



Terms and Conditions of the External Referral Program

§1 General provisions

1. These terms and conditions ("Terms and Conditions") specify the terms and conditions under which the program called the External Referral Program (hereinafter "Program") is organised.
2. The organiser of the program is Xebia Sp. z o.o. with its registered office in Wrocław, ul. Sucha 3, 50086 Wrocław, registered by the District Court for Wrocław Fabryczna VI Economic Department in the Register of Entrepreneurs of the National Court Register under no. 0000304562, NIP 897-17-19-181 (hereinafter referred to as the "Organiser").
3. The program is organised on the territory of the Republic of Poland on the website:
<https://xebia.com/careers-poland/referral-program/>

§2 Definitions

1. Program – a system of distribution and promotion of selected job offers in the HR industry. It consists in providing the Participant with a financial Award after they have fulfilled the conditions set out in these Terms and Conditions.
2. Organiser – Xebia Sp. z o.o.,
3. Referring Person – a person who, using the referral program, submits a candidate for a currently advertised position.
4. Candidate – a person recommended by a Referring Person.

§3 Participation in the program

1. A person who meets all of the following conditions may be a referring person or a recommended person:
 - a. Any natural person residing in Poland who is at least 18 years of age on the date the recommendation is made in accordance with the terms of the External Referral Program,
 - b. The referring person completes the form on the following website:
<https://xebia.com/careers-poland/referral-program/> and declares, subject to para. 2, by ticking the appropriate box, that the person whose candidacy he submits consents to the processing of their personal data for the purposes necessary to carry out the recruitment process. A similar consent should also be placed on the CV of the person being recommended.
2. The referring person undertakes to obtain the consent of the recommended person to provide the Organiser with their personal data necessary to carry out the recruitment process for the above mentioned person.



3. Recommended candidates will not be eligible for the Program if:

- a. They have themselves applied to Xebia Sp. z o.o. in order to obtain employment in a space of 6 months before submitting their application.
- b. They were sent to Xebia Sp z o.o by recruitment companies in a space of 12 months before submitting their application.
- c. They are in the process of recruitment.
- d. They have not consented to the use of their personal data for recruitment purposes.

§4 Award

1. Program participants who refer a candidate who is qualified for the Program will receive from Xebia Sp. z o.o. a one-time cash award in the amount of:
 - a. 3 000 PLN gross in the case of candidates with professional experience of less than 6 years, regardless of the type of position or
 - b. 6 000 PLN gross for candidates with professional experience of 6 or more years, regardless of the type of position.
2. The awards referred to in paragraph 1 may not be combined.
3. Program Participants are entitled to receive an award only if all of the following conditions are met:
 - a. The submitted candidate is accepted into the recruitment process at Xebia Sp. z o.o.;
 - b. The submitted candidate successfully completes the recruitment process and becomes associated with Xebia Sp. z o.o. through a contract of employment / contract for specific work / contract of mandate;
 - c. The submitted candidate works at Xebia Sp. z o.o. for a minimum of 6 months.
4. The recommending person will receive the award after the period mentioned in §4 para. 3 c.
5. In order to obtain the award, the recommending person is obliged to complete the necessary formalities and make declarations necessary for the lawful transfer of the award.

§5 Process

1. The candidate recommendation must be submitted via the form provided on the site:
<https://xebia.com/careers-poland/referral-program/>
2. For the candidacy to be valid, the submitted data must be true and correspond to reality. The referral must contain contact information to allow contact with the recommended candidate to be made.

§6 Personal data protection



1. Personal data of referring and recommended persons under the Referral Program are provided by referring persons and recommended candidates voluntarily.
2. The data administrator is Xebia Sp. z o.o. with its registered office in Wrocław, ul. Sucha 3, 50-086 Wrocław, registered by the District Court for Wrocław Fabryczna VI Economic Department in the Register of Entrepreneurs of the National Court Register under No. 0000304562, NIP 897-17-19-181.
3. The data are processed in accordance with Regulation (EU) 016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter: "GDPR"), the Act of 10 May 2018 on the protection of personal data (i.e. of 30 August 2019, Journal of Laws of 2019, item 1781).
4. Personal data provided by Program Participants are processed only for the purposes of the Program, in the case of a person recommended for carrying out recruitment, and in the case of a referring person for the issuance of the Award.
5. Submission of an Application by the Program Participant is tantamount to acceptance of these Terms and Conditions.