



# Engineering Design Center

Engineering Design Center (EDC) is an engineering alliance between General Electric Company and Institute of Aviation in Warsaw

Aviation



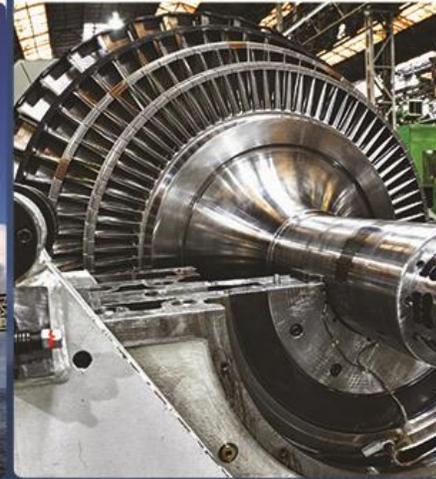
Aviation Systems



Oil&Gas



Power&Water



## We count on people

CSR Report for 2013



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## Introduction

At Engineering Design Center (EDC) in Warsaw, which consists of the employees of the Polish Institute of Aviation and a US corporation, General Electric, the philosophy of corporate social responsibility is made manifest in many areas of our operations. In the early days of EDC, a group of engineers set an objective of creating an organization which would not turn its back on the Polish tradition of scientific thinking but which would draw on it and combine it with innovative solutions found in state-of-the-art technologies. Time has shown that these plans have been put into practice, and the mission undertaken at that time is still valid today. Engineering Design Center has over 1,600 employees, mainly young, well-educated people with a passion and willingness to cross intellectual barriers. An unusual, creative approach to engineering affects not only their day-to-day work but also global technological development. Thanks to them EDC can grow and take over more and more responsibility for projects commissioned by General Electric. Therefore, one of the center's key issues is to invest in each and every employee and continue attracting engineers who could become part of our organization. That is why looking after the people employed in our center and providing them with a place of work where they can take on interesting challenges and develop their passions are EDC's key tasks which have been continued for over 13 years.

At the same time, while building a community based on a sound scientific and technical basis, we ensure that we remain in touch with the environment and local communities. We participate in many events dedicated to science and popular science, promote technical fields of study, and support student organizations, thereby encouraging young people to take on work in the area of modern technologies.

Due to the specific nature of our organization, which puts the engineer and his/her technical thinking in the center, this second corporate social responsibility report goes back to the previous year's assumptions and describes further progress in implementing a corporate policy oriented towards employees, their development and providing them with the best possible working conditions. It also shows their deep involvement in numerous initiatives for the good of society and broadly understood science.



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## About Engineering Design Center (EDC)

In April 2000, an agreement between General Electric and the Institute of Aviation gave rise to cooperation which resulted in the establishment of Engineering Design Center with its registered office in Warsaw. The employees of both companies work together on engineering projects, making up teams and sections which form part of the Warsaw center. The on-going hiring of new employees, due to the need to expand existing teams and set up completely new project groups that are necessary for dealing with new issues coming in from all over the world, contribute to the organization's fast development. In 2013, we hired 237 engineers and 16 employees for the support departments. This is the only center of its kind in Poland and the only GE outlet consisting of industries as varied aviation, power, gas and oil.



**GE Aviation** is one of the four divisions of General Electric, based at Engineering Design Center (EDC) in Poland, which manufactures jet engines for civil and military aviation throughout the world. At present, GE Aviation produces 37 types of engines that power 91 types of aircraft. In addition, it produces engines used for propulsion of ships and engines used in power plants. Through GE Engine Service, it renders services in the field of repair and maintenance of aircraft engines. At EDC, the Polish engineers working for this division design and improve parts for units of aircraft engines and participate in design, analysis and servicing.



**GE Aviation Systems** is a global provider of power supply systems, aviation electronics, servo-motors and landing gear, propeller systems, power transmission systems for the manufacturers and operators of military and civil aircraft, and unmanned aircraft. GE Aviation Systems began operating at Engineering Design Center in 2005 and currently has 180 engineers specializing mainly in mechanics. This area is growing rapidly and is taking over more and more responsibility in its field. In 2013, a new aviation electronics division was set up within this business, which develops software for steering aircraft functions; whereas the plans for 2014 provide for building a team focused on designing and constructing state-of-the-art propellers, and on supporting production.



**GE Power&Water** is one of the world's largest suppliers of technologies and equipment used to produce electricity. The products offered by General Electric in this area include gas and gas-steam turbine units, cogeneration solutions for urban and industrial heating applications, coal gasification systems, and technologies for power generation from renewable and nuclear sources of energy. In 2013, at EDC the GE Power&Water division was divided into two sections – Distributed

Power and Power Generation Engineering. The former deals with turbines with a capacity of up to 100 MW and the latter – from 50 to 500 MW. Both organizations undertake comprehensive activities, i.e. they deal with products from the time they are conceived – from the preparation of product specifications, through designing, production support, construction, to testing and maintenance.



**GE Oil&Gas** is considered the global leader in high-tech production and servicing technologies in all segments of the broadly understood oil and gas industry. It has many branches in many countries all over the world, with its headquarters in London. It offers integrated solutions for natural gas transportation and extraction, processing of all hydrocarbons, and Asset Management services in this field. At

EDC, the GE Oil&Gas division has approximately 500 engineers involved in the design, analysis and servicing of machines such as compressors, turboexpanders and gas turbines.

Thanks to well-equipped laboratories (related to materials, control and steering equipment, high pressure testing, repairs, and bearings) the employees of all four businesses can carry out the necessary activities associated with the implementation of global projects on the premises.

