

## REGULATIONS OF THE COMMAND PROGRAM "RECOMMEND A FRIEND TO RITS"

The purpose of these Regulations is to establish the rules of cooperation between the RITS company and its Associates, regardless of the title of this cooperation, in order to obtain the Candidates' instructions from Associates, thanks to which it will be possible to take up employment in RITS and to establish the rules for granting Commissions to Associates for employing a Candidate.

The following terms have the following meanings:

- 1. Candidate** - a natural person who is not required to obtain a work permit in Poland, whose RITS instruction by the Referrer ended with his cooperation with RITS under an employment contract or a civil law contract, also under a B2B contract, and the cooperation concerns the provision of services IT and related to new technologies, in particular by creating or modifying computer software, software analysis, software implementation, software testing, database processing;
- 2. Recommending Person** - a natural person not required to obtain a work permit in Poland, recommending a RITS to a Candidate who is a friend of the Recommender, who is to be a Candidate, who consented to the transfer of his personal data by the Recommender to RITS, including his CV, and entrusting RITS processing of his personal data for the purposes of the recruitment process;
- 3. Referral Program** - the program applicable in RITS, the task of which is to obtain, as a result of the recruitment of Candidates by RITS, who will become RITS Associates, serving positions related to the provision of programming services, both for RITS and RITS clients;
- 4. Commission** - remuneration for the Referrer, in the case of employment of the Recommended Candidate by the Recommending Candidate and cooperation of RITS with the Candidate for a period of at least 3 full calendar months;
- 5. Regulations** - these Regulations of the "Refer a Friend to RITS" Referral Program, in force at RITS;
- 6. RITS** - Relyon IT Services Spółka z ograniczoną odpowiedzialnością spółka komandytowa with its registered office in Warsaw (address: Wołoska 9, 02-583 Warsaw), entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw in Warsaw, XIII Commercial Division of the National Court Register under the number KRS 0000538538, NIP 5213635475;

**7. Associate** - Referrer who is a natural person cooperating with RITS under an employment contract or a civil law contract, also having the status of an entrepreneur, recommending RITS Candidate.

#### I. SUBJECT OF THE COMMAND PROGRAM

1. The Referral Program aims to increase the number of valuable RITS associates by transferring the CV of the Referrer's friend who is a potential Candidate for cooperation with RITS.

2. If the Candidate is established or employed and will be an active collaborator of RITS for a period of 3 consecutive calendar months (i.e. he will actually provide work or services to RITS or RITS clients, and his absence during this period will not be more than 10 business days), the Referrer will receive a commission:

a) PLN 2,000 gross, but without the tax on goods and services, for recommending a Candidate for the position of "junior", which should be understood as a person who has:

- 0-1.5 years of experience;
- basic knowledge of the programming language and the framework dedicated to it in the company or for specific projects;
- English at a communicative level, which will allow him to view the technical documentation;
- work largely under the supervision of older teammates;

b) PLN 4,000 gross, but without VAT, for recommending a Candidate for the position of "mid", which should be understood as a person who has:

- 2-3.5 years of experience;
- works mostly independently with little supervision;
- has the ability to independently solve technical problems;
- has the ability to set tasks for himself based on the business goals of the project;
- they can work independently and in a team, and even manage a small team;
- supervises the work of younger colleagues;
- has the initiative to solve various problems and make design decisions;
- English at a communicative level, which will allow him to view the technical documentation;
- communicates with the client about the assumptions and best solutions for the project;

- is constantly developing and is up to date with technological novelties.

c) PLN 6,000 gross, but without VAT, for recommending a Candidate for the position of "senior", which should be understood as a person who has:

- 4-8 years of experience;
- works independently on very complex projects, often several at a time;
- leads large teams and supports them with their knowledge and experience;
- has the ability to effectively delegate tasks between team members in accordance with their skills and project assumptions;
- supervises the work of junior developers;
- has a broad view of the product with an emphasis on further development opportunities;
- makes decisions strategic for the project;
- English at a communicative level, which will allow him to view the technical documentation;
- is in contact with customers and discusses with them the best technological solutions to achieve business goals.

3. The amount of the Commission is determined on the basis of the experience of the recommended Candidate, the decisive factor is the type of position at which the Candidate was finally employed, i.e. for a Candidate recommended for the position of "mid" finally employed in the position of "senior", the commission due is as for the position "senior".

4. If different people apply for the same Candidate, the Commission will be awarded the Commission who recommended the Candidate first.

5. If the Candidate is already registered in the RITS candidate database, from a source other than the recommendation by the Recommender, the Commission is due unless the Candidate has participated in RITS recruitment processes in the last 6 months.

6. The Candidate's recommendation is valid for 24 months from the date of sending the CV by the Recommender and registering the CV in the RITS database of candidates. After this deadline, in the case of establishing cooperation or employing a recommended person, the commission for the recommendation will not be granted.

