

Recommendation System



Regulations



Warsaw 2019

**Program regulations:
„Recommendation System”**

§ 1. Definitions

The terms used in these regulations (hereinafter: the Regulations) mean:

1. Program - a program organized by the Company under the name „Recommendation System”.
2. Company - B2B.net S.A. with headquarters in Wielki Łęku 81A, 13-230 Lidzbark, entered into the Register of Entrepreneurs kept by the District Court in Olsztyn, VIII Department, KRS, nr 0000387063, REGON: 280613330, NIP: 5711707392.
3. Recommender - any person who is over 18 years old, with the exception of persons being part of the HR department of the Company and persons making the final decision about employing a Candidate who will pass the Candidate's Recommendations to the Company.
4. Candidate – person submitted to the Company by the Recommender who meets the requirements placed by the Company for the positions for which recruitment is carried out. Candidates that do not qualify to Recommendation System belong to one or more of the following categories:
 - a) current employees or associates of the Company,
 - b) former employees or associates of the company who have provided services to the Company in the last 12 months,
 - c) persons participating in training courses conducted by the Company,
 - d) persons acquired independently by the Company, whom Company already has in its database, who were presented to the Company as potential employees or associates earlier than the Recommender did (or they applied by themselves, were reported by the recruitment agency), unless the Company did not contact with these people for at least eighteen months,
 - e) persons who did not consent to the processing of their personal data for the purposes of recruitment,
 - f) the Candidate did not confirm during the conversation with the employee of the Company that he knows about the recommendation of his person to the position in the Company,
 - g) the Recommender and the Candidate are the same person.
5. Recommendation - sending a contact of the Candidate directed by the Recommender to the Company via the communication channel specified in these Regulations, the content and form of which are determined by further provisions of the Regulations;

6. Form - form made available by the Company at <https://aplikuj.hrlink.pl/aplikacje-2598-25-202-rfx.html> which provide the Company with a Recommendation.

§ 2. Goal

1. The Regulations define the rules on which the Recommender may participate in the Program and the conditions for remunerating the Recommenders whose recommendations led to the employment of the Candidates submitted to the Company.
2. Based on these Regulations, the Recommender may send recommendations to the Company.
3. The Company verifies the received Recommendations. Company can reject Recommendations if recommended persons do not qualify as Candidates within the meaning of § 1 point 4 of the Regulations.
4. In the case of employment of a candidate by the Company, the Recommender is entitled to a financial benefit on the condition that he/she meets the requirements set out in the Regulations and on the principles set out in the Regulations.

§ 3. Recommendation of the Candidate

1. Joining the Program is carried out by sending a recommendation to the Company via Form or by sending an email to: hr@b2bnetwork.pl. The recommendation must contain the following data:
 - name, surname and phone number of the Recommender;
 - Candidate CV containing contact details OR name and surname of the candidate along with a contact number;
 - the position on which the Candidate is recommended.
2. By submitting the Recommendation, the Contractor declares that he has obtained the consent of the Candidate for the processing of his personal data provided in the Form / Mail and attached documents to the Company for the purpose of conducting and administering future recruitment processes with the participation of the Candidate. In addition, the Recommender declares that the Candidate expressed his consent voluntarily. The Recommender bears full responsibility for providing the Candidate's personal data and declares that he / she is aware of the consequences of unauthorized transmission of such data.
3. By sending a Recommendation, the Recommender declares that he agrees to the processing of his personal data, i.e. name, surname and telephone number, by the Company for the purposes of participation in the Program.
4. The recommender acknowledges and declares that he understood that the administrator of his personal data collected under this consent is B2B.net S.A. with headquarters in Wielki Łęck 81a, 13-230 Lidzbark, office in Warsaw: Al. Jerozolimskie 172, 02-486 Warsaw.
5. The basis for processing the data of the Recommender is Art. 6 point 1 of the RODO - consent for data processing.
6. The data has been given voluntarily and the right to withdraw consent to the processing of data (without affecting the lawfulness of the processing carried out prior to its withdrawal) is available at any time, by sending information to the following address: IOD@b2bnetwork.pl. Providing the data is necessary for the implementation of the

above-mentioned. Therefore, requesting their removal means resignation from further participation in the Program. The Recommender is also entitled at any time to access their data and correct them.

7. The recommender is aware that the recipients of his personal data may be entities dealing in IT services for the Company, accountants, handling the recruitment systems of the Company or entities authorized under the law.
8. The recommender has the right to submit a complaint to the supervisory body - the President of the Office for Personal Data Protection, if he / she considers that his / her personal data are processed inappropriately.
9. Personal data will not be subject to automated decision making or profiling.
10. Personal data will be kept during the period of the Recommender's participation in the Program and after its completion within the time limit resulting from tax regulations and enabling the pursuit of possible claims.
11. Sending a Recommendation means making a statement that the Recommender has read the content of these Regulations and accepts it in its entirety.
12. A complete list of positions currently being recruited by the Company is available on the Company's website at www.b2bnetwork.pl. Positions not covered by the Program will be marked in the content of the advertisement with the phrase "Recruitment excluded from the Program of Instructions".
13. Within 5 business days after receiving the Recommendation within the Program, the employee of the Company will contact the Recommender to inform whether his Recommendation has been qualified for the Program. At the same time, the employee of the Company will contact the Candidate to confirm the recommendation. In a situation where the Candidate is not aware of the nomination of his candidacy by the Recommender, he will not take part in the Program.

§ 4. Financial benefits

1. The Recommender will be entitled to receive a financial contribution for participation in the Program if all the following conditions are met:
 - will send a Recommendation that meets the requirements specified in § 3 para. 1;
 - The recommendation will apply to a person who meets the requirements of being considered a Candidate in accordance with § 1 point 4 on the date of sending the Recommendation;
 - The Company will employ a candidate covered by the Recommendation, which should be understood as the conclusion of a contract of employment with it, as well as the commencement of cooperation based on an economic contract (B2B) or other civil law contract and at the time of payment the period of termination of the contract concluded with the candidate will not commence.
2. The Company will employ a candidate covered by the Recommendation, which should be understood as the conclusion of a contract of employment with it, as well as the commencement of cooperation based on an economic contract (B2B) or other civil law contract and at the time of payment the period of termination of the contract concluded with the candidate will not commence.

3. In case a given person has been nominated as a candidate by two or more Recommenders, only the Recommender who submitted the Recommendation as the first person is entitled to financial compensation.
4. The amount of the benefit designated to the Recommender is paid in two rates depending on the stage of cooperation between the Candidate and the Company, as per the table below:

Profile of candidate	Min. experience in years	Amount of Award*	I RATE	II RATE
Senior Programmer	5+	9000 zł	4500 zł	4500 zł
Designer-Developer	5+			
Senior Designer-Developer	6+			
Senior Architect	6+			
System Architect	5+			
Senior System Architect	6+			
Programmer	2+	7000 zł	3500 zł	3500 zł
DevOps Engineer	5+	7000 zł	3500 zł	3500 zł
Software Tester	2+	2000 zł	1000 zł	1000 zł
Senior Software Tester	5+	4000 zł	2000 zł	2000 zł
Test Automation Specialist	4+	4000 zł	2000 zł	2000 zł
Performance Test Specialist	4+	5000 zł	2500 zł	2500 zł
IT Security Architect	5+	5000 zł	2500 zł	2500 zł
IT Security Operator	5+			
IT Security Specialist	3+			
IT Team Leader	5+	8000 zł	4000 zł	4000 zł
Manager IT	6+			
Other profiles	2+	3000 zł	1500 zł	1500 zł

*** gross rate in case of signing a contract for a specific work or net in the case of a B2B contract**

I RATE is paid out 30 days after the candidate and the company have established cooperation.

II RATE is paid after the 6-month period of cooperation between the Candidate and the Company.

5. The amount of the benefit depends on the position for which the candidate was qualified after the recruitment process carried out by the Company. The change of position during cooperation does not affect the amount of the benefit.
6. In order to enable the payment of benefits, the Recommender is required to complete the necessary formalities and submit statements necessary for lawful transfer of cash benefits.
7. The benefit shall be paid to the Recommender within 14 days from the day of meeting the conditions set out in these Regulations.

§ 5. Final provisions

1. In matters not covered by these Regulations or contentious issues, the Company has the right to decide and settle as the organizer of the Program of Orders.
2. All questions regarding the Recommendation System can be sent to: hr@b2bnetwork.pl.
3. The Regulations enter into force on 23/05/2019. and will be published on the website www.b2bnetwork.pl.
4. Any changes to these Regulations, will be published on the website www.b2bnetwork.pl and enter into force on the date specified in the Regulations, not earlier than after publication.
5. The Company may terminate the Program at any time. Information about its completion will be published on the website www.b2bnetwork.pl.
6. Recommendations sent to the Company before the change of the Regulations or before the end of the Program's term are subject to recognition on the current terms.