

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

General rules

1. The rules for granting and using language classes are regulated by the LPP Management Board.
2. Employees can participate of **English language classes**.
3. Lessons are held in the form of **individual or group classes** (groups of 3-5 people).
4. Employees who meet the following **three below mentioned conditions together are eligible for attending English course**:
 - work at LPP for at least 6 months (if not agreed differently at the stage of hiring) and
 - English language development is included in individual development plan, as well as
 - use of English language in daily work.
5. The employer verifies requests taking into account:
 - business justification,
 - requirement of using English at work,
 - the available limit of places for a given semester / budget.
6. Classes are conducted by teachers assigned according to:
 - the needs of Employees - class participants,
 - suggestion of the representative of the training company and
 - planned dates of classes.
7. Classes are held online.

Cost of taking language classes

8. **Individual classes**
Employees pay 50% of the cost of the classes, which depends on lessons per month and the teacher (Polish teacher/native speaker). A cost calculation will be presented to Employees for approval prior to the start of course.
9. **Group classes**
Employees pay 20% of the cost of the class, which depends on the size of the group, length of the lesson, lessons per month and the teacher (Polish teacher/native speaker). The cost simulation will be presented to Employees for approval prior to the start of classes in each group.
10. The cost covered by **Employee shall pay directly to the training company on the basis of an invoice**, which is electronically, **after the end of each quarter**. 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. 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

12. **The employee applies via e-mail**, to the HR person coordinating the classes. The application should include:
 - individual development plan,
 - approval of the supervisor, to participate in English classes,
 - preferences as to the form of classes (individual/group) and the teacher (Polish teacher /Native Speaker).
13. **The employer verifies the applications taking into account**:
 - business justification,
 - requirement of using English at work,
 - the available limit of places for a given semester / budget.

14. Employees applying for language classes are required to participate in which check their current knowledge / skills in English. After completing the test, a qualifying interview is held with a representative of the language school.
15. **Individual classes are held once a week, and their length may not exceed 60 minutes. Group classes can be held once a week (90 minutes) or 1-2 times a week for 60 minutes each.** The meeting schedule of each group is determined separately by LPP Employees, an authorized person from the HR department and a representative of the company conducting the training.
16. **Classes with a Native Speaker** are available to persons who, on the basis of a qualification test, have reached a **minimum level of B2**.
17. A language group is formed when the minimum number of Employees specified in paragraph 4 above is gathered.
18. 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 and interview.
19. **Groups shall be formed twice a year**, before the beginning of each training semester. The semesters cover the following periods September-January, February-June. Those completing the probationary period may join classes during the semester, as long as the available budget allows.
20. **During the vacations (July 1 to August 31), classes are not held.**

Cancellation of classes

21. 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 by unanimous vote of all Employees who are 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 at the first class 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.
22. 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.
23. 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

24. 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 of attendance of less than 80% in a given semester, the Employee loses the opportunity to continue classes);
 - d. vitrified of 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).
25. The employee has the opportunity to:
 - a. change the group, if it level/character of classes is not fully 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

26. 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

27. The "Rules for allocation and use of language classes at LPP" come into force 06.09.2022.

Management Loyalty Partner Polska sp. z o.o.

Employee's Name and Surname

Date and signature

Date and signature