

TERMS AND CONDITIONS OF THE "REFER A FRIEND TO LINK2WORK" PROGRAMME

1. DEFINITIONS

Whenever the following terms are used in these Regulations, they shall be understood to mean:

- 1.1. **Organiser - Linkwork** Sp. z o.o. with its registered office in Opole, ul. Krawiecka 7/4 , 45-023 Opole, entered in the Register of Entrepreneurs of the National Court Register by the District Court in Opole, 8th Commercial Division of the National Court Register under number 0000299815, NIP: 754-292-89-37, REGON: 160175340, with share capital of PLN 50,000.00.
- 1.2. **Programme** - the programme "Refer a friend for a job at Link2work", organised by Link2work Sp. z o.o. with its registered office in Opole, as detailed in these Regulations, as part of the recruitment process for jobs offered by Link2work Sp. z o.o. with its registered office in Opole as a referral entity. The programme helps to recruit specialists for existing positions.
- 1.3. **Referrer** - a person who, during the duration of the Programme "Refer a friend for a job at Link2work", sent an e-mail message to the Organiser with the contact details or the CV of the Candidate, containing the Candidate's consent to the processing of his/her personal data for the implementation of the Programme and for the purposes of recruitment and presentation of a job offer for him/her under the Programme as well as his/her acceptance of the content of these Regulations to the Organiser's e-mail address: info@Link2work.pl or sent the Candidate's consent to the processing of his/her personal data for the implementation of the Programme and for the purposes of recruitment and presentation of a job offer for him/her under the Programme as well as his/her acceptance of the content of these Regulations.
- 1.4. **Candidate** - an individual recommended by the Referrer who meets the formal requirements indicated in the job advertisement posted by the Organiser on www. Link2work.pl, in connection with which he/she was recommended or - in the event that he/she was recommended by the Referrer without indicating a specific job advertisement - fulfils the conditions indicated in the job advertisement, for which recruitment is conducted after or on the date of the recommendation and who is not currently an employee of the Organiser or is not listed in the Organiser's databases and has not yet commenced the recruitment process conducted by the Organiser and has not participated in recruitment conducted by the Organiser within 12 months back, counting from the date of the recommendation of a given Candidate, while a person who, although appearing in the Organiser's databases, has not participated in the recruitment process carried out by the Organiser in the last 12 months is also considered a Candidate.
- 1.5. **Terms and Conditions** - these Terms and Conditions of the "Refer a friend to work at Link2work" Programme.
- 1.6. **Reward** - the commission due to the Referrer from the Organiser in the situation and on the terms and conditions indicated in the Regulations.
- 1.7. **Client** - the employer who uses the Organiser's recruitment services and acts as the employer for the jobs for which the Organiser is recruiting.
- 1.8. **Highly qualified employee**; an employee with a university or secondary education, at least 5 years' experience in his/her profession, and who has the necessary qualifications for the job.

- 1.9. **Skilled worker:** an employee who has completed a two- or three-year vocational school and has passed a vocational qualification examination and has min. 2 years' experience in a specific profession.
- 1.10. **Low-skilled worker:** a worker with a lower level of education than indicated in 1.8 and 1.9 above, without experience.

2. GENERAL PROVISIONS

- 2.1. The subject of these Terms and Conditions is to define the rules of the "Refer a friend to work at Link2work" Programme.
- 2.2. The Programme is organised by the Organiser, i.e. **Link2work Sp. z o.o.**, based in Opole.
- 2.3. The Organiser declares that the Programme is not a game of chance, a fantasy lottery, a betting game, a game whose outcome depends on chance, or any other form provided for in the Act of 19 November 2009 on gambling games (Journal of Laws of 2016, item 471).
- 2.4. The Programme runs from 01.12.2015 to 31.12.2024. Referrers who have recommended a Candidate during the Programme and Candidates who have been recommended during the Programme participate in the Programme; the provisions of the Regulations apply to these Referrers and Candidates even though the Programme has ended.
- 2.5. The Programme is open, which means that the Referrer can be any natural person, excluding employees of the Organiser, as well as their immediate family members (ascendants, descendants, siblings, spouses).
- 2.6. Participation in the Programme is voluntary and free of charge.
- 2.7. The Referrer can receive information about current vacancies on Link2work.co.uk in the "For the employee" section <https://Link2work.pl/dlapracownika>.
- 2.8. A recommender can recommend a person with a specialisation of his/her choice without specifying a particular job offer. In order to do so, the recommendation should be sent to the e-mail address info@Link2work.pl or filling in the contact form on Link2work.pl - according to the rules adopted in the Regulations.

