

FORMAL DOCUMENT
TERMS AND CONDITIONS OF THE PROMOTION
“Bonus +1000 PLN for new and returning employees”

Organiser: Personnel Service Group
Validity period: 01.06.2026 – 31.12.2026

These terms and conditions (the “Terms”) set out the rules for conducting a promotion addressed to persons taking up or resuming cooperation with Personnel Service S.A., the purpose of which is to grant participants a cash bonus in the total amount of PLN 1,000.00 net (in words: one thousand zlotys 00/100 net), paid in two equal instalments of PLN 500.00 net each.

§ 1 GENERAL PROVISIONS AND DEFINITIONS

1. The organiser of the promotion entitled “Bonus +1000 PLN for new and returning employees” (the “Promotion”) is the Personnel Service Group (the “Organiser” or “Personnel Service”) — a group of companies on behalf of which Personnel Service S.A. acts, with its registered office in Wrocław, ul. Sucha 3, floor 3, 50-086 Wrocław, entered in the register of entrepreneurs of the National Court Register under KRS number 0000788971, NIP 8992863575, REGON 383525444.
2. The Promotion is conducted within the territory of the Republic of Poland.
3. The Promotion is not a game of chance, a raffle lottery, a mutual wager or a promotional lottery within the meaning of the Act of 19 November 2009 on gambling. Participation in the Promotion does not involve any element of chance — the bonus is granted upon fulfilment of objective, measurable conditions set out in the Terms.
4. The terms used in these Terms shall mean:
 - a) Bonus — a cash benefit in the total amount of PLN 1,000.00 net, i.e. the amount paid to the Participant “in hand”, paid in two equal instalments of PLN 500.00 net each, on the terms described in the Terms. Personnel Service bears, at its own expense, the burden of all tax and social-security charges related to the payment of the Bonus, including grossing up the net amount.
 - b) Participant — a natural person meeting the conditions referred to in § 3 of the Terms.
 - c) New Employee — a person who, during the validity period of the Promotion, enters for the first time into an employment contract or a civil-law contract with Personnel Service, the subject of which is the provision of work or services.
 - d) Returning Employee — a person who was previously employed by or cooperated with Personnel Service under an employment or civil-law contract, the legal relationship of which ended at least 60 calendar days before the start date of the new contract concluded during the validity period of the Promotion.
 - e) Full Month of Work — a period of 30 consecutive calendar days counted from the day of commencement of the provision of work or services under the Contract (in the case of the first instalment) or from the day of completion of the previous Full Month of Work (in the case of the second instalment), during which the Participant provided work or services to the extent and in accordance with the schedule specified in the contract, did not interrupt the Contract and had no unexcused absences.
 - f) Contract — an employment contract or a civil-law contract (mandate contract, contract for the provision of services) concluded between the Participant and Personnel Service during the validity period of the Promotion.

§ 2 PURPOSE AND VALIDITY PERIOD OF THE PROMOTION

1. The purpose of the Promotion is to encourage new candidates as well as persons who previously cooperated with Personnel Service to take up or resume employment, with particular emphasis on positions in the production and logistics sector.
2. The Promotion is valid from 1 June 2026 to 31 December 2026 inclusive (the “Promotion Validity Period”).
3. The condition for a Participant to be covered by the Promotion is the conclusion of a Contract within the Promotion Validity Period.
4. The Organiser reserves the right to terminate the Promotion early or to extend the Promotion Validity Period, while preserving the acquired rights of Participants who, at the time of the change, fulfilled or were in the process of fulfilling the conditions for granting the Bonus.

§ 3 CONDITIONS OF PARTICIPATION

1. A natural person who jointly meets the following conditions may take part in the Promotion:
 - a) has full legal capacity;
 - b) is entitled to take up legal employment within the territory of the Republic of Poland;
 - c) during the Promotion Validity Period concludes a Contract with Personnel Service as a New Employee or a Returning Employee;
 - d) takes up and provides work or services continuously for at least two consecutive Full Months of Work counted from the day of commencement of work under the Contract.
2. Excluded from participation in the Promotion are, in particular:
 - e) persons who, on the day the Promotion Validity Period begins, are in an employment or other legal relationship with Personnel Service, the subject of which is the provision of work or services;
 - f) persons whose employment or cooperation with Personnel Service ended less than 60 calendar days before the day of concluding the new Contract;
 - g) persons who, during their previous cooperation with Personnel Service, terminated the Contract for reasons attributable to them, including due to gross breach of employee or contractual obligations;
 - h) members of the management board, commercial proxies and internal employees of Personnel Service (in-house staff of the Organiser’s own structure) together with their closest relatives (spouses, ascendants, descendants, siblings).
3. A Participant may benefit from the Bonus under the Promotion only once, regardless of the number of Contracts concluded during the Promotion Validity Period.

