

“Recommend a Friend to Sii” program (“Regulations”)

Note: This policy does not apply to Sii India – Pune region. The “Recommend a Friend” program in Sii India (Pune) operates under separate rules.

1. Organizers

- **Sii Sp. z o.o.** with its seat in Warsaw at Niepodległości Av. 69, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the capital city of Warsaw, XIII Commercial Division of the National Court Register, under KRS number 0000249203, NIP: 5252352907, REGON: 1403815 (in Regulations: **"Sii Poland"**);
- **Sii Sweden AB** with its seat in Livdjursgatan 4, 121 62 Johanneshov, Sweden, entered in the register of businesses of Bolagsverket under the register number 559188 – 7954, VAT: SE559188795401 (in Regulations: **"Sii Sweden"**);
- **Sii Ukraine** with its seat in Velyka Arnauts'ka St. 72/74, Odessa, Odessa Oblast, Ukraine, 65045, registered in Ukrainian Business Register under the number EDRPOU 34599738, (in Regulations: **"Sii Ukraine"**);

whereby **Sii Poland**, **Sii Sweden** and **Sii Ukraine** jointly appear in the Regulations as **"Sii"** or **"Organizer"**

2. Subject of the Program

The purpose of the “Recommend a Friend to Sii” program is to encourage Program Participants, as mentioned in section 5 below, to send CVs of persons interested in being employed by Sii or starting cooperation with Sii (in Regulations: **“Program”**).

If the recommended person whose CV was sent by the Program Participant, in accordance with the Regulations (in Regulations: **“Candidate”**) is hired or begins cooperation with Sii (respectively, Sii Poland / Sii Sweden / Sii Ukraine) in accordance with the principles of these Regulations, the Program Participant who recommended the given Candidate will receive a bonus, which is awarded and paid in accordance with the principles established in section 7 below (in Regulations: **“Bonus”**).

3. Rules for participation in the Program

3.1. The Candidate is qualified for the Program and registered in the Sii candidate database based on the CV submitted by the Program Participant in accordance with the rules indicated in section 6 below.

3.2. For the Candidate’s CV to meet the conditions for participation in the Program, the Candidate must each time provide appropriate consent to the processing of personal data for recruitment purposes with the content indicated in the e-mail sent by the Organizer within 30 calendar days from the date of application by the Program Participant.

3.3. Lack of the Candidate's consent within the time limit referred to in section 3.2 above shall mean that the Candidate's CV does not meet the conditions for participation in the Program. In such case, any Candidate's data provided to the Organizer by the Program Participant will be immediately deleted.

3.4. If a Candidate's CV has been submitted by more than one person or the Candidate's CV was already in Sii's recruitment database, subject to sections 3.5 and 3.6 below, such CV does not qualify for participation in the Program. Program Participants who have later submitted the same Candidate's CV will be informed that the submitted Candidate's CV does not meet the conditions for participation in the Program.

3.5. If the Candidate's CV is already registered in Sii's candidate database from a source other than a recommendation under the Program, the Candidate's CV will meet the conditions for participation in the Program only if Sii has acquired new relevant information about the Candidate regarding a change in professional experience (new workplace, new position).

3.6. If the Candidate's CV is already registered in Sii's candidate database from a previous recommendation under the Program, the Candidate's CV meets the conditions of the Program when:

- a. 12 months have passed from the date of the Candidate's registration in the Sii database (the period of 12 months when registration is considered "active" is described in section 3.7 below); or
- b. due to the recommendation, Sii has received new relevant information about changes in the Candidate's professional experience (new workplace, new position).

3.7. The Candidate's CV submitted by the Program Participant shall meet the terms and conditions of the Program and shall participate in the Program for 12 months from the date of registration of the CV in Sii's candidate database, determined in accordance with the information provided by Sii to the Program Participant, subject to section 6.6 below. If Sii begins cooperation or hires the Candidate after the end of this period, the Bonus is not due to the Program Participant, except for section 7.6 below.

4. Duration of the Program

- The Program starts on 1/04/2025 and is not time-limited.
- Sii can decide to change or terminate the Program at any time.

5. Program Participants

- A natural person who meets the following requirements may be a Program Participant:
 - a. is 18 years old or above,
 - b. is a tax resident of Poland, Sweden or Ukraine,

- c. recommends a Candidate by submitting the Candidate's CV using the form in accordance with section 6.1 below (in Regulations: **“Program Participant”**).
- Program Participants may not be legal entities or other entities that are not natural persons (such as recruitment agencies, or recruitment consultants).

6. Rules for recommending Candidates

6.1. To recommend a Candidate, a Program Participant must meet the following conditions:

- a. properly fill out the “Recommend a Friend to Sii” form (Sii Poland - [LINK](#), Sii Sweden - [LINK](#), Sii Ukraine - [LINK](#)) during the Program, provide the Candidate’s name, surname, phone number, and email address as well as enclose the Candidate’s CV that meets the conditions described in sections 6.2-6.5 below; and
- b. provide their own name, surname, and email address; and
- c. declare that they have an appropriate legal basis for sharing the Candidate’s personal data, i.e., they have obtained the Candidate’s consent in this regard; the Program Participant may be asked to document the obtaining of such consent.

