

Terms and Conditions

Before joining the Finitec Hire Program, please read the following terms and conditions:

We believe in relationships and that referrals are still the most effective way for candidates to find a verified workplace, and for employers to find verified candidates. Within the Finitec Hire program, you will be able to help job-seeking friends and yourself, as a successful referral is associated with receiving a financial bonus.

1. Organization

1.1. The organizer of the Finitec Hire Program is Finitec Sp. z o.o., headquartered in Warsaw, al. Jana Pawła II 22, 00-133 Warsaw, registered in the Register of Entrepreneurs of the National Court Register maintained by the District Court for the Capital City of Warsaw, XIV Economic Division under KRS number 0000429181 with a share capital of PLN 100,000.00, NIP: 951-219-77-37 ("Organizer"). 1.2. The contest will be held in accordance with the rules set out in these terms and conditions ("Regulations"). Sending an email to talent@finitec.pl with the subject: "Finitec Hire Referral Program" constitutes acceptance of these regulations.

2. Who Can Refer - Participation Conditions

2.1. Any natural person over 18 years of age can participate in the program. A person can participate in the program multiple times. 2.2. Entities (natural persons, legal persons as well as organizational units without legal personality to which a separate law grants legal capacity) professionally conducting recruitment processes (e.g., recruitment agencies) cannot participate in the program. 2.3. The referred person/Candidate must meet the requirements specified in the job descriptions available on the website, their data must not already be known to Finitec Sp. z o.o. (thus their CV cannot already be registered in the company's database), and they must be aware of the referral. If the referred person is not aware of the referral or their data is in the database, the referring person is not entitled to a financial bonus.

3. How to Receive a Bonus - Payment Conditions

3.1. Bonus Amounts - The amount of the reward is determined individually depending on the position and project and announced with the start of the project. The reward amount you can receive depends on the position, but is not less than:

- Intern – PLN 500 net under a contract of mandate
 - Junior – PLN 1,000 net under a contract of mandate
 - Regular – PLN 3,000 net under a contract of mandate
 - Senior – PLN 5,000 net under a contract of mandate
 - Lead/Architect – PLN 7,000 net under a contract of mandate
- The amount of the reward for referring a candidate depends on the level of the position to which the candidate was qualified by Finitec Sp. z o.o. during the recruitment process:
- Intern – has up to one year of professional experience in the position they were qualified for

- Junior – has a minimum of 1 year of professional experience in the position they were qualified for
- Regular – has a minimum of 3 years of professional experience in the position they were qualified for
- Senior – has a minimum of 5 years of professional experience in the position they were qualified for
- Lead/Architect – has a minimum of 7 years of professional experience in the position they were qualified for

3.2. Bonus Payment Rules 3.2.1. All bonuses are paid after 90 days from the establishment of cooperation/signing of a contract by the referred person based on a contract of mandate. 3.2.2. The condition for paying the reward is the fulfillment of the following conditions: 3.2.2.1. The referred candidate establishes cooperation with Finitec Sp. z o.o. for a period of no less than 90 days. 3.2.2.2. The referred candidate declares that they were referred by the referring person and submits a written statement of consent to the processing of their personal data by Finitec Sp. z o.o. 3.2.2.3. The candidate receives at least good feedback in the feedback process conducted at Finitec Sp. z o.o. after a minimum of 90 days of cooperation. 3.2.3. The bonus will be included in the nearest settlement period following 90 days from the date of establishing cooperation with the referred person. 3.2.4. The referring person who does not issue an invoice is required to send the information necessary to prepare the contract within 7 days of receiving the information about the bonus. 3.2.5. Information regarding the contract or invoice will be provided along with the decision to award the reward.

3.3. Tax Responsibility The reward for participating in the Finitec Hire program is subject to taxation in accordance with applicable regulations. To comply with the tax requirements, the referring person will submit a tax declaration to Finitec Sp. z o.o. This declaration must be submitted no later than the date of completing the documents mentioned in point 3.3.4 of these regulations.

4. How to Refer a Candidate - Referral Conditions

Step 1

✓ Check the currently available offers at: Career - Finitec

✓ Forward the offer to the recommended person

✓ The recommended person in the application form will see some basic questions and an indication of employee referral. She should enter your email there.

✓ When the recommended person indicates you as a referral, you will receive an email from the elevato system, where you can confirm whether you recommend this person. If the information matches, confirm the recommendation. You provide interested persons with a link to the offer generated by the employee portal.

Step 2

✓ You send an email to talent@finitec.pl from the address entered by the friend with the subject: "Finitec Hire Referral Program." The email must include:

- The name of the position you are recommending the person for.
- Your contact details as the Referrer (name, surname, current contact details).
- Consent to the processing of personal data: "I consent to the processing of my personal data for the purposes necessary to implement the referral program conducted by Finitec Sp. z o.o. based in Warsaw in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (OJ L 119, 4.5.2016). I am aware of my rights, including the right to access the content of my data, correct, modify, delete, and forget it. Providing data is voluntary."
- Statement:
"I accept the terms of the Finitec Hire program."

Step 3

✓ You wait for our contact and the bonus... ;) After the referred person successfully completes the recruitment process (receives an offer), we will send you a GDPR consent form and a tax declaration to complete and sign in response to your email. After receiving these documents from you, we will prepare and send you a contract of mandate. If cooperation is established with the referred person, Finitec Sp. z o.o. will contact you via the email address entered by the referred person and will pay you the bonus. Send the signed documents (contract of mandate, GDPR consents, and tax declaration) to us:

- In original to: Finitec Sp. z o.o, al. Jana Pawła II 22, 00-133 Warsaw
- Scan to: talent@finitec.pl Receiving the paper versions of the documents by Finitec Sp. z o.o., receiving at least good feedback, and the referred person's cooperation with Finitec Sp. z o.o. for at least 90 days are necessary conditions for paying the bonus.

5. Additional Information

5.1. If more than one person refers the same candidate, the date and time of such a referral will be considered. In the case of establishing cooperation with the referred person, the bonus will be paid to the person who first recommended the candidate. 5.2. The referred person will not be qualified for the Finitec Hire program, and the referring person will not be entitled to a bonus if:

- The referred person contacted Finitec Sp. z o.o. on their own to establish cooperation within 6 months of the referral by the referring person.
- The referred person did not know about the referral within the Finitec Hire program.
- The referred person is or has participated in the recruitment processes conducted by Finitec Sp. z o.o. within 6 months.
- The referring person does not send an email with the information from point 4 or does not respond within 14 days to an email sent by Finitec Sp. z o.o. informing about the award decision.

5.3. The referral is valid for 3 months from the moment Finitec Sp. z o.o. receives the referral information. 5.4. The program runs from March 2022 until further notice. The organizer may decide to end the program at any time. 5.5. The personal data of the referrers and referred persons within Finitec Hire are provided voluntarily by the referrers and referred candidates. The data controller is Finitec Sp. z o.o., based in Warsaw, al. Jana Pawła II 22. The data is collected for recruitment purposes and may be shared with other entities. Referrers and referred persons have the right to access the content of their data, correct, modify, delete, and forget it. Providing data is voluntary. The personal data of referrers and referred persons will be processed by Finitec for recruitment purposes, based on Art. 221 § 1 of the Labor Code (in the case of employment under a contract of employment and providing data covered only by this provision, such as: name, surname, date of birth, place of residence, address for correspondence, education, previous education history) or based on your consent - in accordance with Art. 6 sec. 1 lit. a and Art. 9 sec. 2 lit. a of Regulation (EU)