

REGULATIONS FOR REMOTE WORK

AT

AUTODOC LOGISTICS SP. Z O.O.

2023

§ 1

General Provisions

1. Pursuant to Article 67²⁰ of the Labour Code, AUTODOC Logistics Sp. z o.o. establishes remote working regulations specifying the rules for the performance of remote work by an employee and the related rights and obligations of the Employer and the Employee.
2. Whenever the regulations refer to:
 - **Employer** – shall be understood as AUTODOC Logistics Sp. z o.o.
 - **Employee** – shall be understood as a person employed under a contract of employment.
 - **Remote work** – shall be understood as work performed wholly or partly at a place indicated by the Employee and agreed with the Employer in each case, including at the Employee's home address, in particular by means of direct remote communication.
 - **Occasional remote work** – shall be understood as work performed partly at a place indicated by the Employee and agreed with the Employer in each case, including at the Employee's home address, in particular by means of direct remote communication, for a period not exceeding 24 days per calendar year.
 - **Direct supervisor** – shall be understood as the person to whom an employee reports directly, according to the organisational chart of the unit.

§ 2

Groups of employees covered by remote work

1. The Employer allows employees who have requested and received written or electronic permission from the Employer to work remotely. The template of the application is attached as **Appendix 1** to these Regulations. The Employer allows for the possibility of submitting an application and consent in electronic form as long as it contains the information indicated in Appendix 1 to these Regulations.
2. The application for the possibility to work remotely must specify the date of commencement of the remote work, the number of days of remote work per week and, if possible in the case of partial remote work, the schedule of the remote work.

3. Employees may perform occasional remote work for up to 24 days per calendar year, based on the Employee's application in this regard and with the Employer's consent, if the type of work and the organisation of work and the Employer's needs allow for work to be performed outside the Employer's premises. The template of the application is attached as **Appendix 2** to these Regulations.
4. Remote work (of any kind) is possible for some administrative employees, provided that the type of work, the organisation of work and the needs of the Employer allow the work to be performed remotely. The Employer, in consultation with an immediate supervisor, shall decide whether an employee may work entirely, partially or occasionally remotely for a given position.
5. The Employer is obliged to grant the request of an employee referred to in Article 142¹ § 1(2) and (3) of the Labour Code, a pregnant employee, an employee raising a child up to the age of 4, as well as an employee caring for another member of the immediate family or another person remaining in the common household who has a certificate of disability or a certificate of a significant degree of disability, to perform work remotely, unless this is not possible due to the organisation of work or the type of work performed by the Employee. The Employer shall inform the Employee of the reason for refusal of the request in paper or electronic form within 7 working days from the date of submission of the request by the Employee.

§ 3

Forms of remote work

1. The Employer provides for the possibility for eligible employees to perform remote work in the following forms:
 - a) occasional remote work,
 - b) full remote work,
 - c) partial remote work.
2. An employee authorised to perform remote work has no claim against the Employer in this respect and may only perform work in this form with the Employer's consent or, in certain cases, on the Employer's instructions.
3. The Employer shall grant permission for remote work to individual employees taking into account objective criteria related to the organisation of work and the type of work performed by the authorised employee.

4. Remote work (other than occasional work) should, as a rule, be carried out in a hybrid model, i.e. as partial remote work, not exceeding an average of 2 days per week, unless a different dimension is agreed on an individual basis.

§ 4

Referral procedure – approval for remote work

1. The Employee shall submit a request for remote work or occasional remote work, in writing or electronically, at least 7 calendar days before the day on which the Employee intends to start the remote work.
2. In particularly justified cases, the Employer may agree to remote work, upon request, no later than on the same day as the start of the remote work.
3. In the request, the Employee shall specify the place where the remote work is to be performed, which the Employee may not change without the prior consent of the Employer.
4. In common law cases, an instruction to an employee to work remotely may be given in writing or in an electronic form that allows the Employee to review the instruction.
5. The Employer may authorise managers of separate organisational units or direct supervisors of employees to give approval for remote work, occasional remote work, as well as give instructions for remote work.
6. The Employee is obliged to notify the People Operations department of any change in the location of the remote work and to obtain the approval of the Employer, the authorised direct supervisor, or the head of the organisational unit at: hr@autodoc.eu or ultimately through the Workday system.
7. Either party may make a binding request to cease remote work, a template of which is attached as Appendix 3 to these Regulations. Upon submission of such a request, the parties shall agree on a date on which the previous conditions for the performance of the work will be restored (this date cannot be later than 30 days from the date of receipt of the request). If no agreement is reached, the previous working conditions shall be restored on the day following the expiry of 30 days from the date of receipt of the request by one of the parties.

