

## **§ 1 General Provisions**

1. Present Terms and Conditions outline the details of the project recruitment process for the Participants willing to enhance their professional qualifications in the field of finance. The Terms and Conditions also stipulate the rules for participation in the project.

2. Recruitment of the candidates for the project is implemented by the Mamo Pracuj Foundation, with its registered address at Str. Zamknięta 10, Office 1.5, 30-554 Kraków.

3. The project will support 25 participants, enabling them to enhance their professional capabilities in the field of finance by taking a dedicated training course, improving their English language competence, and enhancing their soft skills through individual work and work under the experts' guidance during online workshops and meetings. The project will start on March 28<sup>th</sup> and will last until October 2023.

### **4. The Participants referred to in clause 3 above, will receive comprehensive support, including:**

a) 12-module online course, "Empower Your Potential in Finance", prepared by CFA Society Poland,

b) access to an online course, "Dare yourself!", created by Mamo Pracuj Foundation,

c) four online thematic group workshops on efficient job search tools,

d) free Gallup Test and online workshop,

e) English course, "Business English", starting at B2 level,

f) online mentoring program,

g) individual meetings with HR experts.

5. Estimated duration of activities and work of the group of Participants referred to in clause 3 above is about 7 months total (with a summer break July-August).

6. The project participation also includes individual work and completion of homework assignments by the Participants throughout the project.

**7. Topics covered in the “Empower Your Potential in Finance” course:**

- Financial statements
- Ethics and professionalism
- Quantitative concepts
- Microeconomics/Macroeconomics
- ESG
- Risk Management
- Securities
- Alternative investments
- Intermediate MS Excel in Finance
- Financial statement analysis
- Valuation techniques
- Writing
- Business Etiquette
- Effective communication

8. Important part of the program is to create a Facebook platform community for peer support also after completion of the project.

**9. The project will be held via:**

a. Online meetings as a group (via Zoom platform),

b. Online classes as part of the “Empower Your Potential in Finance” course,

c. Individual work.

10. Receiving the assistance listed above will increase the Participants' competitiveness at the job market and their chances to find a job in the field of finance. Thanks to the planned activities, the Participants will strengthen their competencies and enhance their knowledge in the area of finance. The Participants will also have an opportunity to gain knowledge about the job market, efficient job search, as well as to expand their soft competencies under the guidance of the subject matter experts.

11. The project will take place from 28.03.2023 till 17.10.2023.

## **§ 2 Project Participants**

1. The project is designed for Polish and Ukrainian citizens who reside in Poland and have professional experience in the field of finance or study finance disciplines (their last year of study should be 2022 or 2023).

### **2. The project is designed for women who:**

- would like to expand their knowledge of finance, but already have basic knowledge in this area,
- are technically capable to attend the online meetings,
- are ready to engage in the project and attend the "Empower Your Potential in Finance" course from April to September (except for the months of July and August) for 12 days (on Saturdays and Sundays), up to 8 hours per day, and to work individually on homework assignments,
- are able to communicate fluently in English at least at B2 level,
- have strong motivation and self-discipline.

## **§ 3 Recruitment Process**

1. Recruitment of Participants for the project will take place prior to the scheduled training phase. The recruitment will be a two-step process and will include filling out the online application form plus taking a knowledge test and interview.

2. Applications for the project are submitted electronically by filling out the recruitment form which constitutes Annex 1 to the present Terms and Conditions. By submitting the recruitment form, you hereby accept, acknowledge and agree to comply with the Program Terms and Conditions.

3. The second phase of recruitment will be available to candidates selected upon analyzing the applications and will include the online interview with employees of Mamo Pracuj Foundation / State Street Global Advisors Poland / CFA Society Poland.

4. Recruitment forms will be accepted from 01.03.2023 till noon (12:00 am) of 09.03.2023 (the organizers may decide to shorten or extend the application deadline, with appropriate announcement made on the Mamo Pracuj Foundation's official channels, i.e. Facebook and LinkedIn). The recruitment interviews will take place from 13.03.2023 till 16.03.2023. The Participants will be informed about whether they have qualified for the project by 20.03.2023.

5. The given dates are subject to modification in the event of the large number of applications received. Information about change of dates will be published on the Mamo Pracuj Foundation's social media platform and website.

6. Training, workshop meetings and support of the Participants under the present project's edition will be provided from March till October of 2023.

7. Recruitment forms submitted past the application deadline won't be taken into consideration for the recruitment process.

**8. If the number of applications received exceeds the number of allocated participants, the Participants will be selected based on criteria as follows:**

a. assessment of the application form along with assessment of the applicant's commitment and motivation to take part in the project,

b. results of the interview,

c. level of English proficiency and knowledge of finance-related topics.

9. The Foundation stipulates that selection of the Participants is final and cannot be revoked.

10. The Foundation reserves the right to conduct recruitment interviews only with selected individuals.

11. The individuals who met all of the requirements and successfully passed the recruitment interviews but were not selected for the project due to the limited number of the participants, will be placed on the reserve list and will be given the priority in the project participation in the event of any of the project Participants' resignation.

