

GUIDELINES FOR THE AWARD OF A DISCRETIONARY ANNUAL BONUS

1. This document is for information purposes only and specifies the prerequisites that Loyalty Partner Polska sp. z o.o. with its registered office in Warsaw ("Employer") may take into account when deciding whether an Employee will receive an annual bonus and in what amount.
2. The decision to grant the bonus and its amount shall be made by the Employer before the end of the calendar year, taking into account in particular:
 - (1) the Employee's performance as confirmed by the annual appraisal obtained by the Employee;
 - (2) the Employee's compliance with his/her obligations under the Agreement and the Employer's Work Regulations, as well as compliance with the principles of social co-existence;
 - (3) the Employee's compliance with the corporate standards and rules of conduct applicable to him, arising in particular from the Code of Conduct;
 - (4) the financial results obtained by the Employer and the Employer's group in the year in question;
 - (5) the number of days worked by the Employee in the calendar year.
3. The determination of the amount of the bonus by the Employer shall not be affected by the period of the Employee's excused absence from work due to annual, compassionate or on-demand leave, as well as by the period of the Employee's being on sick leave for a continuous period of not more than 33 consecutive days.
4. The bonus may be granted at the request of the Employee's immediate superior. The amount of the bonus is approved by the director of the team to which the employee belongs and the Management Team, while the final decision on the fact of granting the bonus and its amount is made by the Employer represented by the Management Board.
5. In deciding whether to grant the bonus, the Employer does not take into account Employees hired after 31 August of the calendar year in question and Employees who, due to termination of employment before 01 December of the calendar year in question, did not meet annual targets or did not obtain an annual assessment.
6. The employer shall be entitled to determine the amount of the bonus in proportion to the period actually worked in the calendar year, in particular taking into account the number and duration of absences from work.
7. The bonus granted shall be paid to the Employees in a given calendar year.

On behalf of Loyalty Partner Polska Sp. z o.o.

Marcin Pilarski