§ 5

General rules for remote work

1. The Employee shall perform remote work during the working hours resulting from the applicable working time system and schedule. The Employee shall remain at the disposal of the Employer while performing remote work.

2. The Employee performs the remote work in accordance with their job description.
3. Remote work may be performed entirely remotely. In this case, the place of work indicated in the Employee's employment contract is the place agreed with the Employer as the place of remote work. The place of remote work may only be in the territory of the Republic of Poland.
4. Remote work may be performed partially (on certain days, for a specific period of time, exceptionally during certain hours) outside the place of its permanent performance under the employment contract. The Employer or the Employee's immediate superior shall determine the days to be used for teleworking or shall accept the days proposed by the Employee.
5. An employee who works remotely has the right to be on the premises of the workplace, to communicate with other employees and to use the Employer's premises and equipment, the company's social facilities and social activities – in accordance with the rules adopted for all employees.
6. Any change in the location of the remote work must be approved by the Employer or the authorised managers of the individual organisational units or the Employee's direct supervisor, and the information must be sent by the Employee to the People Operations Department: hr@autodoc.eu or through the Jira system or ultimately through the Workday system.
7. Working remotely at a location other than that agreed and approved by the Employer constitutes a serious breach of the Employee's basic employment obligations.

§ 6

Rules for communication between the Employer and the Employee working remotely

1. The Employee working remotely and the Employer shall provide the information necessary for mutual communication by means of direct remote communication.
2. The person responsible for liaising with an employee performing remote work is the Employee's immediate supervisor.
3. The Employee is obliged to confirm his/her presence at the workstation on each day by sending an e-mail to the immediate supervisor with information on the start and end time of the work on a given day.
4. While working remotely, the Employee is required to remain in constant contact with the Employer, immediate supervisor, or co-workers via the company's e-mail, the Employer's instant messaging system, and the telephone.

§ 7

Rights and obligations of an employee performing remote work

1. An employee performing remote work is obliged to familiarise themselves with and comply with:
 - the principles of protection against hazards resulting from the risk assessment for remote work,
 - data protection procedures in the case of remote work,
 - information (occupational health and safety instructions) on the performance of remote work.
2. An employee performing remote work is required to submit a declaration in paper or electronic form, the contents of which are attached as Appendix 1 and Appendix 3 to these Regulations, prior to commencing remote work.
3. The Employee undertakes to use the materials, and tools, including technical equipment and software, made available to him/her exclusively for business purposes and in a manner consistent with their intended use.
4. An employee working remotely is obliged to take care of the Employer's property entrusted to him/her for the purpose of working remotely and to secure it properly after working hours.
5. The Employee is obliged to perform the work in accordance with the content of the contract between them and the Employer and the scope of their duties.
6. In addition, the Employee undertakes to:
 - a) take care of the equipment entrusted to them by the Employer,
 - b) comply with all the Employer's security and data protection policies,
 - c) return the tools, including technical equipment, entrusted to them by the Employer in connection with the performance of remote work on the last day of employment, either in person or by courier at the Employer's expense.
7. The Employee is obliged to organise the workplace taking into account the ergonomic principles and occupational health and safety rules resulting from the provisions of generally applicable law and the occupational health and safety information provided by the Employer.

§ 8

Employer's rights and obligations

1. The Employer is obliged to provide the Employee performing remote work with work materials and tools, including technical devices, necessary for the performance of remote work or to pay an

allowance for the use by the Employee performing remote work of work materials and tools, including technical devices, necessary for the performance of remote work not provided by the Employer, the use of which for remote work shall be agreed upon by the Employer and the Employee.

