



# ALTERNATE FULFILLMENT GUIDE

**As an acknowledged sheltered work provider, we employ people who have faced difficulties in their lives because of their health conditions. Will you join us on this journey?**

# DIRECTOR'S FOREWORD

Dear business partners,

I believe that all modern companies have already defined their social responsibility policies. Some focus on environmental sustainability, some aim at empowering women and minorities in the workplace, while others conduct fair trade business that guarantees all the suppliers are paid fairly. In Česká distribuční, we pursue an activity which aims at helping right here, in the Czech republic.

In our country, there are more than one million people with various forms of disabilities that disadvantage them in the labour market. Among these people - recognized either as persons with disabilities (OZP - "osoby se zdravotním postižením") or as physically disadvantaged persons (OZZ - "osoby zdravotně znevýhodněné") - there are many who are motivated and would like to work, but have not got any employment opportunity yet. We give them a helping hand, and so can you.

In 2020, almost one thousand persons with disabilities joined our team of addressed and unaddressed mail distributors, and we hope that their numbers will be growing. When you use the services of Česká distribuční, you support people who have probably waited for this job opportunity for a long time. Mail distribution is not always easy for people with disabilities. There are certain requirements they cannot meet - as for example an eight-hour workday, and that is why we offer part-time positions, too. Some of our new colleagues have walking difficulty, and therefore they are assigned to distribution in sectors where they can do a lot of work with no need to walk long distances. We believe that if we accommodate the abilities and capacities of a concrete individual, we get a highly motivated colleague - and that is beneficial to us as well as to our clients.

If you have your leaflets delivered by Česká distribuční, you benefit in several ways: first, you can feel good about helping mediate work for people with disabilities, who might have waited for such a chance for a long time. Second, you can expect high service quality, as these colleagues of ours work with great care and precision - even though the standards are set universally for every mail distributor, their work performance is usually excellent. Third, as we are an officially recognized employer in sheltered work, you can execute the terms of alternate fulfillment ("náhradní plnění") by using our services. That means that there is a concrete economic benefit for you, too.

Below, you will find more information about employing people with disabilities. Should you have any questions, do not hesitate to contact us any time.

I look forward to our cooperation in this beneficent project.



  
Sincerely Petr Sikora,  
director of Česká distribuční

## OPPORTUNITY FOR EVERYONE

We are aware that there are people whose lives are affected by illness or injury and they have to cope with their effects every day.

**That is why we decided to give these people a helping hand.**

We are aware that people with disabilities often have to deal with prejudices when searching for a job, even though they have skills required.

**That is why we always communicate openly and make sure there are equal opportunities for everyone.**

We are aware that there are not as many employment options for people with disabilities as they would like to have access to.

**That is why we adjust working conditions so we can offer them positions in mail distribution.**

We are aware that people with disabilities might not be able to work 8 hours a day.

**That is why our colleagues organize their work themselves, having considered their own abilities, limitations and health. In this manner, they can divide distribution work into several segments (with respect to the working schedule).**

We are aware that every one of us has his or her limitations and we take every medical condition into consideration.

**That is why we accommodate interests of colleagues with disabilities, so that they can manage all the tasks and feel good about the work done. Distribution sectors are assessed and assigned to particular persons to make sure that they feel comfortable distributing there.**

We are aware that our clients are concerned not only about making a profit, but also about socially responsible investments.

**That is why we appreciate their contribution to this project that provides work opportunities to people with reduced access to employment.**

We are aware that the useful and the pleasant can be combined.

**That is why our clients can do something good for people with disabilities and, at the same time, meet the requirements of alternate fulfillment by using our services.**

# BENEFITS TO CLIENTS

## BENEFITS OF HIRING PEOPLE WITH DISABILITIES

We decided to support people with disabilities. How does it affect you, our clients?



### GOOD FEELING

You can **feel good** about helping create job **opportunities for people with disabilities**.



### STABLE WORKPLACE FOR PEOPLE WITH DISABILITIES

Thanks to your support, we can provide our colleagues with disabilities with **stable workplace** and adjust working conditions for them.



### INDIVIDUAL SUPPORT TO PERSONS WITH DISABILITIES

When using our services, **you help provide persons with disabilities with work**, which is not always easily accessible to them.



### HIGH SERVICE QUALITY

Employees with disabilities are motivated and committed, they deliver a **high quality service**.



### ALTERNATE FULFILLMENT

By buying our services, you **can execute the terms of alternate fulfillment** of the obligation to meet quotas for hiring people with disabilities or physically disadvantaged persons.



## WHAT SERVICES CAN YOU ACQUIRE IN ALTERNATE FULFILLMENT SCHEME?

As we are an officially recognized employer in sheltered work, you can meet the obligation to hire people with disabilities by using our services in so-called alternate fulfillment scheme. You can do that by using our unaddressed distribution or addressed delivery, or combine services the way that suits you the best, e.g. with printing. Services offered:

### UNADDRESSED MAIL DISTRIBUTION



We manage unaddressed distribution of promotional or informational mail in the Czech republic as well as in other countries.

