



eConsulting

Validation. CSOD. DevOps & IT Services.

PROGRAMME RULES

Refer a Friend

Dear Employees and Associates,

To support the growth of our team and attract top talent, we have created the "Refer a Friend" employee referral program. This document outlines the terms and conditions of participation in the program, including specific requirements for candidate referrals and eligibility criteria. We want to reward your commitment to recommending candidates who could enrich our team and share our values.

We encourage you to review the following guidelines and actively participate to help us build a strong eConsulting team together.

Management board

eConsulting Sp. z o.o.



Table of contents:

§1 Introduction.....	3
§2 Definitions.....	3
§3 General provisions.....	4
§4 Terms & Conditions of participation.....	4
§5 Participation instructions.....	5
§6 Referral remuneration.....	5
§7 Final provisions.....	6

§1 Introduction

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 Ltd. 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 Ltd. We recommend Candidates for all vacancies/positions published by the Company.

§2 Definitions

1. Whenever the following terms are used in these Regulations, they shall be understood as follows:
 - 1.1. **eConsulting Ltd. or Company:** eConsulting Ltd. 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 743 750,00 PLN.
 - 1.2. **Programme** – Refer a Friend Programme organized by eConsulting Ltd. 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 Ltd. 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 Ltd. is looking for, who meets the formal requirements indicated in the job advertisement published by eConsulting Ltd., 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 Ltd. under an employment contract or any other civil law contract.

§3 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.

§4 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 Ltd.
2. Any person who is at least 18 years old on the date of making it 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 the job offer.
 - 3.6. The Referred Candidate is related by blood or marriage to the Referrer, and therefore the Referrer will not be eligible to receive a referral fee for recommending such a candidate.

§5 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 Ltd. 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 Ltd.
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.

§6 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 fulfill 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:

Type of positions	Amount
Administrative and back-office positions: Accountant, Marketing Specialist, HR Specialist, Recruiter, Board Assistant, Receptionist, etc.	2000 PLN
Junior positions: Junior specialist (consultant, sales) etc.	3000 PLN
Regular / Mid Positions: Specialist (consultant, sales) etc.	4000 PLN
Senior or higher positions: Senior (consultant, sales), Senior specialist, Business Development Manager, Manager, Director, Team Leader, Head of Sales, etc.	5000 PLN

- 3.1. The above remuneration is before PIT taxation.
4. The payment of remuneration for the referral of the Candidate will be made in 2 installments:
 - 4.1. The first installment 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 month of the Candidate's employment or provision of services to the Company.
 - 4.2. The second installment 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 month 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).

§7 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 the English and Polish version of the agreement, the Polish version should prevail.