

**RULES OF THE PARTICIPATION IN THE GENERAL MEETING
OF GRUPA PRACUJ SPÓŁKA AKCYJNA BY MEANS OF ELECTRONIC
COMMUNICATION**

§1

Subject-matter of the Rules

These rules (“**Rules**”) set forth the terms and manner of convening and holding, as well as participating in the sessions of the General Meeting of Grupa Pracuj S.A. (“**Company**”) (“**General Meeting**”) by means of electronic communication in accordance with Article 406⁵ § 3 of the Commercial Companies Code.

§2

General Provisions

1. Irrespective of the procedure, the General Meeting will be held under absolutely binding applicable laws and the provisions of the Company’s Constitution, Rules of the General Meeting, as well as of these Rules, taking into consideration the Best Practice for WSE Listed Companies applied by the Company.
2. The provisions of this Rules will only apply if the Company has notified the shareholder of the Company (“**Shareholder**” or “**Shareholders**”, respectively) of the possibility to participate in the General Meeting by means of electronic communication in the announcement of convening the General Meeting published in accordance with the Rules of the General Meeting.
3. For all aspects related to the terms and manner of convening and holding, as well as participating in the sessions of the General Meeting not regulated in herein Rules, the provisions of the Company’s Constitution, Rules of the General Meeting, as well as absolutely binding applicable laws shall apply.
4. An authorized Shareholder (or such Shareholder’s attorney-in-fact) may participate in the General Meeting remotely using the means of electronic communication, including in particular by way of a videoconference, i.e. through:
 - a. real-time bilateral communication between the Shareholder or the Shareholder’s attorney-in-fact with the General Meeting,
 - b. the Shareholder or the Shareholder’s attorney-in-fact exercising the voting right in the course of the General Meeting session,
 - c. real-time transmission of the General Meeting session to the Shareholder or the Shareholder’s attorney-in-fact.
5. Remote participation in the General Meeting will be effected using a dedicated IT platform that permits communication by way of an instant messenger (“**Platform**”).
6. Shareholder, or such Shareholder’s attorney-in-fact, who use the option to participate in the General Meeting remotely using means of electronic communication will bear all the risks related thereto, including the risk arising from the inability to receive the transmission, effect real-time communication or exercise the voting right during the session of the General Meeting as a result of a transmission failure or interruptions in the connection used.
7. The Shareholder may participate in the General Meeting remotely using means of electronic communication only upon meeting the technical requirements. Abovementioned requirements are set forth in Appendix no. 1 to the Rules.
8. The following e-mail address of the Company will be the exclusive address used for communications between the Company and any Shareholder wishing to participate in the General

Meeting remotely using means of electronic communication: GSM@pracuj.pl.

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Notice of convening

The notice of convening the General Meeting under which attending with the use of means of electronic communication is permitted will include in particular information on:

- a. the possibility and manner of attending the General Meeting using means of electronic communication,
- b. the manner of taking the floor during a General Meeting session using means of electronic communication,
- c. the manner of exercising voting rights using means of electronic communication,
- d. the manner of objecting to resolutions using means of electronic communication,
- e. technical requirements necessary for the purposes of attending a General Meeting session remotely.

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Applying for Remote Participation in the General Meeting

1. In order to participate in the General Meeting remotely using means of electronic communication, a Shareholder entitled to participate in the General Meeting will report their intention to the Company in accordance with the requirements stipulated in these Rules.
2. 7 days prior to the date of the General Meeting at the latest, the Shareholder will send to the Company at the e-mail address provided under **Błąd! Nie można odnaleźć źródła odwołania.** sec. 8:
 - a. a filled-out and signed representation, scanned and saved in a PDF format or signed with a trusted profile or qualified electronic signature, concerning their intention to participate in the General Meeting using means of electronic communication, drafted according to the template enclosed hereto as Appendix no. 2 (hereinafter: "**Representation**"),
 - b. for Shareholders who are natural persons, a scan of an ID document permitting the identification of the Shareholder together with the indication of the ID series and number or passport number and Personal Identification Number PESEL,
 - c. for Shareholders who are legal persons or organizational entities that are not legal persons, a scan of a copy from the relevant register or a scan of another document confirming the authorization of persons acting on behalf of such entity. Should any of the aforementioned documents be drafted in a language other than Polish, a certified translation of such documents into Polish prepared by a sworn translator will be required,
 - d. should a Shareholder appoint an attorney-in-fact to participate remotely in the General Meeting, additionally a scan of the power of attorney containing data permitting the identification of the Shareholder and the attorney-in-fact together with a scan of the attorney-in-fact's ID permitting the identification of the attorney-in fact, together with the indication of the ID series and number or passport number and Personal Identification Number PESEL.
3. Based on the list of Shareholders authorized to participate in the General Meeting received from Krajowy Depozyt Papierów Wartościowych S.A., the Company will review the rights of the Shareholder who submitted the filled-out Representation to the Company. The Company reserves the right to contact the Shareholder or the Shareholder's attorney-in-fact using the contact data provided in the Representation in order to ensure a correct verification.
4. In case of any reservations arising in connection with the measures taken under the preceding

