

LUNCH CARD'S REGULATION
Loyalty Partner Polska Sp. z o.o. Warsaw

I. Introduction

1. These Regulations for Lunch cards Lunch Pass (hereinafter referred to as the "**Regulations**") are in force at Loyalty Partner Polska Sp. z o.o. with its registered office in Warsaw (hereinafter referred to as the "**Employer**").
2. The Regulations set forth the principles for granting and using prepaid Lunch cards Lunch Pass by employees employed by the Employer (hereinafter referred to collectively as "**Employees**" and individually as "**Employee**").
3. A prepaid Lunch card Lunch Pass ("**Lunch Card**") is an employee benefit consisting in the crediting by the Employer of a fixed monthly amount to Lunch Cards granted to Employees to be used for the purchase of meals. The Lunch Cards are implemented in cooperation with Pluxee Polska Sp. z o.o., former Sodexo ("**Pluxee**").
4. The Lunch Card shall entitle the holder to purchase only meals in catering and commercial establishments.
5. The Lunch Card may not be used to purchase products and services other than those indicated in paragraph 4 above, including in particular chemical products, articles of clothing, alcohol, tobacco, fuel and unprocessed food products not suitable for immediate consumption (e.g. flour).

II. Rules for granting and use of Lunch Cards

1. Any Employee employed by the Employer under a contract of employment for an indefinite period shall be entitled to the Lunch Card, subject to the following provisions of the Regulations.
2. The Employee shall receive a personalized Lunch Card for his/her own use.
3. The Employee may manage the Lunch Card through the Pluxee service available at pluxee.pl or through the Pluxee application available in the app stores. The Employer is not responsible for the operation of the Pluxee service and the Pluxee app.
4. The Employer shall fill Lunch Card with a monthly fixed amount by the 6th of each month. The amount is announced in internal communications and posted on the Employer's internal intranet pages. The Employer has the right to decide to change the amount filled to the Lunch Cards, of which it shall inform the Employees each time.
5. The Lunch Card of the Employee who becomes eligible for the Lunch Card during the month will be filled with an amount proportional to the days worked in that month.
6. The Employee shall also be entitled to the Lunch Card during the Employee's absence from work that does not exceed 33 continuous working days.

7. The monthly amount shall not be proportionally reduced for vacations, sick leaves, other absences not exceeding 33 continuous working days.
8. In the case of absences lasting continuously for more than 33 days (e.g., maternity leave), the Lunch Card will not be filled.
9. The Employees working part-time, not less than ½ time, shall be entitled to the full amount of the Lunch Card.
10. The Employees working on a part-time basis, less than ½ time, shall be entitled to the Lunch Card in the amount calculated on a pro-rata basis.
11. In the event of loss or misplacement of the Lunch Card, the Employee shall receive a duplicate, for which he/she shall pay the cost. This cost will be deducted from the Employee's Lunch Card.
12. The Employee shall retain the Lunch Card upon termination of employment with the Employer and the accumulated funds may be used until the expiration of the Lunch Card.
13. The Employee shall be familiarized with the rules of operation of the Lunch Cards issued by Pluxee , including Pluxee's regulations.
14. Any problems with the operation of the Lunch Cards should be addressed directly to Pluxee: kontakt@pluxeegroup.com or by phone +48 22 535 14 14.

III. Final provisions

1. The Regulations shall come into force on February 7, 2024.
2. The Employee shall read and acknowledge that he/she has read and accepted the Regulations and the Rules on the use of the Lunch Card (the "**Rules**"), which is a separate document posted for reading/downloading on the Employer's intranet.
3. Subject to the provisions of the law, the Employer may amend the provisions of these Regulations, of which it shall inform the Employees in accordance with the adopted rules.