## About General Electric (GE)

General Electric—with a long tradition dating back to the 19th century—was established by Thomas Edison. It is the only organization from that time which has continued to exist and now operates in over 100 countries. It employs approximately 300,000 people worldwide. It carries out diverse activities in the markets for technologies and financial services. Its rich offer includes products such as aircraft



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engines, equipment for power generation as well as water treatment technologies and equipment, security devices, medical imaging equipment, lighting systems, household appliances, and financial services for individual customers and businesses. This broad range of operations makes GE a company which can solve some of the most difficult global problems. What helps the Company to continue playing the role of world leader in many industries is its creative approach to business and its open mindedness which are summed up in the slogan “Imagination at Work”.

## About the Institute of Aviation

The Institute of Aviation (formerly the Institute of Aviation Technical Research) was established as a scientific and research institution in 1926. From its early days, the Institute focused its activities on aircraft testing and certification. Before the Second World War, all Polish military airplanes were tested and certified by the Institute to receive documents enabling them to be used. In 1945, the Technical Institute of Aviation was established which has its registered office in the Warsaw district of Okęcie to this day. In 1948, the Institute was renamed as the General Institute of Aviation, while in 1952 it was given the name of Institute of Aviation, used until today. It perceives its mission as the provision of top quality research services in the global scientific research market. Its strategic objectives are as follows:

- to achieve the position of one of the best research institutes in Europe in technical terms;
- to be competitive in the global market.

It participates in various European and global projects. It has continued and expanded research trends relating to all aspects of the aviation sector. In 2013, the Institute was authorized to award the academic PhD degree in technical sciences in the field of construction and operation of machines. The first registration and conferment procedures for doctoral degrees were initiated at the end of this year. The Institute also received an honourable mention from the Minister of National Defence for an unmanned helicopter – a robot for special duties ILX-27. This award goes to all its creators – the consortium of the Institute of Aviation in Warsaw, the Air Force Institute of Technology in Warsaw, and the Military Aviation Works No. 1 J.S.C. in Łódź. The International Defence Industry Exhibition (MSPO) was held under the Honorary Patronage of the President of the Republic of Poland, Mr. Bronisław Komorowski. At the same time, the Institute of Aviation does not ignore educational activities but joins actively in promoting science. This time, it paid a visit to the Kielce University of Technology and gave demonstrations on the possibilities of using hovercrafts in rescue operations; transport and research

work in Sandomierz on the River Vistula. It also attended the Science and Technology Festival in Mielec, where it presented the research offer of the Materials & Structures Research Center. And by organizing what is now the 5th edition of the Night at the Institute of Aviation it showed that spreading knowledge and drumming up interest in sciences has also become one of the points in its mission.

## CSR at General Electric – statement by Magdalena Nizik – Chairman of the Management Board of General Electric Company Polska Sp. z o.o.



*Ladies and Gentlemen,*

*Precise and well-defined corporate social responsibility measures have been taken at Engineering Design Center for but 2 to 3 years, although I think that social, independent initiatives integrating our employees have been present almost since our center's inception. EDC's development is linked intrinsically to promoting a certain type of*

*person, with a specific attitude, curious about the world, open to change and new opportunities.*

*A person not afraid to put ideas into practice and pursue the most impossible dreams. Thanks to such creativity, work that is filled with passion and courage in making decisions, which are sometimes difficult and risky, I am not in the least bit surprised to see our employees taking part in many sports, social and ecological campaigns. I believe that CSR makes sense only when it unites people and makes us change a part of our world for the better.*

*2013 has shown that such activities are not only individual charity campaigns or simply spending time together but a certain life style in the community in which we function for many hours each day. That is why, with such active employees and constantly growing teams, together with our support departments we ensure that EDC does not lose its image as a company which is stepping dynamically into the future and fears no change. One such facility is the implementation of corporate television whose main task is to provide information as well as offer the possibility of sharing observations, interests and any successes we enjoy in our professional lives. I believe that corporate social responsibility is also a certain interaction made manifest, amongst others, in dialogue. Only through dialogue can we change what is imperfect and work on the quality of our relationships.*



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*We hereby present you with the second Corporate Social Responsibility Report which summarizes all the events that occurred last year and which shows the changes and trends in the development of our center.*

**Magdalena Nizik**

Chairman of the Management Board  
General Electric Company Polska Sp. z o.o.

## **CSR at the Institute of Aviation – statement by Witold Wiśniowski – Director of the Institute of Aviation**



Ladies and Gentlemen,

The Institute of Aviation has been involved in corporate social responsibility activities for 88 years. It not only focuses on scientific and economic achievements but is also aware of the intrinsic nature of pro-social measures for the good of the external environment and its employees. It supports the development of student academic associations, conducts training courses and offers traineeships for Polish and overseas students. It runs a programme for the transfer of knowledge between generations and project cooperation between young scientists and senior, experienced scientific and research employees. It organizes meetings with science for children and young people from communities threatened by social exclusion, and it supports non-governmental institutions and social organizations. It cooperates closely on social initiatives for the district, city and country. For six years it has been running a Poland-wide programme for promoting engineering and sciences titled “The Age of the Engineer” which is intended for all students of lower and upper secondary schools in Poland.

The Institute organizes team-building meetings for its present and former employees and their families, supporting the employees’ commitment and the pride they take in their work. It undertakes health-promoting measures and supports the activities of its employees outside work. It organizes seminars and meetings which are important to aviation and scientific environments. It initiates discussions about the place of science and research in today’s world.



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Thanks to these numerous initiatives, programmes and events held not only by the Institute but also Engineering Design Center, our joint efforts extend well beyond the local communities. They raise and educate new generations of young people in the spirit of science. I believe it to be one of the most honourable missions which have been and will be undertaken by scientific and research units such as the Institute of Aviation.