6.2. A Program Participant recommends an adult Candidate in the Program, indicating their data referred to in section 6.1 above with their knowledge and consent.

6.3. A Program Participant may recommend Candidates whose CVs relate to currently open recruitment processes at Sii, subject to section 6.5 below, located at the following sites:

- [Sii Poland](#),
- [Sii Sweden](#),
- [Sii Ukraine](#).

CVs of Candidates that do not meet the conditions referred to in this section 6.3 will not participate in the Program and will be removed from the candidate database in accordance with section 3.3, sentence 2 above.

6.4. A Program Participant may recommend an unlimited number of Candidates.

6.5. Recruitment processes conducted for internship positions, University Ambassadors, and schools organized by Sii are excluded from the Program.

6.6. After registration of a Candidate’s application in Sii’s candidate database, the Organizer:

- a. within 3 working days: verifies the Candidate's CV, contacts the Candidate to confirm the Candidate’s willingness to participate in the recruitment process and the information contained in the CV, as well as to obtain the consents referred to in section 3.2 above;

- b. within 5 working days from the registration of the Candidate's CV: provides the Program Participant with information via email regarding Sii's confirmation of their participation in the Program and registration of the Candidate's CV for the Program, as well as the estimated value of the Bonus, which will be awarded if the Candidate starts cooperation or is employed at Sii and meets the criteria required by the Program.

6.7. If the Candidate's CV is not registered in the Program due to the lack of meeting the conditions of the Regulations, the Organizer will inform the Program Participant of it within 5 working days from the date of the Candidate's application.

7. Conditions for Bonus payment and its amount

7.1. The Bonus, in the amount indicated in accordance with the table located in section 7.3 below, shall be paid to the Program Participant by the entity that employed the Candidate or with which the cooperation with the Candidate has been established on behalf of Sii (that is, respectively, by Sii Poland / Sii Sweden / Sii Ukraine), whereby the payment of the Bonus may be ordered at the discretion of another Sii company, provided that the Program Participant has met the obligations necessary for the payment of the Bonus referred to in section 7.2 below, in two equal parts:

- a. the first half of the Bonus within 30 days after the end of the Candidate's first entire month of work or cooperation at Sii;
- b. the second half of the Bonus within 30 days after the Candidate has completed three entire months of continuous work or cooperation with Sii;
- c. disclaimer for Sii Poland – for the Candidate with Junior-level experience, the payment will be made as a one-time installment within 30 days after the Candidate has completed three entire months of continuous work or cooperation with Sii.

7.2. The bonus will not be paid if the Candidate is in the notice period or no longer works/collaborates with Sii.

7.3. In the case where, based on separate local regulations, including tax requirements, the Program Participant will be required to meet additional conditions in terms of concluding an additional agreement with Sii Poland, Sii Sweden, or Sii Ukraine as a formal basis for making the payment, or in terms of providing, respectively, Sii Poland, Sii Sweden or Sii Ukraine with additional data necessary for making the payment (e.g., transfer data) and/or submitting separate documents (including official documents confirming the Program Participant's tax residency), receipt or statement, etc., payment of the Bonus will be subject to the Program Participant's compliance with these conditions and the Program Participant's performance of the activities indicated by the Organizer within the period stated by the Organizer. The Organizer stipulates that the contact address for the Program Participant will be the e-mail address from which the Candidate's CV was submitted.

7.4. The amount of Bonus granted shall depend on the entity employing or undertaking cooperation with the Candidate (respectively, Sii Poland / Sii Sweden / Sii Ukraine) in relation to the Candidate's experience as of the date of their employment at Sii or undertaking cooperation with Sii in accordance with the principles adopted below:

*The Bonus amounts listed in the table may be reduced by currency conversion costs and transfer service costs charged by the bank of the Program Participant for which Sii does not take responsibility, and the Participant waives any claims related to the above.

