

TERMS AND CONDITIONS OF THE "REFER A FRIEND" EMPLOYEE REFERRAL PROGRAM

§ 1. GENERAL PROVISIONS

1. The organizers of the "Refer a Friend" Employee Referral Program (hereinafter the "Program") are the operating companies of the Grupa Progres capital group (hereinafter collectively "We" or "Us"):

Progres Sp. z o.o. KRS: 0000176128,
Progres HR Poland Sp. z o.o. KRS: 0000761627,
Progres HR International Sp. z o.o. KRS: 0000513227,
Progres Advanced Solutions Sp. z o.o. KRS: 0000694006.

2. The Program is conducted within the territory of the Republic of Poland.
3. The Program is effective from August 10, 2026, until further notice.
4. The Program aims to source job applicants through program-eligible vacancies via referrals from current employees (such as you) using your unique referral code. If your referred friend meets the requirements of these Terms, you will receive a cash bonus as specified herein.
5. Definitions used in these Terms:

PROGRAM PARTICIPANT – You; any natural person holding a valid employment or civil law contract with Us at the time the referred candidate applies.

EMPLOYEE – Anyone employed by Us under an employment contract or providing services under a civil law contract.

CANDIDATE – Your friend; a natural person who will be at least 18 years old by their employment start date, applying for a position with Us under an employment or civil law contract using your referral code.

CONSULTANT – Our branch employee responsible for communicating with Employees and Candidates.

E-KONTO (E-ACCOUNT) – An application providing full access to your HR data, working hours, leave balance, payroll details, tax returns, or employee capital plans (PPK).

BONUS – The cash payment awarded to an Employee for a successful candidate referral, subject to the conditions, amounts, and payment terms outlined in Terms.

§ 2. ELIGIBILITY CRITERIA (WHO CAN REFER)

1. You are eligible to participate in the Program only if you are a natural person holding a valid contract with Us (employment or civil law) at the time the referred Candidate applies, under which you have worked at least 120 hours prior to your friend's application. Furthermore, you must not be serving a notice period of termination when your friend applies and uses your code. This Program does not apply to our internal staff employed at the Head Office or any of the Organizer's branches.
2. Every Program Participant receives a unique, individual referral code consisting of our company ID and your employee number. This code is provided in the supplementary information sheet attached to your contract. You can also obtain it directly from your branch Consultant or view it via your personal E-konto (e-account).

§ 3. CANDIDATE REFERRAL REQUIREMENTS (FRIEND)

1. A referred Candidate must meet all of the following conditions:
 - a) Apply for an Organizer's vacancy on our website (www.grupaprogres.pl) that is explicitly marked as eligible for the Program (showing the applicable referral Bonus amount).
 - b) Enter your correct Referrer Code (obtained from you) in the designated field of the application form.
 - c) Provide fully accurate and complete personal data in the form.
2. The submission of an application by a Candidate does not obligate Us to hire them. We reserve the right to contact selected candidates only.
3. As a Program Participant, you cannot refer yourself or any other current employee of the company.
4. You may refer an unlimited number of people. If they meet the requirements outlined in these Terms, you will receive the specific Bonus amount assigned to that vacancy for each referred person.
5. A referral is deemed valid when the Candidate signs an employment or civil law contract with Us within 30 days of correctly applying with your code, and successfully reaches the minimum threshold of hours worked.

§ 4. BONUS PAYMENT TERMS

1. As a Program Participant, you qualify for the cash referral Bonus if your referred Candidate meets all of the following conditions:
 - a) Is hired by Us under an employment or civil law contract within the timeframe specified in § 3, section 5 of these Terms,
 - b) Works a minimum of 120 hours within 60 days from their employment start date, which will be verified and confirmed by our working time registration system.

2. The Bonus amount you can earn for referring your friend ranges from 200 PLN to 1000 PLN, depending on the specific amount stated in the job advertisement at the time the Candidate applies. We reserve the right to change bonus amounts during the course of the Program.
3. The referral Bonus for an individual Candidate is a one-time payment. You cannot refer the same person again.
4. You may refer a friend who has not previously worked for Us under any legal contract, or if at least 3 full months have passed since the end of their last contract with Us. This period ends on the day corresponding to the original start date; if no such day exists in the final month, it expires on the last day of that month.

Example 1: If their last day of work or service was 15.01.2026, the three-month period expires on 15.04.2026, meaning your friend can be re-employed starting 16.04.2026.

Example 2: If their last day of work was 31.01.2026, the three-month period expires on 30.04.2026, meaning your friend can be re-employed starting 01.05.2026.

§ 5. SETTLEMENT AND PAYMENT OF THE BONUS

1. The verification of the minimum hours worked by the Candidate (as specified in § 4, section 1, item b) takes place after the close and settlement of the referred Candidate's billing period. The billing period is a calendar month.
2. If the referred Candidate completes the minimum required hours across two or more billing periods, you will receive the Bonus after the close of the billing period in which the threshold was met, paid no later than your regular payday.
3. You will receive the exact Bonus amount that was displayed in the job advertisement at the time the Candidate applied using your code.
4. Following successful verification of the hours, you will be notified of your Bonus approval via SMS or email.
5. The Bonus will be paid on the nearest scheduled payday following the month in which your friend exceeded the 120-hour threshold, via bank transfer to the account you use for your salary.
6. The Bonus is considered a component of your remuneration and is subject to all required public levies and statutory deductions under current Polish law, depending on the legal nature of your contract.
7. You retain the right to the Bonus even if you no longer hold an active contract with Us on the verification date (when the Candidate hits the hour threshold) or on the actual payday, provided your contract was active when the Candidate applied and you were not serving a notice period. In this case, payment will be made to your registered bank account according to the timelines in these Terms, and you will be notified as described in section 3 above.

8. If a Candidate applies using your code while the vacancy is actively marked as part of the Program, you retain your right to the Bonus even if the Program is terminated before their employment officially begins.

§ 6. FINAL PROVISIONS

1. We reserve the right to amend these Terms or terminate the Program at any time without giving a reason, while fully respecting any rights acquired by participants prior to the date of amendment or termination.
2. Sharing your code with a friend constitutes your full acceptance of these Terms and Conditions.
3. For any matters not covered by these Terms, the relevant provisions of the Polish Civil Code or Labor Code shall apply.
4. These Terms in their current wording replace all previous rules, terms, or conditions published by Us regarding the Program.
5. These Terms have been drafted in Polish, Ukrainian, Russian, Spanish, and English. In the event of any interpretive disputes, the Polish language version shall prevail.
6. These Terms and Conditions have been officially approved and signed by the Management Board of Grupa Progres.