2. The Employer determines what tools and materials, including equipment and devices, are necessary to perform remote work.
3. Prior to allowing remote work, the Employer shall familiarise the Employee with the occupational risk assessment and the information containing the principles of safe and hygienic remote work, as well as the procedure for the protection of personal data when working remotely.
4. The Employer is not responsible for the condition of the work premises, the building in which the work is carried out, the hygiene and sanitary facilities and other health and safety provisions, which are only applicable in the case of work carried out at a distance in accordance with the generally applicable regulations in this respect.

§ 9

Technical aspects of remote work

1. The Employer shall ensure the complete installation, inventory, maintenance, software updating and servicing of the work tools entrusted to the Employee, including technical equipment.
2. The Employee is entitled to technical support from the Employer. the Employee shall promptly notify the Employer of any legitimate need in this regard.
3. The Employee shall inform the IT Department of the technical problem via the Jira system, electronically, or by telephone.
4. In the event that it is necessary to install, inventory, maintain, update software and service the tools entrusted to the Employee, including technical equipment, the Employee shall immediately inform the Employer thereof – the Employee shall not independently perform any related actions without the Employer's consent.
5. The Employee is obliged to enable the Employer or persons authorised by the Employer to carry out the installation, inventory, maintenance, software updating and servicing of the work tools entrusted to the Employee, including technical equipment, by making them available in a manner agreed with the Employer, the immediate supervisor or the Employee responsible for carrying out these activities.

§ 10

Costs, equivalent, lump sum

1. The Employer must reimburse the Employee who works remotely:
 - electricity,
 - necessary telecommunications services – unless access to these services is provided otherwise.
2. If, during the period of remote work, the Employee uses materials and tools, including technical equipment, necessary for the performance of such work and not provided by the Employer, the Employee shall be entitled to a cash equivalent, provided that the use of such materials and tools by the Employee and the rules for payment of the cash equivalent has been expressly agreed with the Employer.
3. The costs of remote work incurred by the Employee and the equivalent for the use of the Employee's own work materials and tools including technical equipment shall be compensated by means of a lump sum payment.
4. The Employer shall examine and analyse the market costs related to remote work, taking into account the rules arising from the generally applicable labour legislation. When determining the amount of the lump sum, the norms of consumption of materials and working tools, including technical equipment, their documented market prices and the amount of material used for the Employer's needs and the market prices of this material, as well as the norms of consumption of electricity and the costs of telecommunication services shall be taken into account in particular. The amount of the lump sum is set annually by the Employer by means of a regulation after consultation with the trade unions for the calendar year in question; until a new amount is set, the previous year's amount shall apply.
5. Based on the examination and analysis in 2023 and 2024, the following is determined:
 - a) the Employee shall receive a lump sum as compensation for the total costs of the remote work indicated in paragraph 1 and an equivalent amount for the use of their own materials and tools, including technical equipment, during remote work:
 - PLN 2 for each day – in the case of performing work fully or partially
6. The lump sum is paid monthly in arrears to the Employee's bank account, to which the Employee's salary is paid, on the date on which the salary is paid.
7. An employee who has been on excused absence from work for all working days of a calendar month shall not be entitled to a lump sum payment for that month.
8. A part-time employee shall be entitled to the lump sum in proportion to their working hours.

9. Employees on occasional remote work for up to 24 days in a calendar year are not entitled to reimbursement or a lump sum for remote work.

