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INTRODUCTION

The Code of Ethics was created out of the need to describe the functioning in Staff In Sp. z o.o. rules of conduct, in order to increase the awareness of all employees and business partners. Its provisions are based on the need to comply with ethical standards and clearly defined standards of conduct in both social and professional relations. Adherence to the principles of ethics is a source of values that positively affect our relations with the environment in the workplace and outside it.

The Code's task is to help us make the right choices by identifying key patterns and ethical standards in our professional activities. The Code is designed to help eliminate negative phenomena and behaviors that most often result from our unconsciousness.

All employees and business partners are expected to adhere to the following values and principles in their daily work.

1. BUSINESS ETHICS

1.1. Anti-corruption

1.1.1. We operate in an open, direct and fair manner, adhering to antitrust law and the standards of fair competition.

1.1.2. Employees at Staff In Sp. z o.o. they are not allowed to offer any property benefits to their current or potential business partners. It is also forbidden to provoke customers or suppliers to offer gifts or favors to employees.

1.1.3. Staff In Sp. z o.o. does not approve of any corrupt actions that may give the impression of an attempt to commit bribery.

1.1.4. Employees at Staff In Sp. z o.o. undertake to counteract corruption, and are also responsible for actively communicating the assumptions of the following anti-corruption policy while performing their official duties:

1.1.4.1. All employees are obliged to inform about circumstances that may affect the impartial performance of their duties.

1.1.4.2. If they become aware of corruption, employees are required to secure any evidence and notify the employer through their supervisor, and if the above applies to the supervisor, to notify the employer directly.

1.1.4.3. In the course of providing information on corruption, it is necessary to maintain the confidentiality of information, both in relation to any individual reporting the occurrence of corruption and individuals to whom the information relates.

1.1.4.4. In order to confirm information about a justified suspicion of corruption and to possibly secure material evidence, the employer carries out an inspection in person or by an authorized employee.

1.1.4.5. If the information about the justified suspicion of corruption behavior is confirmed, the employer undertakes actions aimed at drawing official consequences against the employee / s against whom the allegations of their corrupt activities have been confirmed.

1.2. No unfair competition

1.2.1. Each of our employees is obliged to comply with the principles of competition law and antitrust law. This means that it does not conduct conversations with competitors, during which prices of commercial terms and the company's know-how are discussed.

1.2.2. It is unacceptable to favor or exclude business partners.

1.2.3. In addition, we expect our business partners to be fully responsible for their own conduct in order to guarantee fair competition.

1.3. Protection of intellectual property

1.3.1. We do not infringe upon the intellectual property of others through unauthorized use, copying, distribution, and alteration.

1.3.2. Intellectual property and confidential information are not allowed to go outside the company without the prior consent or consent of the employer.

1.4. Respect for companies and people

1.4.1. We treat all employees with dignity and respect, verbal abuse of employees, mental and physical coercion is not tolerated. Staff In Sp. z o.o. expects a similar attitude from all its partners, both in cooperation and in relations with other entities or persons.

1.5. Data transfer / disclosure control

1.5.1. Employees at Staff In Sp. z o.o. guarantee a fast and uninterrupted flow of information. To support collaboration, knowledge and information should be communicated immediately, completely and without adulteration.

1.5.2. Each of our employees uses only fair and lawful means to communicate and pursue the interests of the company.

1.5.3. Each of our employees is obliged to comply with data protection requirements, as well as legal regulations relating to the protection of information and protection against the misuse of confidential, secret and personal data.

1.5.4. Each employee is obliged to keep trade and business secrets due to performing specific functions in the company.

1.5.5. We make sure that internal information is available only to persons authorized to receive it.

1.6. Conflict of Interest

1.6.1. Staff In Sp. z o.o. decisions regarding cooperation with business partners are made solely on the basis of objective criteria that are not dependent on personal interests and relationships.

1.6.2. We place great emphasis on ensuring that our employees, in the course of performing their professional duties, do not enter into relationships with clients and external suppliers that may result in bias of choices and a lack of objectivity.

1.6.3. Each employee who works or provides services to other companies cooperating with Staff In Sp. z o.o., should report this fact in writing to the HR Department. In the event of a conflict of interest, such activity must be terminated.

2. FORCED LABOR AND CHILD LABOR

- 2.1. We respect fundamental human rights.
- 2.2. Any form of coercion to work by restriction of freedom or threats of physical violence as discipline or control is prohibited.
- 2.3. We respect the minimum age in the hiring process in accordance with national laws.
- 2.4. Employing children is strictly prohibited under any circumstances.

3. FREEDOM OF ASSOCIATION

- 3.1. We recognize the fundamental right of all workers to form trade unions and elect their representatives.
- 3.2. We declare our willingness to honestly and trusting cooperation with employee representatives and striving to achieve a balance of interests.

4. ABUSE AND DISCRIMINATION - equal opportunities and mutual respect

- 4.1. We promote a policy of equal opportunities and equal treatment. All decisions are made on the basis of merit, regardless of skin color, religion, gender, sexual orientation, status, national origin or degree of fitness.
- 4.2. We comply with applicable employment law and expect all our employees to treat each other with dignity and respect.
- 4.3. We do not discriminate against anyone on the basis of their nationality, race, gender, religion, political affiliation, disability, sexual orientation or any other reason.
- 4.4. Our principle is to find, hire and support employees based on their qualifications and skills. We forbid our employees to show any forms of discrimination (e.g. by harming, harassing, mobbing) and we support partnership-based cooperation based on mutual respect for another human being.
- 4.5. Staff In Sp. z o.o. bases its organizational culture on the values and individual needs of employees.
It creates opportunities for employees to develop, organize training without discriminating against anyone.

5. HEALTH AND SAFETY

- 5.1. We follow safety standards and regulations.
- 5.2. We are responsible for the safety and health of our employees. We guarantee protection and safety at work in accordance with applicable regulations.
- 5.3. By constantly improving the working environment, we strive to improve the quality as well as the efficiency and satisfaction of employees with the work performance. Each of our employees cares about their health and adheres to health and safety at work regulations.
- 5.4. Safety and health are the key value of Staff In Sp. z o.o. We always comply with the applicable health and safety rules and regulations. In addition, we consistently promote safe practices and avoid unnecessary risk to our employees.

6. REMUNERATION AND ADDITIONAL BENEFITS

- 6.1. Staff In z o.o. respects the legal requirements regarding the amount of the minimum wage.
- 6.2. Staff In z o.o. provides employees with detailed salary information.
- 6.3. Wages and salaries and additional benefits are calculated and paid in accordance with applicable law.

7. WORKING TIME

- 7.1. Staff In Sp. z o.o. respects at least the minimum legal requirements for maximum allowable working hours.
- 7.2. The number of working hours, including overtime, is in line with the applicable legal provisions regulating the permissible number of working hours.
- 7.3. Staff In Sp. z o.o. complies with the applicable legal regulations and standards regarding public holidays.
- 7.4. Staff In Sp. z o.o. maintains a transparent and reliable system for recording working time and remuneration.

8. SUBMISSION OF COMPLAINTS

- 8.1. Each employee may report a suspicion that there has been a breach of the law and the Code of Ethics. Violations should be reported using one of the available channels:
 - 1.a conversation with the supervisor,
 - 2. an interview with an employee of the HR Department,
 - 3. report the problem anonymously by throwing it into the mailbox located at the headquarters of Staff In Sp. o.o., which is opened by a commission at the end of each month.
- 8.2. The name of the reporting person is only disclosed with his consent. Therefore, contact is made confidentially.
- 8.3. Each reported problem is forwarded to a Management Board Member, who makes a decision on how to solve it within 14 days.
- 8.4. The list of complaints and requests submitted in a given month and decisions made in this regard is posted on the notice boards by the end of the following month.
- 8.5. Staff In z o.o. completely prohibits retaliation against any employee who reports suspected violations of the law or the above code.
- 8.6. If retaliatory actions occur, they should be immediately reported using the channels from point 8.1

9. KNOWLEDGE AND AVAILABILITY OF THE CODE

9.1. All employees, regardless of their position in the structure of the organization, have the opportunity to learn about the values and principles set out in the Code of Ethics.