**Witold Wiśniowski**

PhD Eng., Associate Professor

Director of the Institute of Aviation



# Implementation of corporate social responsibility projects at EDC in 2013

## Compliance Culture

Since the Institute of Aviation cooperates with the international General Electric corporation, both Polish law and US law are in force at Engineering Design Center. The GE Code of Conduct titled “The Spirit & The Letter”, which is recognized by both companies, contains all the key regulations and rules of conduct. At present, each and every employee of our center can download it from a generally accessible GE website dedicated to Compliance-related issues. In 2013, the said portal was simplified and upgraded so that we can find the information we need faster and more easily.

### Compliance issues in EDC

|  |                                |  |  |
|--|--------------------------------|--|--|
| cooperation with customers and suppliers | prohibited material benefits   | supplier relationships                                   | restrictions on international trade  |
| anti-money laundering                    | personal data protection       | cooperation with the authorities                         | cooperation with public administrations                                      |
| compliance with competition regulations  | equal employment opportunities | environmental protection, occupational health and safety | security and crisis management   |
| intellectual property                    | financial control              | control of interests                                     | provision of confidential information affecting stock quotations and trading |



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## **Compliance Leader w EDC**

We are aware that building a Compliance culture is an on-going process which is influenced not only by professionals in this field and clear regulations but all Engineering Design Center employees. It is for them to decide the organization they would like to form and what values set it apart from all the others. Therefore, we decided to expand our employees' knowledge of the principles and standards of business ethics. The very first step we took in this direction was to hire a Compliance Leader with knowledge of legal matters which met our center's needs. Apart from holding consultations about projects and other corporate activities the Compliance Leader's main task is mentoring. This person also provides knowledge and support in defining areas which could lead to conduct that is a violation of our firm's corporate policies.

## **Compliance for everyone, i.e. the "open door" policy**

At Engineering Design Center, we follow an "open door" policy, i.e. communication is based on direct relationships between employees and support departments. Consequently, everyone can contact a specialist in a given department in a simple manner and ask any questions they have. Both the Compliance Leader and (amongst others) IT specialists visit and are visited by all employees to solve mutual problems. Many initiatives are organized to introduce the subject of business ethics to anyone who needs such knowledge. One of these was to hold individual meetings with the Compliance Leader in the Aviation business, dedicated to accounting for project hours, which also developed into an opportunity for opening dialogue about other issues in this area. In addition to a business ethics specialist, an Ombudsperson has also been appointed for two years. Employees can report any irregularities in respect of Compliance to this person. Anyone providing such information is guaranteed complete anonymity, and can feel safe in trying to exercise their rights.

## **Compliance in the EDC media**

Direct communication is supported with various indirect measures to ensure our employees always have a choice and are able to use the information channel they find the most convenient. Almost every edition of our newsletter contains a short article about the current issues and difficulties our employees have to cope with every day. These texts are frequently related to current events taking place at the center and form the basis for news releases addressed to all employees. Ethical issues are often linked to administrative ones, to those associated with security or the Human Resources Department. In 2013, 15 articles titled "Compliance Corner" were published in the EDC newsletter.



Compliance Corner vol. 6  
To close out the week, we have a poem for you....

*Avoid the Risk when you take a Disk,  
Just follow this Tip... Always Encrypt*

Ewelina Wojciechowska-Myszko  
Compliance Leader

Krzysztof Połomski  
Site Operations Manager

Compliance Corner vol. 11  
Share your example and Set the example

GE Information includes proprietary information about business plans/operations, and confidential information about employees, suppliers, and customers. Such information is one of the Company's most valuable assets and, therefore, must be appropriately handled and protected. GE relies on its employees to commit to the proper care of Company information in order to not only safeguard the privacy of our employees and business partners, but also to maintain our competitive advantage in the market.

Here at EDC, we are proud of the measures our employees take to uphold their commitment and we would like to spread the word! Send your Compliance Leader a short explanation of what you do every day on the job to ensure that GE Information is appropriately cared for. Locking your computer? Using secure passwords? Printer Clean-up? Shredding? We want to hear about it! By sharing your example, you can help set the example!

With your approval, your specific example will be shared on the company television screens. Please do not hesitate to contact us with any questions.

Ewelina Wojciechowska-Myszko  
Compliance Leader

Krzysztof Połomski  
Site Operations Manager

Similar tactics were used on corporate television on which, amongst others, a film about Compliance—“Because we’re GE”—was shown. It was made by our employees, who also appeared in it. It was one of the vehicles for promoting an upgraded GE Integrity website. Another example was an autumn campaign about road safety, conducted in cooperation with the Security Department, aimed at reminding employees of the need to drive safely and cautiously.

**EHS Communication**

**Motor Vehicle Safety**

Close to 1.2 million people die each year on the world's roads. Traffic accidents are the leading cause of death among people aged 3 to 33.



**Top causes of traffic accidents**

1. Distracted drivers
2. Driver fatigue
3. Alcohol
4. Speeding
5. Aggressive driving
6. Weather

**EHS Communication**

**Motor Vehicle Safety Reminders**

- Pull over to handle distractions
- Never drive while impaired by alcohol, medication, or fatigue.
- Slow down and obey posted speed limits
- Increase following distance at night and under adverse conditions.



