

ANNOUNCEMENT ON CONVENING THE ORDINARY GENERAL MEETING OF GRUPA PRACUJ S.A.

The Management Board of Grupa Pracuj Spółka Akcyjna with its registered office in Warsaw, entered in the Business Register of the National Court Register kept by the District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the National Court Register under KRS number 0000913770 (the “**Company**”), acting pursuant to Article 399 § 1 in connection with Article 395 § 1, Article 402¹, Article 402² and Article 406⁵ of the Commercial Companies Code, hereby convenes the Company's Ordinary General Meeting for **June 15, 2023 at 09:30 a.m.**, to be held at the registered office of the Company in Warsaw (00-838) at ul. Prosta 68, 8th floor (the “**Announcement**”).

Agenda.

The Ordinary General Meeting will be held with the following agenda:

1. Opening of the Ordinary General Meeting.
2. Election of the Chairman of the Ordinary General Meeting.
3. Preparing and checking the attendance list.
4. The ascertainment of the correctness of convening the Ordinary General Meeting and its capability of adopting binding resolutions.
5. Adoption of the agenda of the Ordinary General Meeting.
6. Adoption of resolutions on:
 - a) consideration and approval of the Management Board's report on the operations of the Company and the Company's Capital Group for the year ended on December 31, 2022;
 - b) consideration and approval of the Company's standalone financial statement for the year ended on December 31, 2022;
 - c) consideration and approval of the consolidated financial statement of the Company's Capital Group for the year ended on December 31, 2022;
 - d) distribution of the Company's profit for the year ended on December 31, 2022;
 - e) expressing an opinion on the report of the Supervisory Board of the Company on remuneration of members of the Management and the Supervisory Board of the Company for year 2022;
 - f) approval of the report of the Supervisory Board of the Company on operations in the year ended on December 31, 2022;
 - g) granting the vote of acceptance for the discharge of duties in year 2022 to members of the Company's Management Board;
 - h) granting the vote of acceptance for the discharge of duties in year 2022 to members of the Company's Supervisory Board.
7. Closing of the Ordinary General Meeting.

Information on the shareholder's right to demand inclusion of certain matters on the agenda of the Ordinary General Meeting.

A shareholder or shareholders who represent at least one-twentieth of the Company's share capital may request that certain matters be placed on the agenda of the Ordinary General Meeting. The request of a shareholder or shareholders should be notified to the Management Board of the Company **not later**

than 21 (twenty one) days before the set date of the Ordinary General Meeting, i.e. until May 25, 2023.

The request should include reasons or a draft resolution regarding the proposed agenda item. The request should be accompanied by documents confirming the entitlement of a given shareholder or shareholders to submit such a request, i.e. a deposit certificate or personal certificate confirming the right to participate in the Ordinary General Meeting issued by the entity maintaining the securities account in which the shares in the Company held by the shareholder or shareholders are recorded, confirming that he or they are in fact shareholders of the Company and that he or they represent at least one-twentieth of the Company's share capital.

The request must also be accompanied by:

- if the shareholder is a natural person - a scan of a document confirming identity to the extent enabling the identification of the shareholder, indicating the series and number of the identity card or passport and the PESEL number;
- if the shareholder is not an individual, a copy of an extract from the relevant register or any other document confirming the authority of the individual(s) to represent the shareholder (uninterrupted sequence of powers of attorney);
- if the request is submitted by a proxy who is a natural person - a copy of the power of attorney document signed by the shareholder or persons authorised to represent the shareholder and a scan of a document confirming identity to the extent enabling the identification of the shareholder, indicating the series and number of the identity card or passport and the PESEL number;
- if the request is submitted by a proxy other than a natural person - a copy of an extract from the relevant register or other document confirming the authority of a natural person (or natural persons) to act on behalf of the shareholder's proxy (uninterrupted sequence of powers of attorney) and a scan of a document confirming identity to the extent enabling the identification of the shareholder, indicating the series and number of the identity card or passport and the PESEL number.

The request should be made in writing or sent via e-mail to: GSM@pracuj.pl.

If the documents sent to the Company are in a language other than Polish, they should be translated into Polish by a sworn translator.

