

## Additional information on working conditions in the Center of European Projects

- Monthly remuneration is paid in line with the rules specified in the Regulation issued by Minister of Labor and Social Policy as of April 30th, 2008, Dz. Ust. Nr 82, 495 (with amendments as of March 6th, 2009).

### Center of European Projects

| Position  | Pay grade  | The rate of position allowance up to | Qualifications required |               | Amount in PLN (gross) |
|---|------------|--------------------------------------|-------------------------|---------------|-----------------------|
|   |            |                                      | Education               | years of work |                       |
| Manager of Joint Technical Secretariat  | XVII-XVIII | 10                                   | graduate                | 4             | 5600 - 10800          |
| Deputy manager of Joint Technical Secretariat, program expert, coordinator of Information Point | XVI-XVII   | 9                                    | graduate                | 3             | 5100 - 8700           |
| Chief specialist  | XIII-XV    | 7                                    | graduate                | 3             | 3600 - 6200           |
| Senior specialist   | XI-XIV     | 4                                    | graduate                | 2             | 3100 - 5200           |
| Computer specialist   |            |                                      |                         |               |                       |
| Specialist  | X-XIII     |                                      | graduate                | 2             | 2900 - 4600           |

- Extraordinary allowance:** The employer can grant to employee an extraordinary allowance for temporary increase in the scope of responsibilities, assignment of additional tasks, or due to the nature of employee's work or working conditions. Extraordinary allowance is granted for limited duration, or, in justified cases, for unlimited duration. Extraordinary allowance is payable from available resources for remunerations, in the amount not exceeding 40 % of employee's basic salary and position allowance combined.
- Seniority allowance:** Employees are entitled to seniority bonus, amounting to 5% of the basic monthly salary, after 5 years of work. This bonus is increased by 1% for each consecutive year of work, to reach 20% of the basic monthly salary after 20 years of work. Seniority allowance is calculated inclusive of all previously completed employment periods, as well as other periods, provided that such periods are subject to such inclusion to seniority pursuant to separate regulations.
- Each employee shall be eligible for cash bonus after having worked for the CEP for at least 3 months. The cash bonus is the expression of acknowledgement of particular involvement of the employee and is granted by Director of CEP depending on the availability of funds.
- Each employee, after having worked for at least 20 years, is entitled to service anniversary award. It is calculated inclusive of all previously completed employment periods.
- After having worked effectively in a given calendar year for at least 6 months, the employee acquires the right to an additional annual salary, called "Thirteen".
- All CEP's employees have the same opportunities to benefit from the Social Fund such as surcharge for holiday for employee and his children, surcharge for cultural and entertainment activities, sports and recreation.
- All employees have equal rights to participate in training, the average annual amount for training per employee is 4000,00 PLN.
- According to the Labor Code and the Working Regulations in CEP each employee can apply for an individual/flexible working time hours.
- In very special cases (with the agreement of the direct supervisor and CEP's Director), employees can take advantage of opportunities to temporary work from home.