

## Terms and conditions of the program 'Recommend a Friend to Sii'

### I. Subject of the program

1. The program 'Recommend a Friend to Sii' involves sending to Sii Sp. z o.o. CV of a friend. If the recommended person starts cooperation or employment in Sii and works minimum 80 hours per month, the recommending person will receive one of the following bonuses:
  - 1000 PLN for cooperation with or employment of the recommended person with up to 1 year of professional experience required on a given position
  - 2000 PLN for cooperation with or employment of the recommended person with 1 to 5 years of professional experience required on a given position
  - 4000 PLN for cooperation or employment of the recommended person with more than 5 years of professional experience required on a given position
2. The amount of bonus is settled on the basis of experience of the recommended person in accordance with their level on the day of sending his/her CV to Sii.
3. In case the CV of the same person is sent by a few different persons, the bonus will be granted to the person who recommended a given candidate first.
4. In case the CV of the recommended person has already been registered in candidates' database of Sii, with a source different than recommendation, bonus will be granted when thanks to recommendation Sii receives significant information - changes in professional experience, additional technical skills, certificates, willingness to change a work.
5. In case the CV of recommended person has already been registered in Sii candidate database, with a source recommendation, bonus will be granted only when from a registration date in Sii candidate database passed 12 months (it is related to recommendation's validity period describe in point I.8) and thanks to recommendation Sii receives significant information - changes in professional experience, additional technical skills, certificates, willingness to change a work.
6. The bonus can be increased by Sii branches at their own will for specified period of time and for specified profiles of the candidates.
7. Every time, the information about increased bonus, its duration, and sought profile will be published on the Organizer's profiles on Facebook and LinkedIn.
8. To receive the increased bonus for recommendation, it is necessary to send the candidate's CV, fulfilling the criteria established by the Organizer, through 'Recommend a Friend to Sii' form (LINK) in the specified period of time, to the specified branch.
9. The recommendation bonus will be granted to every person who fulfils the criteria described in point I.3 – I.5 – Subject of the program and point IV – Rules for participation in the program.
10. The recommendation is valid for 12 months since the date of sending and registering the CV in Sii candidates' database.
11. After this time, in case of starting cooperation with or employing the recommended person, the bonus for recommendation will not be granted
12. The Organizer reserves the right to grant the bonus in the aforementioned case. If this occurs, the person recommending the given candidate will be informed directly.
13. The bonus is paid in accordance with criteria described in point V of this document.

### II. Duration of the program

1. The program is applicable since December 1st, 2020 and its duration is not limited.

2. The Organizer of the program can make a decision to change or finish the program at any time.

### **III. Participants of the program**

1. Each natural person, who recommends a friend to Sii in response to job offer publishes on recruitment portals or on Sii website and is a tax resident of Poland and does not require a permission to work in Poland, can become a member of the program.
2. Subjects having legal personality (e.g. recruitment agencies) are excluded from the program.
3. The recommending person may participate in the program regardless of participating in recruitment process to Sii Sp. z o.o. before.
4. Participation in the program means accepting undermentioned terms and conditions determining the rules of the program.