9.2. Each supervisor makes sure that employees in his area know and apply the Code of Ethics.

9.3. In the event of any questions or ambiguities regarding the application of the Code of Ethics, the superior is the first contact person. The employee may also report this matter to the HR Department.

9.4. The Code of Ethics is available from the immediate supervisor and in the HR Department.

ANTI-SLAVERY AND HUMAN TRAFFICKING POLICY

Trafficking of human beings, called slavery of the 21st century, as defined in Art. 115 § 22 of the Criminal Code is: recruiting, transporting, delivering, transferring, storing or receiving a person with the use of:

- 1) unlawful violence or threats,
- 2) abduction,
- 3) deception,
- 4) misrepresentation or exploitation of an error or inability to properly understand the undertaken action,
- 5) abuse of the relationship of dependency, the use of a critical position or state of helplessness,
- 6) granting or accepting a material or personal benefit or its promise to a person who carries out custody or supervision over another person

- to use it, even with its consent, in particular in prostitution, pornography or other forms of sexual exploitation, in forced labor or services, in begging, slavery or other forms of exploitation that degrade human dignity or in order to obtain cells, tissues or organs contrary to the provisions of the Act. If the perpetrator's behavior concerns a minor, it constitutes trafficking of human beings, even if the methods or measures listed in points 1-6 have not been used.

On the other hand, **slavery** according to Art. 115 § 23 of the Criminal Code is a state of dependence in which a person is treated as an object of property.

Staff In presents a zero tolerance approach to modern slavery. We are committed to acting ethically and honestly in every area of our operations and business relationships, and to implement and enforce effective systems and controls to ensure that modern slavery does not take place in our or our contractors' business.

We expect the same high standards from all our contractors, suppliers and other business partners. We develop and update our contracting processes to include specific prohibitions against forced labor, human trafficking or any form of slavery, whether they are adults or children.

All members of our team are required to review our procedures to help identify and prevent modern day slavery.

ENVIRONMENTAL POLICY

Staff In is a provider of human resource management services and has been operating since 2014, ensuring strategic and consistent management of temporary workers and the recruitment of permanent staff to many industry sectors.

We are aware that our activities have a direct and indirect impact on the environment. Therefore, we are committed to taking measures to protect the environment and reduce carbon dioxide emissions from those areas of our business that have the greatest impact on the environment.

Our environmental policy aims to reduce our carbon footprint by 10% over the next 5 years. To achieve this goal, we will :

- with fewer and is a need to promote business trips and walks, rides ę cycling and use of public transport as an alternative s for a private motor vehicle,
- to avoid and reduce the amount of waste and to encourage the appropriate re-use and recycling of waste, such as moving to a paperless administration and transfer redundant IT equipment to charity,
- to buy, if possible, recycled products and products with lower emissions, such as recycled paper and IT equipment with lower energy consumption,
- conserve our energy, for example, making sure that all devices and lights are turned off when nobody is in the room , and the machine heating system IT and the air conditioning are properly controlled that and used that,
- to choose suppliers who in their activities are guided by policies environment,
- promote understanding of our impact on the environment, raising awareness and the need to protect the environment among employees,
- ensure compliance with the environmental protection law.

WORK REGULATIONS

STAFF IN SP. Z O. O.
WITH HEADQUARTERS IN WROCŁAW.

OF FEBRUARY 1, 2018



CHAPTER I. General provisions

Based on Article. 104, 104 1 , 104 2 , 104 3 of the Act of June 26, 1974 - Labor Code (consolidated text: Journal of Laws of 2018, item 108, as amended) and Art. 5 of the Act of July 9, 2003. on employment of temporary workers (Journal of Laws of 20 16, item 360, as amended) and implementing acts to the Labor Code, in order to define the rights and obligations arising from the organization of work, the following is agreed:

1. The work regulations establish the order and organization of work and the related rights and obligations of Employees and Temporary Employees and the Employer.
2. The terms used in the Work Regulations have the following meanings:
 - a) **Employer, Agency** - Staff In Sp. z o.o. based in Wrocław, NIP: 9512381837; REGON: 147341916;
 - b) **Employer User, User** - each employer or entity that is not an employer within the meaning of the Labor Code referred to in the Act and is the client of the Agency, assigning tasks to the Temporary Employee and controlling their performance;
 - c) **Employee** - a person employed by Staff In Sp. z o.o. based in Wrocław on the basis of an employment contract, not being a Temporary Employee;
 - d) **Temporary Worker** - a person employed by Staff In Sp. z o.o. based in Wrocław solely for the purpose of performing temporary work for and under the direction of a specific User Employer;
 - e) **Regulations** - these Regulations of Staff In Sp. z o.o. ;
 - f) **Work establishment** - the Employer's enterprise;
 - g) **Act** - the Act of 9 July 2003 on the employment of temporary workers (Journal of Laws of 2016, item 360, as amended).
3. The following chapters of the Regulations apply to:
 - a) Employees (Chapters II-VIII);
 - b) Temporary Workers (Chapters IX -XV);
 - c) Employees and Temporary Workers (Chapters XVI - XVII).

CHAPTER II. Duties and rights of Employees and Employers

1. The basic duties of each Employee include:
 - a) full use of working time for the performance of professional duties,
 - b) reliable and effective work performance and striving to obtain the best results at work,
 - c) adherence to the agreed working hours and order,
 - d) exact and conscientious execution of superiors' instructions,

- e) compliance with the provisions and principles of occupational health and safety and fire regulations,
- f) taking care of the good and property of the Employer and using it in accordance with its intended purpose,
- g) caring for the good of the Employer, in particular by keeping secret technological, technical, commercial and organizational information, the disclosure of which could expose the Employer to damage,
- h) striving to achieve the best possible results at work and showing appropriate initiative for this purpose,
- i) adherence to the principles of social coexistence,
- j) not smoking on the premises of the Workplace outside of designated places,
- k) using the Employer's tools, including a computer and e-mail, only for business purposes,
- l) not using vulgar, rude or inappropriate words in relation to superiors, co-workers and third parties,
- m) not accepting private correspondence to the Employer's address,
- n) not using the internal circulation of mail to send private correspondence with the Employer,
- o) in the event of a breakdown - notifying the relevant services and not leaving the place of breakdown until the arrival of the relevant services,
- p) protection of personal data processed by the Employee,
- q) compliance with the Employer's internal policies related to the use of the IT network.

2. Particularly gross violations of the established order and discipline of work are in particular:

- a) improper and careless performance of work and damage to the Employer's property,
- b) performing work during work not related to the tasks resulting from the employment relationship,
- c) disturbing order and peace in the workplace,
- d) leaving the workplace without justification, not showing up for work and being late for work,
- e) coming to work after consuming alcohol or other intoxicants, consuming alcohol or other intoxicants during work or at work, as well as bringing or storing the above substances at work,
- f) not following the official orders of superiors,
- g) inappropriate attitude towards superiors and other Employees (Temporary Employees),
- h) causing damage to the Employer or seizure of the Employer's property (theft of property or complicity in theft),
- i) untimely or unreliable handling of matters, preparation and transfer of documents,
- j) breach of other obligations specified in these Regulations,
- k) failure to comply with the acts of internal law in force at the Employer's.

3. The basic obligations of the Employer towards Employees are in particular:

- a) familiarizing employees with the scope of their duties and powers and the manner of performing work in designated positions,
- b) providing Employees with the text of the provisions on equal treatment in employment in the form of Appendix 2 to these Regulations,
- c) informing Employees about the possibility of full-time or part-time employment, and for employees working for a fixed period - about vacancies,
- d) skillful organization of work in a manner ensuring full use of working time, using the talents and qualifications of Employees in a manner conducive to increasing the efficiency and quality of work, and in a manner ensuring reduction of the nuisance of work, especially monotonous work and work at a predetermined pace,
- e) ensuring safe and hygienic working conditions and conducting employee training in the field of health and safety and fire protection,
- f) timely and proper payment of remuneration,
- g) the use of objective and fair criteria for the evaluation of Employees and the results of their work,
- h) creating conditions for the implementation of the principle of equal treatment in employment and preventing discrimination,
- i) counteracting mobbing,
- j) keeping personal files separately for each Employee and other employee documentation, in accordance with applicable regulations.