§ 11

Rules for monitoring remote work

1. The Employer shall have the right, at the place of remote work and during the Employee's working hours, to carry out:
 - control of the performance of remote work by the Employee,
 - occupational health and safety inspection,
 - checks on compliance with security and information protection requirements, including personal data protection procedures.
2. The date of the inspection shall be set by the Employer in consultation with the Employee, at the latest one day prior to the inspection.
3. The inspection shall be carried out during the Employee's working hours as determined by the Employee's work schedule on the day of the inspection.
4. Inspections shall be carried out in the presence of the Employee.
5. The persons authorised to carry out inspections at the workplace are the Employee's immediate supervisor, and a member of the People Department.
6. Prior to the start of the inspection, the Employee shall be informed of the person(s) who will carry out the inspection of the remote work performed by the Employee.
7. Inspectors are required to conduct inspections in a manner that does not invade the privacy of the Employee performing remote work and other persons present during the inspection.
8. Inspectors shall not impede the use of the remote worker's home premises in a manner consistent with its intended use.
9. The Employer shall adapt the method of inspection to the location of the remote work and the nature of the remote work.
10. The inspection of remote work does not include occupational health and safety issues to the extent that they are excluded by the generally applicable labour legislation in this respect.
11. The above rights are independent of the right to continuous remote control of remote work via email, instant messenger or telephone and with the use of monitoring as defined separately.

§ 12

Final provisions

1. The regulations come into force 2 weeks after they have been announced to the Employees by posting them on the notice boards at the Employer's premises and also in electronic form by sending these regulations to the Employee's e-mail address.
2. These regulations have been established in agreement with the company trade union organisation and constitute an agreement on the principles of remote work.
3. In matters not covered by these regulations, the generally applicable regulations in this respect shall apply.
4. Prior to performing remote work, the Employee shall acquaint themselves with the content of these Regulations, which they confirm by a written or electronic declaration, the content of which constitutes Appendix No. 4 to these Regulations, and by an obligation to comply with them.

.....

Management Board

o.o.

Hubert Walczak
Member of the

of AUTODOC Logistics Sp. z

The above rules for remote work have been adopted and established in agreement with the Company Organisation NSZZ Solidarność at AUTODOC Logistics Sp. z o.o.:

.....
(Place and date)

AUTODOC Logistics Sp. z o.o.
Ul. Kablowa 1

.....
(Name and Surname of Employee)

Request for remote work arrangements

Pursuant to Article 67¹⁹ § 2 of the Labour Code, I hereby request a remote work arrangement from XX.XX.XXXX according to the rules set out in the Employer's Remote Working Regulations, with which I have familiarised myself.

At the same time, I request to work remotely in the mode:

- Total, i.e. full-time,
- Partial i.e. on certain days
(indicate dimension, days or period of

remote work)

I indicate the address as the place of the remote work:

I declare that safe and hygienic conditions for remote work are provided at the above-mentioned location.

I declare that I have the premises and technical conditions for the performance of remote work.

I declare that in the event of a change in the location of remote work I will inform the Employer and obtain the Employer's consent in accordance with the rules set out in the Regulations for Remote Work.

.....
(Employee's signature)

I consent*/ I do not consent*: *(delete as appropriate)

.....
(Employer's signature)

.....
(Place and date)

AUTODOC Logistics Sp. z o.o.
Ul. Kablowa 1
70-895 Szczecin

.....
(Employee's first and surname)

Request for permission to perform occasional remote work

Pursuant to Article 67³³ § 1 of the Labour Code, I hereby request permission to perform remote work occasionally, i.e. up to 24 days in a calendar year within:
(indicate days or periods of remote work).

I indicate the address as the place of the remote work:

I declare that safe and hygienic conditions for remote work are provided at the above-mentioned location.

I declare that I have the premises and technical conditions for the performance of remote work.

.....
(Employee's signature)

1. I declare that I have familiarised myself with the Regulations for Remote Work in force at the workplace and I undertake to comply with them.

.....
(Employee's signature)

2. Pursuant to Article 67²⁶ § 2 of the Labour Code, I confirm that I have familiarised myself with the procedures for the protection of personal data related to the performance of remote work and I undertake to comply with them. At the same time, I declare that the Employer has provided me with the necessary instruction in this regard.

.....
(Employee's signature)

3. Pursuant to Article 67³¹ § 6 of the Labour Code, I confirm that I have familiarised myself with the occupational risk assessment for remote work and the information on the principles of safe and hygienic performance of remote work, and I undertake to comply with them.

.....
(Employee's signature)

I consent*: / I do not consent*: *(delete as appropriate)

.....
(Employer's signature)

Appendix No. 3 to the Regulations for Remote Work of AUTODOC Logistics Sp. z o.o.

