

Terms and conditions of the Program

‘Recommend a Friend to Sii’

1. Organizers

1. **Sii sp. z o.o.** with its registered office in Warsaw, ul. Niepodległości 69, entered into the Companies Register of the National Court Register maintained by the District Court for the Capital City of Warsaw, 13th Commercial Division of the National Court Register (KRS), under KRS number 0000249203, NIP (Tax Identification Number): 525 23 52 907, - hereinafter referred to as "**Sii Poland**"
2. **Sii Sweden AB**, c/o KAM Redovisning AB with its seat in Stockholm, BOX 47089, 100 74 Stockholm, Sweden, entered in the register of businesses of Bolagsverket under the register number 559188 – 7954, share capital of SEK 50.000, - hereinafter referred to as "**Sii Sweden**"
3. **Sii Ukraine**, with its seat in Velyka at Arnauts'ka Street 72, Odesa, Odesa Oblast, Ukraine, 65045, registered in Ukrainian Business Register under the number EDRPOU Code 34599738, - hereinafter referred to as "**Sii Ukraine**"

Sii Poland, **Sii Sweden** and **Sii Ukraine** jointly referred hereinafter to as "**Sii**"

2. Subject of the Program

1. The aim of the Program ‘Recommend a Friend to Sii’ is to encourage sending CV of a friend in order to recommend this friend for a job post in Sii. CVs can be send by persons indicated in p. 4 below. If the recommended person, whose CV was sent to Sii according to the rules of the Program (hereinafter referred to as the “Candidate”) starts cooperation or employment in the relevant Sii and after he/she works for a minimum of 80 hours per month, the recommending person will receive one of the following bonuses:

SII ENTITY UNDERTAKING COOPERATION WITH THE CANDIDATE	CANDIDATE WITH UP TO 2 YEARS OF PROFESSIONAL EXPERIENCE REQUIRED ON A GIVEN POSITION	CANDIDATE WITH 2 TO 5 YEARS OF PROFESSIONAL EXPERIENCE REQUIRED ON A GIVEN POSITION	CANDIDATE WITH MORE THAN 5 YEARS OF PROFESSIONAL EXPERIENCE REQUIRED ON A GIVEN POSITION
Sii Poland	1 500 PLN	4 000 PLN	6 000 PLN
Sii Sweden	5 000 SEK	10 000 SEK	15 000 SEK
Sii Ukraine	€300	€600	€1000

Bonus shall be paid out in two instalments, by the Sii entity that undertakes the cooperation with the Candidate, subject to rules set forth in these Terms and Conditions.

2. The actual value of the granted bonus depends on the experience of the Candidate on the day his/her CV was sent to Sii. Candidate’s experience will be determined objectively by Sii in course of the recruitment process. The recommending person is responsible for the accuracy of the data provided in the CV of the Candidate. In case of significant discrepancies between the data provided in the CV and the actual state, Sii reserves the right not to accept the recommendation and not to grant the bonus or to change the value of the bonus.

3. In case the CV of the same Candidate is sent by more than one person, the bonus will be granted to the person who recommended a given Candidate first, determined on the basis of the date of sending the CV to Sii.
4. In case the CV of the Candidate has already been registered in the Sii's Candidates database, but not as a result of the Program, a bonus will be granted only, if as a result of recommendation Sii receives significant additional information about the Candidate, i.e. about changes in professional experience, additional technical skills, certificates, willingness to change work.
5. In case the CV of the Candidate has already been registered in the Sii's Candidates database, as a result of the Program, a bonus will be granted only if
 1. the Candidate was registered in Sii's Candidates database more than 12 months ago (the period of 12 months when a registration is considered as "active" is described in section 2.8 – *Subject of the program*) and
 2. due to the recommendation Sii receives significant information about the recommended person, i.e. changes in professional experience, additional technical skills, certificates, willingness to change work.
6. The bonus may be increased upon Sii's discretion, for a specified time and for specified profiles of the candidates:
 1. Every time, the information about the increased bonus, its duration, and sought profile will be published on the Sii's profiles on LinkedIn.
 2. To receive the increased bonus for a recommendation, it is necessary to send the Candidate's CV and fill in the prescribed form including all required data of a Candidate, in the specified period of time, to the specified branch. The recommendation shall be sent through 'Recommend a Friend to Sii' form (Sii Poland - [LINK](#), Sii Sweden - [LINK](#)), or in case of Sii Ukraine through the email recruitment@siiukraine.com.
7. The bonus for the recommendation will be granted to every person who fulfils the criteria described in section 2.3-2.5 – *Subject of the program* and section 5 – *Rules for participation in the program*.
8. The recommendation is valid for 12 months since the date of registering the CV in the Sii's Candidates database.
 1. If Sii starts the cooperation or employs the given Candidate after the lapse of this time, the bonus for recommendation will not be granted.
 2. Sii reserves the right to grant the bonus in the aforementioned case, upon its' sole discretion. If this occurs, the person recommending the given Candidate will be informed directly.
9. The bonus shall be paid in accordance with the conditions laid down in section 6 below – *The bonus payment*.