3. TERMS AND CONDITIONS OF THE PROGRAMME

- 3.1. What is a "recommendation"? Recommendation is the entering by the Referring Person into the Programme by sending to the Organizer an e-mail with contact data or the Candidate's CV containing the Candidate's consent to the processing of his/her personal data for the execution of the Programme and for the purposes of recruitment and presentation of a job offer to him/her within the Programme as well as his/her acceptance of the content of these Regulations at the Organizer's e-mail address: info@Link2work.pl, or by completing the form available on the Organizer's website, i.e. www.link2work.pl, in the "Recommendation System" section, and sending the Candidate's consent to the processing of his/her personal data for the implementation of the Programme and for the purposes of recruitment and presentation of a job offer as part of the Programme as well as his/her acceptance of the content of these Regulations.
- 3.2. The recommendation should (and the provision of personal data is voluntary) include the Candidate's name, email address, telephone number and may include information on the Candidate's specialisation or information on a potential offer that matches the Candidate's profile, and contact details for the Candidate, such as a Skype address or a link to social media sites containing the possibility of contacting the Candidate.
- 3.3. The Referrer cannot make a referral himself or herself.

- 3.4. The Referrer does not need to confirm the Candidate's skills and knowledge.
- 3.5. If two or more Referrers propose the same Candidate to the Organiser during the duration of the Programme, the Prize shall be awarded to the Referrer who was the earliest to propose the person of the Candidate concerned, all other conditions of the Rules being fulfilled.

4. TERMS AND CONDITIONS FOR ACCEPTING RECOMMENDATIONS.

- 4.1. A recommendation meeting the conditions set out in these Regulations will be accepted and approved if:
- The recommended Candidate does not appear in the internal database of registered candidates who have applied for the job offered by the Organiser at the time of the recommendation, or
 - The recommended Candidate is already in the internal database of registered candidates who have applied for a job offered by the Organiser, but has not participated in a recruitment process conducted by the Organiser in the last 12 months. If at the time of the recommendation the Candidate is already in such a process, the recommendation cannot be accepted.
- 4.2. A recommendation shall cease to be valid at the end of three months from the date of its submission. The expiry of the validity of the recommendation shall be understood as the inability to pay the Award if the Referred Candidate is employed by the Client after the expiry of three months from the date of the recommendation of the Candidate, subject to the exceptions indicated in section 4.3 below. The validity of the recommendation may be extended if, at the time of renewal of the recommendation, made by the Referrer indicating that the recommendation has already been made previously, the Referrer confirms that the Candidate referred by him/her is still actively seeking employment.
- 4.3. If the recruitment of a Candidate started during the validity of the recommendation, but the employment of the Candidate through the Organiser's Client occurred after that time, the Organiser will pay the Award in the amount and according to the rules adopted in these Regulations regardless of the end of the validity date of that recommendation.
- 4.4. After the Organiser receives the recommendation and its acceptance and approval in accordance with Clause 4.1. of these Regulations, the Organiser contacts the Candidate informing him/her that the Referrer has joined the Programme and informing him/her of the address of its registered office and its full name, the principles of collection and processing of personal data in connection with the implementation of the Programme, as well as the source of such data, the purpose and scope of its collection, in particular the recipients or categories of recipients of the data, the right of access to the content of his/her data and their correction, as well as the rights indicated in Clause 7.11. of the Regulations (whereby the Organiser provides the Candidate with information on personal data protection even if the recommendation has not been accepted and adopted in accordance with Clause 4.1. of these Regulations). The Candidate then registers himself/herself as a job candidate, and this via www.Link2work.pl and www.elevatosoftware.com he/she sends to the Organiser his/her application, indicating that he/she has been recommended by the respective Recommender, accepts the provisions of these Terms and Conditions and consents to the processing of his/her personal data according to the following clause: "I consent to the processing - in accordance with the Personal Data Protection Act of 29 August 1997 (i.e. Journal of Laws of 2016, item 922) - of my personal data by Link2work Sp. z o. o., based in Opole, for the purposes of the "Refer a Friend to Work at Link2work" Programme, the transfer of employment proposals to me as a result of this Programme and in the process of my possible

