



## **Terms of conditions „IT Friend Recommendation”**

### **I. Subject of the program**

The "IT Friend Recommendation" program concerns sending Sii Sp. z o. o. a CV of an IT friend (defined as a person working in IT and engineering area), who had not been registered in Sii Sp. z o. o. database before. When it comes to the employment of a person recommended, the recommending person receives a bonus of 2000 PLN gross which is granted and paid in accordance with the conditions set out in section V of this terms of conditions.

### **II. Duration of the program**

The program is valid from November 2014 and is not limited in time. The organizer of the program may at any time decide to terminate it.

### **III. Participants of the program**

1. The participants of the program may be any natural person who, in response to job offer placed on recruitment portals and Sii website, recommend an IT friend to Sii.
2. Program exclude entities with legal personality (e.g. recruitment agencies).
3. The program excludes Sii Sp. z o. o. employees and contractors working with Sii Sp. z o. o., who already participate in the program of internal recommendations addressed to them.
4. A person can take part in the program, regardless of whether he/ she previously participated in the recruitment process in Sii Sp. z o. o.
5. Participation in the program means accepting the following terms of conditions setting out the rules of the program.

### **IV. The rules of participation in the program**

1. In order to take part in the program the CV of an IT friend should be sent to the appropriate branch recruitment email address.
2. Individual recruitment email addresses where CV of a recommended person should be sent to, are as follows:
  - a. [rekrutacja-warszawa@pl.sii.eu](mailto:rekrutacja-warszawa@pl.sii.eu) - for recommendations in Warsaw



- b. [rekrutacja-gdansk@pl.sii.eu](mailto:rekrutacja-gdansk@pl.sii.eu) - for recommendations in Tricity
  - c. [rekrutacja-wroclaw@pl.sii.eu](mailto:rekrutacja-wroclaw@pl.sii.eu) - for recommendations in Wroclaw
  - d. [rekrutacja-krakow@pl.sii.eu](mailto:rekrutacja-krakow@pl.sii.eu) - for recommendations in Krakow
  - e. [rekrutacja-katowice@pl.sii.eu](mailto:rekrutacja-katowice@pl.sii.eu) - for recommendations in Katowice
  - f. [rekrutacja-poznan@pl.sii.eu](mailto:rekrutacja-poznan@pl.sii.eu) - for recommendations in Poznan
  - g. [rekrutacja-lodz@pl.sii.eu](mailto:rekrutacja-lodz@pl.sii.eu) - for recommendations in Lodz
  - h. [rekrutacja-lublin@pl.sii.eu](mailto:rekrutacja-lublin@pl.sii.eu) - for recommendations in Lublin
  - i. [Rekrutacja-rzeszow@pl.sii.eu](mailto:Rekrutacja-rzeszow@pl.sii.eu) – for recommendations in Rzeszów
3. When the place of work for the candidate is unrestricted, a CV can be sent to any of the above recruitment email addresses with an appropriate note.
  4. One program participant may recommend an infinite number of people.
  5. A recommended person must have an experience in IT or engineering or in areas sought by Sii.
  6. The bonus will be awarded in case of recommendation of people with the following profiles (i.e. with min. one year of a commercial experience):
    - a. Software developer
    - b. Tester
    - c. Analyst
    - d. Network / Systems / Servers / Databases Administrator
    - e. Applications, systems User Support
    - f. IT Solution Architect
    - g. IT Project Manager
    - h. AX Dynamics/ Dynamics CRM Consultant
    - i. SAP Consultant
  7. The submitted application must include a consent for the processing of personal data of 29 August 1997 (Journal of Laws No. 101 item 926 of 2000 r. with further amendments) and must be acquired by the recommending person:

*"I hereby authorize you to process my personal data by Sii Sp. with. o. o., Al. Niepodległości 69, 02-626 Warsaw, contained in the documents submitted by me, including the processing of their future - for the purposes of the recruitment process. I give this consent voluntarily and I declare that I was informed about the powers conferred on me under the Act of 29 August 1997 r. under the protection of personal data (2002 Journal of Laws No. 101, pos. 926 with changes)".*



8. In case that the CV of the same person will be sent by different people, the bonus will be awarded to the person who recommended the candidate first.
9. In case that the CV of a recommended person was already registered in Sii Sp. z o. o. database, the bonus is not to be.
10. Within 3 working days after receiving the CV of the candidate within the IT recommendation program, a person from a branch Recruitment & HR Department contacts the person recommended in order to confirm the recommendation of the candidacy. In case that the person will not know about the fact of sending his/ her CV by a third party – the bonus is not to be.
11. A person who sends a CV of a recommended person that meets the above requirements, within max. 3 working days will receive a confirmation to qualify for the program from a person of the branch Recruitment & HR Department. A feedback will be sent always, regardless of the decision regarding the qualification for the program.

#### **V. Payment of the bonus under the IT Friend Recommendation program**

1. The amount of the bonus is 2000 PLN gross. The bonus will be given to any person who meets the criteria set out in point IV - The rules of participation in the program.
2. The bonus is paid in two instalments - the first half of 1000 PLN gross is paid in the 1st month of the recommended persons' employment, the second half of 1000 PLN gross is paid in the 4th month of the recommended persons' employment, i. e. after the trial period, if the person recommended will still work in Sii Sp. z o. o.
3. The decision to pay the bonus for the program participant will be provided by the branch Administration & Billing Department, which receives such an information from a person of the branch Recruitment & HR Department.
4. The bonus will be paid on the basis of mandate agreement prepared by Sii sp. z o. o. The agreement will be drawn each time after the employment of a person recommended by the participant of the program, fulfilling the criteria set out in the point IV - The rules of participation in the program
5. The participant of the program shall, within 7 days from an obtainment of the decision to grant the bonus, send data necessary for the preparation of the mandate contract to the branch Administration & Billing Department. After this time the organizer has the right not to pay the bonus.



6. The Administration & Billing Department after signing the mandate contract by both parties, shall transmit the information to Sii Sp. z o. o. Accounting Department. From this point, during 14 days, the money will be transferred to the account indicated earlier by the participant of the program.

#### **VI. IT Friend Recommendation program organization**

1. The organizer of the program is Sii Sp. z o. o.
2. The person responsible for the course of the program is the responsibility of the HR & Communication Department Director on the national level and branch Recruitment & HR Department or a person performing such duties on a branch level.
3. The decision maker in case of possible changes concerning the program is the HR & Communication Department Director.
4. The organizer shall oversee the course of the program and monitor compliance with its rules. The tasks of the organizer is also keeping the documentation record of the program.
5. The organizer has the right, in justified cases, to change the rules of the program concerning its duration and methods of payment of the bonus.
6. In case of outstanding issues or disputes, the right of decision and the settlement is on the organizer of the program.

Accepted by the organizer of the program

Joanna Kucharska, HR & Communication Department Director

Sii Sp. z o.o.