3. Duration of the Program

1. The program starts from April 1st, 2022 and its duration is not limited.

2. Sii can decide to change or finish the Program at any time upon its' sole discretion.

4. Participants of the Program

1. In order to participate in the Program, persons recommending Candidates must meet the following requirements, depending on the respective Sii company, to which the recommendation is submitted:

2.	SII POLAND	SII SWEDEN	SII UKRAINE	
Be a natural person, who	is a tax resident of Poland and does not require a permission to work in Poland	has permanent residency or a Personnummer in Sweden	has Ukrainian citizenship or a Personal ID in Ukraine	and recommends a Candidate to Sii in response to a job offer published on recruitment portals or Sii website

2. Subjects having legal personality and any other entities not being natural persons (e.g. recruitment agencies, recruitment consultants) are excluded from the Program.
3. The recommending person may participate in the Program regardless of the fact whether he/she has previously participated in the recruitment process to Sii.
4. Participation in the Program means accepting this Terms and Conditions.

5. Rules for participation in the Program

1. To participate in the Program, person wishing to recommend a Candidate, shall send Candidate's CV through 'Recommend a Friend to Sii' form (Sii Poland - [LINK](#), Sii Sweden - [LINK](#)) or in case of Sii Ukraine, through the email: recruitment@siiukraine.com during the Program lasts. The recommending person needs to provide name, surname, telephone number, and email address of the Candidate as well as attach his/her CV.
2. The Candidate has to be informed about the recommendation by the recommending person.
3. In case the Candidate is not informed about the recommendation by the recommending person, the bonus will not be granted.
4. The Candidate will be asked by the Sii for consents required for processing of the personal data for recruitment purposes.
5. In case Candidate does not grant Sii required consents within 30 calendar days upon Sii's request, the Candidate will not be taken into consideration in the recruitment process to Sii, his/her data will be removed and the bonus will not be granted to the recommending person
6. One recommending person can recommend an unlimited number of Candidates.
7. The recommendation of a Candidate needs to refer to currently open recruitment processes that can be found on the following websites:
 1. [Sii Poland](#)
 2. [Sii Sweden](#)
 3. [Sii Ukraine](#)

8. Bonus does not apply to recommendations to internship positions, Sii University Ambassadors and trainings organized by Sii.
9. In case the recommendation does not cover any of the open recruitment processes, Sii has a right not to accept the recommendation and not to grant the bonus.
10. Within 3 working days since receiving the CV of the Candidate, Sii will verify the status of the Candidate in the Sii's Candidates database. Sii will contact the Candidate to confirm his/her willingness to participate in the recruitment process, as well as information provided in the CV
11. Within 5 working days from registering the CV in Sii's Candidates database, the recommending person will receive information from Sii, regarding the qualification of recommendation to the Program as well as the value of the bonus that will be granted in case the Candidate starts the cooperation or employment at Sii and fulfils required criteria. The feedback will be sent regardless of the decision on qualifying to the Program.
12. In case of sending CV to Sii Poland between December 1st, 2020 and March 31st, 2022, the terms and conditions of the previous program 'Recommend a Friend to Sii' are applicable; they can be found here ([LINK](#)).
13. In case of CV's sent to Sii Poland between January 1st, 2020 and June 30th, 2020, the terms and conditions of the previous program 'Recommend a friend to Sii' are applicable; they can be found here ([LINK](#)).
14. In case of CV's sent to Sii Poland between October 1st, 2018 and December 31st, 2019, the terms and conditions of the previous program 'Recommend a friend to Sii' are applicable; they can be found here ([LINK](#)).
15. In case of CV's sent to Sii Poland between May 1st, 2017 and September 30th, 2018, the terms and conditions of the program 'Recommend a friend to Sii' are no longer applicable; We have closed that program ([LINK](#)).
16. In case of CV's sent to Sii Poland before May 1st, 2017, the terms and conditions of the program 'IT Friend Recommendation' are no longer applicable. We have closed that program ([LINK](#)).

