EWORK GROUP

# Ework Group Referral Program

Terms and Conditions

Terms and Conditions of the Referral Program of **Ework Group Sp. z o.o.** with its registered office in Warsaw, Marszałkowska 107, Tax ID 5252619546, share capital PLN 1,200,000, registered in the National Court Register under number 0000559036 (District Court for the Capital City of Warsaw, XII Commercial Division of the National Court Register), hereinafter referred to as **"Ework Group"**.

## 1. Terminology

**1.1.** **Referral** – providing a CV or telephone number and email address of a person interested in participating in the recruitment process carried out by Ework Group on behalf of Ework Group clients.

**1.2.** **Referring person** – a person who refers a candidate to Ework Group in the recruitment process.

**1.3.** **Referred person** – a person who is referred by a referring person in the recruitment process.

## 2. Participants

**2.1.** Any individual can participate in the Referral Program except for Ework Group employees working in the following departments: Business Operations, Contracting, Sales, Sourcing.

**2.2.** Taking part in the Program is tantamount to accepting these Terms and Conditions.

## 3. Referral validity criteria

**3.1.** In order for the referral to be considered valid, the participant shall send a CV or telephone number and email address of the person interested in taking part in the recruitment process by email to polecenia@eworkgroup.com. The referring person will receive an email confirmation of registration of their referral in the system within 5 working days, along with information about the amount of the expected bonus in the event of positive completion of the recruitment process.

**3.2.** Only a person who has been informed by the referring person of the referral and is interested in participating in the Ework Group recruitment process can be referred, and the referral is made with their consent.

**3.3.** The referral is valid (and the referring person will be able to receive a bonus if the other conditions are met) in those recruitment processes in which the referred person has not previously been involved in any other way (i.e. has not sent their application by themselves or through another person).

**3.4.** The referred person registers a candidate account in the Ework Group database (verama.com) within 5 working days from the first contact from an Ework Group representative and keeps this account active for at least 3 months.

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## 4. Bonus payment conditions

**4.1.** Providing the referral in accordance with point 3.1.

**4.2.** Positive completion of the recruitment process conducted by Ework Group by the referred person, ending in employment, regardless of the form of cooperation, within 3 months of receipt of the referral by Ework Group.

**4.3.** Work by the referred person for three full months.

## 5. Bonus payment form

**5.1.** The bonus will be paid out in full after three full months of cooperation of the referred person with Ework Group (regardless of the form of the contract).

**5.2.** Ework Group undertakes to contact the referring person to complete the formalities within 15 days from the date on which the conditions for the payment of the cash bonus are fulfilled.

**5.3.** Bonus amounts depending on the level of the position:

- **PLN 7,000 gross** – Senior Specialist
- **PLN 3,500 gross** – Middle Specialist
- **PLN 1,500 gross** – Junior Specialist

## 6. Amendments to the Terms and Conditions

**6.1.** Ework Group has the right to amend these Terms and Conditions subject to a 5-day period prior to the amendment. A new version of the Terms and Conditions will be published on the website: www.eworkgroup.com/pl/konsultant/polecenia.

**6.2.** Amendments to the Terms and Conditions do not affect referrals already sent, which will be considered on the basis of the Terms and Conditions in force on the date the referral was sent.