The Management Board is obliged to announce immediately, **not later than 18 (eighteen) days before the date of the Ordinary General Meeting, i.e. by May 28, 2023**, the changes in the agenda of the Ordinary General Meeting introduced at the request of a shareholder or shareholders.

Information on any changes will be provided via current report and posted on the Company's website at: <https://grupapracuj.pl/> under the tab *Investor Relations* under the sub-tab: *General Meetings*.

Information on the shareholder's right to submit draft resolutions concerning matters included in the agenda of the Ordinary General Meeting of the Company or matters which are to be included in the agenda before the date of the Ordinary General Meeting.

A shareholder or shareholders representing at least one-twentieth of the Company's share capital may, before the date of the Ordinary General Meeting, submit to the Company in writing or by electronic means draft resolutions relating to the matters included in the agenda of the Ordinary General Meeting or matters which are to be included in the agenda.

The Company will immediately announce the draft resolutions on its website <https://grupapracuj.pl/> in the tab *Investor Relations*, under the sub-tab: *General Meetings*.

Draft resolutions should be submitted in writing (personally or by mail to the Company's address: Grupa Pracuj S.A., ul. Prosta 68, 00-838 Warsaw, marked "Office of the Management Board") or sent by e-mail to the following address GSM@pracuj.pl.

The request should be accompanied by documents confirming the right of the shareholder(s) concerned to submit draft resolutions before the date of the Ordinary General Meeting, i.e. a deposit certificate or registered certificate confirming the right to participate in the Ordinary General Meeting, issued by the entity maintaining the securities account in which the shares in the Company held by the shareholder(s) are recorded, confirming that he or they are in fact shareholders of the Company and that he or they represent at least one-twentieth of the Company's share capital.

The application must also be accompanied by:

- if the shareholder is a natural person - a scan of a document confirming identity to the extent enabling the identification of the shareholder, indicating the series and number of the identity card or passport and the PESEL number;
- if the shareholder is not an individual, a copy of an extract from the relevant register or any other document confirming the authority of the individual(s) to represent the shareholder (uninterrupted sequence of powers of attorney);
- if the request is submitted by a proxy who is a natural person - a copy of the power of attorney document signed by the shareholder or persons authorised to represent the shareholder and a scan of a document confirming identity to the extent enabling the identification of the shareholder, indicating the series and number of the identity card or passport and the PESEL number;
- if the request is submitted by a proxy other than a natural person - a copy of an extract from the relevant register or other document confirming the authority of a natural person (or natural persons) to act on behalf of the shareholder's proxy (uninterrupted sequence of powers of attorney) and a scan of a document confirming identity to the extent enabling the identification of the shareholder, indicating the series and number of the identity card or passport and the PESEL number.

If the documents sent to the Company are in a language other than Polish, they should be translated into Polish by a sworn translator.

In view of the Company's application of Rule 4.6 of the Code of Best Practice for WSE Listed Companies 2021, the Management Board of the Company recommends that shareholders provide justifications to draft resolutions to facilitate voting on resolutions with due understanding by other shareholders participating in the Ordinary General Meeting.

Information on the shareholders' right to submit draft resolutions on the issues included in the agenda during the Ordinary General Meeting.

During the Ordinary General Meeting each shareholder entitled to participate in the meeting has the right to propose draft resolutions concerning the issues included in the agenda.

Important information for shareholders.

The date of registration of participation in the Ordinary General Meeting of the Company falls 16 (sixteen) days prior to the date of the Company's Ordinary General Meeting i.e. **on May 30, 2023** (the "**Record Date**").

The right to participate in the Ordinary General Meeting of the Company is vested only in persons who are shareholders on the Record Date, i.e. persons who, as at the end of that day, hold shares of the Company recorded on their securities account.

In order to exercise the right to participate in the Ordinary General Meeting of the Company, the shareholder shall - **not earlier than after the Announcement and not later than on the first business day after the Record Date, i.e. until May 31, 2023** - apply to the entity maintaining the securities account, in which the shares of the Company are recorded, with a request to issue a registered certificate of the right to participate in the Ordinary General Meeting of the Company.

Pledges and usufructuaries with voting rights shall have the right to participate in the Ordinary General Meeting if the establishment of a limited property right in their favour is registered in the securities account at the Record Date.

