

Summary sheet of the results of a special assessment of working conditions

Name of company: Severnaya Limited Liability Company

Table 1

Name	The number of workplaces and the number of employees working in these workplaces		The number of workplaces and the number of employees working in these workplaces by working conditions classes (subclasses) from among the jobs indicated in column 3 (units)						
			class 1	class 2	class 3				class 4
	total	including those where a special assessment of working conditions was carried out			3.1	3.2	3.3	3.4.	
1	2	3	4	5	6	7	8	9	10
Workplaces (units)	46	46	0	46	0	0	0	0	0
Employees employed at workplaces (persons)	51	51	0	51	0	0	0	0	0
therefrom women	44	44	0	44	0	0	0	0	0
therefrom persons under the age of 18	0	0	0	0	0	0	0	0	0
therefrom disabled persons	0	0	0	0	0	0	0	0	0

Table 2

Individual workplace number	Profession / position / specialty of the employee	Classes (subclasses) of working conditions														Final class (subclass) of working conditions	Final class (subclass) of working conditions, taking into account the effective use of PPE	Increased salary (yes, no)	Annual additional paid leave (yes/no)	Reduced working hours (yes/no)	Milk or other equivalent food products (yes/no)	Therapeutic and preventive nutrition (yes / no)	Subsidized pension (yes/no)
		chemical	biochemical	aerosols of predominantly fibrogenic action	noise	infrasonic	ultrasonic and air	overall vibration	local vibration	non-ionizing radiations	ionizing radiations	microclimate	light environment	the severity of the work process	tension of the labour process	Final class (subclass) of working conditions	Final class (subclass) of working conditions, taking into account the effective use of PPE	Increased salary (yes, no)	Annual additional paid leave (yes/no)	Reduced working hours (yes/no)	Milk or other equivalent food products (yes/no)	Therapeutic and preventive nutrition (yes / no)	Subsidized pension (yes/no)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	Administration																						
1	HR specialist	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
2	Assistant Secretary	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
3	Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
4	Director	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
5	Head of Legal Department			-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
	Accounting department																						
6	Chief Accountant	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
7	Chief accountant's assistant			-	-	-	-	-	-	-	-	-	-		2	2	-	No	No	No	No	No	No
8	Economist	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
9	Senior accountant	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
10	Payroll accountant	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
	Room service																						
11 A	Hotel maid	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	No	No	No	No	No	No
11-1A (11A)	Hotel maid		-	-	-	-	-	-	-	-	-	-	-	2		2	-	No	No	No	No	No	No
11-2 A (11 A)	Hotel maid		-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	No	No	No	No	No	No
11-3 A (11 A)	Hotel maid			-	-	-	-	-	-	-	-	-	-	2	-	2	-	No	No	No	No	No	No
11-4 A (11 A)	Hotel maid		-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	No	No	No	No	No	No
11-5 A (11A)	Hotel maid	-	-	-	-	-	-	-	-	-	-	-	-	2		2	-	No	No	No	No	No	No
11-6 A (11A)	Hotel maid		-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	No	No	No	No	No	No
11-7A (11A)	Hotel maid	-	-	-	-	-	-	-	-	-	-		-	2	-	2	-	No	No	No	No	No	No
11-8A	Hotel maid	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	No	No	No	No	No	No