## II. RULES FOR PARTICIPATION IN THE COMMAND PROGRAM

1. Every natural person who is not required to obtain a work permit in Poland has the right to participate in the Referral Program and has the right to submit any number of Candidates. The above does not apply to members of the RITS board and persons employed in managerial

positions, as well as persons involved in the process of offering candidates to the client, regardless of the form of their cooperation with RITS, who cannot participate in the Referral Program.

2. By taking part in the Referral Program, you accept the Regulations.

3. To participate in the Referral Program, complete all fields of the application form and send your friend's CV via the application form at [www.rits.center/system-polecen](http://www.rits.center/system-polecen). In the form, complete the required fields and attach the Candidate's CV in order to send the recommendation, as well as mark the required consents and declarations, which is a prerequisite for his successful application of the Candidate and joining the Recommendation Program.

4. The Recommending Person is obliged to obtain prior consent of the Candidate on his recommendation as part of the Referral Program, as well as the Candidate's consent to entrust RITS with the processing of the Candidate's personal data for recruitment purposes, which is confirmed in the application form and is a prerequisite for his effective submission and accession to the Referral Program. . In the event that the Candidate does not know that his CV was sent by the Associate, did not consent to it or did not consent to the processing of his personal data, the Commission will not be due.

5. After submitting the Candidate's application, a message will be sent to the Candidate (in a copy to the Recommender) informing about his / her application, and the Candidate will be asked by RITS to grant the necessary consents to the processing of personal data for recruitment purposes or to confirm the consents given by the Recommender. If consent is not given within 21 days, the Candidate will not be a participant in RITS recruitment programs, and his data will be permanently deleted.

### III. PAYMENT OF COMMISSION.

1. The commission is paid once, after the recommended by the Recommending Candidate has worked the minimum period specified in point I.2.

2. The decision on meeting the conditions of the Regulations entitling the Recommender to receive a commission is taken by RITS, informing the Recommender about it immediately.

3. If the Referrer is an Associate, the Commission will be paid:

a) if the referring Associate is employed under a contract of employment - as a one-off bonus, where the amount of the Commission is the gross amount;

b) if the referring Associate is employed under a civil law contract - as a commission for the provision of brokerage services, where the amount of the Commission is a gross amount;

c) if the referring Associate is an entrepreneur, cooperating on the basis of a B2B contract - as a commission for the provision of brokerage services, where the amount

of the Commission is a gross amount, to which the value added tax will be added, if the Associate is an active taxpayer of this tax

4. The commission will be paid by the end of the month following the calendar month in which the conditions for its calculation and payment have been met. Co-workers with the status of entrepreneurs will be paid a commission based on a correctly issued and delivered invoice to RITS.
5. If the Recommending Person is not an Associate, the Commission will be paid on the basis of a contract for the provision of services (contract of mandate) prepared by RITS. The contract will be drawn up each time the conditions for receiving the Commission are met, provided that the Recommending Person who is not an Associate meets the criteria, in particular he is not required to obtain a work permit in Poland.
6. After providing information on the right to receive the Commission, the Recommending Person who is not an Associate is obliged to provide his personal data necessary to prepare the contract within 7 working days of receiving the information. If the data is not provided on the indicated date or the Recommending Person does not meet the criteria, RITS has the right not to pay the Commission.
7. Based on the data provided, RITS will prepare a contract that the Recommending Person who is not an Associate is obliged to sign. The commission will be transferred to the bank account indicated by the Recommending Person within 14 business days of signing the contract. Failure to sign and submit the agreement to RITS within 14 business days from its submission for signing means the loss of the right to the Commission.

#### IV. OTHER PROVISIONS

1. The Referral Program Organizer is exclusively RITS, which is solely responsible for the Referral Program run and its changes during its duration.
2. Amendments to the Regulations and its current wording will be available at [www.rits.center/system-polecen](http://www.rits.center/system-polecen). Amendments to the Regulations do not affect the rights previously acquired by the Recommenders, but if the change is more favorable for the Recommender than the current wording, the more favorable provisions shall apply.
3. RITS watches over the course of the Referral Program and ensures that its rules are complied with.
4. All matters related to the processing of Candidates 'personal data are included in the RITS Privacy Policy for Candidates, relating to the processing of candidates' personal data, available at: [www.rits.center/system-polecen](http://www.rits.center/system-polecen). The described Privacy Policy also applies to the processing of Referrer's data.
5. The Recommendation Program starts on September 1, 2021. and its duration is indefinite. RITS is entitled to terminate the Referral Program at any time, which does not affect the rights previously acquired by the Recommenders.

6. In matters not regulated by the Regulations or in case of doubts as to their wording, the decision of RITS is decisive. Each Program participant, including the Recommender, is entitled to ask RITS for interpretation of the provisions of the Regulations.