duration of the shifts and the period for summary calculation of the working time for the employees working on shifts (if applicable).	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>23.</b> Please provide information on the employees working under summarized calculation of the working hours (if any), the approvals of the named schedules as well as evidence on the respective employees being informed on the named schedules in advance.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>24.</b> Please provide copy of the contract with the Labor Service Medicine office.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>25.</b> Please provide information on the employees in the Company who are subject to protection in case of dismissal under Art.333 of the Labour Code and please provide information for the grounds on which the protection applies.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>26.</b> Please provide information on the representatives of the employees in the Company elected by the general meeting of the employees (if any) and the documents related to the election process.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>27.</b> Please provide information on the employees who are eligible for retirement for age and length of service, respectively information on the employees who have exercised this right.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>28.</b> Please copy of the declaration/ notification letter submitted under Art. 15 of the Healthy and Safe Working Conditions Act for the year 2018.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>29.</b> Please provide a list of emergencies and rescue personnel.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>30.</b> Please provide a list of aviation security related to terrorist acts personnel.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.

<p><b>31.</b> Please provide an order of the CEO determining the cashiers and the experts social activities at the Automated Reporting System Department, as well as a list of these employees.</p>	<p>According to the Collective Labor Contract and their respective Labor Contracts</p>
<p><b>32.</b> Please provide the correspondence between the employer and the trade unions from the beginning of 2017 containing information for the financial status of the company, the development perspectives; the most important problems for the development of the company that pose risks or dangers for unfavorable consequences for the interests of the employees.</p>	<p>There is no such correspondence</p>
<p><b>33.</b> Please provide all other internal rules applicable at Sofia Airport EAD besides the Internal rules on salaries at Sofia Airport EAD and the Internal rules on the work order at Sofia Airport EAD.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.:</p> <ul style="list-style-type: none"> <li>- Internal Audit Dpt. And Quality Control Dpt.</li> <li>- Public Procurement</li> <li>- Commissioning Letter от 27.03.2018 г., amended 23.07.2018 г.;</li> <li>- Leases Dpt.</li> </ul>
<p><b>34.</b> Please provide copy of the overtime register book.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>35.</b> Please provide copy of the overtime register book.</p>	
<p><b>36.</b> Please provide a list of the employees working at night and excerpt for the amount of night work for the last 5 years.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>37.</b> Please provide information on the additional remunerations for achieved results paid in the last 5 years, indicating periodicity of these payments (monthly, yearly, other) and please provide copies of the decisions/orders in that respect.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>38.</b> Please provide legal justification for the employees assigned to unloading of carbamide.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>39.</b> Please provide evidence of the date of registration of the CLA and its amendments at the Labour Inspectorate.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>

<p><b>40.</b> Please provide the Rules adopted by the general meeting of the employees/meeting of the representatives of the employees on the distribution of the funds under Art.293 of the Labour Code.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>41.</b> Please provide information (breakdown) of the types of employment contracts in the Company in accordance with the classification in item 8 of the Notification to the National Revenue Agency under Art.62 para 5 of the Labour Code.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>42.</b> Please provide in tabular form information on the structure and the number of staff at the Company departments and information classified according to departments and positions on: the number of disabled employees; the number of employees in sick leave; the number of employees in maternity leave; the number of employees engaged under temporary employment contracts; the number of employees in paid leave; the number of employees in unpaid leave; the number of employees who work half-time and the number of employees for whom there is no information for the reason of the leave (if any such employees).</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>43.</b> Please provide the management agreements of the employees occupying managerial positions at the Company.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>44.</b> Please provide information on any cases of occupational injury or occupational sickness in the Company for the last 5 years, any claims made in this regard and the compensations paid.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>45.</b> Please provide information on the number of employees by months for the period July 2016 – 30 June 2018 where the employees at Varna and Balchik are presented separately.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>46.</b> Please provide information on the average salary at the Company for the operative and administrative personnel for the years 2015, 2016, 2017 and for the period until 30 June 2018.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>47.</b> Please provide breakdown of the labour categories by positions at the Company.</p>	<p>Labor category II – 557 employees Labor category III – 1781 employees</p>
<p><b>48.</b> Please provide information on the number of the labour relationship terminated during the last 5 years, on the number of the employees reinstated by the court during the same period as well as on the sums of compensations paid at termination of the employment relationship during the said period.</p>	<p>47.1 terminated employments for the period 01.06.2013-30.06.2018 – 751 47.2 employees reimbursed for the period 01.06.2013 - 30.06.2018 - 26</p>

	47.3 amounts of benefits paid upon termination of employment for the period 01.06.2013-30.06.2018 – BGN 3 853 637.37, including BGN 2 679 678.08. retirement benefits under Art.222. (2) and (3) of the Labor Code
<b>49.</b> Please provide information on the organizational structure and the functions of the separate departments of the Company.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>50.</b> Please provide information for the years 2015, 2016, 2017 and for the period until 30 June 2018 on the sums of the personnel related obligations, including: salaries, including deferred salaries; unused paid leave; compensations at retirement; social security contributions borne by the Company for each of the funds of the State social security system; social security contributions borne by the employees for each of the funds of the State social security system; payments for supplementary compulsory pension insurance borne by the Company, respectively by the employees; payments for supplementary voluntary pension insurance borne by the Company (if any), health insurance payments borne by the Company, respectively by the employeesp .	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>51.</b> Please provide information on the headcount of employees by regulated and commercial activities at the Company’s departments for the years 2015, 2016, 2017 and for the period until 30 June 2018.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>52.</b> Please provide information on the personnel expenses of Sofia Airport EAD by positions for the years 2015, 2016, 2017 and for the period until 30 June 2018 in the form provided in the Data room.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>53.</b> Please provide the order(s) determining the employees subject to compulsory insurance in accordance with Art.4, para 1 and 2 of the Ordinance on the compulsory insurance of employees against the risk “occupational injury” and Art. 13.7.5 of the CLA, accordingly please provide a list of the employees who are subject to compulsory insurance and the insurance contracts concluded in this regard.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.
<b>54.</b> Please provide information on the activity of the Company with regard to ensuring healthy and safe working conditions, rules and policies on health and safety at work, information on the activity of the committee for labour conditions, annual reports, other documents and information.	The information is available for review in the Virtual Dataroom – Appendix No. 7.6.

<p><b>55.</b> Please provide information on the expenses pursuant to Art.59.1.2 of the CLA indicating separately the sums of the various types of expenses as described in the abovementioned provision from the date of entry into effect of the CLA. In case such commitment existed for the company in previous periods, please provide differentiated information for the sums of such expenses for previous periods.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>56.</b> Please clarify what kind of use of Cosmos hotel is meant under the provision of Art.59.3 of the CLA (secondment of employees, for recreation purposes, other) and please provide information on the sums paid to the employees under the abovementioned provision from the date of entry into effect of the CLA. In case such commitment existed for the company in previous periods, please provide information for the sums paid in previous periods.</p>	<p>The information is available for review in the Virtual Dataroom – Appendix No. 7.6.</p>
<p><b>57.</b> Please provide information if there are any agreements under Art.40 of the CLA and please provide any such agreements.</p>	<p>No correspondence</p>