*Talking and constantly initiating discussions about Compliance issues are measures that should be of key importance to any organization. Just one incorrect assessment of a situation or a single instance of improper behaviour—whether conscious or not—is enough to tarnish a firm’s image which has been built for years. It is therefore vital that each and every employee should be aware of his/her role and responsibility to the employer.*

*At Engineering Design Center, knowledge of Compliance and a sense of it are growing constantly in all businesses. I call this a “red light” which should switch on in times of crisis and make you think. Employees may not always be able to handle doubts on their own but they do see the risk and report it. I think that such behaviour proves that awareness of business ethics is strong, and helps us respond quickly to any potential irregularities.*

*In 2014, we will continue our current strategy, the most important element of which is, in my opinion, talking; i.e. an on-going exchange of our experiences and observations taken from everyday life. We would like our meetings called “Coffee breaks” to become another reason for actively participating in building the Compliance culture at our center.*

***Ewelina Wojciechowska-Myszko***  
*Compliance Leader*

## First – the Employees



*The Warsaw design center, namely Engineering Design Center, was created by a number of gifted engineers, although it would not have survived to this day had it not been for other young, competent people who decided to join in its development. It is worth remembering that it is not inventions or the latest technologies that create the contemporary professional reality but it is the people, their ideas and positive energy that can change what is still imperfect. Therefore, one of EDC's key assumptions is to put the employees and their needs first. We see to it that no member of our community feels rejected, underestimated or ignored.*

*The Institute of Aviation's cooperation with General Electric has helped us work out a joint method for appraising all our employees. The annual process in which every employee takes part helps us get an idea of the stage of development we are in, what our prospects are and what we could still improve. At the same time, with General Electric's support and as part of its activities, every two years we conduct an employee satisfaction survey regarding our center's operations. Thanks to this method employees of both GE and the Institute of Aviation can share their general opinions about EDC.*

*We are aware that only proper change management and a dynamic response to any difficulties arising consolidate and develop each organization. This is why, in response to the needs which arose in 2013, we decided to expand the career paths for our engineers and develop their skills – not just technical skills but also leadership and mentoring skills.*

*Our activities were noticed and recognized, for the fourth time now, in the Best Employer Ranking in which, according to BDI (Data Bank of Engineers), we took second place in 2013. We also became a Strategic Member of the Polish Association of Human Resources Management focused on developing and promoting top human capital management standards in enterprises and organizations operating in Poland.*

**Kinga Załucka**  
HR Manager



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## Career paths

Engineering Design Center's intensive development, new work scope, new challenges and taking over more and more responsibility on global projects made it necessary to hire another group of engineers and tailor existing career paths to the new conditions—the new reality. The two paths (technical and managerial) which EDC employees can follow were updated and expanded in each of our businesses thereby creating new development opportunities. We also set apart in more detail the individual thresholds and stages for attaining more and more responsible positions both in the technical field and managerial one.

## Training courses

Thanks to a broad range of training courses and workshops, EDC employees can take care of their own professional development and career together with their superiors or on their own. Starting from their very first days at the center, each new person receives a package of introductory training courses titled "New Hire Orientation Day" to help them get about a workplace that is still unfamiliar. During these activities they learn about the key processes, systems and rules in place at EDC. Apart from the introductory ice-breaking training courses, there are also foreign language courses to support our engineers in their contacts with foreign collaborators and superiors. At present, our employees can learn English, Polish and Italian.

## Technical training courses

With the manager's consent, the Team Leader can refer employees for various activities dedicated to technical issues so they can expand their knowledge and to enable them to develop in a given position. In addition to obligatory training courses recommended by superiors, each newly hired person is also offered a technical package titled "After-hours technical course" which they can use depending on their needs and interests. There are two types of optional technical training courses:

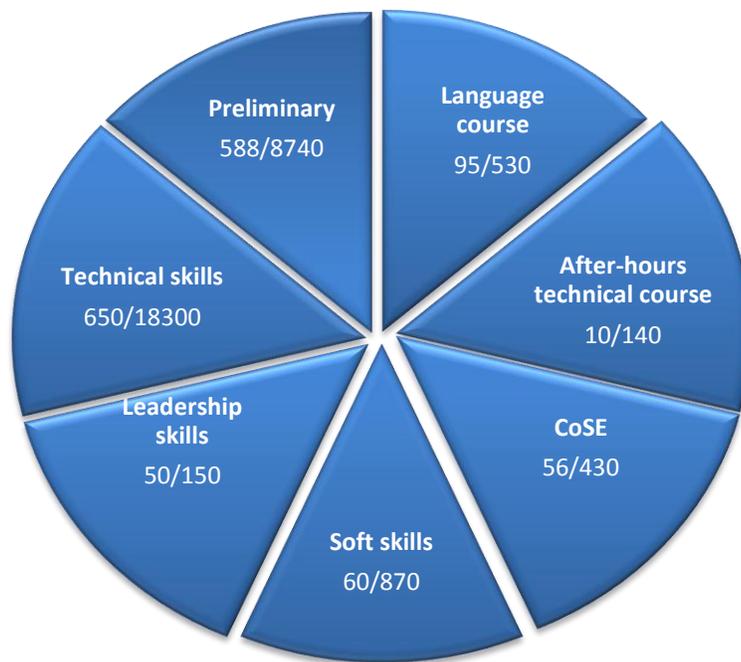
- a) stationary – conducted at EDC by our experienced specialists;
- b) global – imported directly from the United States – conducted in English using a tele-presentation method or an online communicator, "Webex".



## Training courses in “soft skills”

They are also optional training courses associated with, amongst others, the development of interpersonal, communication and presentation skills. These are often chosen by employees who decide to follow the managerial path, where they are necessary for managing teams and various projects.

In 2013, 1,510 training courses were organized at Engineering Design Center.





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## Development Programs

### Industry-specific – by business

The idea behind the development programmes at Engineering Design Center is to continue expanding knowledge to enable each and every employee to become a professional in their discipline in an effective manner. This concept is made manifest in all our businesses in a different manner. In Aviation, there are training programmes of various levels of difficulty, depending on the employees' experience. In 2013, a tool was introduced, based on developed functional models, enabling our employees to assess and plan their own technical development. At each technical competence level, training courses and behavioural patterns were specified, which may be useful to employees in planning their careers. In Power&Water, there is the so-called "exchange", i.e. individual employees are moved from one team to another to see how the others work, what they do and how they carry out specific projects; whereas in Oil&Gas there is a competence matrix where a given employee's specific skills and predispositions are analysed and then, based on such observations, the employee is assigned a specific type of development in this area.