4. Employers have the right, in particular, to:

- a) using the results of the work performed by employees,
- b) issuing binding work orders to Employees to the extent that these orders do not contradict the employment contract, applicable regulations or the principles of social coexistence,
- c) determining the scope of employee duties of each Employee, in accordance with the provisions of employment contracts and applicable regulations.

5. Employees are entitled in particular to:

- a) employment in a position in accordance with the provisions of the employment contract and qualifications,
- b) receiving remuneration for work in a timely manner,
- c) rest on days off from work and the use of holiday leaves and other breaks specified by law,
- d) equal and equal treatment by the Employer for fulfilling the same obligations,
- e) performing work in conditions consistent with the provisions of occupational health and safety,
- f) reimbursement by the employer of the cost of eyeglasses correcting eyesight to the amount not exceeding one-time PLN 200, in the event that an occupational medicine doctor during examinations as part of preventive health care referred to in the Labor Code and implementing provisions,

g) reimbursement by the employer of the cost of eyeglasses correcting eyesight to the amount not exceeding PLN 200 at a time, if the occupational medicine physician during examinations under preventive health care, referred to in the Labor Code and implementing regulations, determines the need for the employee to use while working at the service screen monitor of the above-mentioned glasses. The reimbursement of the costs of glasses (lenses) takes place after the invoice for the glasses (lenses) has been delivered to the Human Resources Department from the optical department.

CHAPTER III. Employees working time

1. Working time

Working time is the time when the Employee is at the disposal of the Employer at the Workplace or in another place designated for work.

2. The method of confirming the presence at work by the Employee

2.1. The employee is required to confirm his arrival at work and leave the workplace using the attendance list.

2.2. Employees working from a place other than the workplace notify their supervisor of the commencement and termination of work by e-mail.

2.3. Employees performing official duties outside the workplace are obliged to ensure direct contact with them during working hours.

3. Standards of working time and settlement period

3.1. Working time is on average 40 hours a week within an average 5-day working week in the adopted settlement period. The daily working time standard is 8 hours.

3.2. The billing period is 4 months and starts in January.

4. Working time systems used by the Employer

4.1. The basic system applies to all Employees except for Employees covered by the task-based working time system.

4.2. Task-based working time system

a) In the task working time system, the Employer, in consultation with the Employee, determines the time necessary to perform the entrusted tasks, taking into account the working time resulting from the standards specified in art. 129 of the Labor Code.

b) The task-based working time system applies to employees employed in managerial / managerial positions.

c) Records of working hours are not kept in relation to Employees employed in the task-based working time system.

d) Employees employed in task working time independently determine their working time schedule in compliance with the working time standards specified in Art. 129 of the Labor Code and the rest periods described in point 6.2-6.3. Of the Regulations, and their working time should be organized in such a way that it does not fall at night, on Sundays and public holidays.

5. Working hours

5.1 The working hours of the Workplace are from 06.00 to 22.00. Working hours of a particular department are set by its superior, subject to point 5.2.

5.2 At the written request of the Employee, a flexible work schedule may be applied to him in accordance with Art. 1401 §1 or 2 of the Labor Code

5.3 Performing work in accordance with the schedule of working time described in point 5.2 may not violate the Employee's right to rest referred to in point 6.2-6.3.

5.4 In the cases specified in point 5.2, performing work again on the same day does not constitute overtime work.

6. Breaks. Rest periods

6.1 Employees whose daily working time is at least 6 hours are entitled to a 15-minute break, included in the working time.

6.2 An employee is entitled to at least 11 hours of uninterrupted rest in any 24 hours, with the proviso that this provision does not apply to:

a) Employees managing the workplace on behalf of the Employer,

b) cases of the necessity to carry out a rescue operation, protection of property or the environment, or to remove a failure.

In the cases referred to in point a) and b) During the reference period, the employee is entitled to an equivalent period of rest.

6.3 Every week, an employee is entitled to at least 35 hours of uninterrupted rest, including at least 11 hours of uninterrupted daily rest.

7. Overtime work

7.1 In cases justified by the necessity to conduct a rescue operation in order to protect human life or health, protect property or the environment, or remove a failure or the specific needs of the Employer, the Employer may oblige Employees to work overtime.

7.2 Overtime work is allowed only at the express command of the superior or with his consent .

7.3 The Employer sets the annual limit of overtime hours provided for the Employer's special needs at 416 hours, and the average number of working hours, including overtime, may not exceed 48 hours per week in the adopted settlement period.

7.4 For overtime work, the Employee is entitled, in addition to the normal remuneration, an allowance in the amount specified in the provisions of the labor law, subject to the following provisions.

7.5 In return for the time worked overtime, the Employer, upon a written request of the Employee , may grant the Employee the same amount of time off work. Granting time off in exchange for overtime work may also take place without the employee's request. In such a case, the Employer grants time off from work, at the latest by the end of the settlement period, in the amount 50% higher than the number of overtime hours worked, however, this may not reduce the remuneration due to the Employee for the full monthly working time.

7.6 In the case specified in point 7.5. An employee is not entitled to a supplement for overtime work.

CHAPTER IV. Organization of Employee work

1. An employee is obliged to work in a place assigned to him by the head of a given organizational unit or the Employer.
2. The employee receiving the work tools is responsible for their condition, maintenance and use as intended.
3. When the employee finishes his work, he is obliged to put his position in order and leave it in proper order, in particular by securing files, documents, stamps and turning off the equipment.
4. Removal of instruments, tools and other items belonging to the Employer is not allowed without the express consent of the supervisor each time, except for those necessary to perform work outside the premises of the Workplace. If Employees use PCs and notebooks, they are obliged to use only the software provided by the Employer.
5. All documents and data related to the Employer or its clients are the exclusive property of the Employer and may not be used by Employees for purposes other than work. In particular, it is forbidden to copy documents, print business electronic correspondence, save documents or data on any media or forward them electronically, if it is not related to the performance of employee duties.
6. The Employer assigns the Employee a properly secured place for storing work tools, work clothes and his own clothes.
7. The employee is obliged to settle accounts with the Employer in connection with the termination or expiry of the employment relationship. The necessary condition for settling accounts with the Employer is the signing of the circulation card by authorized persons.
8. Staying on the premises of the Workplace after working hours is allowed only with the knowledge and approval of the immediate supervisor or the Employer.

CHAPTER V. Date, place, time and frequency of payment of remuneration

1. Detailed principles of remunerating the company's employees, remuneration components, bonuses and awards are specified in the remuneration regulations.
2. Payment of remuneration for work is made by the employer every month, on the 10th day of the month following the month for which the remuneration is due.
3. Payment of sickness benefits takes place together with the salary.
4. Each employee receives a settlement slip specifying the amount of earnings and deductions.
5. At the request of the Employee, the Employer is obliged to provide him / her with the documents on the basis of which his remuneration has been calculated.
6. Complaints regarding any irregularities in the settlement of remuneration should be reported to the employee department - Human Resources and Payroll Department.
7. Information on the amount of remuneration is subject to special protection and is confidential information.
8. The remuneration for work with the consent of the Employee expressed in writing is payable to the bank account indicated by the Employee.
9. For people who do not have bank accounts, cash is withdrawn from the company's cash desk.
10. If the agreed date of payment of remuneration for work is a holiday, the remuneration shall be paid on the preceding day.

