

# REFERRAL PROGRAM TERMS AND CONDITIONS

This present document is the regulations of the Referral Program (hereinafter referred to as the "**Terms and Conditions**") of emagine sp. z o. o. with its registered office in Warsaw, 39A Domaniewska Street, 02-672 Warsaw, registered in the National Court Register kept by the XIII Commercial Division of the National Court Register under KRS number: 0000279461, with REGON number: 140920284 and NIP tax registry number: 7010060214, share capital in the amount of: PLN 634,000.00. (hereinafter referred to as "**emagine**").

## 1. Introduction

A "**Referral**" within the context of these Terms and Conditions refers to the creation of an account in the emagine system by a potential candidate (the "**Referred Individual**") as a result of a referral by an individual (the "**Referrer**"). For the purpose of this Referral Program, a valid Referral must meet the following criteria:

- **Identification:** the Referrer must identify an individual with relevant skills, qualifications, and experience to fill an open IT consultant position within emagine or emagine's clients. This individual, hereafter referred to as the Referred Individual, must then be notified of the completion of the necessary formalities, specifically registration in the emagine system.
- **Registration:** the Referred Individual must formally create his/her account in the emagine system described in Section 2.
- **Acknowledgment:** the Referred Individual must acknowledge their Referral status including the Referrer and express a genuine interest in participating in the recruitment process conducted on behalf of emagine's clients.
- **Time Commitment:** the Referred Individual must spend the agreed-upon time providing services (as specified in Section 5) for the Referrer to be eligible for the referral bonus.

A valid Referral contributes to the successful recruitment and onboarding of a candidate, leading to their cooperation with emagine.

## 2. Referral Registration

- Registration of the Referred Individual should be placed through website - <https://cv.itconsultants.pl/account/login>.
- Registration includes among others the indication of basic data of the Referred Individual, including personal data, skills, experience.

## 3. Referral Eligibility

- The Referrer must work or provide services for emagine or be in the active recruitment process.
- The Referred Individual must: express genuine interest in participating in emagine's recruitment process in Poland.
- The Referred Individual must not have been previously involved in the recruitment process for the specific position, either through direct application or through another referral.

#### **4. Referral Amounts**

- For successful Referrals of Senior IT Consultants, the Referrer will receive a referral bonus of 7,000 PLN.
- For successful Referrals of Mid-level IT Consultants, the Referrer will receive a referral bonus of 5,000 PLN.

#### **5. Payment Terms**

- Referral bonuses will be disbursed after the Referred Individual has completed a total of 320 working hours.

#### **6. Validity Period**

- The Referral is considered valid for a duration of 6 months from the date of the registration of the Referred Individual in the emagine system.

#### **7. Acknowledgment by Referred Individual**

- The Referrer must inform emagine, i.e. by sending a message, indicating that the person he or she referred has set up his or her account in the emagine system.
- The Referred Individual will be informed by emagine that they have been referred and by whom.
- The Referred Individual acknowledges their Referral status and is interested in taking part in the recruitment process conducted by emagine in Poland.

#### **8. General Conditions**

- emagine reserves the right to modify, suspend, or terminate the referral program, i.e. the Terms and Conditions, at any time, with or without prior notice.
- Any modifications to the Terms and Conditions will not impact the Referral process. Referrals will be evaluated based on the Terms and Conditions that are in effect on the date when the recommendation is sent.
- The Referrer agrees to comply with all applicable laws and regulations in their participation in the referral program.

#### **9. Disbursement Method**

- Referral bonuses will be disbursed through the method specified in the agreement concluded between emagine and the Referrer.

#### **9. Governing Law**

- These Terms and Conditions are governed by the laws of Poland.
- Any disputes arising out of or in connection with the referral program shall be resolved through amicable negotiations. If no resolution is reached, the matter shall be brought before the competent courts in Poland.

By participating in the Referral Program, you acknowledge that you have read, understood, and agreed to these comprehensive Terms and Conditions.

*Last updated: 15 April 2024*