

RULES AND REGULATIONS FOR THE SUBMISSION AND SELECTION OF ENTRIES UNDER THE "SUBMIT A CSR INITIATIVE" ACTION

Article 1 Definitions

The following terms in the Rules and Regulations for submission and selection of entries, within the framework of the recruitment organised by ASTEK Polska sp. z o.o. with its registered office in Warsaw, are given the following meaning:

- a) **Rules and Regulations** - these rules and regulations for the submission and selection of Entries by the Organiser;
- b) **Organiser** - ASTEK Polska spółka z ograniczoną odpowiedzialnością, with its registered office in Warsaw (postcode: 00-640) at ul. Mokotowska 1, entered in the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, XII Commercial Division of the National Court Register under KRS no. 0000271963, Tax Identification Number (NIP): 521-342-02-14, REGON: 140795979, with a share capital of PLN 50,000.00, having the status of a large entrepreneur within the meaning of the Act of 8 March 2013 on the prevention of excessive delays in commercial transactions;
- c) **Entry** - the submission of the Text Description by the Participant, using the entry form located on the Microsoft Forms platform, at:
 - the Polish-language version of the competition website: astek.pl/konkurs_csr/
 - the English-language version of the competition website: astek.pl/en/csr_competition/together with the following information on the aforementioned form: Participant's name and surname and e-mail address for correspondence, together with acceptance of the content of the Rules and Regulations, acceptance of statements related to copyright and acceptance of statements related to the protection and processing of personal data.
- d) **Text Description** - a creative literary form in text form, which is an obligatory element of the Entry, meeting the parameters specified in the body of the Rules and Regulations.
- e) **Participant** - an employee or collaborator of the Organiser, regardless of the legal basis of employment or collaboration.
- f) **Jury** - an employee or collaborator of the Organiser who selects the Entry or Entries on behalf of the Organiser.

Article 2 Subject of the Entries

1. The catchphrase is: **"Submit A CSR Initiative"**.
2. The subject and theme of the Entry is for the Participant to present, by means of a Text Description, an idea to support a foundation, volunteering or to present other activities for the benefit of ecology or the community.
3. The Participant should present his/her idea to support a foundation, volunteering or present other ecological or community activities by means of a Text Description, as part of a properly completed Entry, while fulfilling all other conditions provided for in the Rules and Regulations.

- The aim is to promote and build the ASTEK brand, as well as to support an initiative selected by the Organiser and submitted by the Participant.

Article 3

Text Description

- The Text Description should be sent via a dedicated field within the Entry. There is freedom in the creative form of the Text Description.
- There is no word limit for the Text Description.
- Text Descriptions of a different subject or not related to the subject indicated in Article 2 (2) of the Rules and Regulations, will be disregarded by the Organiser.
- The Text Description shall be directly or indirectly related to at least one of the sustainable development goals indicated in the table below:**

Goal number:	Sustainable development goal:
1.	<i>"No Poverty"</i>
2.	<i>"Zero Hunger"</i>
3.	<i>"Good Health and Well-being"</i>
4.	<i>"Gender Equality"</i>
5.	<i>"Quality Education"</i>
6.	<i>"Clean Water and Sanitation"</i>
7.	<i>"Decent Work and Economic Growth"</i>
8.	<i>"Affordable and Clean Energy"</i>
9.	<i>"Industry, Innovation and Infrastructure"</i>
10.	<i>"Reduced Inequalities"</i>
11.	<i>Sustainable Cities and Communities"</i>
12.	<i>"Responsible Consumption and Production"</i>
13.	<i>"Climate Action"</i>
14.	<i>"Life Below Water"</i>
15.	<i>"Life On Land"</i>
16.	<i>"Peace, Justice and Strong Institutions"</i>
17.	<i>"Partnerships for the Goals"</i>

- The Text Description should in each case indicate which of the Sustainable Development Goals listed in the table above it refers to.**

Article 4

Participation

- The Organiser's ability to consider the Participant's initiative is based on the Participant's submission of the Entry by the deadline provided for in the Rules and Regulations.
- Each Participant may make an Entry once.
- By submitting the Entry, the participant gives his or her consent to the processing of his or her personal data: name and surname for the purpose of handling entries in the event.

Article 5 Timeframe

1. Entries shall be submitted **between 5 May 2023 and 21 May 2023, until 11:59pm.**
2. The Entry shall be deemed submitted when the Entry Form available at the address indicated in Article 1(c) of the Rules and Regulations is fully completed and sent.
3. The Organiser shall disregard Entries sent in breach of the deadline specified in Article 5(1) of the Rules and Regulations.
4. The Organiser reserves the right to disregard any Entries that are contrary to the generally applicable provisions of law, do not comply with the Organiser's policy, as well as Entries that violate the provisions of the Rules and Regulations or the rules of social coexistence in the broad sense, and Entries that may be generally regarded as vulgar, indecent or rude.
5. The winners will be announced by the Organiser no later than **23 June 2023** on the Microsoft Teams platform - Hydepark channel, at:
 - the Polish-language version of the competition website: astek.pl/konkurs_csr/
 - the English-language version of the competition website: astek.pl/en/csr_competition/ and within the Newsletter sent out by the Organiser.