CHAPTER VI. Principles of justifying absence from work and granting employees leave from work

1. The reasons justifying the Employee's absence from work are the events and circumstances specified by the provisions of labor law, which prevent the Employee from showing up for work and providing it, as well as other circumstances recognized by the Employer as justifying.
 2. The employee is obliged to inform the Employer about the cause and expected period of absence from work, if the reason for the absence is known or foreseeable in advance.
 3. In the event of reasons preventing the employee from appearing for work, the Employee is obliged to immediately notify the supervisor of the reason for the absence from work, but not later than on the second day of absence. Notifications are made by the Employee in person or through another person, by e-mail, telephone or other means of communication.
 4. The employee, if possible, is obliged to notify the supervisor about the activities that should be performed during his absence.
 5. In particular, the Employer is obliged to release the Employee from work in order to:
 - a) appearing in person before an authority competent for the general duty of defense,
 - b) appearing at the request of a governmental administration body, local government administration body, court, public prosecutor's office, police or an authority conducting proceedings in cases of misdemeanors,
 - c) performing the activities of an expert on call in administrative, criminal, preparatory and court proceedings, where the total number of exemptions may not exceed 6 days in a calendar year,
 - d) performing personal benefits resulting from separate regulations,
 - e) donating blood for the time specified by the blood donation station for the purpose of donating blood.
 6. The Employer is obliged to release the Employee from work for the period including:
 - a) two days - in the event of the Employee's wedding or the birth of his child or the death and funeral of the Employee's spouse or his child, father, mother, stepfather or stepmother,
 - b) one day - in the event of the Employee's child getting married or the death and funeral of his sister, brother, mother-in-law, father-in-law, grandmother, grandfather as well as another person dependent on the Employee or under his direct care.
- The employee is obliged to document the circumstances constituting the basis for the leave specified in this point.
7. The rules and the amount of dismissals, as well as the issue of whether or not the right to remuneration for the time off work are regulated by the relevant provisions of the labor law.
 8. Upon a written request of the Employee, the Employer may dismiss him / her from work in order to settle personal matters. The employee is obliged to work off the time off. Time allocated to making up work is not treated as overtime work.
 9. The employee's correspondence address is binding unless the employee formally provides a different address.
 10. Correspondence sent to the employee to the correspondence address indicated by him will be treated as delivered on the date of the second notification at the latest.

CHAPTER VII. Holidays

1. The amount and the right to vacation leave are determined in accordance with applicable regulations, taking into account the employee's periods of employment and study periods.
2. The first annual leave is due after working one month in proportion to the amount of leave.
3. Annual leaves are granted at the Employee's request. When granting leave, the Employer takes into account the Employees' requests and the need to ensure the normal course of work.
4. At the employee's request, the leave may be divided into parts. At least one part of the vacation should last no less than 14 consecutive calendar days.
5. The leave should be taken in the calendar year in which the Employee obtained the right to it, and if it is not taken within this period - no later than 30 September of the following year.
6. Prior to the commencement of the leave, the Employee is obliged to submit a leave application to the immediate superior. The employee is not allowed to commence the leave without accepting the leave request.
7. The employer is obliged to grant at the request of the Employee and within the time indicated by him no more than 4 days of leave in each calendar year (leave on request). The employee submits a request for leave at the latest before the start of work on the day on which he intends to take the leave, in person, by e-mail to the address of his immediate supervisor or by phone. The commencement of the leave upon request before it is granted by the Employer may be considered as an unexcused absence from work, which is a serious breach of basic employee duties within the meaning of Art. 52 § 1 point 1 of the Labor Code.
8. Pursuant to the provisions of the labor law, Employees are entitled to maternity leave, additional maternity leave, leave under the terms of maternity leave, additional leave under the terms of maternity leave, paternity leave, parental leave and parental leave.
9. Under the terms of the Labor Code, upon a written request of the Employee, the Employer may grant him unpaid leave.
10. The leave date may be postponed at the request of an employee motivated by important reasons.
11. The leave date may also be postponed due to the special needs of the company, if the employee's absence would cause serious disruptions in the course of work.
12. The employer may recall the employee from the leave and is obliged to cover the costs incurred by the employee in direct connection with the dismissal of the employee.
13. During the period of notice, the employee is obliged to use the leave he is entitled to, if the employer grants him leave during this period.

CHAPTER VIII . Occupational health and safety obligations and fire protection

1. Employer obligations

1.1. The employer is responsible for the health and safety conditions in the workplace. The employer is obliged in particular to:

- a) protect the health and life of Employees by ensuring safe and hygienic working conditions with appropriate use of the achievements of science and technology,
- b) organize work in a manner ensuring safe and hygienic working conditions,

- c) ensure compliance with the provisions and rules of occupational health and safety at the workplace, issue orders to remedy deficiencies in this respect and control the implementation of these orders,
- d) ensure the execution of orders, statements, decisions and orders issued by supervisory authorities over working conditions,
- e) conduct systematic training of employees in the field of occupational health and safety,
- f) refer employees to mandatory occupational medicine examinations,
- g) provide Employees with personal protective equipment as well as work clothing and footwear meeting the requirements set out in Polish Standards - in cases where it is required by law.

2. Employees' obligations

2.1. Compliance with the provisions and rules of work safety, as well as fire regulations, is the basic responsibility of the Employee. The employee is obliged in particular to:

- a) know the rules and principles of occupational health and safety and fire protection, participate in training and instruction in this field and undergo the required examinations,
- b) perform work in a manner consistent with the provisions and principles of health and safety at work and follow the orders and instructions of superiors issued in this regard,
- c) undergo initial, periodic and follow-up and other recommended medical examinations and follow medical indications,
- d) immediately notify the supervisor about the threat to human life or health noticed in the workplace and warn co-workers, as well as other people in the area of danger, about the danger,
- e) in the event of an accident at work, notify the superior immediately,
- f) cooperate with the Employer and superiors in fulfilling obligations related to occupational health and safety,
- g) not to perform any repairs of equipment and devices in the workplace without the consent of the Employer,
- h) maintain order and cleanliness at the workplace and in social rooms;
- i) ensure that his desk and office are clean and tidy and eliminate everything that may pose a potential threat,
- j) in the event of loss or destruction of personal protective equipment or clothing or footwear due to the fault of the Employee, he is obliged to pay an amount equal to the value of lost or damaged items. This amount may be reduced if the circumstances of the destruction justify it.

3. Health and safety training

3.1. Employees are subject to training in the field of occupational health and safety specified in the relevant regulations. Training in the field of occupational health and safety and fire protection takes place during working hours and at the expense of the Employer.

3.2. The employee is obliged to confirm in writing that he is familiar with the provisions and principles of health and safety at work.

4. Information on occupational risk

4.1. The Employer is obliged to inform each Employee recruited to work about the occupational risk related to the work performed by him. This information is provided during the initial OSH training.

5. Medical examinations

5.1. Before starting work, the Employer sends the candidate to work for an initial medical examination.

5.2. The employee is subject to periodic medical examinations in accordance with applicable regulations.

5.3. In the event of inability to work for more than 30 days due to illness, the Employee is also subject to medical examination in order to determine the ability to perform work in the current position.

5.4. Periodic and follow-up medical examinations are carried out, if possible, during working hours. The Employee retains the right to remuneration for the time of non-performance of work in connection with the research.

5.5. In the absence of up-to-date medical examinations, the Employee will not be allowed to work or will be removed from work. If the Employee has been properly referred for tests and has not performed them on time, the Employee does not retain the right to remuneration for the period in which he does not perform work in the case described above.

6. Protection of the work of women and young people

6.1. It is not allowed to employ women for work that is forbidden for them included in the list constituting Appendix No. 1 to these Regulations.

6.2. There are no juvenile workers at the workplace.

7. Fire protection

7.1. Employees are obliged to comply with the provisions on fire protection contained in the fire instructions in force in the building in which the workplace is located.

7.2. The Employer informs Employees about the persons designated to perform activities in the field of fire fighting and employee evacuation.

CHAPTER I X. Basic duties of Temporary Employees and the Agency.

