

REMOTE WORK REGULATIONS

Loyalty Partner Polska Sp. z o.o. in Warsaw

I. Introduction

1. The Remote Work Regulations (hereinafter referred to as "Regulations") are in force at Loyalty Partner Polska Sp. z o.o. with its registered seat in Warsaw (hereinafter referred to as the "Employer").
2. The Regulations define the rights and obligations of the Employer and all employees employed by the Employer (hereinafter referred to collectively as the "Employees" and individually as the "Employee") in connection with the possibility of remote work.
3. The Employer confirms the possibility of remote work. The remote work may be performed at the location indicated by the Employee and agreed with the Employer from time to time, using means of direct communication over distance (hereinafter the "remote work").
4. The maximum amount of remote work is 2 days per week for all Employee, unless otherwise agreed by the Employer.

II. The Employees covered by remote work

1. Every Employee has the right to remote work.
2. The Employee and the Employer shall enter into a settlement on the remote work. The content of the settlement shall indicate the place or places of the remote work and the dimension of remote work.
3. A change in the location of the remote work requires a re-arrangement between the Employee and the Employer. In the case of a so-called permanent change of the place of remote work (e.g., as a result of a relocation), it will be necessary to sign a new settlement with the Employer. In the case of a so-called temporary change of the place of performing remote work, such a change of the place of performing remote work is agreed via email between the Employee and the supervisor of the Employee.
4. The Employee must ensure that safe and hygienic working conditions are provided at the remote workstation at each remote work site and that the remote workstation has been organized considering ergonomic requirements.
5. The Employee, at the place of remote work, must also provide adequate data transmission to enable uninterrupted audio and video conversations using, among others, Microsoft Teams messenger, and the possibility of efficient travel to the Employer's premises from the place of remote work.
6. The Employee or the Employer shall have the right to submit a binding request for the cessation of remote work and restoration of the previous conditions of work. The Employee and the Employer shall agree on a deadline for the restoration of the previous conditions of work performance, not exceeding 30 days from the date of receipt of the request. If there is no agreement, the restoration of the previous conditions of work performance shall take place on the day following the expiration of 30 days from the date of receipt of the request.
7. Each Employee working remotely has the right to be on the premises of the workplace, to communicate with other Employees and to use the Employer's premises and equipment.

8. The Employee working remotely shall be required to appear at the workplace whenever called upon by the Employer (e.g., due to a meeting with a client, to collect documents or work tools).

III. Rules related to work tools, including covering costs, expenses, equipment needs, and installation, maintenance, inventory and service of entrusted tools

1. The Employer agrees to provide the Employee performing remote work with the work tools, including technical devices, necessary for the performance of remote work. Details of the materials and work tools that can be lent by the Employer for remote work, the Employee can find at the link: Loyalty Partner Toolbox: Work Equipment or by contacting the Employer's IT Department.
2. Work tools are property entrusted to the Employee with the obligation to return or account for. Detailed provisions on the duties related to entrusted property are regulated in the Work Regulations.
3. The Employer shall pay the costs and expenses related to the entrusted work tools, i.e., their insurance, installation, maintenance, inventory and servicing of the work tools entrusted to the Employee.
4. Installation of work tools shall be carried out by the Employee based on the instructions of the IT Department, while maintenance, inventory and service of the transferred work tools shall be carried out by the IT Department.
5. The Employer is obliged to provide the Employees with training and obtain the technical assistance necessary to perform remote work.

IV. Rules for payment of the lump sum

1. The Employer shall be obliged to cover the costs of electricity and telecommunications services (Internet) necessary for the performance of remote work by paying a lump sum, the amount of which corresponds to the expected costs incurred by the Employee in connection with the performance of remote work.
2. In determining the amount of the lump sum, the Employer shall consider the norms of electricity consumption and the cost of telecommunications services. The determinations shall be documented separately by the Employer.
3. The lump sum shall be paid to the Employee at the time of work performance.
4. Information on the amount of the lump sum paid shall be provided to the Employees separately in the internal systems available to the Employees.

V Communication in the course of remote work, including confirmation of attendance at work

1. In the course of remote work, the Employer and the Employee may communicate using means of direct remote communication, i.e., via:
 - 1.1. company mailbox;
 - 1.2. company mobile phone;
 - 1.3. Microsoft Teams application or other electronic applications which serve for communication.
2. The Employees are required to confirm their attendance at work while performing remote work. The method of confirming attendance at work while performing remote work shall be determined by the supervisor with the Employees.

VI. Control of remote working

1. The Employer may control:
 - 1.1. performing remote work;
 - 1.2. health and safety at work;
 - 1.3. adherence to information security and protection requirements, including personal data protection procedures.
2. The control may take place at the place of remote work or by means of direct communication.
3. The Employer shall conduct the control in a manner adapted to the place of remote work and its nature.
4. The control taking place at the place of performing remote work will be carried out by prior agreement with the Employee and during the Employee's working hours. The control of the Employee carried out at the place of performing remote work will be limited by the right of the Employee and others to privacy and will not impede the use of the home premises, in a manner consistent with their purpose.
5. The Employer shall draw up a protocol from the control, in which the deficiencies found shall be described.
6. The control may also take place using means of direct remote communication, i.e., via:
 - 6.1. company mailbox;
 - 6.2. company mobile phone;
 - 6.3. Microsoft Teams application.
7. If deficiencies are found, the Employer may either require the Employee to rectify the deficiencies found or revoke the permission for that Employee to perform remote work. In the case of revocation of the permission to perform remote work, the Employee shall provide work at the existing workplace within the period specified by the Employer.

VII. Health and safety while working remotely

1. The Employer shall implement in relation to the Employee during his remote work obligations in occupational health and safety, with exceptions under the law.
2. The Employer shall conduct and document an occupational risk assessment.
3. The Employee shall organize the remote workstation, considering the requirements of ergonomics.
4. Before allowing the Employee to perform remote work, the Employer:
 - 4.1 will confirm that he/she is familiar with the occupational risk assessment prepared by the Employer, as well as the information containing the principles of safe and healthy performance of remote work, and will undertake to comply with them;
 - 4.2 will confirm that safe and hygienic working conditions are provided at the remote workstation at the location indicated by the Employee and agreed with the Employer.

VIII. Final Provisions

1. The Regulations shall come into force on 10.09.2024.

2. Subject to the provisions of the law, the Employer may amend the provisions of these Regulations, of which the Employer shall inform the Employees in accordance with the adopted rules.