

GUIDELINES OF THE MANAGEMENT BOARD LOYALTY PARTNER POLSKA SP. Z O.O. REGARDING TERMS AND CONDITIONS OF PROVIDING SERVICES UNDER A CONTRACT OF MANDATE

Persons providing services to Loyalty Partner Polska sp. z o.o. ("LPP") services under contracts of mandate ("Contractor") are entitled to take a break in the realization of the object of the mandate at a place and time related to its nature lasting for a total of no more than 2 (two) in each month of the contract, with the right to keep the salary resulting therefrom. The number of days off to which the Contractor is entitled is calculated in proportion to the number of working hours in the month and the duration of the contract of mandate.

With a mandate contract of:

- 50 h per month is entitled to 0.5 days for each month served,
- 51 h - 80 h per month is entitled to 1 day for each month served,
- 81 h - 120 h are entitled to 1.5 days for each month served,
- 121 h - 160 h are entitled to 2 days for each month served.

Days not used do not transfer to the next calendar year and are not transferred if the form of contract is changed from a mandate agreement to an employment contract.

The Contractor, in order to use the right described above, is obliged, no later than the day before the planned day of break in the realization of the contract work:

- Inform the person directly responsible for the control of the execution of the subject of the order about the date of exercising the above right.
- Complete the form for confirmation of break in the execution of the order (HR Tool)
- Enter the break in the Excel statement (Record of hours of mandate agreement)



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Marcin Pilarski
Board Member
Loyalty Partner Polska Sp. z o.o.

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