section, the Company will notify the Shareholder of its decision refusing to permit the Shareholder to participate in the General Meeting remotely using means of electronic communication by way of sending the relevant notice to the Shareholder's e-mail address provided in the Representation.

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Platform Used for Remote General Meeting Sessions

1. Following a positive verification of the Shareholder's rights and any potential powers of attorney, three days prior to opening the General Meeting at the latest the Company will send to the Shareholder, or the Shareholder's attorney-in-fact, to the Shareholder's e-mail address provided in the Representation, a detailed instruction concerning registering on the Platform together with the registration login and password to be used upon the first registration on the Platform.
2. Delivering the detailed instruction concerning registering on the Platform to the Shareholder or the Shareholder's attorney-in-fact will be tantamount to confirming the Shareholder's right to participate in the General Meeting remotely using means of electronic communication.
3. The registration login and password delivered to the Shareholder will be password-secured. The password to files containing the login and password to the Platform will be sent by text message to the telephone number provided in the Representation.
4. The Shareholder's registration password to the Platform received from the Company, as referred to in the preceding section, will only be used upon the first registration on the Platform. The Shareholder or the Shareholder's attorney-in-fact will change the registration password to their own password in the manner described in the instruction delivered together with the registration login and password.
5. The Shareholder and the Shareholder's potential attorney-in-fact will have the option to test the correct operation of the Platform remotely as well as the Platform's compatibility with the computer hardware, software, and Internet link they will be using during the General Meeting session and to familiarize themselves with the Platform's operating principles one business day before the date of the General Meeting indicated in the notice of convening the General Meeting of the Company. Test access will be possible by way of using the access link sent to the e-mail address provided in the Representation from the Company's e-mail address stipulated under **Błąd! Nie można odnaleźć źródła odwołania.** sec. 8 of these Rules.
6. In case of any problems or questions concerning the use or operation of the Platform, including but not limited to problems or questions arising during the course of the General Meeting, the Shareholder or the Shareholder's attorney-in-fact will report such problems to the Chair of the General Meeting or in writing to the Company's email address stipulated under **Błąd! Nie można odnaleźć źródła odwołania.** sec. 8 of these Rules.
7. Any and all risks connected with using means of electronic communication for the purpose of participating in the General Meeting remotely, communicating with the General Meeting, and voting during its session, related to incorrect or unauthorised disclosure of login or password, will be borne exclusively by the Shareholder or the Shareholder's attorney-in-fact and the Company waives any liability on that account.
8. In the event of technical problems attributable solely to the Company, which prevent Shareholders from participating in the General Meeting remotely by means of electronic communication, the Chair of the General Meeting shall adjourn the General Meeting until the functionality of the Platform is restored or any other malfunction preventing the correct carrying of the General Meeting in accordance with the Rules is fixed.
9. Any communication with the General Meeting and with the Company using the system permitting remote participation in the General Meeting using means of electronic communication as well as

through the Company's e-mail address provided under **Błąd! Nie można odnaleźć źródła odwołania.** sec. 8 will only be made in Polish or English.