Place; date

AUTODOC Logistics Sp. z o.o.
Ul. Kablowa 1
70-895 Szczecin
/
Employee data

o.o.

AUTODOC Logistics Sp. z

Ul. Kablowa 1
70-895 Szczecin
/
Employee data

Request for cessation of remote work

Pursuant to Article 67²² of the Labour Code, in connection with the commencement of remote work pursuant to Article 67¹⁹ (1)(2) of the Labour Code, I request that the remote work be discontinued and that the previous conditions of work be reinstated.

I propose a date for the reinstatement of the previous conditions of work as from:

.....
(indicate a date no more than 30 days from the date of receipt of the request by the party)

I justify my request with

.....
.....
.....
.....
.....

.....
(Signature of Employee or Employer)

I agree and propose the following date:

.....
(Signature of Employee or Employer)

Appendix No. 4 to the Regulations for Remote Work of AUTODOC Logistics Sp. z o.o.

Place; date

.....
(Employee's first and surname)

Employee declarations in connection with remote work

1. I declare that I have familiarised myself with the Regulations for Remote Work at AUTODOC Logistics Sp. z o.o. in force at the workplace and I undertake to comply with them.

.....
(Employee's signature)

2. Pursuant to Article 67²⁶ § 2 of the Labour Code, I confirm that I have familiarised myself with the procedures for the protection of personal data related to the performance of remote work and I undertake to comply with them. At the same time, I declare that the Employer has provided me with the necessary instruction in this regard.

.....
(Employee's signature)

3. Pursuant to Article 67³¹ § 6 of the Labour Code, I confirm that I have familiarised myself with the occupational risk assessment for remote work and the information on the principles of safe and hygienic performance of remote work, and I undertake to comply with them.

.....
(Employee's signature)

Remuneration Regulations for Employees of AUTODOC LOGISTICS SP. Z O.O.

I. Introductory Provisions

§ 1

1. Pursuant to Article 77² of the Labour Code, the terms and conditions of remuneration and other employment benefits for employees of AUTODOC Logistics Sp. z o.o. are established.
2. The Management Board of AUTODOC Logistics Sp. z o.o. performs activities on behalf of the Employer in matters of labour law.
3. The provisions of the regulations apply to all employees (except for members of the Management Board and chief accountants) regardless of the type of employment contract and position held.
4. Each employee shall be familiarised with the contents of these regulations upon taking up employment, and their declaration to that effect, a copy of which is attached as Appendix 1 to these regulations, shall be included in their personal file.

§ 2

1. An employee shall be entitled to remuneration appropriate to the type of work performed and qualifications held, in accordance with their personal grade (Grade).
2. A part-time employee shall be paid the basic salary and other components of remuneration for work in proportion to the working hours established in the employment contract.
3. The remuneration is for work performed. For the time of non-performance of work, the Employee retains the right to remuneration only if the provisions of the Labour Code so stipulate (e.g. in a situation where the Employee was ready to perform work but was hindered by the Employer, in accordance with the provisions of the Labour Code).

II. Principles of remuneration for work

§ 3

1. The Employer has implemented a time and bonus system for employees working in the warehouse, as well as for employees working in Customer Service and MEM Maintenance. It consists of the payment of salary amounts based on personal grade and time worked, and a bonus based on the performance of the individual employee and/or the department as a whole.
2. The Employer publishes the rules for the allocation of the statutory bonus in information showcases located in the warehouses and in the office, as well as electronically in the Notion and Workday platforms.
3. A basic monthly salary applies to non-manual (white-collar) employees.

§ 4

1. The following remuneration components are paid in the company:
 - basic salary,
 - overtime allowance,
 - night work allowance,
 - statutory bonuses for certain groups of employees based on their performance and attendance in a given month,
 - remuneration for downtime not caused by the Employee.
2. In addition, employees are entitled to the following work-related benefits:
 - salary or sick pay,
 - per diems and other allowances related to business travel,
 - severance pay in connection with retirement or pension.

