

Rules for granting and using Polish language classes at PAYBACK (LPP)

General rules

1. The rules for granting and using language classes are regulated by the PAYBACK Management Board.
2. Employees can participate in **Polish language classes**.
3. Lessons are held in form of **individual or group classes** (groups consisting of 2 to 5 people).
4. Employees who meet the following **two below mentioned conditions jointly are eligible for Polish course attendance**:
 - Employee works in LPP based on employment contract and
 - Polish is not his/her native language.
5. The employer verifies requests considering the available limit of places for a given semester / budget.
6. Classes are held online.

Cost of taking language classes

7. **The present cost of classes is available on Toolbox.**
8. **Individual classes**
Employees pay 50% of the cost of the classes, which depends on the number of lessons per month. A cost calculation will be presented to employees for approval prior to the start of the course.
9. **Group classes**
Employees pay 50 % of the cost of the classes split by number of participants. The cost calculation will be presented to employees for approval prior to the start of classes in each group.
10. The cost covered by **employee shall be paid directly to the training company on the basis of an invoice**, which will be sending directly to employee's e-mail address, **after the end of each month**. For this purpose, the Employee shall provide contact information directly to the training company.
11. The cost of classes may change. The LPP employee will be informed about the change in the cost of classes one month in advance. If the employee does not accept the changed cost, he/she may resign from attending the class effective the month of when the cost has changed.
12. The employee is obliged to make timely payment and, in the event of termination of cooperation with LPP, to send a document confirming payment of the amount due by the date of termination.

Application for participation and organization of classes

13. **The employee applies via e-mail** to the HR person coordinating the classes. The application should include preferences as to the form of classes (individual/group).
14. **The employer verifies** the available limit of places for a given semester / budget.
15. Employees applying for language classes are required to participate in a competency test to check their level of knowledge/skills in Polish. The test consists of a written and an oral part. As a result, the general level is defined.
16. **Classes are held once a week, and their length may not exceed 60 minutes.**
17. Assignment of an employee to the relevant group shall be made after obtaining the opinion of the group qualifying coordinator, based on the result of the qualifying test.
18. **Groups shall be formed twice a year**, before the beginning of each training semester. The semesters cover the following periods: September-January, February-June.
19. **During the vacations (July 1 to August 31), classes are not held.**

Cancellation of classes

20. The proper cancellation of classes means no obligation to cover the cost of the missed classes, and shall be done in accordance with the following rules:
 - a. group classes are cancelled only with the agreement of all members of the group;

- b. cancellation of classes should be reported directly to the teacher by phone or text message. With the above in mind, employees are required to obtain contact details from the teacher and provide the teacher with their current telephone number;
 - c. language classes can be canceled on working days until 3:00 pm, the day before the scheduled class. Otherwise, they are treated as held and the participants bear the cost.
21. Proper cancellation of classes entitles the participant to make up the class at another date, under the following conditions:
- a. the date shall be directly agreed with the teacher;
 - b. cancelled classes should be made up in the same month. In exceptional situations, classes may be made up in the following month after informing the authorized HR person in advance.
22. If classes are canceled by the teacher, they should also be made up in the same month.

Obligations and rights of employees participating in the classes

23. Employee agrees to:
- a. come to class on time;
 - b. actively participate in classes;
 - c. attend at classes (in case of two improper cancellations of classes or in case when attendance is less than 80% in a given semester, the employee loses the opportunity to continue classes);
 - d. verify acquired knowledge in end-of-semester tests or language audits (negative assessment of the test/audit or refusal to participate cancel the possibility of continuing classes in the next semester).
24. The employee has the opportunity to:
- a. change the group, if its level/character of classes is not satisfactory to the employee (as long as the current group is conducted at a level corresponding to the employee);
 - b. change the teacher – directly contact an authorized person from the HR department;
 - d. report to an authorized person from the HR department any comments regarding the teacher / feedback of the classes.

Rules for resignation

25. An employee has the right to resign from participation in language classes one month in advance. The employee shall notify the HR representative coordinating the language classes by e-mail.

Final arrangements

26. The "Rules for granting and using Polish language classes at PAYBACK" come into force on 10.10.2023.

Loyalty Partner Polska Sp. z o.o.


Marcin Piłarski
Członek Zarządu
Loyalty Partner Polska Sp. z o.o.

Date and signature

Employee's Name and Surname

Date and signature

LOYALTY PARTNER POLSKA sp. z o.o.
ul. Towarowa 28, 00-839 Warszawa
NIP: 527 255 88 71, REGON: 141088936
KRS 0000290350

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