

WORK AWAY REGULATION

Loyalty Partner Polska Sp. z o.o. with its registered office in Warsaw

I. Introduction

1. The Work Away Regulations ("**Regulations**") are applicable at Loyalty Partner Polska Sp. z o.o. with its registered office in Warsaw ("**Employer**").
2. The Regulations set out the rights and obligations of the Employer and all employees employed by the Employer (hereinafter collectively referred to as "**Employees**" and individually as "**Employee**") in connection with the possibility of performing remote work in the so-called the Work Away mode.
3. Work Away consists of remote work at a location designated by the Employee and agreed with the Employer for a maximum of 15 working days in a given calendar year. The 15 working days may be divided into a maximum of three '5 day' periods.
4. During Work Away, the Employee is exempt from being in the Employer's office, i.e. the Employee does not have to come to the Employer's office 3 times in a given week.
5. To the extent not covered by these Regulations, the provisions of the Remote Work Regulations and the Procedure for protection of personal data during remote work shall apply accordingly.
6. During Work Away, the Employee shall perform his/her work under the terms and conditions regulated in the employment agreement, the Work Regulations and in accordance with the Employer's other procedures and policies.
7. During Work Away, the Employee shall be obliged to work during the working hours in force, in particular from Monday to Friday, starting work between 8.00 a.m. and 10.00 a.m.
8. The Employee, at the Work Away place, must also ensure that there is adequate data transmission to enable uninterrupted audio and video conversations using, among others, Microsoft Teams messenger.

II. Rules for the provision of Work Away

1. The right to Work Away shall apply to any Employee employed under an employment agreement with the Employer.
2. Work Away may take place in the European Economic Area, including Poland.
3. Within the Work Away, the Employee shall not be entitled to the rights provided for Employees on business trips or posted employees in accordance with the law.
4. The Employee who wants to work remotely in Work Away mode first submits an electronic request to the supervisor for permission. Once consent is given, the request is forwarded to the HR department.
5. The Employee's supervisor and the HR department shall have the right to refuse Work Away in justified cases.
6. The request must be submitted at least 2 weeks before the planned start of Work Away. The request shall include, in particular, the location of the Work Away and the period of the planned Work Away, as well as confirmation that the Employee has read the Work Away documentation, including these Regulations, and that the Employee is required to have European Health Insurance Card and travel insurance.
7. The approval of the request by the HR department constitutes an agreement on the Work Away remote work location(s).

III. Documentation required in connection with the provision of Work Away

1. Every Employee providing Work Away, outside Poland, is required to obtain European Health Insurance Card prior to commencing Work Away.
2. Each Employee is required to have valid travel insurance no later than the date of commencement of the Work Away.
3. Each Employee is required to obtain the appropriate residence or work permits prior to commencing Work Away, if applicable.
4. Prior to commencing Work Away, the employee will confirm that safe and hygienic working conditions are provided at the remote workstation at a location agreed with the Employer.
5. Prior to the Employee's admission to Work Away, the Employee will confirm that the Employee has read the documents prepared by the Employer: the Remote Work Regulations, these Regulations, the Procedure for protection of personal data during remote work and a notice containing the principles of safe and hygienic remote working and will undertake to comply with them.

IV. Final Provisions

1. The Regulations shall come into force on 2 September 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.

A handwritten signature in blue ink, appearing to read 'M. Pien', is located in the lower right quadrant of the page.