

## "OPEN RECOMMENDATION PROGRAMME" TERMS AND CONDITIONS

### I. Focus of the programme

1. "Open Recommendation Programme" is aimed at encouraging the addressees to send to Edge One Solutions sp. z o.o. a CV of an IT specialist of their acquaintance (understood as a person operating in IT and engineering sector), who has not been previously registered in Edge One Solutions sp. z o.o. database. In the case of establishing cooperation with / hiring the recommended person, the referring party shall receive a one-off bonus payment of **PLN 4.000** (in words: four thousand zloty 00/100) for the fact of establishing cooperation with / hiring the recommended IT specialist
2. Bonus amount referred to in section 1 is granted for every recommended IT specialist with whom cooperation or employment relationship has been established.
3. Referral is valid for a period of 6 months from the date of sending the CV. On expiry of that period, in the case of establishing cooperation/employment relationship with the IT specialist, the bonus shall not be granted. The organizer reserves the right to grant the bonus in the above-mentioned case. The organizer shall communicate the foregoing fact directly to the person recommending a candidate
4. The right to submit referrals is reserved exclusively to natural persons. Edge One Solutions Sp. z o.o. employees/contractors are excluded from the programme.
5. Bonus will be granted and paid compliant to the conditions stated in article IV of these terms and conditions.

### II. Duration of the programme

Programme comes into force starting January 1, 2019. The organizer may decide upon the programme's termination at any time.

### III. Participants of the programme

1. Participation in the programme is open for every natural person who recommends an IT specialist of their acquaintance to Edge One Solutions Sp. z o.o.
2. Persons having legal personality (e.g. recruitment agencies,) and Edge One Solutions Sp. z o.o. employees/contractors are excluded from the programme.
3. A person is entitled to take part in the programme irrespective of their prior participation in recruitment process in Edge One Solutions Sp. z o.o.
4. Taking part in the programme is deemed synonymous with acceptance of these terms and conditions stating the rules of the programme.
5. General information on the programme, including a link to these programme terms and conditions in pdf version, is accessible the Organizer's – Edge One Solutions Sp. z o.o. webpage.

### IV. Rules of participation

1. In order to take part in the programme one needs to send a CV of an IT specialist of their acquaintance containing the candidate's contact details (telephone number / email) to Organizer's dedicated address **rekomendacja@edge1s.com**.
2. The Organizer will inform the person recommending a specialist about the upcoming contact from an authorized Edge One Solutions Sp. z o.o. representative within 5 days of receiving the specialist's CV, including the information about CV's eligibility for the programme.
3. One participant may recommend an Infinite number of persons.
4. Recommendation of an IT specialist takes place with regard to a particular position for which Edge One Solutions sp. z o.o. is seeking an IT specialist.
5. Recommendation shall be accompanied by information regarding the recommended candidate's level of experience, as well as the recommending person's contact details (telephone number / email).
6. Recommending person shall become acquainted with the contents of Information Clause, which can be accessed at [www.edge1s.com](http://www.edge1s.com) website, with regard to their rights in connection with the protection of personal data processed by Edge One Solutions Sp. z o.o.
7. Recommended person must be considered during IT sector recruitment processes carried out in Edge One Solutions sp. z o.o.
8. Bonus will be granted in the case of recommending candidates for the following positions/profiles:
  - a. Programmer
  - b. Software Tester
  - c. Analyst
  - d. Administrator
  - e. User Support Specialist
  - f. IT Solutions Architect
  - g. Project Manager
- h. All other IT and engineering profiles for which Edge One Solutions Sp. z o.o. recruitment is currently open, classified by the Organizer as eligible for "Open Recommendation Programme".
9. Submitted application must contain consent for processing of personal data pursuant to the following contents, and must be obtained by the recommending person:

I agree for processing my personal data, included in the submitted application documents/form of the recommended person by Edge One Solutions Sp. z o.o. with registered office in Warsaw, ul. Postępu 14B, 02-676 Warsaw, entered into the Register of

Entrepreneurs of the National Court Register (KRS) kept by the District Court in Warsaw, XII Commercial Division, entry no. 0000514404, tax identification number (NIP) 701-043-07-63, statistical number (REGON) 147368720 for purposes related to the current recruitment process.