1. The basic obligations of each Temporary Employee, resulting from the scope of duties entrusted to him on the basis of a temporary employment contract, include:

- a) full use of working time for the performance of employee duties for the User,
- b) reliable and effective work performance and striving to obtain the best results at work for the User,
- c) compliance with the working time and order agreed with the User,
- d) accurate and conscientious execution of the instructions of the superiors on the part of the User,
- e) compliance with the provisions and rules of occupational health and safety as well as fire regulations at the User,
- f) taking care of the good and property of the User and using it in accordance with its intended purpose,
- g) caring for the good of the User and the Agency, in particular by keeping secret technological, technical, commercial and organizational information, the disclosure of which could expose the User Employer or the Agency to damage,

- h) striving to obtain the best possible results at work for the User and showing appropriate initiative for this purpose,
- i) adherence to the principles of social coexistence,
- j) not smoking on the premises of the User outside the designated places,
- k) using the User's tools, including a computer and e-mail, only for business purposes,
- l) not using vulgar, rude or inappropriate words in relation to superiors, co-workers and third parties,
- m) not accepting private correspondence to the User's address,
- n) not using the internal mail flow to send private correspondence with the User,
- o) ordering your workplace after the end of work, in particular by securing files, documents, stamps and turning off the equipment,
- p) in the event of a breakdown - notifying the relevant services and not leaving the place of breakdown until the arrival of the relevant services,
- q) protection of personal data processed by the Temporary Employee.

2. Particularly gross violations of the established order and discipline of work are in particular:

- a) improper and careless performance of temporary work and damage to the User's property,
- b) performing during work, work not related to tasks resulting from the employment relationship,
- c) disturbing order and peace at the User's workplace,
- d) leaving the workplace without justification, not showing up for work and being late for work,
- e) entering temporary work after drinking alcohol or other intoxicants, as well as consuming alcohol or other intoxicants during work, at the place of work for the User, as well as bringing in or storing the above substances at the workplace,
- f) failure to carry out official orders of the superiors on behalf of the User and the Agency,
- g) inappropriate attitude towards superiors and other employees of the User or the Agency,
- h) non-compliance with the provisions and rules of occupational health and safety as well as fire regulations in force at the User,
- i) causing damage to the User or the Agency or seizure of the property of the User or the Agency (theft of property or complicity in theft), violation of other goods of the User or the Agency or exposure to damage or infringement of goods,
- j) untimely or unreliable handling of entrusted matters, preparation and transfer of documents,
- k) breach of the business secret of the User, the Agency or their contractors,
- l) breach of the protection of personal data processed by the Temporary Employee, the administrator or processing of which is the User or the Agency,
- m) non-compliance with the acts of internal law in force at the User or the Agency,

n) accepting property entrusted by the User with the obligation to return or to account for it without prior written consent of the Agency, as well as concluding material co-liability agreements with the User without obtaining such consent,

o) exposing the Agency to legal liability towards the User, especially in the event of causing damage to the User while performing temporary work.

3. The main obligations of the Agency towards Temporary Employees are in particular:

a) concluding an employment contract with a Temporary Employee, clearly indicating its purpose as performing temporary work,

b) informing the Temporary Employee about the type of entrusted temporary work, qualification requirements for its performance, the person of the User and the expected period and place of temporary work,

c) informing the Temporary Employee about the arrangements between the Agency and the User in matters specified in art. 9 and 10 of the Act,

d) the use of objective and fair criteria for the verification and selection of Temporary Employees and the assessment of temporary work performed,

e) keeping personal files separately for each Temporary Employee, in accordance with applicable regulations,

f) keeping records of suspected occupational diseases, occupational diseases, accidents at work and accidents on the way to and from work - unless these obligations have been taken over by the User, as well as benefits related to these accidents,

g) keeping separately for each Temporary Employee - unless these obligations have been taken over by the User - records of the allocation of work clothing and footwear and personal protective equipment, as well as payment of a cash equivalent for the use of own clothing and footwear and for their washing and maintenance - if the services the Temporary Employee is entitled to these under the provisions of the labor law,

h) providing Temporary Employees, in the form of Appendix 2 to these Regulations, of the text of the provisions on equal treatment in employment.

CHAPTER X . Working time of Temporary Employees

1. Working time

1.1 The working time is the time during which the Temporary Employee is at the disposal of the Employer User, at its seat or in another place designated for the performance of work.

1.2 The working time of the Temporary Employee is determined by the User, within the limits of the applicable working time standards, the average five-day working week, the working time specified in the temporary employment contract and the organization of work and the specificity of the tasks performed by the Temporary Employee.

2. Working time systems, settlement period

2.1. In relation to Temporary Employees, an equivalent working time system is applied, in which it is allowed to extend the daily working time, but not more than 12 hours, in a settlement period not exceeding 12 weeks. The extended daily working time is counterbalanced by a shorter daily working time on certain days or days off work. The use of the equivalent working time of the 12-week settlement period in the system results from the irregularity of the User's Employer's demand for the work of Temporary Employees.

2.2. Shift work is used for Temporary Employees.

3. Working overtime

3.1. In cases justified by the need to conduct a rescue operation in order to protect human life or health, protect property or the environment, or remove a failure or the specific needs of the User Employer, the User Employer may oblige Temporary Employees to work overtime.

3.2. Overtime work is allowed only at the express request of the User.

3.3. The employer sets the annual limit of overtime hours provided for the User's special needs in the amount of 416 hours, while the average number of hours of work, including overtime, may not exceed 48 hours per week in the adopted settlement period.

3.4. For overtime work, the Employee is entitled, in addition to the normal remuneration, an allowance in the amount specified in the provisions of the labor law, subject to the following provisions.

3.5. In exchange for the time worked overtime, the Employer may, upon a written request of the Temporary Employee, grant him the same amount of time off work. Granting free time in exchange for overtime work may also take place without the Temporary Employee's request. In such a case, the Employer grants time off from work, at the latest by the end of the settlement period, in the amount 50% higher than the number of overtime hours worked, however, this may not reduce the remuneration due to the Temporary Employee for the full monthly working time.

3.6. In the case specified in point 3.5. An employee is not entitled to a supplement for overtime work.

CHAPTER XI Organization of the work of Temporary Employees

1. The User organizes, manages and supervises the work process of Temporary Employees.

2. The Temporary Worker is obliged to work in a place assigned to him by his immediate supervisor on the part of the User.

Chapter XII Date, place and time of payment of wages

1. Payment of remuneration for the work of Temporary Employees shall be made by the Agency once a month in arrears by the 10th day of the month following the month for which the remuneration is due unless the employment contract specifies a different date for the payment of remuneration.

2. At the request of the Temporary Employee, the Agency is obliged to provide him / her with the documents on the basis of which his remuneration has been calculated.

3. The remuneration for work with the consent of the Temporary Employee expressed in writing is payable to the bank account indicated by him.

4. If the agreed date of payment of remuneration for work is a holiday, the remuneration shall be paid on the preceding day.

CHAPTER XIII . Principles of justifying absence from work and granting temporaryemployees exemptions from work

1. The reasons justifying the absence of the Temporary Employee from work are the events and circumstances specified by the provisions of labor law that prevent the Temporary Employee from appearing to work and providing it, as well as other circumstances recognized by the User or the Agency as justifying.

2. The Temporary Worker is obliged to inform the User and the Agency in advance about the reason and the expected period of absence from work, if the reason for the absence is known or foreseeable in advance.

3. In the event of difficulties preventing the Temporary Employee from showing up for work, the Temporary Employee is obliged to immediately notify the User and the Agency about the reason for the absence from work, but no later than on the second day of absence. Notifications are made by the Temporary Worker in person or through another person, by phone or using other means of communication.

4. Temporary Worker, if possible, is obliged to notify the User's superior about the activities that should be performed during his absence.

5. Evidence justifying the absence from work are in particular:

a) statement of the Temporary Employee - in the event of circumstances justifying the need for the Temporary Employee to provide personal care for a healthy child up to the age of 8 due to unforeseen closure of a nursery, kindergarten or school which the child attends;

b) personal summons of the Temporary Employee to appear in person in cases of general duty of defense, by a governmental or local government authority, court, prosecutor's office, the police or an authority conducting proceedings in cases of misdemeanors - as a party or a witness in proceedings before these authorities, including a note confirming the appearance of the Temporary Worker on this call;

c) statement of the Temporary Employee confirming the completion of a business trip during the night, completed in such a time that the commencement of work did not expire 8 hours, in conditions that prevent a night rest;

d) a properly issued medical certificate of temporary incapacity for work by an authorized physician, which should be submitted no later than 7 days after its issue.

