

RULES FOR GRANTING AND PAYOUT OF RECOMMENDATION BONUS

1. This document defines the rules for granting and payout of recommendation bonus by Loyalty Partner Polska Sp. z o.o. ("Employer") to employed employees ("Employees").
2. The recommendation bonus will be granted to an Employee who recommended a candidate for an open role during recruitment process. The recommended candidate must not have been previously known to Employer's recruiter through other sources.
3. Employees from the HR department, the Extended Leadership Team and any Manager, who recommends a person to his/her own team are not eligible for the recommendation bonus.
4. The Employee is **eligible for the recommendation bonus under following combined conditions:**
 - The recommended candidate must enter the name of the employee who recommended him/her in the application form.
 - The recommended candidate must confirm the recommendation by the Employee during the recruitment interview.
 - The recommended candidate must sign an employment contract or a civil contract with Loyalty Partner Sp. z o.o., successfully complete the probation period (6 months) and continue cooperation with the Employer. (Three full months of internship shall be considered a probation period for civil contracts.)
5. **The recommendation bonus depends on both the form of cooperation form and the team that the recommended candidate will join, and is as follows:**
 - recommendation to a candidate for the Polish team: **PLN 3,000** (three thousand zlotys) net
 - recommendation to a candidate for an internship (Polish and international team): **PLN 3,000 (three thousand zlotys) net**
 - recommendation to a candidate for the international organization: **one monthly gross base salary of the employee (at the date of recommendation).**
6. The recommendation bonus shall be paid to the Employee with the monthly salary, no later than within 35 (thirty-five) days from the date the recommended person extend his/her cooperation with the Employer.
7. To the extent not regulated in this document, the provisions of the Employer's Salary Regulations shall apply.
8. This document comes into force on 26/09/2024 and the rules contained therein are valid until further notice.