recruitment" and makes a declaration that he/she has read the privacy policy:
<https://Link2work.pl/polityka-prywatnosci/>.

5. THE AMOUNT OF THE REWARD FOR A SUCCESSFUL REFERRAL.

- 5.1. The Referrer will be informed by the Organiser by electronic mail of the award of the Prize provided for in these Rules, within 14 days from the date of fulfilment of the prerequisites referred to in section 6 of these Rules.
- 5.2. Once the Referrer has been informed by the Organiser of the award of the Prize, as referred to in 5.1 above, the Prize shall be issued by transfer to the Referrer's bank account or by money order to the Referrer's address, in the gross amount, within the following 14 days from the date of providing the Organiser with the data necessary for the transfer and providing the Organiser with personal data for the purpose of preparing the PIT 8C tax information. The specimen statement for the Referrer is attached to the Regulations. It is also possible to collect the Prize directly at the Organiser's registered office.
- 5.3. The amount of the Award depends on the job offer for which the Candidate was hired as a result of the recommendation made, according to the table below:

Position		
	Standard offer	
Highly skilled worker	500 PLN	
Semi-skilled worker	350 PLN	
Low-skilled worker	250 PLN	

6. THE TERMS AND CONDITIONS OF PAYMENT OF THE AWARD.

- 6.1. The Award for a specific referral of a Candidate by the Referrer, subject to fulfilment of the other conditions stipulated in these Regulations, shall be granted to the Referrer after the Candidate is employed by the Client as a result of the recruitment process conducted successfully by the Organiser and the Candidate has worked for at least 30 days. Within 14 days counted from the last day of the period referred to in the preceding sentence, the Organiser shall inform the Referrer concerned of the award of the Prize, as referred to in Clause 5.1. of these Rules.
- 6.2. In the Program only one party is obliged - and it is the Organiser, and only one party is entitled - and it is the Referrer, and this according to the rules adopted in the Rules. The

source of the obligation of the Organiser is the promise to pay the Prize according to the rules adopted in the Rules, taken as a unilateral legal action.

7. PERSONAL DATA

- 7.1. The processing of the Candidate's personal data is only possible if the Organiser receives consent from the Candidate to process the Candidate's data for the needs and purposes of the recruitment process carried out by the Organiser, for the purpose of implementing the Programme, in accordance with the Personal Data Protection Act of 29 August 1997 (i.e. Journal of Laws 2016, item 922) and to the extent specified in the Regulations.
- 7.2. The processing of the Referrer's personal data is only possible if the Organiser receives consent from the Referrer for the processing of the Referrer's data for the needs and purposes of taking part in the Programme and its implementation, in accordance with the Personal Data Protection Act of 29 August 1997 (i.e. Journal of Laws 2016, item 922) and to the extent specified in the Regulations.
- 7.3. The Administrator of the personal data of Referrers and Candidates is the Organiser.
- 7.4. The personal data of Referrers and Candidates will be collected, stored and processed for the purposes of implementing the Programme, providing Candidates with an offer of employment as a result of the implementation of the Programme and in the process of their possible recruitment, payment of the Award to Referrers under the rules adopted in these Regulations, as well as for the purposes of accounting and tax reporting, in accordance with the provisions of the applicable law. The Recipient of the Candidate's personal data may be the Client in order for the Candidate to take up employment with the Client on the basis of the referral by the Organiser to work, to which the Candidate gives his/her separate consent during the conclusion of the contract for the referral to work with the Client.
- 7.5. The provision of personal data by Referrers and Candidates is voluntary.
- 7.6. Referrers and Candidates have the right to access and correct personal data concerning them and the right to request the deletion of personal data processed by the Organiser in connection with the Programme.
- 7.7. Changing or updating personal data, as well as exercising the right to request its deletion, is possible, inter alia, by emailing.
- 7.8. Both the provision of personal data and consent to their processing are voluntary, but failure to provide such data or to consent to their processing will result in the inability to participate in the Programme.
- 7.9. The processing of personal data is carried out in accordance with the Data Protection Act.
- 7.10. All complaints regarding the Programme may be submitted by Referrers and Candidates directly to the Organiser's registered office or by post to the Organiser's registered office address. The complaint should contain a description and the reason for the complaint. A response to the complaint will be provided by the Organiser within 14 days of its receipt, to the address resulting from the reported complaint - with the postmark date being decisive for meeting this deadline.
- 7.11. The Organiser informs that every person has the right to control the processing of data concerning him/her contained in the data files, including where the processing of personal data is permitted when:
 - a) is necessary for the performance of a legally defined task carried out in the public interest,