### Mentoring

In addition, a mentoring programme was also launched, which consists of drawing knowledge from the experience of an expert in a given field. As in the master – apprentice relationship, in addition to a manager – team leader each employee is also assigned a "mentor", i.e. a person who offers the employee knowledge and experience during their day-to-day work. These supervisors are also dedicated to entire teams. In this way, each and every one of them is guaranteed the support of a professional and the possibility of learning from the best.

### Universal programmes

Apart from mentoring the three programmes which are shared by all businesses are "The Edison Engineering Development Program" (EEDP), "Talent Development Program" (TDP), and "Licence to Lead". The first of these has been functioning at EDC for many years and covers employees newly hired from outside. Its main assumption is to increase the technical skills of engineers and raise certain business issues, such as team management. Our history shows that the young people selected join in all the activities and try to make full use of them. The second programme is the "Talent Development Programme" (TDP) which is intended for experienced employees and young managers interested in their continued development in the area of "soft skills"; whereas "Licence to Lead" is a project created



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in response to a constantly increasing number of new teams at EDC along with young Team Leaders who are promoted quickly. The aim of this programme is to ensure dynamic and effective development for a group of young employees facing the difficult task of team management. As part of this project, our employees receive another package of business training courses and learn about the qualities a Team Leader working at EDC should have and what the managers expect from them.

## **Benefits**

Engineering Design Center also offers its employees a number of social benefits which ensure good health, rest and a sense of security. Each and every employee can use the medical services of Lux Med which comprise programmes, prevention and daily support in the event of any health problems. Out of concern for families and a good rest, EDC subsidizes its employees during holidays, pays bonuses, grants loans and offers inexpensive holidays in a friendly holiday center on the Baltic Sea coast. It helps its employees to keep fit by offering “Multisport” cards not only for them but also members of their family. It also provides life insurance and retirement provisions.

## **Cooperation with universities**

In addition to internal activities undertaken for the good of its employees, EDC also participates in many events intended to interest young people in our center and to encourage them to work for it. At university fairs, our engineers and HR specialists offer students paid traineeship programmes, talk about our organization, prospects and development opportunities, and why it is worth being an engineer. In 2013, our employees visited 14 universities and participated in many Poland-wide programmes and events, promoting Engineering Design Center and the engineering profession. EDC also supports students at technical universities on its own through another, 7th Edition of the Justyna Moniuszko Scholarship, named after an EDC trainee who died tragically in the Smolensk plane crash on 10 April 2010. It is intended for students at the Faculty of Power and Aeronautical Engineering of the Warsaw University of Technology. This year we received 16 submissions. We chose two winners, one winner per term. The winners will receive PLN 1,000 a month over three terms of their MA studies.



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## **New speciality – “Underwater technologies” at the Gdańsk University of Technology**

In February 2013, the first speciality in Poland, associated with underwater technologies for the oil and gas industry, was launched at the Faculty of Ocean Engineering and Ship Technology of the Gdańsk University of Technology in cooperation with General Electric. All students who decide to continue their MA studies may choose another major associated with the subject of gas and oil. The syllabus covers advanced, numerical engineering calculations used in designing underwater systems and facilities, the procedures and specific nature of the engineering profession, as well as the preparation of technical documentation which is also useful in providing other services associated with the oil and gas industry. The indisputable advantage of this speciality is the combination of this theoretical part with the practical one in which all students are guaranteed paid full-time traineeships at EDC. Our center also encourages students to write MA theses on the subject of gas and oil and is open to all young people who are curious about the world and who wish to develop in various technical disciplines.

### **“Grasz o Staż”**

For the first time EDC took part in the Poland-wide “Grasz o staż” competition which has been organized by *Gazeta Wyborcza* and PwC for the past 18 years. This initiative has benefited both the contestants and employers. Students are offered an opportunity to apply for paid traineeships with the most renowned companies, and the individual organizations acquire future, gifted job candidates who are introduced in advance to the corporate issues and topics specific to a given industry.

### **Cooperation with a student organization “BEST”**

Engineering Design Center is constantly seeking and expanding its educational and promotional activities. In addition to attending fairs and events, it also sponsors various student associations and organizations. In this way, EDC began cooperating with “BEST Gdańsk” – a local group of an international organization “Board of European Students of Technology” – which is open to students at technical universities all over Europe. In 2013, EDC not only attended the fairs organized by BEST but also became one of the sponsors for the European BEST Engineering Competition (EBEC). The six largest Polish technical universities participate in this project each year, and the competition is prepared in stages, locally at each university. The 14 best teams make it to the Grand Final which covers two categories: Team Design and Case Study.



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## Employee initiatives at EDC

### Women's world - GE Women's Network

One of the major assumptions associated with the Compliance culture at Engineering Design Center is to provide a place of work for each and every person who has knowledge, abilities and skills in the discipline of their choice irrespective of their sex, political views, religious beliefs, and sexual orientation. GE Women's Network is an initiative created in response to the above issues. It shows that diversity—made manifest, e.g. by the presence of women in business, women engineers—is a positive and even desirable phenomenon. The multitude of viewpoints, non-standard approach to problems, and breaking conventions are a power which can overcome all difficulties.

