

## Program Regulations "Employee Referral Program"

### §1 DEFINITIONS

In this case, as will be the case,

1. **Regulations** - these terms and conditions of the contract.
2. Content program - the force program is an existing recruitment process available on-site by the terms and conditions.
3. **Program participant** - persons who have the right to participate in the Program, persons who participate, have shares in the organization, employees of the Organizer or natural persons, persons of the Organizer of services based on a contract, legal operators who have the right to work based on work.
4. **Recommendation** - sending the Candidate's CV with contact details by the Participant.
5. **Employee** - a candidate whose recommendation by the program participant ended with employment in Applandeo.
6. **Trial period** - 3-month cooperation with Applandeo based on an employment contract, order, contract for the provision of services, including as part of business activity conducted by a given natural person.
7. **Candidate** - a natural person indicated and recommended by a program participant to participate in the recruitment for a technical position covered by the recommendation program, in particular by providing the name and surname of a given candidate.
8. **Bonus** - the amount paid in the amount and by these regulations.



## §2 GENERAL PROVISIONS

1. Participation in the Program is voluntary.
2. The Organizer declaring that the Program is not a game of chance, a raffle lottery, a mutual bet, a game depending on the case, or any other form inheriting in the Gambling Act of 19 November 2009 (Journal of Laws of 2009, 09, item 1540 as amended).

## §3 RULES

1. To participate in the Program, please send the Candidate's CV via the "Employee Referral Program" form available on the website <https://applandeo.traffit.com/public/form/a/Ri9RPQ==?source=ReferralProgram>
2. One program participant may recommend an unlimited number of Candidates, with the proviso that each Recommendation must refer to a different Candidate.  
If different Program Participants send the Candidate's CV, the bonus will be awarded to the person who sent the Candidate's CV first.
4. A recommendation is valid for six months from the date of its submission. After this period, in case of establishing cooperation/employment of a recommended Candidate, the recommendation bonus will not be due and will not be awarded.
5. The bonus is awarded and paid in accordance with the conditions set out in §4 of the Regulations.
6. In the referral program, the program participant may not recommend himself as a candidate.

## §4 BONUSES

The bonus will be paid to program participants based on the contract of mandate (gross amount) established with them or on the issued VAT invoice (net amount).

In the event of establishing cooperation with a Candidate, i.e., starting work or providing services, program participants have the opportunity to receive one of the following Bonuses:



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NIP 6762477117



ul. Miłkowskiego 3/402  
30-349 Kraków



+48 537 240 270  
www.applandeo.com

## JUNIOR

For establishing cooperation or starting work by a Candidate with up to 2 years of commercial technical/directional experience required for a given position.

- **PLN 2,000 for the referrer**
- **PLN 1000 for a registered person**

The bonus is payable in three installments, paid in the following amounts and dates:

PLN 500 as part of the first tranche \*

PLN 500 as part of the second tranche \*\*

PLN 1,000 as part of the third tranche \*\*\*

\* if the employed person remains in employment or continues to provide services to Applandeo immediately after the end of the trial period. The bonus for the referrer and the recommended person, paid until the 15th day of the month following the 1st whole month of the registered person's work.

\*\* if the employed person remains in employment or continues to provide services to Applandeo immediately after the end of the trial period. The bonus for the referrer and the recommended person paid until the 15th day of the month following the 3rd full month of the registered person's work.

\*\*\* if the employed person remains in employment or continues to provide services to Applandeo immediately after the end of the trial period. Referral bonus, paid by the 15th day of the month following the 12th full month of work of the recommended person.

The payment of the above remuneration will be made within the dates mentioned above to the bank account number indicated by the program participants.



## MID / SENIOR

For establishing cooperation or starting work by a Candidate with at least 2 years of commercial technical/directional experience required for a given position, the bonus is:

- **PLN 3,000 for the referrer**
- **PLN 2,000 for a registered person**

The bonus is payable in three installments, paid in the following amounts and dates:

PLN 1,000 as part of the first tranche \*

PLN 1,000 as part of the second tranche \*\*

PLN 1,000 as part of the third tranche \*\*\*

\* if the employed person remains in employment or continues to provide services to Applandeo immediately after the end of the trial period. Bonus for the referrer and the recommended person paid until the 15th day of the month following the 1st whole month of the registered person's work.

\*\* if the employed person remains in employment or continues to provide services to Applandeo immediately after the end of the trial period. Bonus for the referrer and the recommended person, paid until the 15th day of the month following the 3rd full month of the registered person's work.

\*\*\* if the employed person remains in employment or continues to provide services to Applandeo immediately after the end of the trial period. Referral bonus paid by the 15th day of the month following the 12th whole month of work of the recommended person.

The payment of the above remuneration will be made within the dates mentioned above to the bank account number indicated by the program participants.



## **§5 EXCLUSION FROM THE COMMAND PROGRAM**

The referral program excludes a candidate recommended by a program participant who has withdrawn consent to participate in recruitment conducted by or consent to processing his personal data.

Program participants are not entitled to the bonus specified in §3 of the Regulations in the above case.

## **§6 PERSONAL DATA**

The administrator of the personal data of the program participant and the candidate is Applandeo Sp. z o.o. Other information on the processing of personal data can be found in the information clause provided to the program participant and candidate, respectively.

The condition for participation by the program participant in the Referral Program is the consent to the processing of their data expressed by the candidate and the program participant.

As soon as the personal data of the recommended candidate is provided to Applandeo, the program participant will immediately remove all personal data of the candidate from their resources to the extent that the program participant obtained them to participate and submit to the referral program.

## **§7 ADDITIONAL INFORMATION**

1. The terms and conditions expressed in the Regulations may be changed or waived by Applandeo at any time without giving any reason.
2. The Program Participant may report any irregularities to the following address: [hr@applandeo.com](mailto:hr@applandeo.com). The Organizer will verify the application within 14 days from the date of receipt of the application.
3. The Organizer has the right to change the program's rules regarding its duration and the method of paying the bonus.
4. In unregulated issues or disputes, the Organizer has the right to decide and settle.



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