6. The employer is obliged to release the Temporary Employee from work and grant him a special leave, if such obligation results from the Labor Code, implementing provisions to the Labor Code or other legal provisions.

7. In particular, the Employer is obliged to release the Temporary Employee from work in order to:

a) appearing in person before an authority competent for the general duty of defense,

b) appearing at the request of a governmental administration body, local government administration body, court, public prosecutor's office, police or an authority conducting proceedings in cases of misdemeanors,

c) performing the activities of an expert on call in administrative, criminal, preparatory and court proceedings, where the total number of exemptions may not exceed 6 days in a calendar year,

d) performing personal benefits resulting from separate regulations,

e) donating blood for the time specified by the blood donation station for the purpose of donating blood.

8. The Employer is obliged to release the Temporary Employee from work for the period including:

a) two days - in the event of the Temporary Employee's wedding or the birth of his child or the death and funeral of the Temporary Employee's spouse or his child, father, mother, stepfather or stepmother,

b) one day - in the event of a child of the Temporary Employee getting married or the death and funeral of his sister, brother, mother-in-law, father-in-law, grandmother, grandfather as well as another person dependent on the Temporary Employee or under his direct care.

The Temporary Worker is obliged to document the circumstances constituting the basis for the leave specified in this point.

9. The rules and the amount of the dismissals, as well as the issue of whether or not the right to remuneration for the time of dismissal are regulated by the relevant provisions of the labor law.

10. At the written request of the Temporary Employee, the Employer may dismiss him from work in order to arrange personal matters. The employee is obliged to work off the time off. Time allocated to making up work is not treated as overtime work.

CHAPTER XIV Leave of Temporary Workers

1. The Temporary Employee is entitled to a holiday leave in the amount specified in the Act.

2. The Agency and the User may agree to use the leave by the Temporary Employee in whole or in part during the period of temporary work, while determining the mode of granting the leave.

3. If the period of performing temporary work for one User's employer covers a period of 6 months or longer, the User is obliged to allow the Temporary Employee to take the holiday leave.

4. If other rules do not result from the arrangements between the Employer and the User, the Temporary Employee is obliged to submit a written leave application to a person designated by the Agency, with the approval of the person authorized by the User, for a leave with an indication of the start and end date of the leave, at least in advance, two weeks before the planned vacation date.

5. The annual leave is granted to the Temporary Employee by the Agency on days which would be working days for him if he did not take the leave.

6. The Temporary Worker referred to in sec. 3, the Agency is obliged to grant at his request and within the period indicated by him no more than 4 days of leave in each calendar year (leave on request). The Temporary Employee reports a request for leave at the latest before the start of work on the day on which they intend to take the leave, in person, by e-mail to the address of a person designated by the Agency or by telephone. The commencement of leave upon request before it is granted by the Agency may be considered as an unexcused absence from work, which is a serious breach of basic employee duties within the meaning of Art. 52 § 1 point 1 of the Labor Code

CHAPTER XV . Occupational health and safety obligations and fire protection

1. Entities responsible for safe and hygienic working conditions of Temporary Employees.

1.1. The party responsible for ensuring work conditions related to occupational health and safety is specified in the service contract or arrangements concluded between the Agency and the User.

1.2. If the User takes over the tasks related to health and safety at work, the provisions in force at that User shall apply.

1.3. To the extent that the obligations in the field of occupational health and safety are taken over by the Agency, the provisions of Chapter VIII of the Regulations will apply to Temporary Employees.

1.4. In each case, the responsibility for providing the Temporary Employee with safe and hygienic working conditions in the place designated for the performance of temporary work, including in the field of fire protection, rests with the User.

1.5. The list of works forbidden for juvenile workers and women, types of work and the list of workplaces allowed for juvenile workers to undergo apprenticeship, and the list of light work allowed for juvenile workers employed for purposes other than vocational training - is determined by the User in the applicable work regulations. This list is binding on the Temporary Worker.

2. Rights and obligations of Temporary Workers:

2.1. If the working conditions do not meet the health and safety regulations and pose a direct threat to the health or life of employees, or when the work performed poses such a threat to other people, the Temporary Employee has the right to refrain from performing work, immediately informing the supervisor on behalf of the User and the person designated by the User about it. Agencies.

2.2. If refraining from work does not remove the threat, the Temporary Employee has the right to leave the place of danger, immediately notifying the User's superior and the person designated by the Agency about it.

2.3. The Temporary Worker has the right, after notifying the person designated by the Agency, to refrain from performing work that requires special psychophysical fitness in the event that his / her mental and physical condition does not ensure safe work performance and poses a threat to other people.

2.4. A Temporary Worker is prohibited from performing particularly dangerous work within the meaning of the regulations issued on the basis of art. 237 15 of the Labor Code. In the event of an attempt by the User to entrust the Temporary Employee with such work, the obligation of the Temporary Employee is to refuse to perform it and inform the Agency about the situation immediately. In order to avoid incorrect qualification of the entrusted work, the Temporary Employee should consult with the representative of the Agency.

2.5. Compliance with the health and safety regulations and rules is the basic duty of the Temporary Employee, and in particular he is obliged to:

- a) know the rules and principles of occupational health and safety, take part in training and instruction in this field and undergo the required examinations,
- b) perform work in a manner consistent with the provisions and principles of health and safety at work and follow the orders and instructions of their superiors in this regard,
- c) take care of the proper condition of devices, machines and equipment as well as order and order in the workplace,
- d) use collective protective equipment, individual protection as well as working clothes and shoes as intended,
- e) undergo initial, periodic and follow-up as well as other recommended medical examinations and follow medical indications,
- f) immediately notify the User and the Agency about the noticed accident at work involving the Temporary Employee or about the threat to human health or life, and warn co-workers about it, as well as other people in the area of risk.

2.6. In the event of loss or destruction of personal protective equipment or work clothing or footwear, the Temporary Employee receives other measures, clothing and footwear, in accordance with the table of standards. However, if the loss or destruction was caused by the fault of the Temporary Employee, he / she is obliged to pay an amount equal to the value of the lost or damaged items. This amount may be reduced if the circumstances of the destruction justify it.

CHAPTER XVI . Order responsibility of the Employee and Temporary Worker

1. In relation to the Employee (Temporary Employee) who does not comply with the established organization and order in the work process, occupational health and safety regulations, fire regulations, the adopted method of confirming the arrival and presence at work and justifying the absence, the Employer may apply the penalty of admonition. or a punishment of reprimand.
2. For non-compliance by the Employee (Temporary Employee) with health and safety regulations or fire regulations, leaving work without justification, appearing for work under the influence of alcohol or drinking alcohol while working - the Employer may also apply a fine.
3. A fine for one offense and for each day of unexcused absence may not be higher than the one-day salary of the Employee (Temporary Employee), and the total amount of fines may not exceed the tenth part of the salary due to the Employee (Temporary Employee) to be paid after deductions have been made, referred to in Art. 87 § 1 point 1 - 3 of the Labor Code.
4. The penalty may not be applied after 2 weeks from becoming aware of a breach of the employee obligation and after 3 months from committing this breach. The penalty may only be applied after hearing the Employee (Temporary Employee). If, due to absence from work, the Employee (Temporary Employee) cannot be heard, the two-week period does not start to run, and the commenced period is suspended until the Employee (Temporary Employee) arrives for work.
5. The proceeds from the fines are allocated to the improvement of health and safety conditions at work.
6. The Employer shall notify the Employee (Temporary Employee) of the penalty in writing, indicating the type of offense and the date of the breach by the Employee (Temporary Employee) and informing him of the right to object and the date of its submission. The Employee (Temporary Employee) may submit an objection to the Employer against the penalty imposed within 7 days from the date of notification.
7. Regardless of punishing the Employee (Temporary Employee) in the above manner, in justified cases the Employer may also terminate the employment relationship of the Employee (Temporary Employee) with or without notice due to the fault of the Employee (Temporary Employee).