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Rules of Remote Participation in the General Meeting

1. If using the possibility to participate in the General Meeting remotely using means of electronic communication as stipulated in these Rules, the Shareholder or the Shareholder's attorney-in-fact will have the same rights as to taking the floor, making motions and proposing own draft resolutions, vote, and object to adopted resolutions as do Shareholders or their attorneys-in-fact who attend the General Meeting personally through physical presence at the conference room.
2. The Shareholder or the Shareholder's attorney-in-fact participating in the General Meeting remotely using means of electronic communication will be bound by the same rules of procedure concerning the items of the General Meeting agenda as Shareholders or their attorneys-in-fact who attend the General Meeting personally at the conference room.
3. Any and all formal, organizational, and technical issues as well as contentions arising in the course of a General Meeting session that the Shareholder or the Shareholder's attorney-in-fact participate in remotely that are connected with such form of participating in the discussion will be resolved by the Chair of the General Meeting whose decisions in that respect will be final.

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Amendments to the Rules

1. Any amendment to these Rules will require a resolution of the Supervisory Board.
2. Any amendment to these Rules will come into force with respect to the following General Meeting, in particular with respect to the rules and manner for its convening, holding, and participating in it.

Appendix no. 1

Technical requirements of the IT platform designed for the participation of the General Meeting of Grupa Pracuj S.A. by means of electronic communication

1. In order to participate in the General Meeting remotely by means of electronic communication you must have:
 - a) a synchronous connection to the public Internet network with a bandwidth of at least 4 Mbps (constant bandwidth during the use of the platform) - a higher bandwidth is recommended.
 - b) a computer with audio and video capabilities operating under Windows 10 or MacOS with one of the following browsers installed on it: Firefox, Chrome or Safari in the latest version. All browsers listed are available for free download on the public Internet. It is not recommended to use Internet Explorer. In addition, you should enable JavaScript in your browser (these are standard browser settings).
2. Lower Internet bandwidth and older versions of browsers may cause difficulties or make impossible communication with the room in which the General Meeting room. They may also delay the transmission or make it impossible to cast votes.
3. When using the platform, it is suggested that the user does not use other applications that significantly load the computer and communication channel used by the platform.

Appendix no. 2

Representation on the intention to participate in the General Meeting session remotely using means of electronic communication

Representation

I, the undersigned,

a Shareholder/ representing the Shareholder* of Grupa Pracuj S.A., hereby express my intention to participate in the Ordinary/ Extraordinary General Meeting of said Company that has been convened forremotely, using means of electronic communication.

I hereby represent that, as Shareholder, **I will be participating in the Ordinary/ Extraordinary General Meeting in that manner personally.*** / I hereby represent that, as Shareholder, **I will be participating in the Ordinary/ Extraordinary General Meeting in that manner through my attorney-in-fact.***

I hereby represent that I am authorized to represent the shareholder as confirmed by the documents submitted to the Company and that **I will be participating in the Ordinary/ Extraordinary General Meeting in that manner personally.*** / I hereby represent that I am authorized to represent the shareholder as confirmed by the documents submitted to the Company and that **I will be participating in the Ordinary/ Extraordinary General Meeting in that manner through my attorney-in-fact.***

I hereby represent that I will participate in the Ordinary/ Extraordinary General Meeting with the following number of shares:

say:,

that will be disclosed in the register of shareholders authorized to participate in the Ordinary/ Extraordinary General Meeting as drafted by Krajowy Depozyt Papierów Wartościowych S.A.

I accept any and all terms and consequences of participating in the Ordinary/ Extraordinary Meeting remotely using means of electronic communication that have been announced and published by the Company.

Data of the Shareholder/ Person representing* the Shareholder authorized to participate in the Ordinary/ Extraordinary General Meeting remotely using means of electronic communication:

Name and surname:

.....

Address:

Personal Identification Number PESEL:

ID/ passport* no.:

E-mail address for correspondence and login:

Telephone number for contact/ providing login password:

.....

Data of the Shareholder's attorney-in-fact authorized to participate in the Ordinary/ Extraordinary General Meeting remotely using means of electronic communication:

Name and surname:

.....

Address:

Personal Identification Number PESEL:

ID/ passport* no.:

E-mail address for correspondence and login:
.....

Telephone number for contact/ providing login password:
.....

Signature(s) of the Shareholder / Persons authorized to represent the Shareholder*:

Name and surname:
Position:

City, date

Name and surname:
Position:

City, date

**** delete as appropriate***