### **IV. Rules for participation in the program**

1. In order to participate in the program, it is necessary to send a CV of a friend through 'Recommend a Friend to Sii' form, placed on the website [www.sii.pl](http://www.sii.pl) (LINK). To send the recommendation, the recommending person needs to fill all required fields in the form and attach the candidate's CV.
2. The recommended person has to be informed about this fact by the recommending person.
3. In case the recommended person is not informed about the recommendation by third parties, the bonus will not be granted.
4. The recommended person will be asked by the Recruitment Department for consents necessary for processing of the personal data for recruitment purposes.
5. In case of not granting the consent within 30 days, the candidate will not be taken into consideration in recruitment process to Sii and his/her data will be removed.
6. In case the recommended person does not specify any location of work, the recommendation may be sent to any location from the list placed on 'Recommend a Friend to Sii' form along with a relevant note.
7. One participant of the program can recommend unlimited number of persons.
8. The recommendation of a friend needs to refer to currently open recruitment processes that can be found on the website [www.sii.pl](http://www.sii.pl). In other cases, the Organizer reserves the right not to accept the recommendation and not to grant the bonus.
9. Within 3 working days since receiving the CV of the recommended person, the employee of the Recruitment Department of a given Sii branch will verify the status of the recommended person in Sii candidates' database and the recommended person will be contacted in order to confirm his/her willingness to participate in recruitment process, education, and professional experience.
10. Within 5 working days, the recommending person will receive information from the employee of the Recruitment Department about qualifying the recommendation to the program and the amount of the bonus that will be granted in case of starting cooperation or employing the recommended person. The feedback will be sent regardless of the decision on qualifying to the program.
11. In case of sending CV between July 1st, 2020 and November 30th, 2020, the terms and conditions of the previous program 'Recommend a friend to Sii' are applicable; they can be found here (LINK).

12. In case of sending CV between January 1st, 2020 and June 30th, 2020, the terms and conditions of the previous program 'Recommend a friend to Sii' are applicable; they can be found here (LINK).
13. In case of sending CV between October 1st, 2018 and December 31st, 2019, the terms and conditions of the previous program 'Recommend a friend to Sii' are applicable; they can be found here (LINK).
14. In case of sending CV between May 1st, 2017 and September 30th, 2018, the terms and conditions of the program 'Recommend a friend to Sii' are no longer applicable; We have closed that program (LINK).
15. In case of sending CV before May 1st, 2017, the terms and conditions of the program 'IT Friend Recommendation' are no longer applicable. We have closed that program (LINK).

## **V. The bonus payment**

1. The bonus will be paid in two instalments:
  - First half of the bonus after first month of work of the recommended person
  - Second half of the bonus in the fifth month of work of this person, i.e. after his/her trial period, if the recommended person still works at Sii.
2. The participant of the program will be informed about the decision on paying the bonus by the Administration and Billing Department of a given Sii branch. The recommending person will be contacted by email or phone.
3. The bonus will be paid on the basis of a civil contract prepared by Sii Sp. z o.o. The contract will be prepared every time after starting cooperation or employing the person recommended by the participant of the program, who fulfils the criteria described in point I.3 – I.5 – Subject of the program and point IV – Rules for participation in the program
4. The participant of the program is required to send data necessary for preparing the civil contract to the Administration Department of a given Sii branch within 7 working days since receiving the decision on granting the bonus.
5. After signing civil contract by both parties Administration Department passes the information to Payroll Department of Sii Sp. z o.o. The resources will be transferred to an account of the program member in the last day of the month if the contract is signed till 20th day of the month or in the last day of the next month if the contract is signed after 20th day of the month.

## **VI. Organization of the program 'Recommend a Friend to Sii'**

1. The Organizer of the program is Sii Sp. z o.o. based in Al. Niepodległości 69, 02-626 Warszawa.
2. A person responsible for the program nationwide is the Recruitment Director, whereas a person accountable in every branch is the Manager of a given Recruitment Department or a person performing the Manager's duties.
3. The decision maker in case of any changes concerning the program is the Recruitment Director.
4. The Organizer is obliged to supervise the program and watch over the compliance with its rules. Record keeping of the program is also a duty of the Organizer.
5. All details concerning personal data processing are included in the Privacy Policy that can be found on the website [www.sii.pl](http://www.sii.pl) (the document can be found [HERE](#)).
6. Where justified, the Organizer has the right to change the rules of the program concerning its duration time and the means of paying the bonus.

7. In case of outstanding issues or points of disagreement, the Organizer of the program has the right to decide and solve them.

Accepted by the Organizer of the program,

Wojciech Dreja, Recruitment Director

Sii Sp. z o.o.