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
(11)																							
11-9A (11)	Hotel maid	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2		No	No	No	No	No	No
11-10A (11)	Hotel maid	-	-	-	-	-	-	-	-	-	-	-	-	2		2	-	No	No	No	No	No	No
11-11 (11)	Hotel maid	-	-	-	-	-	-	-	-	-	-	-	-	2		2	-	No	No	No	No	No	No
11-12A (11)	Hotel maid	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	No	No	No	No	No	No
11-13A (11)	Hotel maid	-	-	-	-	-	-	-	-	-	-	-	-	2		2	-	No	No	No	No	No	No
11-14A (11)	Hotel maid	-	-	-	-	-	-	-	-	-	-	-	-	2		2		No	No	No	No	No	No
12A	Luggage room keeper	-	-	-		-	-		-	-	-	-	-	2	-	2	-	No	No	No	No	No	No
12-1A (12A)	Luggage room keeper	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2		No	No	No	No	No	No
13	Senior hotel maid	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	No	No	No	No	No	No
14	Senior warden	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	No	No	No	No	No	No
	Operational Service																						
15	Operations Master	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2		No	No	No	No	No	No
16A	Building maintenance worker	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2		No	No	No	No	No	No
16-1A (16A)	Building maintenance worker		-							-		-	-	2	-	2		No	No	No	No	No	No
17	Engineer for the operation of buildings and structures	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
18	Labour safety specialist	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
19	Specialist of material and technical supply			-	-	-	-	-	-	-	-	-		-	2	2	-	No	No	No	No	No	No
20	Street cleaner		-		-		-		-	-	-	-	-	2	-	2	-	No	No	No	No	No	No
21	Electrician for repair and maintenance of electrical equipment	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2		No	No	No	No	No	No
22	Painter	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	No	No	No	No	No	No
	Reception and accommodation service																						
23A	Administrator		-	-	-	-	-	-	-	-	-	-	-	1	2	2	-	No	No	No	No	No	No
23-1A (23A)	Administrator	-	-	-	-	-	-	-	-	-	-	-	-	1	2	2	-	No	No	No	No	No	No
23-2A (23A)	Administrator	-	-	-	-	-	-	-	-	-	-	-	-	1	2	2		No	No	No	No	No	No
24	Senior administrator	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	-	No	No	No	No	No	No
	Marketing and Advertising Service																						

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	Marketing and Advertising Specialist	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2		No	No	No	No	No	No
	Business centre	-	-	-	-	-	-	-	-	-	-	-	-										
26	Rental manager	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2		No	No	No	No	No	No
27	Cleaning specialist	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2		No	No	No	No	No	No
	Sales and booking service	-	-	-	-	-	-	-	-	-	-	-	-										
28	Head of Sales and Booking service	-	-	-	-	-	-	-	-	-		-	-	-	2	2		No	No	No	No	No	No

Date of preparation: 17.09.2018

Chairman of the Commission for conducting a special assessment of working conditions

Manager	/Signed/	E.S. Fedorova	September 21, 2018
(position)	(signature)	Full name	(date)

Member of the Commission for conducting a special assessment of working conditions:

Labour safety specialist	/Signed/	O.V. Kudryavtseva	September 21, 2018
(position)	(signature)	Fullname	(date)

HR Specialist	/Signed/	Yalkovskaya E.V.	September 21, 2018
(position)	(signature)	(Full name)	(date)

Expert(s) of the organization that conducted the special assessment of working conditions:

985	/Signed/	B.I. Antipov	17.09.2018
(No. in the register)	(signature)	(FULL NAME.)	(date)

List of recommended measures to improve working conditions

Name of company: Severnaya Limited Liability Company

Name of the structural unit, workplace	Name of the event	Purpose of the event	Deadline	Structural divisions involved in the implementation	Completion mark
1	2	3	4	5	6
<i>Administration</i>	absent				
<i>Accounting department</i>	absent				
<i>Room service</i>	absent				
<i>Operational Service</i>	absent				
<i>Front office</i>	absent				
<i>Marketing and Advertising department</i>	absent				
<i>Business centre</i>	absent				
<i>Sales and booking service</i>	absent				

Date of preparation: 17.09.2018

Chairman of the Commission for conducting the special assessment of working conditions

Manager /Signed/ E.S. Fedorova September 21, 2018

(position) /Signature) Full name (date)

Member of the Commission for conducting a special assessment of working conditions:

Labor safety specialist /Signed/ O.V. Kudryavtseva September 21, 2018

(position) (signature) Fullname (date)

HR Specialist /Signed/ Yalkovskaya E.V. September 21, 2018

(position) (signature) (Full name) (date)

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(No. in the register) (signature) (FULL NAME.) (date)