§ 4 BONUS GRANTING PROCESS

1. The Bonus is granted to the Participant automatically upon fulfilment of the conditions set out in § 3 and § 5 of the Terms. The Participant is not required to submit a separate application for the Bonus.
2. Granting and payment of the Bonus do not require the Participant to conclude any additional agreement with the Organiser. The basis for payment of the Bonus is these Terms and the Contract binding the Participant with Personnel Service.
3. The Bonus is paid together with the Participant’s remuneration for a given settlement period, on the same date and in the same form as the basic remuneration. The Bonus does not replace remuneration for work and constitutes a separate, additional benefit.
4. Personnel Service keeps a register of Promotion Participants and monitors their fulfilment of the conditions for receiving the individual instalments of the Bonus.

5. Each instalment of the Bonus is calculated after completion of the first and the second Full Month of Work of the Participant respectively, based on working-time records and confirmation that the Contract is in force.
6. The Participant is informed of the granting and calculation of the Bonus by indicating the amount of the Bonus on the payslip (settlement) for the relevant settlement period, as a separate item marked as a bonus.

§ 5 PAYMENT SCHEDULE AND PAYMENT CONDITIONS

1. The Bonus is paid in two instalments:
 - a) First instalment: PLN 500.00 net — paid after completion of the Participant's first Full Month of Work, together with the remuneration for that month, on the standard remuneration payment date applicable at the Organiser.
 - b) Second instalment: PLN 500.00 net — paid after completion of the Participant's second Full Month of Work, together with the remuneration for that month, on the standard remuneration payment date applicable at the Organiser.
2. The condition for payment of each instalment of the Bonus is the Participant's joint fulfilment of the following conditions:
 - c) remaining in an ongoing legal relationship with Personnel Service as at the end date of the first and second Full Month of Work respectively;
 - d) working the full period of 30 consecutive calendar days in accordance with the schedule established in the Contract or in the agreement with the user employer;
 - e) absence of any unexcused absences from work in the given Full Month of Work;
 - f) absence of any gross breaches of employee or contractual obligations in the given Full Month of Work.
3. The Bonus is paid by bank transfer to the Participant's bank account indicated for the payment of remuneration.
4. Short-term excused absences (annual leave, sick leave of up to 14 days in the given 30-day period) do not result in the loss of the right to the Bonus, provided that the remaining conditions, in particular the continuation of the Contract, are met.

§ 6 SETTLEMENT AND TAX PROCEDURE

1. The Bonus amounts specified in the Terms (PLN 1,000.00 and PLN 500.00 per instalment) are net amounts, i.e. amounts that the Participant receives "in hand" after deduction of all due public-law charges.
2. The Bonus constitutes for the Participant income subject to personal income tax and, in the case of employment under an employment contract or a mandate contract, subject to social and health insurance contributions in accordance with applicable law.
3. Personnel Service, acting as the remitter, grosses up the Bonus amount and then collects and remits income tax advances and the due social and health insurance contributions — so that the amount paid to the Participant corresponds to the net amounts specified in the Terms.
4. The burden of grossing up and of all public-law charges related to the payment of the Bonus is borne solely by Personnel Service. The Participant does not bear any additional costs or deductions in connection with the payment of the Bonus.
5. The payment of the Bonus is documented in accordance with the payroll documentation rules applicable at the Organiser and is reported in the annual PIT statement provided to the Participant in gross values resulting from grossing up, in accordance with the requirements of the law.

§ 7 CANCELLATION OF THE BONUS

1. The Participant loses the right to the second instalment of the Bonus if, before completion of the second Full Month of Work:
 - a) they terminate the Contract with Personnel Service for any reason attributable to the Participant, including by notice submitted by the Participant or by mutual agreement initiated by the Participant;
 - b) the Contract is terminated by Personnel Service through the Participant's fault, in particular as a result of a gross breach of employee or contractual obligations;
 - c) the Participant ceases to provide work or services without an excused reason;
 - d) the Participant fails to meet the conditions set out in § 5(2) of the Terms with regard to the second Full Month of Work.
2. The first instalment of the Bonus, if it was calculated and paid in accordance with § 5 of the Terms after the conditions for the first Full Month of Work were met, remains due to the Participant and is non-refundable.
3. The Bonus is not payable if the Contract is terminated before the first instalment is calculated. In particular, no proportional part of the Bonus is payable for a period of work shorter than one Full Month of Work within the meaning of the Terms.
4. In the event of termination of the Contract for reasons beyond the Participant's control and not attributable to them (e.g. abolition of the position, termination of the Contract by the Organiser for reasons not concerning the Participant), the Organiser may, at its own discretion, calculate and pay the Participant a proportional part of the Bonus or refrain from applying the cancellation rules set out in this section.

