

General rules

1. The rules for granting and using the available development tools are established by the Management team of Loyalty Partner Polska sp.z o.o. (further „PAYBACK”)
2. The rules apply to external development tools such as:
 - a. language training,
 - b. departmental training,
 - c. individual specialist training,
 - d. managerial training,
 - e. conferences,
 - f. coaching,
 - g. postgraduate studies,
 - h. other forms of education.
3. Listed in point 2 development tools are financed in whole or in part by PAYBACK in order to improve the professional competences required to perform work in a given position, in accordance with the individual development plan, as well as with the current or future needs of PAYBACK.
4. The possibility to use the development tools listed in para. 2 development tools are available to Employees of the company who have worked at PAYBACK for at least 6 months and are not in the period of notice or are not included in the recovery plan.
5. The development activities plan is created on the basis of
 - a. individual employee development plans, agreed with the direct manager
 - b. present or future needs of PAYBACK,
 - c. available training budget, determined for a given calendar year,
 - d. recommendations of Department Directors / Business Unit Managers,
 - e. training needs analysis conducted regularly with employees.
5. All development tools for departments / people working in international teams require the consent and approval of costs each time by the manager responsible for the budget of a given department on the side of PAYBACK GmbH and the Controlling department.

I. Language training

The rules for granting and using the language training funding are set out in a separate document – *Rules for granting and using language classes at LPP*.

II. Department training

1. Department training is determined at the beginning of the calendar year on the basis of:
 - a. training needs sent by the Department Director / Business Unit Manager to the HR department,
 - b. compliance of the training scope with the current or future needs of PAYBACK,
 - c. available training budget, determined for the given calendar year.

III. Individual specialist training

1. PAYBACK employees have the opportunity to participate in individual specialized training for development:
 - a. substantive competences necessary for a given job or required by the nature of the tasks entrusted to the Employee or related to a new, planned role for which the Employee is being prepared, or
 - b. soft skills necessary for a given job position, which cannot be acquired in development activities undertaken within PAYBACK.
2. PAYBACK employee receives approval for specialized training on the basis of the developed individual development plan and

- a. consistency of the training area with the requirements of the position and the current or future needs of PAYBACK (business justification),
 - b. significance of the training in the reported area,
 - c. available training budget
3. Agreement to the participation of an Employee in an individual specialized training whose price is higher than PLN 2,500 (two and a half thousand zlotys) net may result in partial payment of costs by the Employee.
4. In the case of financing / co-financing of development activities that result in certification, the PAYBACK Management may obligate the Employee to work for PAYBACK for an agreed period of time, starting from the moment of certification, but no longer than for 3 years. The decision on the period of time that the Employee undertakes to work from the moment of receiving the certificate is made by the PAYBACK Management after consultation with the Employee.
5. An employee who will be given the opportunity to participate in the conference is obliged to conduct training for other employees of the department, provided that the scope of the conference corresponds to the needs of their position and to prepare a substantive summary / report in writing. Formula each time is agreed with the direct supervisor.
6. Applications for development activities, with previous approval of the Department Director, are sent by People Managers to the HR Business Partner at: hr@payback.net.
7. The application should include the need for development that we want to address, t expected results and the business justification.
8. On a quarterly basis, the HR team decides on the most optimal form of addressing the submitted development needs (group/individual training) and returns with feedback to the manager by the 10th of the month of the new quarter.

IV. Conferences

1. An employee has the opportunity to attend a conference to gain:
 - a. substantive competencies necessary for the given job position,
 - b. business contacts in order to perform business tasks.
2. The application is sent by the People Manager, with previous approval of the Department Director, to the HR Business Partner at: hr@payback.net, based on:
 - a. business justification,
 - b. compliance of the conference topics with the requirements of the stand and the current or future needs of PAYBACK,
3. An Employee's participation in a specific conference depends on the available training budget.
4. An employee who will be given the opportunity to participate in the conference is obliged to conduct training for other employees of the department, provided that the scope of the conference corresponds to the needs of their position and to prepare a substantive summary / report in writing. Formula each time is agreed with the direct supervisor.

V. Coaching

1. Coaching is one of the development tools, available mainly in managerial positions, aimed at developing managerial competences or supporting the achievement of business goals.
2. The condition for participation of the Employee in coaching is the developed individual development plan, business case and available budget.
3. Each time, prior to the commencement of coaching sessions, the Employee holds a meeting with the coach and his supervisor - in order to establish mutual needs, areas for work, and expected results.

4. An employee may hold up to 6 coaching meetings. The last one ends with a discussion of the results in the presence of the manager.

VI. Managerial training

1. The opportunity to participate in managerial training is available to Employees currently managing a team or preparing to take on the role of People Manager in the coming months.
2. The managerial training plan is determined for a given year on the basis of:
 - a. the needs reported in individual development plans,
 - b. current challenges and direction of PAYBACK development,
 - c. available training budget.

VII. Postgraduate studies

1. A PAYBACK employee may apply for postgraduate studies.
2. The decision to grant and the amount of funding is made by the PAYBACK Management Board on the basis of the following criteria:
 - a. compliance of the field of study with the position at which the Employee is employed, with the Employee's planned development path included in the individual development plan, with the current or future needs of PAYBACK,
 - b. work experience - employees employed in PAYBACK for a period of at least 2 years may apply for
 - c. the result of the Employee's annual appraisal,
 - d. availability of a training budget.
3. An employee applying for a study grant shall submit an application (in the form of an e-mail) to his direct supervisor, the Department Director and the HR Department.
4. The Employee's application for funding for studies should include:
 - a. information on the selected form of education, field of study and study plan,
 - b. information on the duration and mode of studies,
 - c. information on the expected absence from work in connection with the study,
 - d. information on the cost of studies,
 - e. justification of the compliance of the chosen field of study with the position of work, with the
 - f. individual development plan and with the present or future needs of PAYBACK.
5. The PAYBACK Management Board decides on the award and the amount of funding, meeting the criteria set out in point 2.
6. The Management Board may decide to grant the following forms of study funding: up to 80% (eighty percent) of the full cost of studies shown on the basis of an agreement with the university, invoice issued by the organizer of studies or individually agreed proofs, up to a maximum of PLN 8,000 (eight thousand zlotys) net.
7. Applications submitted by Employees will be processed quarterly, depending on the available training budget.
8. Co-financing of studies is carried out on the basis of an agreement concluded with the Employee.
9. The event of reimbursement of part of the study costs, the PAYBACK Management Board may oblige the Employee benefiting from study co-financing to perform work for PAYBACK within the agreed period, starting from the moment of graduation, but not longer than for 3 years. In case of termination of the employment contract, before the end of this period, the employee is obliged to refund the costs made by PAYBACK for the Employee's studies. The amount of the costs covered by the refund shall be proportional to the period of service remaining. The decision on the amount of time an Employee undertakes to work from the moment of graduation is made by the PAYBACK Management Board after consultation with the Employee.

Final Establishment

1. The rules for granting and using development tools shall enter into force on March 13, 2024.
2. PAYBACK Management Board is authorized to change the Rules.
3. In justified cases, the PAYBACK Management Board may decide to subsidize other development activities, also on terms other than those described in the document.