### Training courses, workshops and lectures

Both General Electric and Engineering Design Center would like to create an organization in which many women will work, pursuing their passions and developing their talents. That is why the Women's Network operates in Poland and wherever GE outlets exist. In Poland this initiative has already been helping all employees for several years to come together to share their experience and learn from one other. In 2013, over 30 events created by GE Women's Network members were held.

### Training courses and discussion panels on business

- The Leader in you – a discussion panel with Magdalena Nizik (EDC Managing Director) who talked about how to be a good leader. This meeting is so popular that it has been organized twice to enable all those interested to attend it.
- Labour law for women – during this training course our employees had the opportunity to learn about changes in the Polish labour law regarding maternity and parental leave, mobbing and discrimination.
- Walk in my shoes – the idea behind this initiative was to organize meetings for our employees with the manager of their choice so that during one whole day they had the opportunity of seeing what the job is about and what it means to be a manager.



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## Technical training courses and lectures

- Introduction to aeromechanics;
- Introduction to non-destructive testing – dimensional methodology;
- Introduction to reliability risk;
- Women for Women (W4W) – a special series of training courses designed to enable women to meet, share their professional experience and observations in the field of engineering.

## Sports workshops

Out of concern for the health and physical condition of women working at EDC, the members of GE Women’s Network along with HealthAhead organized a series of sports activities intended especially for the ladies.

- Belly dancing – one of our employees, who is a belly dancing coach, conducted several such classes;
- Zumba – once a week Zumba classes were held for all interested at EDC;
- Movement, Balance and Coordination training;
- Swimming.

## GE Women’s Network – at fieldwork

Being aware of how important it is to expand their skills and gain knowledge, in addition to investing in themselves, member of the GE Women’s Network have also focused on the people around them. They helped EDC volunteers to repair an animal shelter in Korabiewice and organize the Sudoku and Puzzle Championships, participated in the events of a student organization “BEST”, and also visited Tczew where they promoted the engineering profession among women at technical schools and encouraged them to choose this particular career path.

## Women’s Day at EDC

It is still Women’s Day at EDC, when we hosted approximately 40 women engineers, that is best remembered in our center. Together with our employees they visited the laboratories and attended lectures given by our HR specialists as well as member of GE Women’s Network. It was also an opportunity to meet the managers of our four businesses and ask questions about personal development and employment opportunities at EDC.



## GE HealthAhead

### Health is the main thing

General Electric has created HealthAhead to help its employees look after themselves and be healthy. It has been functioning at Engineering Design Center for several years and has a lot of members among employees of GE and the Institute of Aviation. Its main areas include: sport, nutrition, safety and other broadly understood health promotion measures. One of the campaigns which has already become an inherent part of this organization is a session dedicated to stopping smoking using the Allen Carr method. In 2013, it helped another group of employees to overcome addiction – out of 13 participants nine stopped smoking. As far as nutrition is concerned, apart from “fruity Wednesdays” (every Wednesday our employees are served fruit free of charge), cooking recipes promoting healthy food are very popular. They can be found in the kitchens, on TV and in the newsletter.

### Pyszna Jajecznica Bez Boczku!!!

**Składniki 1 porcja:**

- o 3 jajka średnie
- o Opakowanie kiełków
- o liście brokułów, bądź inne o delikatnym smaku
- o Łuskany słonecznik. Imogą też być łuskane pestki dyni
- o Sól
- o Pieprz
- o Otręby owsiane
- o Zarodki pszenne
- o Opcjonalnie 3 pomidory koktajlowe

**Przygotowanie:**

Na patelnię z powłoką teflonową (bez tłuszczu!) wysypać ziarna słonecznika – 3,4 łyżki i podprażyć

Umyć jajka i włożyć na patelnię z podprażonymi nasionami słonecznika. Posolić i popieprzyć odrobinią do smaku.

Kiełki dokładnie umyć i dodać na patelnię intensywnie mieszając.

Na koniec: dodać łyżkę otrębów i łyżkę zarodków pszennych

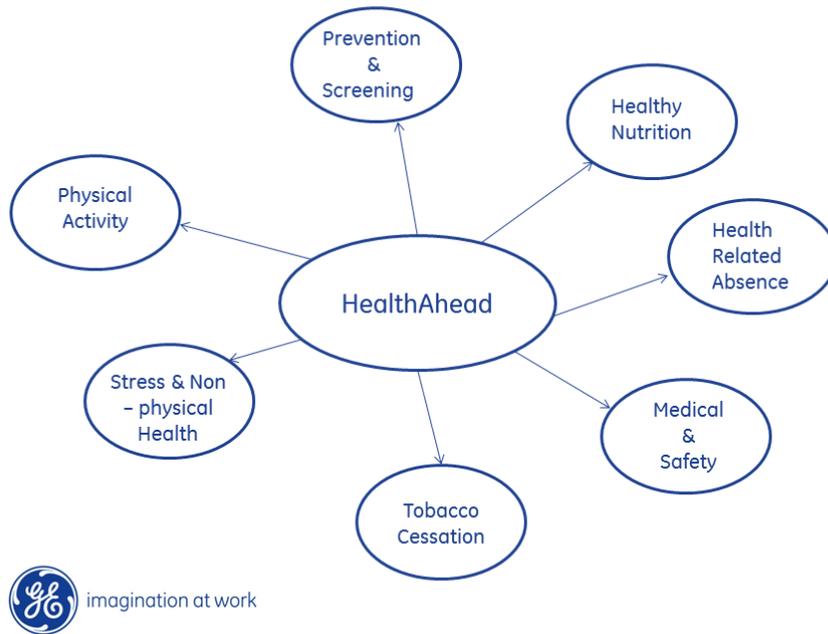
Więcej przepisów na: [cstakozwieniu.com](http://cstakozwieniu.com) | [smakoterapia.blogspot.co.uk](http://smakoterapia.blogspot.co.uk)



Check it, Try it,  
The choice belongs to you!

 imagination at work 

The organizational structure of HealthAhead has members responsible for one area of their choice:



Every year a detailed programme is drawn up of events relating to physical and mental health. HealthAhead Week is the largest of these. It is a week-long series of events encouraging all employees to learn about issues representing the various areas associated with keeping healthy and fit and with functioning in a conscious manner both at work and outside it every day. Seven meetings dedicated to specific topics were held, including, amongst others, a lecture on road safety for bikers given by a police officer, Robert Oposa, consultations with a dietician, classic relaxation massage, first aid workshops as well as the EDC Olympic Games organized in cooperation with a group of young engineers – Early Career Professionals Organization.