§ 5

1. The basic salary is determined at the recruitment stage of an employee by negotiation between the parties, after taking into account experience and the opinion of the immediate supervisor. The hourly rates of pay for warehouse employees are set out in Appendix 2 to these regulations.
2. The total remuneration of an employee for a full month's work cannot be less than the minimum wage set by the Minister of Labour and Social Policy. Remuneration is calculated in accordance with the provisions of the Act of 10 October 2002 on the minimum remuneration for work.
3. A part-time employee is entitled to all components of remuneration in proportion to the working hours specified in the employment contract.

§ 6

1. An employee is entitled to remuneration for the period of non-performance of work if they were ready to work and was prevented from doing so for reasons attributable to the Employer (downtime).
2. The remuneration for the downtime is due at the rate that results from the personal classification of the Employee, determined by the hourly or monthly rate.
3. If the downtime is due to the Employee's fault, no remuneration shall be paid.

§ 7

1. No remuneration shall be payable for defective workmanship of products or services due to the fault of the Employee. If there is a reduction in the quality of the product or service as a result of defective work performed through the fault of the Employee, the remuneration shall be reduced in accordance with the degree of defectiveness.
2. If the defect in the product or service has been remedied by the Employee, remuneration shall be due in accordance with the quality of the product or service, except that no remuneration shall be due for the time spent in remedying the defect.

§ 8

1. The Employer adopts the principle of individual wage regulation through:
 - a) a change in the rate of basic salary related to a change in position or personal classification category (Grade),
 - b) a change in the rate of basic salary related to a change in the scope of duties of a given position,
 - c) a change in the rate of basic salary for a given position resulting from the periodic evaluation of an employee,
 - d) a general change in remuneration rates.

§ 9

Special cash or non-cash rewards may be given to employees who are particularly outstanding in their work, particularly for introducing useful improvements or showing exceptional dedication.

§ 10

1. As of 1 January 2024, employees are not entitled to a loyalty allowance.

§ 11

1. For overtime work, in addition to the normal remuneration, an employee is entitled to an allowance in the amount specified by the Labour Code, with the exception that in the case of overtime work on a day which, according to the Employee's work schedule, should be a day off, the Employee is entitled to an allowance of 100% of remuneration for each hour in excess of 8 hours worked on that day.
2. The remuneration on which the calculation of overtime allowances is based includes the Employee's remuneration resulting from their personal classification, determined by an hourly or monthly rate.

3. In exchange for the time worked overtime, upon the written request of the Employee, the Employer may grant the Employee time off in the same amount.
4. The granting of time off in exchange for time worked overtime may also take place without the Employee's request. In such a case, the Employer must grant time off, no later than the end of the reference period, equal to half the number of overtime hours worked, without reducing the remuneration due to the Employee for the full monthly working time.
5. In the cases referred to in points 3 and 4, an employee is not entitled to an overtime allowance.
6. Managers of separate organisational units shall, if necessary, perform work outside normal working hours, without being entitled to remuneration or overtime allowance.
7. Managers of separate organisational units are entitled to remuneration and overtime allowance for overtime worked on Sundays or public holidays if they have not received another day off in lieu.

§ 12

1. Night workers are entitled to a remuneration supplement in accordance with the Labour Code.
2. For each hour of night work, an allowance of 20% of the hourly rate of the minimum wage is payable.

§ 13

1. The Employer shall establish Employee Capital Plans (PPK) for their employees.
2. The Employer pays a basic contribution of 1.5% of the gross salary of the Employee who has decided to join the PPK.

III. Payment of remuneration

§ 14

1. Remuneration will be paid once a month, on the 10th of each month, for the previous month.
2. If the fixed day for payment of the remuneration for work is a holiday, the remuneration shall be paid on the preceding day.
3. The components of the remuneration to which the Employee is entitled for periods longer than one month shall be paid in arrears on the dates specified in the labour legislation.
4. Overtime allowance, Sunday, holiday and night work shall be paid together with the basic salary on the 10th day of the month, and allowances for exceeding the average weekly working hours are paid after the end of the accounting period.
5. The Employer must make the documents on the basis of which the Employee's remuneration was calculated available for inspection at the Employee's request.