The basis for admitting a shareholder to participate in the Ordinary General Meeting is the prior inclusion in the list of shareholders registered for the Ordinary General Meeting of the Company, prepared by the Central Securities Depository of Poland S.A. (*Krajowy Depozyt Papierów Wartościowych S.A.*; "CSDP") based on the lists of shareholders, who were issued with registered certificates of the right to participate in the Ordinary General Meeting of the Company, and then made available by CSDP to the Company at least one week before the date of the Ordinary General Meeting of the Company.

The Company determines the list of shareholders entitled to participate in the Ordinary General Meeting on the basis of the list of shareholders registered for this Meeting received from the CSDP.

Registration of the participants of the Ordinary General Meeting will start on the day of this Meeting **30 minutes before its scheduled opening time, i.e. at 09:00 a.m.**

Information on the manner of exercising voting rights by proxy and on the manner of notifying the Company via electronic means of communication of the appointment of a proxy.

Shareholders may participate in the Ordinary General Meeting in person or by proxy.

The proxy exercises all rights of the shareholder at the Ordinary General Meeting, unless the power of attorney states otherwise. A proxy may grant a further power of attorney if it follows from the wording of the power of attorney. The proxy may represent more than one shareholder and vote differently with respect to shares of each shareholder.

A shareholder holding shares recorded in an omnibus account may appoint separate proxies to exercise the rights attached to the shares recorded in that account. The shareholder holding shares recorded in more than one securities account may appoint separate proxies to exercise the rights attached to the shares recorded in each of these accounts.

If a shareholder's proxy at the Ordinary General Meeting is a Member of the Management Board, a Member of the Supervisory Board, a liquidator, an employee of the Company, or a member of the governing bodies or an employee of a company or cooperative dependent on the Company, the power of attorney may authorise representation only at one General Meeting of the Company. The proxy shall be obliged to disclose to the shareholder any circumstances indicating the existence or possible existence of a conflict of interest. Granting further power of attorney is excluded.

The power of attorney to participate in the Ordinary General Meeting and to exercise the voting right must be granted in writing or in electronic form. Granting a power of attorney in electronic form does not require a qualified electronic signature.

A shareholder should notify the Company of the granting of a proxy in electronic form by sending a message to the following e-mail address: GSM@pracuj.pl. The notification should be accompanied by the power of attorney document and copies of documents confirming the identity of the shareholder.

Representatives of legal persons should have at their disposal the original or a copy of the extract from the relevant register certified as true and correct by a notary public (issued not later than within 3 months

preceding the date of holding the Ordinary General Meeting), and if their right to represent a shareholder does not arise from performing their respective function, they should have at their disposal the power of attorney and the original or a copy of the extract from the relevant register current as of the date of issuing the power of attorney. The Company reminds that the information collected on the basis of Article 4 section 4aa of the Act of August 20, 1997 on the National Court Register corresponds to the current excerpt from the Register of Entrepreneurs of the National Court Register.

Each proxy or representative of a shareholder should have at the Ordinary General Meeting an identity card, passport or other official document confirming his identity.

The notice should be accompanied by copies of documents confirming the identity of the shareholder.

A proxy who has been granted a power of attorney in electronic form should submit to the Company, not later than on the day of the Ordinary General Meeting, an integral document confirming the granting of the power of attorney in electronic form and allowing identification of the shareholder making the statement.

The forms referred to in Article 402³ § 1(5) of the Commercial Companies Code allowing for the exercise of voting rights by proxy will be made available on the Company's website at <https://grupapracuj.pl/> in the tab *Investor Relations*, under the sub-tab: *General Meetings*. The Company does not impose an obligation to grant the power of attorney on the indicated forms.

The information on granting the power of attorney in electronic form should be delivered to the Company **not later than on June 8, 2023**, due to the necessity to verify the documents sent.

The above rules apply *mutatis mutandis* to notifying the Company of the revocation of a proxy.

A notice to the Company of the granting and revocation of a proxy not in accordance with the requirements set forth above shall have no legal effect with respect to the Company.

Information on the possibility and manner of participation in the Ordinary General Meeting by means of electronic communication.

