

Rules of the “Refer a Friend” Programme

Preamble

The purpose of this document (hereinafter referred to as the "Regulations") is to present the terms and conditions of employment of Candidates under the “Refer a Friend” Programme applicable in eConsulting Sp. z o.o. The referral program offers a one-time payment of remuneration for recommending a Candidate under the terms presented below. “Refer a Friend” Programme is designed to support the Company's recruitment team in attracting and hiring the best talents interested in working for eConsulting Sp. z o.o. We allow recommending Candidates for all vacancies/positions published by the Company.

§ 1

Definitions

1. Whenever the following terms are used in these Regulations, they shall be understood as follows:
 - 1.1. **eConsulting Sp. z o.o. or Company:** eConsulting Sp. z o. o. with headquarters in Pruszków, address: 3 Kochanowskiego St., 05-802 Pruszków, Poland, written in the commercial register maintained by Regional Court for the City of Warszawa in Warszawa, 14th Commercial Division of the National Court Register under KRS number: 000098514, NIP no.: PL534-2194-317, REGON no. 017507792, share capital in the amount of 732500,00 PLN.
 - 1.2. **Programme** – Refer a Friend Programme organized by eConsulting Sp. z o.o. and specified in detail in these Regulations, under which the persons recommending the Candidate will receive remuneration after fulfilling the conditions specified in these Regulations.
 - 1.3. **The Referrer** – a person recommending a Candidate, who is at least 18 years old, has full legal capacity, receives permission from a Candidate to participate in the recruitment process organized by eConsulting Sp. z o.o. and who during the Programme sent an email with contact details and a CV of the Candidate to the following address: jobs@econsulting.co
 - 1.4. **The Candidate** – a person referred to the Programme by a Referrer, who is a specialist that eConsulting Sp. z o.o. is looking for, who meets the formal requirements indicated in the job advertisement published by eConsulting Sp.

z o.o., who is not currently an Employee of the Company and who has not yet participated in the recruitment process conducted by the company.

- 1.5. **Employee or Co-worker** – a person employed by eConsulting Sp. z o.o. under an employment contract or any other civil law contract.

§ 2

A general provisions

1. The Regulations of the Programme provide the legal basis for its operation and at the same time define the rights and obligations of the Referrer and the Company.
2. The Programme offers remuneration for the Candidate's referral under the conditions set out below.
3. Participation in the Programme is entirely voluntary and is tantamount to acceptance of the Regulations.
4. The duration of the Programme is not defined. The Company may terminate the Programme at any time and will announce this on the website and on internal intranet among the Company's Employees. In the case of termination of the Programme, all applications made before the announcement of termination will be eligible for the Programme.

§ 3

Terms & Conditions of participation

1. Any person who is at least 18 years old on the date of making a recommendation under the rules of the Programme may participate in the Programme as a Referrer, excluding current or former Employees or Co-workers of eConsulting Sp. z o.o.
2. Any person who is at least 18 old on the date of making a under the rules of the Programme and who meets the formal requirements indicated in the job advertisement placed by the Company may participate in the Programme as a Candidate.
3. In the circumstances described below, referred Candidates will not be qualified for the Programme and therefore the Referrer will not receive remuneration for the referral where:
 - 3.1. The recommended Candidate has applied themselves to the Company within 1 year before being recommended by the Referrer.

- 3.2. The recommended Candidate has been involved in the Company's recruitment process within 1 year before their application.
- 3.3. The recommended Candidate was not aware of a previous recommendation to the Company for a specific job offer.
- 3.4. The recommended Candidate is a former or current Employee or Co-worker of the Company.
- 3.5. The recommended Candidate does not match to the job offer.

§ 4

Participation instructions

1. A referral is understood as sending a CV (Resume, curriculum vitae) of the Candidate together with their agreement to have their personal data processed by eConsulting Sp. z o.o. included under the CV, by e-mail to the following address: jobs@econsulting.co
2. The Candidate recommended by the Referrer should be initially familiar with the Company's specific job offer and should agree to the processing of personal data by eConsulting Sp. z o.o.
3. A Candidate who is already actively involved in the Company's recruitment process cannot be recommended.
4. The Company reserves the right to exclude from the Programme the Candidates whose skills are different from the required criteria for a specific job offer. In this situation, the Referrer does not participate in the Programme and will not be remunerated.
5. Only one Referrer may refer a Candidate. In the case of more than one referral, the order of application is crucial.

§5

Referral remuneration

1. The Referrer acquires the right to receive remuneration for the referral if the Candidate is successfully referred. A successful referral is understood as a situation where the employed Candidate will provide services or work for the Company longer than their probationary period (their contract will be extended for an unlimited period).
2. In the case of failure to fulfil the condition specified in §5 points 1, remuneration for the order is not applicable.
3. The remuneration for the successful referral of a Candidate is:
 - 3.1. 2000,00 (two thousand) PLN for administrative and back-office positions. Examples of positions: Accountant, Marketing Specialist, HR Specialist, Recruiter, Board Assistant, Receptionist, etc.
 - 3.2. 3000,00 (three thousand) PLN for junior positions. Examples of positions: Junior specialist (consultant, sales) etc.

- 3.3. 4000,00 (four thousand) PLN for regular/mid positions. Examples of positions: Specialist (consultant, sales) etc.
- 3.4. 5000,00 (five thousand) PLN for senior or higher positions. Examples of positions: Senior (consultant, sales), Senior specialist, Business Development Manager, Manager, director, team leader, head of sales, etc.
- 3.5. The above remuneration is before PIT taxation.
4. The payment of remuneration for the referral of the Candidate will be made in 2 instalments:
 - 4.1. the first instalment of 25% (twenty-five) of the remuneration specified in §4 points 3 will be paid by the 11th day of the month following the end of the 3rd months of the Candidate's employment or provision of services to the Company.
 - 4.2. the second instalment of 75% (seventy-five) of the remuneration specified in §4 points 3 will be paid by the 11th day of the month following the end of the 4th months of the Candidate's employment or provision of services to the Company.
5. The remuneration indicated in §5 points 3 will be paid under the form of employment in the Company. If the Referrer and the Company do not have any form of cooperation, the remuneration will be paid based on an Agreement indicated by the Company.
6. The remuneration indicated in §5 pt. 3. will be paid in full at least half of the Candidate's full-time work / service provision is provided (unless otherwise specified in the respective job advertisement).

§6

Final provisions

1. The Regulations enter into force on the date of their publication and are valid unlimitedly until the date of the announcement of the termination of the Programme.
2. The Company reserves the right to terminate and to modify the Regulations of the Programme at any time and for any reason.
3. Any disputes resulting from these Regulations or having relation to it will be resolved by a court of law valid for headquarters of the Company. In case of discrepancy between English and Polish version of the agreement Polish version should prevail.

