

## Terms of Use



<https://hrprakse.hr/en/>

### Introduction

The Best Regional HR Practices is a project conducted on the web address: <https://hrprakse.hr/>, owned by Alma Career Croatia d.o.o. (hereinafter: Alma Career), ID 14273924910, from Zagreb, Strojarska cesta 20, represented by the CEO Igor Žonja.

The aim of the Best HR Practices project is to collect best practices in human resources in the Republic of Croatia and beyond (including Slovenia, North Macedonia, Bosnia and Herzegovina and Serbia) and to reward the best ones in recognition of the dedicated and systematic work of companies and organizations, teams and individuals who are excellent in human resources management. These are projects that companies (hereinafter: Participant) have implemented in their operations, thus increasing the quality of work of their employees and business results.

### Best HR Practices Award

All companies can participate in the Award selection process by submitting their practice via the form on the user interface of the website: <https://hrprakse.hr/> by the specified deadline.

The award has been awarded by the Alma Career portal since 2010 as part of the HR Days conference, in whose choice the audience also participates. In doing so, the votes of the audience are added to the assessments of an impartial expert jury and 3rd, 2nd and 1st Best Regional HR Practice is chosen in 2 categories:

1. Large companies (251 or more employees)
2. Small and medium-sized companies (up to 250 employees)

## **Evaluating practices**

The practices are evaluated by an expert jury that is predetermined: 1 representative of the portal and 3 external representatives (prominent members of the HR community). According to the votes of the jury, the top 10 (5 within the category of small and medium-sized companies and 5 within the category of large companies) companies present their practices at the HR Days conference and their votes are joined by the voices of the audience.

Projects are evaluated according to predefined criteria:

1. The context of the development of the project - timeliness; the project is based on the objectives of the organizational strategy and/or human resources management strategy; proactivity versus reactivity, originality, innovation and creativity; the project has been developed and implemented at the local level
2. The process of development of the project - the reasons for starting the project; structured approach to process development; involvement of employees and management in the design of the process; achievable and transparent project activities and defined budget, resources and deadlines; applicability of the project; cost-effectiveness
3. The visible impact of the project - the realization of defined goals; regular monitoring of the execution of targets according to defined performance measures and specified targets; transparent communication of realized objectives to employees; sustainability of project activities; comprehensiveness (number of employees involved)
4. Impact on the organization - additional value to the organization and contribution to business success; additional value for employees; fostering diversity and non-discrimination in the workplace; strengthening the importance of human resources function in the organization

## **Privacy**

The Participant participates in the competition voluntarily. The participating company will provide Alma Career, in order to enable the selection of best practices and the award of the prize, certain information concerning the Participant, which is not public, i.e. is confidential and/or of a private nature.

In order to facilitate the execution of the competition, Alma Career will also provide certain materials and information concerning Alma Career, which is not public, i.e. is confidential and/or of a private nature.

The term 'Confidential Information' means information, oral and/or written (stored on any medium), which at the time of providing was defined as such by the information provider and intended solely for the purpose of conducting the competition. The obligation to keep

Confidential information referred to in this Article does not apply in cases where the requirements for their provision arise from the applicable regulations of the Republic of Croatia or come from authorized bodies.

Alma Career reserves the right to use Confidential Information for the purpose of analyzing practices and evaluating it by an expert jury. The award will be awarded to 3 Participants within each category (large and small and medium-sized companies) after the ratings by the expert jury and the audience.

In view of the Confidential Information provided to it, Alma Career undertakes to restrict access to Confidential Information only to persons whose official assignments imply the assessment of this information for the above purpose, whether the persons are employees of Alma Career or that they are external associates to whom Alma Career can, where appropriate, entrust part of the work.

The adjective 'regional' in the selection for Best Regional HR Practices begins to be used from 2022 when companies from Slovenia, North Macedonia, Serbia and Bosnia and Herzegovina also get the opportunity to apply.

### **Obligations of the Participant**

The Participant undertakes to:

1. fill in the complete application form of the practice on the website: <https://hrprakse.hr/> within the set deadline
2. keep the obtained application form and Confidential Information within the company (will not provide Confidential Information to other legal entities)
3. submit a practice that has been carried out or has been carried out for the past 2 years
4. submit a presentation at least 10 days before the HR Days conference and present the practice at HR Days conference, if it has entered the Top 5 Best HR Practices within the category of large companies or within the category of small and medium-sized companies.
5. settle the bill for the application of practice/practices within the legal deadline

Additionally: The participant has the right to submit more than one practice.

### **Obligations of Alma Career**

Alma Career undertakes to:

1. submit to the jury all practices submitted by the Participant
2. inform Participants about the winners of the competition
3. at the request of the Participant to submit practice assessments to the Participant
4. inform the Participant about the method of presentation and enable the same to the Top 5 Best HR Practices within the category of large companies or within the category of small and medium-sized companies at the HR Days conference
5. provide the representative of the Participant company with one registration fee for the HR Days conference. The registration fee does not include accommodation.
6. publish Top 3 practices by categories on the official Best HR Practices page and provide access to their presentations
7. when registering the practice, Alma Career will invoice the Participant for the submitted practice. The price is stated on the official website of the project: <https://hrprakse.hr/>
8. keep Confidential Information

### **Irregularity**

In the event of incomplete application, Alma Career will notify the Participant of the same in writing, and the application will not be taken into account during the process of determining the best placed Participants.

All disputes arising out of and in relation to these conditions, as well as the resulting legal effects, will finally be settled at the Commercial Court in Zagreb.

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HR30236000011102440138 at Zagrebačka banka d.d. - Share capital HRK 2.670,00 € registered  
in full - CEO Igor Žonja