### ADDRESSED MAIL DELIVERY



We deliver direct-mail to concrete recipients in the Czech republic.

### GEOMARKETING



We use digital mapping and a wide range of marketing data to target your campaign precisely to reach all your customers.

### PRINT AND MAIL PREPARATION



We can take care of your campaign from the very first stages of printing and mail preparation (folding, inserting, labelling) to ensure the maximum comfort for you.

### WHEN YOU BUY OUR SERVICES TO PERFORM ALTERNATE FULFILLMENT, YOU GET:

- PROFESSIONAL SERVICES
- COST OPTIMIZATION
- A PART IN A BENEFICENT PROJECT

# ALTERNATE FULFILLMENT

## HOW DOES IT WORK?

Employers who employ more than 25 people are required to hire a certain number of people with disabilities. Today, this number is represented by a proportion of 4 % out of the total number of employees. Alternate fulfillment is one of the three ways to meet this obligation.

### Three ways to meet the obligation:

#### 1. Employ a given number of people with disabilities.

(4 % out of the total number of your employees)

#### 2. Pay a levy to the state budget.

(2.5 times the average monthly national wage for the first to third quarters of preceding calendar year for each person with a disability to be employed by the quota)

#### 3. Buy goods and/or services from employers in sheltered work.

(7 times the average monthly national wage for the first to third quarters of preceding calendar year for each person with a disability to be employed by the quota)

Or a combination of the methods above.

Česká distribuční is officially recognized as an employer in sheltered labour market, as more than 50 % of our employees are persons with disabilities. That means that we can offer our services to companies which would like to meet the obligation to employ people with disabilities by alternate fulfillment. In that way, our clients help create job opportunities for people disadvantaged in labour

market by purchasing our services. And we greatly appreciate their contribution.

#### Are you interested in alternate fulfillment?

Consult your sales representative about details, or contact our team that is in charge of hiring people with disabilities.

Further specific information is available online:

<https://nahradniplneni.cz/>

Or on the website of the Ministry of Labour and Social Affairs:

<https://www.mpsv.cz/plneni-povinneho-podilu-ozp>.



## ALTERNATE FULFILLMENT IN PRACTICE

If you cannot or do not seek to employ people with disabilities, you can meet the obligation by executing the terms of alternate fulfillment.

**To illustrate, there are three examples of how you can meet the established quota (a model situation for 2021 when you hire one person with a disability):**

**1.**

**I employ one person with a disability who is paid the minimum wage**

Minimum wage: 15 200 CZK

Super gross wage: 19 160 CZK

Meals and other allowances: 500 CZK

**Annual costs: 235 920 CZK**

**2.**

**I do not employ any people with disabilities and pay a levy to the state**

2.5 times the average monthly national wage for the first to third quarters of preceding calendar year,

i.e.  $2.5 \times 34\,611$  CZK

**Annual costs: 86 528 CZK**

**3.**

**I do not employ any people with disabilities, but I buy goods and services from eligible providers**

7 times the average monthly national wage for the first to third quarters of preceding calendar year, i.e.  $7 \times 34\,611$  CZK

**Annual costs: 242 277 CZK**

*Our team that is in charge of employing people with disabilities*



# ALTERNATE FULFILLMENT

## HOW CAN YOU PERFORM ALTERNATE FULFILLMENT BY USING OUR SERVICES?

If you are interested in using our services to carry out alternate fulfillment, please contact our team in charge. The following will be arranged:

1.

We will send you a form to fill in, so, based on the information you provide, we can calculate the amount you need to spend to meet the terms of alternate fulfillment.

4.

We will issue an order and create a guaranteed contract for services provided in alternate fulfillment scheme.

2.

If you have already carried out alternate fulfillment with another provider, we will discuss with you all the details that should be taken into account.

5.

You get professional services and we take care of all the administrative work. In the end, we issue an invoice with details about the services provided in alternate fulfillment scheme.

3.

We will calculate how much you save when you use our services.

**When you choose to execute the terms of alternate fulfillment in cooperation with us, you get professional and high quality services without any administrative burden.**

## OUR EXPERIENCE WITH HIRING PEOPLE WITH DISABILITIES

**Our distributors with disabilities enjoy their work, they are committed to it, and we can always count on them. With the support from our executive employees engaged in this new project, their work performance is equivalent to other employees.**

- We notice that the quality of distribution is even higher than before in sectors that were assigned to distributors with disabilities. There have not been practically any complaints about their performance.
- Taking that into consideration, the fact that we employ a significant number of people with disabilities is positive for our clients, too.