Pursuant to § 2(4) of the Rules of the participation in the General Meeting of Grupa Pracuj S.A. by means of electronic communication, adopted by the resolution no. 14 of the Supervisory Board of the Company of April 21, 2022, the participation of an eligible shareholder (or his/her proxy) in the Ordinary General Meeting may be carried out remotely by means of electronic communication, in particular by videoconference, i.e. through:

- a) two-way communication of a shareholder or its proxy with the Ordinary General Meeting in real time;
- b) exercise of voting rights by a shareholder or its proxy during the Ordinary General Meeting;
- c) real-time transmission of the Ordinary General Meeting to the shareholder or his/her proxy.

Remote participation in the Ordinary General Meeting takes place through a dedicated IT platform enabling communication via text messenger (the "**Platform**").

A shareholder or his/her proxy making use of the possibility to participate in the Ordinary General Meeting remotely by means of electronic communication bears all risks related thereto, in particular resulting from the inability to receive the transmission, execute the communication in real time or use the right to vote during the Ordinary General Meeting, resulting from breakdowns or transmission interruptions in the links used.

For communication of the Company with a shareholder who wishes to participate in the Ordinary General Meeting remotely by means of electronic communication, only the following e-mail address of the Company is used: GSM@pracuj.pl.

By June 8, 2023, the shareholder shall e-mail the Company at: GSM@pracuj.pl:

- scan of completed and signed statement on the intention to participate in the Ordinary General Meeting using electronic means of communication, drawn up in accordance with the template attached to the Announcement (the “**Statement**”) or the Statement signed with a trusted profile or qualified signature;
- in the case of a shareholder who is a natural person, a scan of a document confirming identity to the extent enabling the identification of the shareholder, indicating the series and number of the identity card or passport and the PESEL number;
- if the shareholder is a legal person or an organizational unit which is not a legal person, a scan of an extract from the relevant register or a scan of another document confirming the powers of the persons acting on behalf of the entity. If any of the above-mentioned documents is prepared in a language other than Polish, a translation of the documents into Polish, prepared by a sworn translator, is required;
- if the shareholder appoints a proxy to participate in the Ordinary General Meeting remotely, additionally a scan of the power of attorney document containing data allowing the identification of the shareholder and the proxy, and a scan of the proxy's identity document to the extent allowing the identification of the proxy, indicating the series and number of the identity card or passport and PESEL number.

On the basis of the list received from the CSDP shareholders entitled to participate in the Ordinary General Meeting, the Company will verify the rights of the shareholder who sent the completed Statement to the Company. In order to carry out verification, the Company reserves the right to contact the shareholder or his proxy, using the contact data indicated in the Statement.

If, as a result of the Company's actions described in the preceding paragraph, any doubts arise, the Company shall request the shareholder to remove such doubts within the designated time limit, and if such doubts are not removed within the designated time limit, the Company shall refuse to allow the shareholder to participate in the Ordinary General Meeting remotely using means of electronic communication.

The Company shall notify the shareholder of the refusal to allow participation in the Ordinary General Meeting remotely by means of electronic communication by sending an appropriate information to the shareholder's e-mail address given in the Statement.

After positive verification of the shareholder's rights and proxies, if any, the Company shall send to the shareholder or his proxy **not later than three days before the commencement of the Ordinary General Meeting**, to the e-mail address given in the Statement by the shareholder, detailed instructions on how to register with the Platform, together with the login and start password used to register with the Platform for the first time.

Providing the shareholder or their proxy with detailed instructions on how to register with the Platform constitutes confirmation of the shareholder's entitlement to participate in the Ordinary General Meeting by means of electronic communication.

The login and start password provided to the shareholder are password protected. The password to files containing the login and password to the Platform are sent by text message to the telephone number indicated in the Statement.

The shareholder password received from the Company to access the Platform is only used for the first registering to the Platform. The shareholder or their proxy changes the start password to their own in the manner described in the instructions sent together with the login and the start password.

On the working day prior to the date of the Ordinary General Meeting specified in the Announcement, the shareholder and their proxy, if any, shall have the opportunity to test the correct functioning of the Platform remotely, as well as the compatibility of the Platform with the computer equipment they use for that purpose, the software of that equipment and the Internet connection to be used during that Meeting, and to familiarize themselves with the principles of functioning of the Platform. Access to the tests is possible by using the access link sent to the e-mail address indicated in the Statement from the Company's e-mail address: GSM@pracuj.pl.

