

## MOTIVATION SYSTEM USING RULES FOR EMPLOYEES („P2E”)

The P2E motivation system is available online for all employees of Loyalty Partner Polska Sp. z o.o. It may also be made available to associates, upon the decision of the Management Board of the Company, which will be announced in the manner adopted by the Company, ie by e-mail to all Employees and associates, and will be placed on the internal intranet pages of the HR department.

### I. Collecting points

1. People covered by the P2E system can collect PAYBACK Points:
  - in recognition of an outstanding attitude
  - other specific circumstances (**Appendix 2**).
2. In each quarter, employees excluding Directors entitled to participate in the P2E incentive system will receive (in the P2E system) a pool of PAYBACK Points to be distributed among other Employees in recognition of their outstanding behavior, according to the PAYBACK Value (**Appendix 1**).
3. PAYBACK points can be awarded to a maximum of 5 people. The choices must be justified in the system.
4. The system will enable the awarded Employees to familiarize themselves with the justification of the awarded Points, without indicating who awarded the Points.
5. Unused Points cannot be used in the next quarter.
6. All Employees, regardless of the position level, have opportunity to receive PAYBACK Points for the circumstances indicated in **Appendix 2**. PAYBACK Points are awarded in the system in the month in which the indicated circumstance occurred.
7. The above-mentioned PAYBACK Points for specific circumstances will not be awarded if the Employee is on maternity, parental or childcare leave at the time of acquiring the right to them or takes unpaid leave longer than 90 calendar days.
8. By the decision of the Management Board of the Company, the list of circumstances awarded with PAYBACK Points as well as the number of PAYBACK Points may change, about which Employees will be notified in the manner adopted in the Company at least 15 days before the changes are introduced.

### II. PAYBACK Points use

9. Received PAYBACK Points are saved on the account in the P2E system. The employee has the option to:
  1. transfer them to your (individual) PAYBACK account or
  2. use them for any of the activities indicated in **Appendix 3**.Using points from the P2E system involves the necessity to pay tax or other public liabilities, e.g. due to social insurance (according to applicable regulations).

10. In order to use P2E points for a selected activity, the Employee reports to the HR Department by e-mail (by the 15th day of each month) information about the type of activity he wants to use P2E points for, along with information about the costs to be incurred and the date, where the activity is to take place.
11. Within 7 days, an employee of the HR department informs the Employee about the decision on the possibility of using points and the number of points that will be taken from the Employee's account if he or she becomes active.
12. The exchange of points collected in the P2E system is used according to the conversion rate: 1 point is equivalent to 1 grosz.
13. In order to use the P2E collected in the system, the Employee provides the HR department with an invoice issued to the Company confirming the previously declared activity and a cost settlement form, if they are required in a given case (see **Appendix 3**).
14. The employee submits to the HR department his approval to debit the P2E account with the previously indicated number of points and the consent to add the indicated amount to the remuneration in order to calculate and deduct the due tax and contributions. Any deductions will be made from the nearest salary paid.
15. If the Employee issues such an instruction to the Company, PAYBACK Points may be transferred automatically every month.
16. Points can be transferred to an individual PAYBACK account no later than on the 14th day of the last month of work for the Company. After this time, the Points remaining on the account in the P2E system are redeemed.

### III. Other

17. The rules for awarding PAYBACK Points in accordance with the P2E system rules do not apply to the regulations on remuneration, including bonuses.
18. In matters not covered by these rules, the "Terms of participation in the PAYBACK Program" shall apply, available at [https:// www.payback.pl/regulamin](https://www.payback.pl/regulamin)
19. These rules shall apply until the appeal, which will take place no earlier than 15 days from the announcement made in the manner accepted in the Company.
20. The Company takes care to enable the smooth operation of the P2E system, but it cannot guarantee that all operations in the P2E system will run smoothly. In the event of noticing any irregularities in entries on the account in the P2E system, the Employee should report them to the representative of the HR department immediately, no later than 7 days from noticing them.

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In the name of the Loyalty Partner Polska sp. z o.o.

**Appnedix 1**  
**PAYBACK Values**

**FOCUS**

We put Partners and consumers first, focus on key decisions and enforcement.

**COLLABORATION**

We work in open, cross-functional teams to achieve common goals.

**EXECUTION**

Everyone contributes to the achievement of business goals, and in addition, everyone needs to operate with a 'mindset' of operational efficiency - so as to continually improve the efficiency of internal processes, as this only frees up time to support partners and create new solutions for consumers.

## Appendix2

### Occasions awarded with PAYBACKPoints

| Occasions awarded                |            |
|----------------------------------|------------|
| Occasions                        | Points     |
| Employee birthday                | 10 000,00  |
| Marriage                         | 40 000,00  |
| Child birth                      | 40 000,00  |
| Each new work year in PAYBACK    | 10 000,00  |
| 5th work anniversary in PAYBACK  | 100 000,00 |
| 10th work anniversary in PAYBACK | 250 000,00 |

### **Appendix3**

#### **List of activities for which PAYBACK Points collected in the P2E system can be used**

1. Multisport card.
2. Participation in external training \*

\* requires the presentation of an invoice and cost settlement on a form available on the Toolbox