6. The bonus payment

1. The bonus will be paid in two instalments:
 1. The first half of the bonus after the first month of work of the Candidate at Sii.
 2. The second half of the bonus after the sixth month of work of the Candidate at Sii, if the Candidate still works at Sii.
2. The bonus will be paid to the recommending person upon separate rules, depending on which Sii is the payer shall pay the bonus and after Candidate fulfils the criteria described in this Terms and Conditions. The recommending person may be obliged to provide Sii with data necessary for releasing the payment of the bonus or to undertake other necessary steps. The payment of the bonus shall depend upon whether the recommending person fulfils those obligations. .

3. Sii shall not be liable if the bonus collection is impossible due to reasons attributable to the third party or recommending person.
4. The recommending person has the right to lodge a complaint regarding the non-compliance with these Terms and Conditions. The complaint has to be lodged no later than 5 working days from the date when Sii informs the recommending person on the decision on qualifying to the Program. Complaints may be submitted by electronic mail to the following e-mail address: recommendations@sii.pl.
5. A written complaint should include:
 1. name, surname and address of the complainant;
 2. a precise description of the grounds for the complaint.
6. Sii shall consider the complaint immediately, but no later than within 15 working days of receiving it. In the event that the complaint cannot be considered within 15 working days due to the complexity of the matter or other circumstances beyond the Sii's control, Sii shall inform the complainant of that fact in the same form in which the complaint was submitted.
7. Complaints sent to the wrong e-mail address, after the deadline or not containing the required data will not be considered.

7. Miscellaneous

1. The relevant Sii entity is responsible for the implementation of the Program - Sii Poland shall operate the recommendations issued to Sii Poland, Sii Sweden shall operate the recommendations issued to Sii Sweden and Sii Ukraine shall operate the recommendations issued to Sii Ukraine. In each Sii entity, the person responsible for the Program is the relevant Head of Recruitment of Sii.
2. The decision-maker in case of any changes concerning the Program and its Terms and Conditions is the Head of Recruitment of Sii.
3. Sii is obliged to supervise the Program and watch over the compliance with its' rules. Record keeping of the Program is also a duty of Sii.
4. All details concerning personal data processing are included in the Privacy Policy that can be found on the websites:
 1. [Sii Poland](#)
 2. [Sii Sweden](#)
 3. [Sii Ukraine](#)
5. Sii has the right to change the rules of the Program, including changes concerning duration of the Program and the value of the bonus as well as rules on how the bonus is paid.
6. Information about the Program contained in marketing and advertising materials is for information purposes only. The provisions of these Terms and Conditions shall be binding.
7. Sii shall not be liable for any consequences of the participants providing false data or recommendations. The sole responsibility for this lies upon the participant

8. Sii shall not be liable for any delays or obstacles in communication with the participants resulting from circumstance beyond Sii's control.
9. In the event of a dispute, the parties will seek to resolve the matter amicably.
10. The law applicable to all disputes connected with the Program is the law applicable to the country of the registered office of the Sii entity to which the recommendation is directed, i.e. for recommendations directed to Sii Poland the Polish law is applicable, for recommendations directed to Sii Sweden the Swedish law is applicable, and for recommendations directed to Sii Ukraine the Ukrainian law is applicable.