12. The Participant will be informed about qualifying for the project via e-mail and/or by phone.

13. If the Participant doesn't respond to the two attempts of contact, as mentioned above, within 3 days from the contact attempt, she loses her right to take part in the project.

14. Participation agreement will be signed with individuals qualified for the project.

#### **§ 4 Participant Obligations**

1. Participants undertake to be actively engaged in the workshops, meetings, training courses, program evaluation, and individual home assignments.

2. The condition for completing the project and receiving a certificate of participation is accordingly high attendance rate: at least 80% attendance in online classes (4 courses + Gallup test workshop), 90% attendance in "Empower Your Potential in Finance" course and taking the "Dare yourself!" course.

Attendance will be verified by the lecturers and shared with the Foundation.

3. In the event of the Participant's failure to comply with the Terms and Conditions or the Agreement, unjustified absence from classes, meetings, and courses (respectively, more than 20% or 10% absence rate), failure to implement the course program, and

lack of contact from the Participant, the Participant may be charged with the costs incurred by the Foundation for participation of this individual in the project, on the terms agreed individually with the Participant, to include the Foundation's requirement to reimburse the total amount of these costs.

By submitting an application form and accepting Terms and Conditions, the Participant acknowledges and agrees that she may be charged with such costs in the event of circumstances referred above.

4. Participants who have been qualified for the project, but due to some unforeseen events won't be able to take part in it, are required to submit corresponding notice to the Organizer's office by the phone, in person or by e-mail at least 7 calendar days in advance prior to the course initiation.

5. The project Organizer allows justification of Participant's absence caused by her illness or valid unforeseen situations. To justify her absence, the Participant must notify the Organizer by the phone or email before the start of the workshop(s), meeting(s), or consultation. If the Participant fails to inform about the reasons for her absence, her absence will be considered as unjustified.

## **§ 5 Organizer Obligations**

1. The Organizer enables free participation in the workshops, meetings, and online courses for the Participants.

2. The Organizer provides additional materials in electronic form.

3. The Organizer undertakes to make every effort to organize the project at the highest substantive and logistical level.

4. The project Organizer is obliged to inform the Project Participants of any organizational changes affecting the course of the project.

## **§ 6 Workshop -Meeting Dates and Locations**

1. Online thematic workshops will take place on weekdays, on the dates scheduled by the organizers. “Empower Your Potential in Finance” online course will take place on Saturdays and Sundays, from April through September, with a break for July and August. The Participants will receive access to the course upon signing the Agreement. The Participants will implement the rest of the classes and meetings according to individual time preferences.

2. Online meetings will take place on Zoom platform, via Skype, or social media channel, according to the Participants’ preferences, at a set time, allowing all Participants to interact with the host.

## **§7 Processing of Personal Data**

1. Please be advised that pursuant to Art. 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/WE (General Data Protection Regulation) (hereinafter referred to as RODO):

2. The Administrators of the project Participants’ personal data are Mamo Pracuj Foundation located at ul. Zamknięta 10, Office 1.5, Krakow (hereinafter referred to as the Foundation), SSGA Poland located at ul. Generała Bohdana Zielińskiego 3, 30-320 Krakow, and CFA Society Poland located at ul. Komandorska 118/120, 53-345 Wrocław (hereinafter referred to as the Co-organizers).

3. The Foundation has a personal data protection officer who can be contacted by e-mail: [rodo@mamopracuj.pl](mailto:rodo@mamopracuj.pl).

4. The purpose of processing the Participant’s personal data by the Foundation is implementation of the project “Fearless Together! #empower your career in finance”.

5. Provision of personal data by the Participant is voluntary (Art. 6 (1) (a) of GDPR) but is required for participation in the project.

6. The project Participant has the right to demand from the Foundation and Co-organizers access to her personal data, their correction, deletion or restriction to the processing, and the right to object to their processing, as well as the right to transfer personal data.
7. The Participant has the right to withdraw consent to the processing of personal data at any moment, without affecting the lawfulness of the processing of personal data before the withdrawal of consent.
8. Personal data of the Participants will not be processed by the Foundation and Co-organizers upon the Project completion.
9. The Participant has the right to file a complaint with a supervisory body – President of the Office for Personal Data Protection.
10. You can find more information in the GDPR-compliant privacy policy of Mamo Pracuj Foundation.

## **§ 8 Final Provisions**

1. During the workshops, photographic and/or filming materials will be made, with the Participants attending the workshops, therefore a person joining the project should give her consent to the public use of her image.
2. Giving consent is equivalent to the fact that photographs, films, or recordings made during the meetings may be placed on websites, press and promotional materials and in social media in the context of the aforementioned events. This consent is granted irrevocably and free of charge.
3. The consent is voluntary, but necessary to be able to participate in the Project.
4. The Mamo Pracuj Foundation reserves the right to make changes to the Terms and Conditions. Participants will be notified of any changes by e-mail.