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The Olympic Games consisted of five competitions, namely: football, tennis, volleyball, running and the engineer hammer, with 130 employees participating.

## Sportsmen at EDC

As part of HealthAhead the physical activities of our employees undergo very dynamic development. Our Firm has supported EDC sportsmen financially in their achievements many times and helped them pursue their passions. What sets the Warsaw engineering center apart is the fact that individual employees join in promoting sports initiatives on their own. They organize sports groups themselves and invite others to try their hand in competitions such as running, climbing or team games. In 2013, the EDC Volleyball team won ten games out of eleven and came first in the final match in the play-offs of the 2nd Corporate Divisions – Let's Go in the autumn season. Our employees also received individual awards in the best libero, hitter and blocker categories.

## EDC Runners

This is one of the oldest and most popular sports groups. Every year the members take part in many marathon races in Poland and all over the world. Radek Serwiński's tremendous success in the Baikal Ice Marathon in Siberia, where he was ranked 4th with a time of 3 hours, 19 minutes and 49 seconds, was one of the greatest events at EDC in 2013. In his article published on the [bieganie.pl](http://bieganie.pl) website, he wrote: "At Christmas 2010, I read an article about the Baikal marathon. And I thought, with appreciation for the participants described in it: "To run the Baikal marathon, now that's something!". With the only marathon race to my credit at the time – the Warsaw Marathon which I completed in just under four hours – running the Baikal Ice Marathon was beyond reach logically. However, time flew by, I ran more and more, faster and faster and in 2011 I realized that taking part in the Baikal Marathon was within my reach. (...) Then came 1 March, the day of my flight. A flight to Moscow, a change of planes in Moscow and a flight to Irkutsk passed without any problems. The temperature in Irkutsk was -20°C and signalled the weather conditions at Lake Baikal itself. As promised, the organizer met the runners at the terminal. (A dozen or so people came from Europe on the same flight and for the same purpose as me). Next, we took a bus to Listvyanka, where our lodgings were and, with the rising sun, we saw Baikal, frozen over, for the first time. (...)"

Radek's intense emotions and great satisfaction were inspiration for other employees. 35 members of EDC Runners took part in the latest Warsaw Marathon, and in the International Corporate Relay Running Race Championships "EKIDEN" in Poland, Engineering Design Center was represented by eight six-



member teams. One of them came in second among the 600 groups taking part. One of our employees said: “It wasn’t just a sports event, it was also an occasion to integrate and develop our skills together. I’m glad that I managed to talk my friends in the team into run with me. It was their debut. We all had a wonderful time, and this is what sport is all about, isn’t it.”



### Other sports and entertainment groups at EDC

On a regular basis, on fixed days of the week board game and climbing enthusiasts meet to train and develop their interests together. Below we present a list of employee groups in our center.

- EDC Board Games
- EDC Climbers
- EDC Calisthenics
- EDC Volleyball
- EDC Football
- EDC Runners
- EDC Bikers
- EDC Tennis



## Voluntary work at EDC – GE Volunteers

### We help other people, i.e. charity campaigns at EDC

As in the case of sports activities, the Engineering Design Center employees very quickly tailored General Electric’s initiative on voluntary work to the Polish reality. As early as in 2012, cult campaigns were inaugurated, such as the sale of waffles by employees to employees. All the funds raised during such campaigns were donated to shelters, schools, children’s homes and foundations helping sick children. Due to the amazing response to this event and its immense popularity, it was continued in 2013 in which we can yet again boast a quite handsome sum of money given to those in need.

| <b>Donate by eating waffles 2013</b> |                  |                                   |                  |
|--------------------------------------|------------------|-----------------------------------|------------------|
| <b>Spring Action</b>                 |                  | <b>Autumn Action</b>              |                  |
| <b>“Nasza Barycz” Shelter</b>        | <b>PLN 1,480</b> | <b>“Echo” Foundation</b>          | <b>PLN 942</b>   |
| <b>“Uratujmy Życie” Foundation</b>   | <b>PLN 1,550</b> | <b>“Serce Dziecka” Foundation</b> | <b>PLN 1,720</b> |
| <b>Group of Special Schools</b>      | <b>PLN 1,920</b> | <b>Children’s Home No. 9</b>      | <b>PLN 1,895</b> |
| <b>Total</b>                         | <b>PLN 4,950</b> | <b>Total</b>                      | <b>PLN 4,557</b> |

The charity campaigns at EDC vary a lot and are frequently organized on the spur of the moment or in the context of both corporate and global events. At Christmastime, three initiatives were launched to help people in need.

### Santa Clause brings sweets

For a second time a group of volunteers collected gifts and presents prepared by our employees for the children’s home around the corner. They also organized special attractions for the children who live there: a self-defence course, making a sleigh for Santa Clause, and face painting.

### Christmas fair

At EDC, we hosted a group of children from the “Marymont” Child Support Center, who prepared a Christmas fair for us, with hand-made Christmas gifts. The funds they raised were used to finance development of the center’s activities.

