

“RELOCATION PROGRAMME” TERMS AND CONDITIONS

The funds from the relocation package (hereinafter as "**Package**") established by Edge One Solutions sp. z o. o. with registered office in Warsaw, ul. Postępu 14B, 02-676, entered into the Register of Entrepreneurs of the National Court Register (KRS) kept by the District Court in Warsaw, XIII Commercial Division, entry no. 0000514404, statistical number (REGON) 147368720, tax identification number (NIP) 7010430763, with PLN 944,000.00 share capital (hereinafter as "**Company**"), granted to cover the accommodation expenses related to entering the employment relationship or entering cooperation with the Company away from the current place of residence. The funds within the Package are granted based on the terms set out in these terms and conditions (hereinafter as "**Terms and Conditions**").

1. Package is introduced by the following Terms and Conditions and comes into effect on September 2017 until terminated.
2. Any natural person employed after September 1, 2017 by the Company based on the Contract of Employment within the meaning of Art. 22 sec. 1 of the Act of 26 June 1974 of labor code (i.e. Dziennik Ustaw [Journal of Laws] of 2016, item 1666, as amended) or Cooperation Agreement, may become a beneficiary of the Package.
3. Beneficiary may apply for the funding within the Package within 3 months from the day of the conclusion of contract of employment or cooperation agreement with the Company, having regard to the provisions of section 2 above.
4. The funding of the resources from the Package is conditional on the radial distance from the current place of residence to the place of work for the Company of at least 100 km, or when the duration of commuting to the place of work and back to the place of residence exceeds the total of 3 hours per day.
5. The amount of funding within the Package shall be maximum PLN 5,000 net.
6. The funds within the Package may only be used to:
 - a. cover the expenses of a transport company incurred due to relocation,
 - b. cover the expenses of support in finding accommodation in the new location,
 - c. cover the expenses of renting residential premises for the first month of relocation.
7. The funds from the Package are passed to the Beneficiary under the advance payment.
8. In order to obtain repayment of expenses specified in section 6 above, Beneficiary shall submit the following documents in the Human Resources Department of the Company:
 - a. VAT invoices for the incurred expenses,
 - b. a copy of tenancy agreement on residential premises in the new location,
 - c. a certificate of residence in case the place of residence is different than the registered address of permanent residence,
 - d. a certificate of place of work in case the place of work is different than the address of the Company,
 - e. Beneficiary's statement on the obligation to return the funds from the Package in case the employment or cooperation relationship has been terminated for reasons attributable to the Beneficiary until 12 months have elapsed from the date of commencement of employment/cooperation.
9. The funding of the resources from the Package is conditional on submitting the application to the Human Resources Department of the Company until the last day of the month for which the Beneficiary wishes to obtain funding from the Package.
10. The evaluation of the application by the Human Resources Department of the Company shall take place within 5 calendar days of the date of submitting the complete application. The Beneficiary will be informed in writing about the manner in which the application has been examined.
11. The payment of funds within the Package is made solely by a transfer to an individual bank account indicated by the Beneficiary in the application.
12. The funds within the Package will be granted until the resources available for this form of support in the Company budget end.
13. Shall employment or a relation under civil law be terminated before 6 months from the date of entering the employment/cooperation relationship have elapsed, by means of:
 - a. notice,
 - b. mutual agreement of the parties, which took place on Beneficiary's own initiative or for reasons directly attributable to Beneficiary, Beneficiary shall return all funds granted to them within the Package. The term and method of the reimbursement will be specified in the notice to pay issued by the Company.
14. Company reserves the right to require documents to prove the facts or legal status of the statements submitted, as well as the information provided in the application.
15. Company reserves the right to introduce amendments to these Terms and Conditions.

Approved by programme Organizer:

Łukasz Czernecki – CEO oraz Mariusz Zawolik – Vice-CEO
Edge One Solutions sp. z o. o.