If there are any problems or questions regarding the use or operation of the Platform, including problems or questions arising during the Ordinary General Meeting, shareholder or their proxy shall report such problems to the Chairperson of the Meeting or by mail to the Company's e-mail address: GSM@pracuj.pl.

All risks associated with the use of electronic communication means to participate in the Ordinary General Meeting, communicate with the Ordinary General Meeting and vote during its proceedings, including those associated with improper or unauthorised access to the login or password, are solely the responsibility of the shareholder or his proxy, and the Company shall not be liable in any way.

Communication with the Ordinary General Meeting, as well as with the Company, through a Platform, as well as through the Company's e-mail address GSM@pracuj.pl, shall be in Polish or English only.

In order to participate in the Ordinary General Meeting remotely by means of electronic communication, one must have:

- a) a synchronous connection to the public Internet network with a throughput of at least 4 Mbps (constant throughput during the use of the Platform) - a higher throughput is recommended.
- b) a computer unit that is up-to-date with audio and video playback capabilities, running a Windows or OS operating system with one of the following browsers installed: Firefox (version 60 and later), Chrome (version 70 and later) or Safari (version 12 and later). All listed browsers are freely available for download on the public Internet. In addition, JavaScript and SSL 3.0 must be enabled in your browser (these are standard browser settings).

Lower bandwidth of the Internet connection and older versions of browsers may cause difficulties or make communication with the Ordinary General Meeting room impossible, delay the transmission or make it impossible to cast votes.

When using the Platform, it is suggested that the user does not use other applications that significantly load the computer and communication link used by the Platform.

Information on the manner of speaking at the Ordinary General Meeting of the Company using electronic means of communication.

A shareholder participating in the Ordinary General Meeting by means of electronic communication may communicate through the Platform.

Information on the way of exercising voting rights by mail or using electronic means of communication.

A shareholder participating in the Ordinary General Meeting by means of electronic communication may exercise his/her voting rights and raise objections to resolutions through the Platform, in accordance with the Rules of the participation in the General Meeting of Grupa Pracuj S.A. by means of electronic communication, adopted by the resolution no. 14 of the Supervisory Board of the Company of April 21, 2022, which is located on the Company's website at <https://grupapracuj.pl/> in the tab *Investor Relations*, in the sub-tab: *General Meetings*.

The Company does not provide for the possibility to exercise voting rights by mail.

Information about shareholder's right to ask questions concerning issues put on the agenda of the Ordinary General Meeting.

During the Ordinary General Meeting, the Company's Management Board shall be obliged to provide a shareholder, upon request, with information concerning the Company, if this is justified for the assessment of the matter included in the agenda.

However, the Company's Management Board shall refuse to provide information if it could be detrimental to the Company or its related or subsidiary company, in particular by disclosing technical, trade or organizational secrets of the enterprise. Furthermore, a member of the Company's Management Board may refuse to provide information if the provision of such information could constitute a basis for his criminal, civil or administrative liability.

The Company's Management Board may provide a shareholder with information in writing outside the Ordinary General Meeting if there are good reasons for doing so. The Company's Management Board is obliged to provide information not later than within two weeks from the date of making the request during that Meeting.

An answer shall be deemed to have been given if the relevant information is available on the Company's website in a dedicated area for shareholder questions and answers.

Documentation and information regarding the Ordinary General Meeting.

The complete documentation to be presented to the Ordinary General Meeting and the draft resolutions, as well as all information regarding that Meeting are available on the Company's website at: <https://grupapracuj.pl/> under the tab *Investor Relations* under the sub-tab: *General Meetings*.

Remarks of the Management Board or the Supervisory Board concerning the issues placed on the agenda of the Ordinary General Meeting or the issues to be placed on the agenda prior to the date of the Ordinary General Meeting of Shareholders shall be available on the Company's website as soon as they have been drawn up.

A person entitled to participate in the Ordinary General Meeting may access the above-mentioned documentation also at the Company's registered office in Warsaw (00-838), ul. Prosta 68, in the Office of the Company's Management Board from 9 a.m. to 5 p.m. on weekdays (i.e. excluding public holidays), after prior notification of such demand by e-mail to the following address GSM@pracuj.pl.