Article 6 Selection of Entries by the Organiser

1. The selection of the Entry is made by the Jury. The Jury selects one Entry from among the Submitted Entries, taking into consideration the compatibility with the company's values and vision, the feasibility of implementation, as well as the degree of refinement of the idea covered by the Entry.
2. For the implementation of the selected Entry, the Organiser will allocate a maximum of **PLN 10,000** (in words: ten thousand zloty 00/100). The scope of the Entry will be carried out by the Organiser with the support of the Participant if the Participant wishes to do so.
3. The Organiser reserves the possibility to select two or more Entries, if the implementation of the selected idea covered by a single Entry will be less than PLN 10,000, while collectively, the implementation of two or more Entries selected by the Organiser will sum up to the aforementioned amount.
4. Once the Organiser has selected the Entry(s), the Organiser will contact by e-mail with the Participant(s) who submitted the selected Entry(s) in order to determine the details of implementation, if any.
5. The Organiser reserves 120 (in words: one hundred and twenty) days, counted from the date of the decision, to implement the idea covered by the selected Entry(s).

Article 7 Informed Consent

1. The Organiser is the controller of the Participants' personal data.
2. In matters related to the processing of personal data, the Participant may contact either with the Organiser via e-mail at: privacy@astek.pl or by correspondence to ASTEK Polska sp. z o.o., ul. Mokotowska 1, 00-640 Warsaw. In order to enhance data security, the Organiser has appointed

- a Data Protection Officer, who can be contacted at the following email address: privacy@astek.pl.
3. The Organiser will process Participants' personal data on the basis of Article 6(1)(a) GDPR, i.e. in order to organise and carry out the call for Entries, as well as the further selection of Entries by the Organiser, based on the consent given. Personal data will also be processed for the purposes of the Organiser's legitimate interests on the basis of Article 6(1)(f) GDPR.
 4. Personal data will be processed for the period required to fulfil the required purposes or until the consent is withdrawn. Recipients of personal data may be entities acting for and on behalf of the Organiser. The data of the Participant(s) whose Entry is selected by the Organiser (first and last name) will be made public.
 5. The provision of data is voluntary, but nevertheless necessary in order to take part in the submission of Entries and selection by the Organiser.
 6. Personal data will not be transferred to countries outside the European Economic Area unless necessary (e.g. at the request of the data subject).
 7. Participants providing personal data have the right: to request from the Organiser access to their personal data; to rectify their data; to withdraw their consent to the processing of their data, without affecting the compatibility with the processing carried out on the basis of the consent given; to erase or limit the processing; to object to the processing; and to data portability.
 8. Each Participant has the right to lodge a complaint with the President of the Personal Data Protection Office, at: ul. Stawki 2, 00-193 Warsaw.

Article 8 **Copyright**

1. Sending the Text Description as part of the Entry is tantamount to the Participant's consent for the Organiser to use the submitted Text Description free of charge in order for the Organiser to carry out the selection of the Entries by the Organiser, in accordance with the provisions of the Rules and Regulations, to publish the results of the selection, including in social media, and for the Organiser's marketing purposes, without time and territorial restrictions, in the following fields of exploitation:
 - a) in terms of recording and multiplying the work– producing copies of the work using a specific technique, including printing, reprography, magnetic recording and digital technique;
 - b) within the scope of distribution of the original or copies on which the work has been fixed - placing on the market;
 - c) within the scope of dissemination of the work in a manner other than specified above - public performance, exhibition, display, reproduction, as well as broadcasting and rebroadcasting, as well as making the work available to the public in such a manner that everyone can have access to it at a time and place of their own choosing, particularly but not exclusively on websites and social media.
2. By submitting the Entry, the Participant confirms that he/she owns all economic copyrights and proprietary rights to the work - Text Description, moreover, he/she can freely (without restrictions) use and dispose of it, as well as he/she remains the sole author of the Text Description, pursuant to the provisions of the Act of 4 February 1994 on Copyright and Related Rights.
3. In the event that any third party claims are made against the Organiser in relation to the Text

Description, the Participant shall indemnify the Organiser and pay all damages suffered by the Organiser in connection with the third party claims and, in the event of a dispute, shall also join the lawsuit as a litigant.

4. If the Participant violates the provisions set out herein, the Organiser reserves the right to delete the Text Description.

Article 9

Final provisions

1. The Rules and Regulations are available on the website, at:
 - the Polish-language version of the competition website: astek.pl/konkurs_csr/
 - the English-language version of the competition website: astek.pl/en/csr_competition/
2. The Organiser reserves the right to close the call for Entries and to withdraw from the Organiser's selection of the Entry(s), without giving any reason, as well as to change the deadlines for the submission of Entries and the Organiser's selection, as indicated in the Rules and Regulations, at any time, by posting information on the Microsoft Forms platform at the address indicated in Article 1(c) of the Rules and Regulations.
3. The Organiser reserves the right to change the Rules and Regulations for the submission of Entries and the Organiser's selection. Information about a given change will be posted on the Microsoft Forms platform indicated in Article 1(c) of the Rules and Regulations.
4. In the event that the Participant provides untrue information or makes untrue statements, the Organiser will disregard the Entry for formal reasons or revoke the decision to implement the Entry of the Participant concerned. The Organiser shall not be held liable in any way whatsoever for any false information provided by the Participant or any false statements made by the Participant, and in the event of any consequences related to the Participant's provision of untrue information or making untrue statements, the Participant shall be solely responsible for the said acts or omissions.
5. In the event of any matters not covered by the Rules and Regulations, or in the event of any dispute, the Organiser reserves the right to resolve such matters at its sole discretion.
6. The submission of Entries and the selection by the Organiser is not conducted for profit-making purposes.
7. The submission of the Entry(s) and the selection by the Organiser shall not constitute a game of chance within the meaning of the generally applicable provisions of law, in particular within the meaning of the Act of 19 November 2009 on games of chance.
8. The Participants, including the authors of the selected Entry(s), are not entitled to any prizes, gratification or remuneration in respect of the Entries made or selected by the Organiser. The initiative covered by the Rules and Regulations is primarily intended to charitably support a socially relevant cause in the Organiser's opinion.