SII ENTITY UNDERTAKING COOPERATION WITH THE CANDIDATE	SPECIALIZATION/ AREA	INTERN (0 - 0,5 YEAR OF RELEVANT EXPERIENCE)	JUNIOR (0,5 - 2 YEARS OF RELEVANT EXPERIENCE)	REGULAR (2 - 5 YEARS OF RELEVANT EXPERIENCE)	SENIOR (MORE THAN 5 YEARS OF RELEVANT EXPERIENCE)
Sii Poland	Architect, Sales (within the internal structures of Sii)*	0 PLN	1 000 PLN	6 000 PLN	8 000 PLN
Sii Poland	Software Engineer, Administrator, Engineering, Analyst & Consultant, Project Management	0 PLN	500 PLN	4 000 PLN	6 000 PLN
Sii Poland	Testing & QA, Back office & BPO, Marketing & Communication, UI Design, Project Management Office (PMO), Help Desk & Support, Technical Documentation, Technician, Fitter	0 PLN	500 PLN	2 000 PLN	3 000 PLN

* Applies from 01/05/2025

SII ENTITY UNDERTAKING COOPERATION WITH THE CANDIDATE	CANDIDATE WITH UP TO 2 YEARS OF PROFESSIONAL EXPERIENCE REQUIRED ON A GIVEN POSITION	CANDIDATE WITH 2 TO 5 YEARS OF PROFESSIONAL EXPERIENCE REQUIRED ON A GIVEN POSITION	CANDIDATE WITH MORE THAN 5 YEARS OF PROFESSIONAL EXPERIENCE REQUIRED ON A GIVEN POSITION
Sii Sweden	5 000 SEK	10 000 SEK	15 000 SEK
Sii Ukraine	300 EUR	600 EUR	1000 EUR

7.5. The Candidate's experience will be objectively assessed by Sii during the recruitment process, after the registration of the Candidate. Sii reserves the right to its assessment of the Candidate's experience, in accordance with Sii's internal guidelines. In the event of discrepancies between the data contained in the Candidate's CV submitted within the Program and the actual state of affairs, Sii reserves the right not to grant the Bonus or to change the value of the Bonus in accordance with the Candidate's actual experience.

7.6. The Organizer reserves the right to increase the amount of the Bonus granted for a specific period and specific profiles of Candidates as well as to change the rules of Bonus payment. Each time such information about the increased Bonus, the validity period, and the wanted profile of a given Candidate will be posted on Sii's profile on LinkedIn.

7.7. After the expiration of the period referred to in section 3.7 above, the Organizer reserves the right to award the Bonus according to its own assessment. In this case, the Program Participant will be directly informed about it.

7.8. Sii shall not be liable if the payment of the Bonus is impossible for reasons attributable to a third party or the Program Participant, in particular in case of failure to meet the conditions specified in section 7.2 above.

8. Complaints

- A Program Participant has the right to file a complaint regarding non-compliance with these Regulations. The complaint must be submitted no later than within 5 working days from the date when Sii informed them about the decision on qualifying for the Program and/or granting the Bonus. Complaints may be submitted electronically to the email address provided: recommendations@sii.pl.
- The complaint should include:
 - a. the name, surname, and address of the person filing the complaint;
 - b. a detailed description of the grounds for the complaint.
- Sii will consider the complaint immediately but no later than within 15 working days from its receipt. If the complaint cannot be processed within 15 working days due to the complexity of the case or other circumstances beyond Sii's control, the person submitting the complaint will be informed by Sii in the same form in which the complaint was filed.
- Complaints sent to an incorrect e-mail address, after the deadline or not containing the required data will not be considered.

9. Other provisions

- Subject to section 7.1 above, the implementation of the Program shall be the responsibility of the relevant Sii entity: respectively, Sii Poland shall implement the recommendations sent to Sii Poland, Sii Sweden shall implement the recommendations sent to Sii Sweden, Sii Ukraine shall implement the recommendations sent to Sii Ukraine.
- Sii is obligated to supervise the Program and ensure compliance with its rules. Sii is also obligated to maintain the Program's documentation.
- All details regarding the processing of personal data are contained in the Privacy Policy which can be found on the following websites:
 - [Sii Poland](#),
 - [Sii Sweden](#),

- [Sii Ukraine](#).
- Information about the Program contained in marketing and advertising materials is for informational purposes only. The provisions of these Regulations are binding.
- Sii shall not be liable for any consequences of the Program Participants providing false data or recommendations. The sole responsibility in this respect rests with the Participant of the Program.
- Sii shall not be liable for delays or obstacles in communication with Program Participants and Candidates resulting from circumstances beyond Sii's control.
- In the event of a dispute, the parties will seek to resolve the matter amicably.
- The law applicable to all disputes related to the Program is the law applicable to the country of the seat of the Sii entity to which the Candidate's CV is addressed, i.e., for recommendations directed to Sii Poland, the Polish law is applicable, for recommendations directed to Sii Sweden, the Swedish law is applicable, and for recommendations directed to Sii Ukraine, the Ukrainian law is applicable.
- Taking part in the Program implies acceptance of these Regulations by the Program Participant and a declaration that they have an appropriate legal basis for sharing the Candidate's personal data.
- The Personal Data of Program Participants and Candidates is processed by the Organizer in accordance with the rules described in the [Privacy Policy](#) available on the Organizer's website.
- In the case of sending a Candidate's CV to Sii Poland in the period from 1/08/2022 to 31/03/2025, the provisions of the regulations of the previous "Recommend a Friend to Sii" program shall apply. They can be found here: [LINK](#).