CHAPTER XVII Final Provisions

1. These Regulations shall enter into force within 2 weeks from the date they are communicated to the Employees (Temporary Employees) in the manner adopted by the Employer.
2. Each Employee (Temporary Employee) is obliged to read the content of the Work Regulations before starting work. The statement on reading the Work Regulations will be kept in the personal files of the Employee (Temporary Employee).
3. In matters not covered by the Regulations, the provisions of the Labor Code, the Act and the implementing provisions to the Labor Code and other generally applicable provisions of the labor law shall apply.
4. The work regulations are valid for an indefinite period of time. Amendments to the Regulations will be introduced in writing and communicated to the Employees in the manner adopted by the Employer. The current version of the Regulations will be available at the Employer's office.

Appendix 1 to the Work Regulations

List of jobs that are particularly burdensome or harmful to women's health

I. WORKS RELATING TO PHYSICAL EXERCISE AND TRANSPORT OF WEIGHT AND FORCED BODY POSITION.

1. All work where the highest values of physical workload, measured with net energy expenditure for the performance of work, exceed 5000 kJ per shift, and in case of occasional work - 20 kJ / min.

2. Manual lifting and carrying of loads with a weight greater than:

- 1) 12 kg - for permanent work,
- 2) 20 kg - for occasional work (up to 4 times per hour during a shift),

3. Manual lifting uphill - on ramps, stairs, etc., the maximum angle of inclination of which exceeds 30°, and the height of which is 5 m - loads with a mass exceeding:

- 1) 8 kg - for permanent work,
- 2) 15 kg - for occasional work (up to 4 times per hour during a shift).

4. Transporting loads with a weight exceeding:

- 1) 50 kg - when using single-wheel barrows,
- 2) 80 kg - when transporting on 2, 3 and 4-wheel carts,
- 3) 300 kg - when transporting on trolleys on rails,

The above-mentioned permissible masses of loads also include the mass of the transport device and apply to the transport of loads on a flat, hard and smooth surface with an inclination not exceeding:

- 2% - for works listed in points 1 and 2,
1% - for works listed in point 3,

In the case of carrying loads on an uneven surface in the manner specified in points 1 and 2, the weight of the loads must not exceed 60% of the values given in these points.

5. For pregnant or breastfeeding women:

- 1) all works where the highest values of physical workload, measured with net energy expenditure for the performance of work, exceed 2,900 kJ per shift,
- 2) the works listed in items 2-4, if there is an excess of 1/4 of the values specified therein,
- 3) work in a forced position,
- 4) work in a standing position over 3 hours in total during a shift.

6. For pregnant women the following are prohibited:

- 1) work on the operation of screen monitors - more than 4 hours a day.
- 2) work by women in an environment where the noise exposure level exceeds 65 dB.
- 3) work at height - apart from permanent galleries, platforms, landings and other permanent platforms, fully secured against falling (without the need to use personal protective equipment against falling) and climbing up and down ladders and clamps.

Annex 2 to the Work Regulations

Equal treatment in employment.

1. As required by law, the Employer acquaints the Employees (Temporary Employees) with the provisions of the Labor Code on equal treatment in employment.

2. Provisions of the Labor Code on equal treatment in employment (excerpt):

Art. 9 § 4 The provisions of collective labor agreements and other collective agreements based on the act, regulations and statutes defining the rights and obligations of the parties to the employment relationship, violating the principle of equal treatment in employment, shall not apply.

Art. 11 2 . Employees have equal rights to fulfill the same duties in the same way; this applies in particular to the equal treatment of men and women in employment.

Art. 11 3 . Any discrimination in employment, direct or indirect, in particular on the basis of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, religion, sexual orientation, as well as due to employment for a specified period of time or indefinite or full-time or part-time - is unacceptable.

Art. 18 § 3 The provisions of employment contracts and other acts on the basis of which the employment relationship is established, which violate the principle of equal treatment in employment, shall be invalid. Instead of such provisions, the relevant provisions of the labor law apply, and in the absence of such provisions - these provisions should be replaced with relevant provisions that are not discriminatory in nature.

Art. 18 3a . § 1. Employees should be treated equally in terms of entering into and terminating the employment relationship, terms of employment, promotion and access to training in order to improve professional qualifications, in particular regardless of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, religion, sexual orientation, as well as, irrespective of employment for a fixed or indefinite period, or full-time or part-time.

§ 2. Equal treatment in employment means non-discrimination in any way, directly or indirectly, for the reasons specified in § 1.

§ 3. Direct discrimination exists when an employee for one or more reasons specified in § 1 was, is or could be treated in a comparable situation less favorably than other employees.

§ 4. Indirect discrimination exists when, as a result of an apparently neutral decision, criterion applied or action taken, there are or could occur unfavorable disproportions or a particularly unfavorable situation in terms of entering into and terminating the employment relationship, terms of employment, promotion and access to training in order to improve qualifications professional against all or a significant number of employees belonging to the group distinguished due to one or more of the reasons specified in § 1, unless the provision, criterion or action is objectively justified due to the lawful goal to be achieved, and the measures aimed at achieving for this purpose are appropriate and necessary.

§ 5. A manifestation of discrimination within the meaning of § 2 is also:

1) action consisting in encouraging another person to violate the principle of equal treatment in employment or ordering him to violate this principle,

2) undesirable behavior with the purpose or effect of violating the dignity of an employee and creating an intimidating, hostile, degrading, humiliating or offensive atmosphere (harassment).

§ 6. Discrimination on the basis of sex is also any undesirable behavior of a sexual nature or relating to the employee's gender, the purpose or effect of which is to violate the dignity of the employee, in particular creating an intimidating, hostile, degrading, humiliating or offensive atmosphere; the behavior may consist of physical, verbal or non-verbal elements (sexual harassment).

§ 7. Submission by an employee to sexual harassment or harassment, as well as taking actions by him against harassment or sexual harassment may not cause any negative consequences for the employee.

Art. 18 3b . § 1. A violation of the principle of equal treatment in employment, subject to § 2-4, shall be deemed to be differentiation by the employer of the employee's situation for one or more reasons specified in Art. 18 3a § 1, the effect of which is in particular:

- 1) refusal to establish or termination of the employment relationship,
- 2) unfavorable form of remuneration for work or other terms of employment or omission in promotion or awarding other work-related benefits,
- 3) omission when selecting to participate in training to improve professional qualifications - unless the employer proves that he was guided by objective reasons.

§ 2. The principles of equal treatment in employment are not violated by actions proportional to the achievement of the lawful purpose of differentiating the employee's situation, consisting in:

- 1) not employing an employee for one or more reasons specified in art. 18 3a § 1, if the type of work or the conditions of its performance mean that the reason or reasons mentioned in this provision are the actual and decisive professional requirement imposed on the employee,
- 2) termination of the employee's terms of employment in terms of working time, if this is justified by reasons not related to employees without referring to another reason or other reasons listed in art. 18 3a § 1,
- 3) applying measures that differentiate the legal situation of an employee due to the protection of parentage or disability,
- 4) applying the seniority criterion when determining the terms of employment and dismissal of employees, the principles of remuneration and promotion, and access to training in order to improve professional qualifications, which justifies different treatment of employees due to their age.

§ 3. Actions taken for a specified period of time, aimed at equalizing the chances of all or a significant number of employees distinguished for one or more reasons specified in Art. 18 3a § 1, by reducing the actual inequalities in favor of such employees, to the extent specified in that provision.

§ 4. The principle of equal treatment does not violate the restriction of access to employment by churches and other religious associations, as well as organizations whose ethics is based on religion, denomination or worldview, due to religion, denomination or belief, if the type or nature of the activity by churches and other religious associations, as well as organizations, makes religion, denomination or belief a real and decisive professional requirement for an employee, proportional to the achievement of the lawful goal of differentiating the situation of that person; this also applies to the requirement that employees act in good faith and be loyal to the ethics of the church, other religious association and organizations whose ethics is based on religion, belief or belief.

Art. 18 3c . § 1. Employees are entitled to equal remuneration for the same work or for work of equal value.

§ 2. The remuneration referred to in § 1 covers all remuneration components, regardless of their name and nature, as well as other work-related benefits granted to employees in cash or in a form other than cash.