The list of shareholders entitled to participate in the Ordinary General Meeting will be available for inspection at the registered office of the Company in Warsaw (00-838) at ul. Prosta 68, in the Office of the Company's Management Board **for three weekdays (i.e. excluding public holidays) before the date of that Meeting from 9 a.m. to 5 p.m., i.e. on June 12-14, 2023**. A shareholder of the Company may demand that the list of shareholders entitled to participate in the Ordinary General Meeting of the Company be sent to him free of charge by e-mail, providing his own e-mail address to which the list should be sent.

Information on processing of personal data for shareholders and persons participating in the Ordinary General Meeting.

The administrator of the shareholders' personal data is Grupa Pracuj S.A. with its registered office in Warsaw, contact details: ul. Prosta 68, Warsaw (00-838), tel. (22) 37 37 300, e-mail: biuro@pracuj.pl.

Contact with the personal data protection officer is provided at the following e-mail address e-mail: iod@pracuj.pl and by mail to the Administrator's address: Grupa Pracuj S.A. ul. Prosta 68, 00-838 Warsaw.

The Company processes personal data in connection with the acquisition and exercise of rights attached to shares, including in connection with the organisation and course of the Ordinary General Meeting in order to:

1. fulfilling legal obligations arising from the Commercial Companies Code and regulations concerning public companies in accordance with Art. 6 sec. 1 item c of the GDPR, in particular with regard to:
 - preparing and maintaining lists of shareholders entitled to participate in the Ordinary General Meeting preparing and keeping lists of shareholders entitled to participate in the Ordinary General Meeting, lists of attendance at the General Meeting, enabling shareholders or their proxies to participate in the Ordinary General Meeting and exercise their voting rights and other rights in relation to the Company;
 - exercising of other rights vested in the shareholder by law;
 - fulfilling reporting and reporting obligations.
2. pursue legitimate interests of the Company in accordance with Art. 6 sec. 1 item f of the GDPR, which are:
 - fulfilling obligations in connection with the status of a public company and resulting from the Code of Best Practice for WSE Listed Companies 2021;
 - enabling contact with shareholders, verification of their identity and the validity proxies granted in electronic form;
 - defending against potential claims or assert potential claims related to the exercise of rights attached to the shares and the organization of the Ordinary General Meeting;
 - recording of the course of the Ordinary General Meeting with the use of electronic communication means.

As a rule, the Company obtains the personal data of shareholders being natural persons, proxies and persons representing other shareholders directly from the CSDP, as well as in connection with registration of the participation in the Ordinary General Meeting.

The provision of personal data in connection with the exercise of share rights is voluntary, but necessary to exercise these rights. In the case of e-mail address and telephone number telephone number, providing such data is voluntary but necessary to enable contact between the Company and the shareholder or proxy by e-mail and in order to participate in the Ordinary General Meeting using electronic communication means, failure to provide such information will result in the inability to contact the shareholder by e-mail and to participate in that Meeting using electronic means of communication.

Personal data will be transferred to the following categories of entities:

- entities which, at Company's request, perform activities supporting Company's operations, such as: companies servicing IT systems, entities providing services for the Ordinary General Meeting, in particular Unicom-WZA sp. z o.o. with its registered office in Warsaw, which provides services for the Ordinary General Meeting;
- entities authorised to receive them under the law (e.g. the Polish Financial Supervision Authority, the National Court Register).

Data collected for the purpose of fulfilling legal obligations will be stored for the period for fulfilling these obligations and for the period required by legal regulations, in particular in accordance with the provisions of the Commercial Companies Code, and in the case of data processed on the basis of a legitimate interest, no longer than until the expiry of the statute of limitations period for claims.

The data retention period may be reduced as a result of an objection being upheld.

Personal data will not be used by the Company to make decisions regarding shareholders in an automated manner (i.e. without human involvement), including profiling.

In connection with the processing of data for the above purposes and in certain situations, one has the right to request access to personal data, its rectification, erasure or restriction of processing, or the right to object to processing, the right to transfer data, as well as the possibility of filing a complaint in connection with the processing of personal data to the supervisory authority for personal data protection:

In the case of the processing of personal data for the purpose of pursuing legitimate interests (indicated above), one also has the right to object to the processing of data on grounds related to your particular situation.