§ 8 RIGHTS AND OBLIGATIONS OF THE PARTICIPANT

1. The Participant has the right to:
 - a) reliable and complete information about the rules of the Promotion and the status of the Bonus calculation;
 - b) access to the documentation concerning the calculation of the Bonus to the extent that it relates to them;
 - c) file complaints regarding the manner of calculation or payment of the Bonus, under the procedure set out in § 10 of the Terms.
2. The Participant is obliged to:
 - d) perform the obligations arising from the Contract reliably, diligently and in a timely manner;
 - e) promptly inform the Organiser of any changes to data relevant to the payment of the Bonus, in particular a change of the bank account for the payment of remuneration;
 - f) refrain from any actions aimed at circumventing the provisions of the Terms or at unduly obtaining the Bonus.
3. If it is found that the Bonus was paid to an unauthorised person or in an undue amount as a result of the Participant providing false information, the Organiser is entitled to demand the return of the unduly paid amount under the general principles of the Civil Code.

§ 9 LIABILITY OF THE ORGANISER

1. The Organiser is responsible for the proper conduct of the Promotion in accordance with the provisions of the Terms and applicable law.
2. The Organiser is not liable for:
 - a) the inability to pay the Bonus resulting from the Participant providing incorrect or outdated data, in particular an incorrect bank account number;
 - b) delays in the execution of transfers resulting from reasons attributable to banks or other third parties;

- c) the Participant's failure to meet the conditions of participation or the conditions for payment of the Bonus set out in the Terms.
3. The Organiser's liability towards the Participant is limited to the amount of the Bonus due. This provision does not exclude or limit the Organiser's liability arising from mandatory provisions of law.

§ 10 COMPLAINTS PROCEDURE

1. Any complaints regarding the Promotion, in particular regarding the correctness of the calculation or payment of the Bonus, may be submitted by the Participant:
 - a) in writing to the address of the Organiser's registered office: Personnel Service S.A., ul. Sucha 3 piętro 3, 50-086 Wrocław;
 - b) by e-mail to: rekutacja@personnelservice.pl, with the note "Reklamacja — Bonus +1000 PLN".
2. A complaint should contain: the Participant's first name and surname, contact details, a description of the event giving rise to the complaint and the expected manner of its resolution.
3. The Organiser examines complaints within 14 business days of receipt and informs the Participant of the manner of their resolution in the form in which the complaint was submitted.
4. The use of the complaints procedure does not exclude the Participant's right to pursue claims through the courts in accordance with generally applicable law.

§ 11 PERSONAL DATA

1. The controller of the Participants' personal data is Personnel Service S.A. with its registered office in Wrocław.
2. The Participants' personal data are processed for the purpose of conducting the Promotion, calculating and paying the Bonus, handling any complaints, and for the purpose of fulfilling the Organiser's tax and reporting obligations arising from the law.
3. The legal basis for the processing of data is Article 6(1)(b) and (c) of Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) — performance of a contract and fulfilment of legal obligations incumbent on the Organiser.
4. Detailed information on the processing of personal data, including the rights to which the Participant is entitled, is set out in the Personnel Service Privacy Policy available on the website personnelservice.pl and at the Organiser's registered office.

§ 12 FINAL PROVISIONS

1. The Terms enter into force on the day the Promotion Validity Period begins and remain in force until the payment of all instalments of the Bonus due to Participants who have met the conditions of participation.
2. The content of the Terms is available:
 - a) at the Organiser's registered office;
 - b) on the website personnelservice.pl;
 - c) from Personnel Service recruitment consultants.
3. The Organiser reserves the right to amend the Terms during their validity, while preserving the acquired rights of Participants. Amendments enter into force 7 days after their announcement in a manner analogous to the publication of the Terms. Amendments may not worsen the situation of Participants who joined the Promotion before the date the amendments enter into force.
4. In matters not regulated by the Terms, generally applicable provisions of Polish law shall apply, in particular the provisions of the Civil Code, the Labour Code and tax acts.

5. Any doubts regarding the interpretation of the provisions of the Terms are resolved by the Organiser. The Organiser's decisions should take into account the purpose of the Promotion, good practices and the principles of social coexistence, as well as the interests of Participants acting in good faith.
6. Disputes arising from the Promotion are resolved by the common court having jurisdiction in accordance with the provisions of the Code of Civil Procedure.
7. The Terms have been drawn up in the Polish language. In the event of their translation into other languages, in the event of any discrepancies the Polish-language version shall prevail.

On behalf of the Organiser

Personnel Service S.A.

Wrocław, _____

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