§ 3. Works of equal value are works whose performance requires comparable professional qualifications, confirmed by documents provided for in separate regulations, or by practice and professional experience, as well as comparable responsibility and effort.

Art. 18 3d . A person against whom the employer has violated the principle of equal treatment in employment has the right to compensation in the amount not lower than the minimum remuneration for work, determined on the basis of separate provisions.

Art. 18 3e . § 1. The use by an employee of the rights due to violation of the principle of equal treatment in employment may not be the basis for unfavorable treatment of the employee, and may not cause any negative consequences for the employee, in particular may not constitute a reason justifying the termination of the employment relationship by the employer or its termination without notice.

§ 2. The provision of § 1 shall apply accordingly to an employee who has provided any form of support to an employee exercising the rights due to breach of the principle of equal treatment in employment.

Article 29 2 § 1 Conclusion of an employment contract with an employee providing for part-time employment may not result in determining his working conditions and remuneration in a manner less favorable than that of employees performing the same or similar work full-time, taking into account however, the proportionality of the remuneration for work and other work-related benefits to the employee's working time.

REMUNERATION REGULATIONS

STAFF IN SP. Z O.O.
WITH HEADQUARTERS IN WROCŁAW

1ST FEBRUARY 2018



REMUNERATION REGULATIONS
Staff In Sp. with z o.o.
with its headquarters in Wrocław

Based on Article. 77 2 of the Act of June 26, 1974 - Labor Code (consolidated text, Journal of Laws of 2018 , item 108, as amended) , it is hereby agreed as follows:

I. GENERAL PROVISIONS

§ 1

The remuneration regulations define the terms of remuneration for work and the rules for granting other work-related benefits.

§ 2

1. The provisions of these Regulations apply to all Employees of Staff In Sp. z o. o. with its headquarters in Wrocław , subject to sec. 2 - 3 below.

2. The provisions of these Regulations do not apply to:

- 1) employees who manage the workplace individually and their deputies;
- 2) employees included in the collective management body of the Workplace;
- 3) chief accountants.

3. The remuneration for work and any bonuses resulting from the employment relationship of the Temporary Employee will be determined only on the basis of information obtained from the Employer User, to the extent specified in the provisions of the Act of 09.07.2003. the employment of temporary workers (OJ . 20 16 r., pos. 360 with later . d. - hereinafter the "**Act** ") and given to the Temporary Worker at the latest at the time of conclusion of the contract of employment and it specified . Therefore, the provisions of these Regulations regarding the determination of the principles of remuneration and its additional components shall not apply to Temporary Employees .

§ 3

The terms used in the Remuneration Regulations mean:

- a) **Employer, Company** - Staff In Sp. z o.o. with its registered office in Wrocław, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for Wrocław-Fabryczna, VI Commercial Division of the National Court Register under the number: 0000524280, NIP: 9512381837; REGON: 147341916;
- b) **Employer User** - an employer or entity that is not an employer within the meaning of the Labor Code referred to in the Act and is a Client of the Company, assigning tasks to the Temporary Employee and controlling their performance;
- c) **Employee** - a person employed by Staff In Sp. z o.o. with headquarters in Wrocław on the basis of an employment contract;
- d) **Temporary Worker** - a person employed by Staff In Sp. z o.o. with headquarters in Wrocław solely for the purpose of performing temporary work for and under the direction of the User Employer;
- e) **Workplace** - the Employer's enterprise;
- f) **Minimum remuneration** - the minimum remuneration for work determined on the basis of the Act of October 10, 2002 on the minimum remuneration for work (Journal of Laws of 2002, No. 200, item 1679, as amended; i.e. of April 7, 2017. Journal of Laws of 2017, item 847).

II. BASE SALARY

§ 4

1. An employee is entitled to remuneration for work in the amount specified in the employment contract.
2. The Employee's remuneration for the full monthly working time may not be lower than the minimum wage.
3. Information on the amount of individual remuneration for work is the secret of the parties to the employment relationship and may not be disseminated, unless the obligation or right to disclose this information results from applicable law. The information contained in these Regulations and Appendices thereto constitute the Employer's secret and may not be disclosed by Employees to persons not employed by the Employer, unless the obligation or right to disclose this information results from applicable law.

§ 5

1. Workers shall have the right to equal remuneration for equal work or for work of equal value.
2. Works of equal value are works the performance of which requires the Employees to have comparable professional qualifications, confirmed by documents provided for in separate provisions or by practice and professional experience, as well as comparable responsibility and effort.

§ 6

1. The Employee's remuneration is a gross remuneration.
2. The Employee's base salary is specified in the employment contract at a rate not lower than the minimum rate established for a given group of positions, specified in Appendix 1 to these Regulations ("**Grading Categories**").

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3. The employee has the right to get acquainted with the minimum wage appropriate for his grade, which is available for inspection at the Human Resources Department.
4. A part-time employee is entitled to base remuneration and other remuneration components in the amount proportional to the length of time the work performed, as specified in the employment contract.

§ 7

If the Employee moves to a position in a different Grading Category, the remuneration will be specified in the employment contract in the amount not lower than the minimum rate of remuneration specified for the relevant Grading Category.

§ 8

At the request of the Employee, the Employer is obliged to provide him with the payroll documentation for inspection and to hand over the payroll slip containing all remuneration components.

III . OTHER BENEFITS FOR EMPLOYEES FROM THE EMPLOYMENT RELATIONSHIP

Award

§ 9

1. Employees who, by exemplary performance of their employee duties, showing initiative and increasing the efficiency and quality of work in a special way contribute to the performance of the Employer's tasks may be awarded a cash prize.
2. The decision on granting the award and its amount is made by the employer.

Travel benefits

§ 10

1. The Employee performs the official task as part of a business trip on the basis of a written instruction from the Employer, signed by the Employee.
2. An employee on account of a business trip is entitled to a daily allowance and reimbursement of travel and accommodation costs incurred on the terms specified in the executive regulations issued on the basis of the Labor Code.

Other benefits from the employment relationship

§ 11

Employees' right to other benefits under the employment relationship, such as in particular: remuneration for overtime work, remuneration for the period of inability to work due to sickness and other justified absences from work , remuneration for holiday leave , allowance for night work , remuneration for downtime, remuneration for on-call duty, retirement and disability severance pay, posthumous severance pay , are regulated by the provisions of the labor law.

IV. PROTECTION OF THE WAGE FOR WORK

§ 12

1. The employee may not waive the right to remuneration or transfer this right to another person.
2. Deductions from wages Workers are made on the basis of and within the scope specified m in the Labor Code.

§13

1. Subject to the provisions of subpara. 2 below, the employer shall pay the remuneration for work every month, by the 10th day of the month following the month for which the remuneration is due. If the agreed date of payment of remuneration for work is a holiday, the remuneration shall be paid on the preceding day.
2. Payment of remuneration for the work of Temporary Employees once a month in arrears by the 10th day of the month following the month for which the remuneration is due, unless the employment contract specifies a different date for the payment of remuneration.
3. Remuneration for work with the consent of the Employee expressed in writing is payable to the bank account indicated by him.
4. The allowance for unused leave is generally paid in cash. The equivalent may be paid by bank transfer at the employee's written request.

V. SOCIAL BENEFITS

§ 14

In agreement with the representative of the Employees elected in the manner adopted by the Employer, the Company Social Benefits Fund is not established.

VI . FINAL PROVISIONS

§ 15

In matters not covered by these Regulations, the provisions of the labor law shall apply.

§ 16

1. These Regulations come into force after two weeks from the date they are made known to Employees at the Employer and User Employer. The current version of the Regulations will be available from the Employer.
2. The remuneration regulations are valid for an indefinite period of time. Amendments to the Regulations will be introduced in writing and communicated to the Employees at the Employer and Employer User .

List of attachments:

1. Classification Categories

February 1, 2018 r.

Appendix 1

CLASSIFICATION CATEGORIES

Grading categories	Positions
I	production worker; Warehouse worker; warehouse assistant; assistant worker - packer, installer,
II	high storage forklift operator
III	office worker