YES

NO

I agree for processing my personal data, included in the submitted application documents/form of the recommended person by Edge One Solutions sp. z o.o. with registered office in Warsaw, ul. Postępu 14B, 02-676 Warsaw, entered into the Register of Entrepreneurs of the National Court Register (KRS) kept by the District Court in Warsaw, XII Commercial Division, entry no. 0000514404, tax identification number (NIP) 701-043-07-63, statistical number (REGON) 147368720 for purposes related to the current and future recruitment processes.

YES

NO

10. Recommended person must be notified about the fact of being recommended and consent to the recommendation.
11. Recommended person shall be informed by the recommending person that the [www.edge1s.com](http://www.edge1s.com) website contains the Information Clause related to their rights in connection with the protection of personal data processed by Edge One Solutions sp. z o.o., and become acquainted with its contents.
12. Recommending person guarantees that the recommendation does not infringe and will not infringe any rights of third parties, and that there exists a legal base for their processing of recommended person's personal data, as well as that they are entitled to entrust the personal data to Edge One Solutions Sp. z o.o. with registered office in Warsaw, ul. Postępu 14B, 02-676 Warsaw, entered into the Register of Entrepreneurs of the National Court Register (KRS) kept by the District Court in Warsaw, XII Commercial Division, entry no. 0000514404, tax identification number (NIP) 701-043-07-63, statistical number (REGON) 147368720.
13. In the case of a CV of the same candidate being submitted by more than one person, the bonus shall be granted to the person who was the first to recommend the candidate.
14. In the case of the recommended person's CV having been previously registered in Edge One Solutions Sp. z o.o. database, the bonus will not be granted. The bonus will not be granted also in the case of recommending a former Edge One Solutions Sp. z o.o. employee/contractor.
15. Should the contact ed/recommended person not agree to the processing of their personal data by Edge One Solutions Sp. z o.o. and should they be unaware of their CV having been sent by third parties, the bonus will not be granted and Edge One Solutions Sp. z o.o. does not take any responsibility as to claims resulting from the recommended persons' personal data breach. In such a case the sole responsibility for any personal data breach lies with the recommending person.
16. In order for the Organizer to grant to the participant a bonus under the Programme, a recommended specialist is required to have provided services/performed work for Edge One Solutions Sp. z o.o. for not less than 6 months. The cooperation duration shall not include the period during which the specialist did not provide services/worked for the Company irrespective of the reason.
17. In order for the Organizer to sign an agreement with the programme participant – a person recommending an IT specialist, the participant is obliged within 5 working days of the decision to grant the bonus to send all data necessary for drawing up a commission contract. After this period has expired without results, the Organizer has the right to refuse to pay the bonus.
18. The decision about granting a participant the bonus will be communicated by the Organizer (they will contact the recommending person at the phone number or email provided in the CV submission), after the commission contract has been signed by both parties. The money will be transferred to the bank account indicated by the participant within 30 days of signing the commission contract.
19. Bonus may be increased on voluntary basis by the Organizer for a specified period of time and for specified candidate profiles. The information about the increase in bonus, the duration, as well as the desired candidate profile each time will be posted on the Organizers webpage.

## V. Programme organization

1. The organizer of the programme is Edge One Solutions Sp. z o.o. with registered office in Warsaw, ul. Postępu 14B, 02-676 Warsaw, entered the Register of Entrepreneurs of the National Court Register (KRS) kept by the District Court in Warsaw, XII Commercial Division, entry no. 0000514404, tax identification number (NIP) 701-043-07-63, statistical number (REGON) 147368720.
2. Łukasz Czernecki is the person managing the programme and responsible for the conduct of the programme.
3. Organizer commits to overseeing the execution of the programme and ensuring compliance with the programme's terms and conditions. The Organizer also undertakes to maintain documentation of the programme.
4. In well-founded cases the Organizer has the right to change the provisions of programme terms and conditions regarding the duration of the programme and the method of bonus payment.
5. For matters not regulated or in cases of dispute, the right to make decisions and resolve issues is reserved to programme's Organizer.

### Approved by programme Organizer:

Łukasz Czernecki – CEO and Mariusz Zawolik – Vice President  
Edge One Solutions Sp. z o. o.