## **Noble Box at EDC**

This year our volunteers also joined in the Poland-wide voluntary work campaign called “Noble Box”. They raised approximately PLN 2,000, many objects of everyday use and clothes, thus making three families happy.



## **Together we can do more**

The employee voluntary work also included trips which offered an excellent opportunity for integration. Many teams organized small outings to neglected places in need of renovation. Together they made repairs, getting to know each other and learning to work as a team.

## **Redecoration of the after-school club in Chojniak**

In June, the managers of all four businesses went together to a small village called Chojniak to redecorate the local after-school club. They painted the walls, put up boards, fitted water-resistant bars, replaced the gutters, and made a donation towards the purchase of ten computers for the children to offer them easier access to the internet.

## **Helping our four-legged friends**

Following the heavy rain in July, the flooding at the animal shelter in Korabiewice led to a situation in which repairs were necessary. The volunteers helped lead the animals out of their damaged pens, cleaned up and drained the area, and prepared a run for the dogs. The people involved in HealthAhead and GE Women’s Network also took part in this campaign, showing that physical activities can also be aimed at helping those in need.

## **Come and paint the world for them**

In November, our volunteers bought painting equipment and redecorated the building which houses the Group of Child Support Centers “Marymont” for children from families in a difficult financial situation. As a result of EDC’s voluntary work, seven rooms were redecorated in two days.



## Sciences and intellectual development at EDC

### Polish Sudoku and Puzzle Championships

In March, two groups – GE Volunteers and GE Women’s Network – sponsored the Polish Sudoku and Puzzle Championships. Together with the Foundation for the Development of Recreational Mathematics “SFINKS” and the Domaniowski Palace, where both competitions were held, the EDC employees took an active part both in the preparations, staging the event, and checking the papers. In the organizers’ opinion, the large group of our volunteers contributed to improving the quality of the entire event.

### A day in the pilot’s seat

The Engineering Design Center volunteers decided to share their passions and interests with children and young people from schools, children’s homes, and support centers. On 25 May 2013, an event called “A day in the pilot’s seat” was organized on the occasion of Children’s Day. The children visited the laboratories and wind tunnel and looked at aircraft engines. They also attended a lesson about aircraft construction and watched short films about gas and oil. At the end of the event, a shooting session was held, during which every child had the chance to pose for a photograph while sitting in the pilot’s seat.



## Merry-experimenting

The EDC volunteers along with the Young Explorers Club – an organization helping children to develop their knowledge of sciences – also organized unconventional chemistry lessons which consisted of conducting experiments together. During the lessons the children had the chance to learn, amongst others, where flower colours come from, what makes an onion an onion and what makes pansies pansies, and how to detect vitamin C. They could find all the answers on their own through various experiments conducted under the supervision of our employees and a chemistry student from the Warsaw University of Technology.



*Working as a volunteer take up a lot of time, commitment and dedication, but the experience you gain from it is invaluable. The countless smiles on people's faces and their gratitude for a helping hand can make this activity really addictive. At EDC, I took an interest in charity work through a friend at work, Adrian, who had previously joined in many of our corporate campaigns. He began organizing meetings of the Young Explorers Club and GE Volunteers in our center. And then I thought, "Why not help him?" Lessons with the kids were a real hit – with many participants, a wonderful atmosphere and a lot of good vibes; this is sometimes so hard to find in our daily cares and problems. I loved it and decided to join GE Volunteers. In 2014, I'm planning to hold a series of meetings with children from a children's home in Warsaw at ice rinks where, together with our volunteers, they will have an opportunity to learn skating. I think that EDC employees are above all enthusiasts, i.e. people who cannot live without dedication, without the things they love; this is also visible in their engineering designs which are enjoying more and more success worldwide.*

### **Marek**

*Design Engineer CDN, M&I  
Aviation*

## A Night at the Institute of Aviation



A Night at the Institute of Aviation is a periodical, family event which has been part of the events calendar of the Institute of Aviation for five years. In 2013, on one October evening, Engineering Design Center presented all four businesses in two tents in Okęcie for the very first time. Visitors had the chance to see the laboratories and watch many interesting films about aviation and the power and oil & gas sectors. They also had an opportunity to come face

to face with the component parts of turbines, take a look at 3D printouts, and find out what this technology is all about. The Oil&Gas and Power&Water Departments prepared an exhibition presenting the stages of generation of energy necessary in everyday life – starting from extracting raw materials from the bottom of the ocean, through generating current by using individual facilities, to sending it to electric sockets.

A Jubilee 5th edition of A Night at the Institute of Aviation was preceded by many marketing measures organized especially for the inhabitants of Warsaw. On 3 October 2013, two weeks before this event, a City Aviation Game called “Mapa Staśka Błyskawica” was held, with 624 people taking part. The interest shown in this event was beyond the organizers’ wildest expectations. Last year 20 200 people visited our center.





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## Summary and plans for 2014

All these events, initiatives and projects for our employees and the whole of Polish society show that Engineering Design Center is constantly developing activities associated with corporate social responsibility. The development of communication tools such as corporate television or the newsletter offers new methods and possibilities of promoting various charity campaigns, and it helps to contact the vast body of employees.

In 2014, we plan to continue down the path where people come first. We are building a Chillout Room, constantly creating new hobby groups for our employees, and will strengthen the activities of those that already exist. We will also be introducing the Diversity Charter—a written obligation signed by an organization to promote an open attitude and tolerance towards other people. It expresses the willingness of all employees and business partners to act in order to fight discrimination and other practices associated with disrespect for other people.

We would also like it to be a time for raising the awareness of our organizational culture, our values and of how to translate all our actions into quality. Building strategies, setting clear goals and continuing to support one another in everyday situations are the basis for our center's functioning.