## EMPLOYEE STRUCTURE

**People with disabilities are hired in all the departments of our company - currently, they represent 70 % of our employees (updated January 1, 2021). Among them, there are:**

- **3 %** of physically disadvantaged employees
- **58 %** of employees with stage one invalidity
- **5 %** of employees with stage two invalidity
- **34 %** of employees with stage three invalidity



**Can all our clients meet the terms of alternate fulfillment by buying our services?**

We are grateful that our clients help us create work positions for people with disabilities. However, the alternate fulfillment is regulated and there are limits set by the law. Thus, it is not possible for all our clients to execute alternate fulfillment to the full extent in cooperation with our company.

**Does the fact that we employ persons with disabilities affect the quality of distribution?**

When it comes to performance requirements, the standards are the same for every mail distributor. Our experience has been overall positive: our colleagues with disabilities are responsible and committed to work. We scarcely receive any complaints about the quality of distribution in the areas assigned to them.

**Who to contact if you want to cooperate with us to perform alternate fulfillment?**

Consult your sales representative about alternate fulfillment options, or contact us by e-mail at [nahradniplneni@distribucni.cz](mailto:nahradniplneni@distribucni.cz). Our colleagues will help familiarize you with alternate fulfillment requirements and provide all the relevant information.

**What do I need to do to perform alternate fulfillment by purchasing your services?**

We will send you a form, and, based on the information you provide, we will calculate the amount you need to spend to meet the terms of alternate fulfillment.

We will request some information about the current year – you can get the data from your accounting department. Based on your answers to the following questions and on the current situation, we will offer you a specific alternate fulfillment plan adjusted to your needs.

- What is the full-time equivalent of the estimated number of your employees with an employment contract?
- What is the full-time equivalent of the estimated number of your employees with disabilities with an employment contract?
- What amount have you already reserved for performing alternate fulfillment in cooperation with current suppliers, who you plan on working with?
- What amount do you intend to spend on our services?

## EMPLOYEE EXPERIENCE

**What is the experience of people with disabilities working in our company? What are the opinions of their colleagues? We asked the people concerned.**

### **Markéta, Ostrava, office manager – support to employees with disabilities**

I am the person responsible for hiring mail distributors. I always ask the candidates about their capacity and prospects so I can offer them work that suits them. I myself am a person with a disability and I can understand the candidates and their needs quite well, as I have been confronted with the issues they have to deal with, too.

### **Petr, České Budějovice, mail distributor**

It suits me that I distribute leaflets in my home town and do not have to commute to work. Thanks to this job, I have an aim and motivation to go outside, walk and engage in a physical activity, even in winter. I am glad that I have a chance to meet my neighbours and talk to them. I enjoy looking at the gardens around when I am walking through the town – I have a garden myself and they are a good source of inspiration to me.

### **Jindra, Praha 9 – Hostavice, mail distributor**

My husband and I distribute leaflets together. We were both out of work and a pension could not cover our expenses – it is great that we have this job now. I appreciate that I can organize the work myself. In summer, I distribute early in the morning to avoid the heat. In winter chill, I prefer working around noon time, when the temperatures are a bit milder.

### **Soňa, Ostrava – Stará Bělá, mail distributor**

I am glad that I can manage and organize the work the way I like, with no stress. Thanks to this job, I got

certain securities such as paid vacation and sick leave. Because I work in the neighbourhood and do not have to commute, I have more time for myself and my family.

### **Regional manager**

There is a majority of people with disabilities among the distributors working in the region I supervise. I can rely on them as they always work with precision and manage the tasks on time. The distribution is of a high quality and the cooperation with distributors with disabilities has been very successful.

### **Lawyer**

It is regrettable that many companies which cannot hire people with disabilities automatically pay a levy to the state rather than carry out alternate fulfillment. A company that buys goods or services from officially recognized employers in sheltered work not only meets the legal obligation, but also benefits by the cooperation.

### **Petr Paulus, project coordinator**

One of the assets of employing people with disabilities is stability. On one hand, there is job stability for our distributors, who are also ensured fair working conditions that are adjusted to their needs. On the other hand, our clients get high quality services and a reliable and stable distribution network within the Czech republic.

## CONTACT INFORMATION



**Markéta Výtisková,**  
office manager – support to  
employees with disabilities



**Karin Bědroňová,** project manager



**Petr Paulus,** project coordinator



**Petr Sikora,** director of the company

### WE ARE HERE FOR YOU.

**Alternate fulfillment:** [nahradniplneni@distribucni.cz](mailto:nahradniplneni@distribucni.cz)

**Employee hiring:** [nabor-ozp@distribucni.cz](mailto:nabor-ozp@distribucni.cz)

**Other information:** [sekretariat@distribucni.cz](mailto:sekretariat@distribucni.cz)

**Phone:** +420 603 109 288

**[www.distribucni.cz](http://www.distribucni.cz)**

### Česká distribuční k.s.

Axis Office Park – budova C  
Na Rovince 879  
720 00 Ostrava – Hrabová

### Česká distribuční k.s. – Prague office

Areál P3, Hala D2 – NC8  
Do Čertous 2760/10  
193 00, Praha 9 – Horní Počernice