§ 15

1. Remuneration is paid by bank transfer to the bank account specified by the Employee.
2. In the event of a change in the account number, the Employee is obliged to always update the data on a special personal data update form, unless the Employee requests in writing to be paid in cash.

IV. Work-related cash benefits

§ 16

1. For the period of the Employee's incapacity to work due to:
 - illness or confinement due to infectious disease for a total of up to 33 days in a calendar year for employees under 50 years of age, or for a total of up to 14 days in a calendar year for employees over 50 years of age, the Employee retains the right to 80% of remuneration,
 - an accident on the way to or from work or illness occurring during pregnancy during the period specified above, the Employee retains the right to 100% of remuneration,

- undergo the necessary medical examinations for cell, tissue, and organ donor candidates and undergo cell, tissue and organ donation procedures - during the period specified above, an employee retains the right to 100% of the remuneration.
2. Remuneration for the period of incapacity to work shall be calculated according to the principles in force when determining the basis for the sick pay and shall be paid for each day of inability to work, including days off.
 3. Remuneration is not due in cases where the Employee is not entitled to sick pay.
 4. If the period of incapacity for work for the above-mentioned reasons exceeds 33 days in a calendar year, the Employee is entitled to cash benefits (including sickness benefits) in accordance with the provisions of the Act of 25 June 1999 on monetary benefits from social insurance in the event of sickness and maternity.

§ 17

The Employer does not establish a company social benefits fund and does not pay holiday pay.

§ 18

For the duration of a business trip in the country and abroad, an employee is entitled to a per diem and other allowances in accordance with the provisions of the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on allowances to which an employee employed by a state or local government unit of the budgetary sphere is entitled in connection with a business trip.

§ 19

1. An employee who fulfils the conditions entitling to a disability or a retirement pension and whose employment relationship has been terminated due to pension or retirement is entitled to the severance pay referred to in Article 92¹ of the Labour Code in the amount of:
 - (a) one month's salary,
 - (b) two months' salary after 25 years of service with the Employer, or
 - (c) three months' salary after 30 years of service with the Employer.
2. The period of service on which the amount of the severance payment is based includes all periods of employment with the Employer.
3. Severance pay shall be calculated in accordance with the rules for determining the equivalent of annual leave.
4. An employee who has received a severance payment cannot reacquire the right to it.

IV. Final provisions

§ 20

1. The Remuneration Regulations are valid for an indefinite period.
2. Amendments to these Regulations require the agreement of the trade union under the terms of the law.

§ 21

1. Every employee can familiarise themselves on an ongoing basis with the content of the Regulations, which is available for inspection in the Human Resources Department.

§ 22

The Regulations shall come into force two weeks after their publication, i.e. 05.01.2024 subject to § 10 of these Regulations.

On behalf of AUTODOC Logistics Sp. z o.o.
Sp. z o.o.

The company organisation NSZZ Solidarność at AUTODOC Logistics

.....

.....

.....

Appendices to the Remuneration Regulations:

Appendix 1 - Declaration of Acknowledgement of the Remuneration Regulations

Appendix 2 - Hourly rates for warehouse workers

Appendix 1 to
Remuneration Regulations in AUTODOC Logistics Sp. z o.o.

.....

(place and date)

.....

(Employee first and surname)

Declaration that you are familiar with the Remuneration Regulations

I declare that I have been acquainted with the contents of the Remuneration Regulations in force at the
Employer AUTODOC Logistics Sp. z o.o.

.....

(Date and Signature of Employee)

Appendix 2 to the Remuneration Regulations
in AUTODOC Logistics Sp. z o.o.

Rates of hourly paid warehouse employees

POSITION	GRADE	SALARY RATE (PLN gross/hour)
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Warehouse employee	2	Minimum: 30 Maximum: 33
Warehouse employee with a function	3	34
Warehouse employee	4	34
Forklift operator	3	36
Forklift operator (instructor)	5	37
Driver	3	35
Driver	4	37
Quality controller	3	34
Quality controller	4	35
Warehouse returns specialist	4	34
Dispatcher	4	34
Dispatcher	5	37
Instructor	4	35
Problem Solver	4	34
Problem Solver	5	35