b) it is necessary for the fulfilment of the legitimate purposes pursued by the controllers or recipients of the data and the processing does not prejudice the rights and freedoms of the data subject

- The right to make a reasoned written request for the cessation of the processing of his or her data on account of his or her particular situation, and the right to object to the processing of his or her data in the cases indicated in this paragraph where the controller intends to process them for marketing purposes or to the transfer of his or her personal data to another controller.

7.12. The Referrer's activities under the Programme do not constitute job placement or vocational counselling services within the meaning of the Employment Promotion and Labour Market Institutions Act of 20 April 2004.

Annex to the Rules of Procedure

DECLARATION

For the purpose of completing the tax information

Name: **First name:**

Date of birth:

Place of residence:

Postcode postcode

Town

Street and house number

Municipality.....

District.....

Competent Tax Office

I declare that:

- I am self-employed Yes/No*
- I am a VAT payer Yes/No*
- I pay a lump sum for registered income
in connection with rental or lease Yes/No*

therefore my **tax identifier** is:

PESEL No.¹

NIP No.²

I consent to the processing - in accordance with the Personal Data Protection Act of 29 August 1997 (i.e. Journal of Laws of 2016, item 922) - of my personal data by Link2work Sp. z o. o., based in Opole, for the purpose of paying me the Prize under the rules adopted in the Regulations of the "Refer a Friend to Work at Link2work" Programme, as well as for the purposes of related accounting and tax reporting, in accordance with the provisions of the applicable law.

At the same time, I acknowledge that the Administrator of the personal data is Link2work SP z o.o. based at ul. Krawiecka 7/4 in Opole, tel.: 774414502, e-mail address: info@link2work.pl hereinafter referred to as "Link2work". The data are processed for the purpose of carrying out activities related to the recruitment process conducted by "Link2work". The provision of data is voluntary but necessary in order to participate in the recruitment process. Recipients of your personal data may be our trusted partners such as software providers, Social Security, occupational health service providers, recruitment portals, user employers, contractors, legal service providers and other entities when required by law. You have the right to access, rectify, erase or restrict processing, the right to object, the right to data portability, as well as the right to withdraw consent at any time, without affecting the lawfulness of the processing carried out on the basis of consent before its withdrawal, and the right to lodge a complaint with the President of the Data Protection Authority. The profiling method used by Link2work is carried out to the exclusion of automated methods and only concerns processing involving the use of personal data to assess certain characteristics, in particular to analyse or forecast suitability for a given job position. Personal data will be processed for no longer than 2 years from the moment of registration with Link2work or until you withdraw your consent to its processing, by notifying us by email at: info@link2work.pl.

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(signature of the person filling in)

*/ Delete as appropriate

1) Indicate if the answer - NO - is indicated for all listed conditions.

2) Indicate YES for at least one of the conditions listed above.