

Make IT Happen!

DESTINATION IT

TERMS and CONDITIONS- DESTINATION IT vol. 3

The aim of the program is to equip a group of individuals seeking opportunities to start and advance their careers in the IT industry with the knowledge and skills needed to take their first and subsequent steps. This is achieved by involving experienced professionals (employees of Roche Polska), who have been active in the industry for years, in a socially valuable and impactful project of sharing knowledge and competencies.

§ 1 General provision

These Terms and Conditions set out the detailed rules for the recruitment process of participants in the DESTINATION IT vol. 3 program. They also outline the guidelines for participation in the project.

The recruitment of candidates for the project is conducted by the Mamo Pracuj Foundation, located at ul. Zamknięta 10, office 1.5, 30-544 Kraków, in close collaboration with the program organizer, ROCHE POLSKA SP Z O O, located at ul. Domaniewska 39B, 02-672 Warsaw.

As part of the program, the organizers provide free courses that include the following components:

1. Educational track in one of the selected fields:
 - Business Analysis
 - Data Engineering
 - User Experience
 - DevOps (the path will be open depending on the number of candidate's applications with relevant competencies).
2. Moderated individual work (including readings, online courses, homeworks, and own work).
3. Mentor-guided group sessions within smaller mentoring groups.
4. Meetings with Roche Informatics experts and managers.
5. The program will take approximately 2 to 3 months and will conclude no later than April 10, 2025.

6. Additionally, the program offers:

- Workshops on soft skills focused on career transitions, as well as job search workshops for the IT industry.
- Free access to an online English course for participants (adapted to appropriate English level).

§ 2 Program Participants

The program is aimed at individuals that are at the beginning of their career change process. We can secure participation for 18-24 individuals within the program.

Participants are required to attend program meetings, which will be conducted mainly online, with the exception of the kick-off meeting (January 9, 2025) and the program's closing meeting (April 10, 2025).

These in-person meetings will take place at the Roche office in Warsaw.

Please note that travel and accommodation costs are not covered by the organizers.

§ 3 Recruitment process

1. The recruitment process takes place prior to the planned training and mentoring stage.
 - All applications must be submitted exclusively in English via the online recruitment form.
 - A sample form can be found in Appendix 1 of these Terms and Conditions.
 - An essential part of the application is responding to the technical tasks relevant to the chosen track and submitting the answers via the form.
2. A second stage of recruitment may be possible, in which selected candidates will be invited to an online interview. This interview will be conducted by the Mamo Pracuj Foundation Team or Roche Informatics.
 - The recruitment period for the program will run from November 12, 2024, to December 13, 2024.
 - Applications will be accepted from November 12, 2024, until November 24, 2024. