



**Terms of conditions**  
**„Recommend an IT Expert”**

**I. Subject of the program**

1. The "Recommend an IT Expert" 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/ establish cooperation with a person recommended, the recommending person receives a bonus:
  - 1000 PLN for employing/ establishing cooperation with the recommended candidate without relevant university degree
  - 2000 PLN for employing/ establishing cooperation with the recommended candidate with relevant university degree and less than 5 years of commercial experience in this field required for the given position
  - 4000 PLN for employing/ establishing cooperation with the recommended candidate with relevant university degree and over 5 years of commercial experience in this field required for the given position
2. The bonus amount is determined on the basis of the recommended IT Expert's education and experience at the date of sending his CV to Sii.
3. Recommendation is valid during 24 months from the date when the CV was sent. The bonus will not be awarded if the recommended person is employed / establish cooperation with Sii after this period expires. The organizer reserves the right to grant a bonus in the above-mentioned case. He will inform the person who recommended the candidate about this fact directly.
4. Bonus is granted and paid in accordance with the conditions set out in section V of this terms of conditions

**II. Duration of the program**

1. The program is valid from 01 of May 2017 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. 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.
4. 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.

The bonus will be awarded in case of recommendation of people with the following profiles

  - 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 / SharePoint/ Salesforce Consultant
  - i. SAP Consultant
  - j. All additional IT and Engineering profiles sought by Sii at the time are considered by the organizer to be included in the program "Recommend an IT Expert"
6. 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)".*
7. 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.
8. 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.
9. 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, candidate's education and IT experience. 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.
10. A person who sends a CV of a recommended person that meets the above requirements, within max. 5 working days will receive from a person of the branch Recruitment & HR Department a confirmation to qualify for the program and information about the amount of bonus which will be paid out when the recommended person is employed. A feedback will be sent always, regardless of the decision regarding the qualification for the program.
11. If the CV is sent before 01.05.2017, the bonuses defined in the previous edition of the "IT Friend Recommendation" program apply – that is 2 000 PLN for recommending a candidate



with minimum one year of experience in the profiles below (Terms & Conditions of the program can be found [here](#)):

- a. Software developer
- b. Tester / Quality Assurance (QA)
- 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

#### **V. Payment of the bonus under the Recommend an IT Expert program**

1. The amount of the standard bonus:
  - 1000 PLN for employing/ establishing cooperation with the recommended candidate without relevant university degree
  - 2000 PLN for employing/ establishing cooperation with the recommended candidate with relevant university degree and less than 5 years of commercial experience in this field required for the given position
  - 4000 PLN for employing/ establishing cooperation with the recommended candidate with relevant university degree and over 5 years of commercial experience in this field required for the given position
2. The bonus amount is determined on the basis of the recommended IT Expert's education and experience at the date of sending his CV to Sii.
3. Recommendation is valid during 24 months from the date when the CV was sent. The bonus will not be awarded if the recommended person is employed / established cooperation with Sii after this period expires. The organizer reserves the right to grant a bonus in the above-mentioned case. He will inform the person who recommended the candidate about this fact directly.

Bonus amount may be increased by one of the Sii branches (Warsaw, Gdańsk, Wrocław, Kraków, Poznań, Łódź, Lublin, Rzeszów) for the defined period of time and for the defined profiles of candidates. Each time the information about increased bonus will be published on



Sii Poland Facebook profile ([Sii Polska](#)). In order to receive an increased bonus the candidate has to be recommended in the defined period, to the defined branch (according to list included in chapter IV point 2 of the Terms & Conditions) and the candidate has to meet the criteria defined by the organizer.

4. The bonus will be given to any person who meets the criteria set out in point IV - The rules of participation in the program.
5. The bonus is paid in two instalments - the first half is paid in the 1st month of the recommended persons' employment/ cooperation, the second half is paid in the 4th month of the recommended persons' employment/ cooperation, i. e. after the trial period, if the person recommended will still work in Sii Sp. z o. o.
6. The decision to pay the bonus for the program participant will be provided by the branch Administration & Billing Department (mentioned Department will contact the recommending person at the telephone number or e-mail address given at the CV), which receives such an information from a person of the branch Recruitment & HR Department.
7. 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/ establish cooperation with 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
8. 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.
9. 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. Recommend an IT Expert 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 Recruitment Director on the national level and branch Recruitment & HR Department or a person performing such duties on a branch level.

#### **Sii sp. z o.o.**

Al. Niepodległości 69, 02-626 Warszawa; Tel: +48 22 486 37 37, Fax : +48 22 486 37 34

Sii sp. z o.o. z siedzibą w Warszawie, wpisana pod numerem KRS: 0000249203 do Rejestru Przedsiębiorców, prowadzonego przez Sąd Rejonowy dla m. st. Warszawy, XIII Wydział Gospodarczy Krajowego Rejestru Sądowego; wysokość kapitału zakładowego i kapitału wpłaconego: 400000 PLN. NIP: 525 23 52 907; REGON: 140381516



3. The decision maker in case of possible changes concerning the program is the Recruitment 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

Wojciech Dreja, Recruitment Director

Sii Sp. z o.o.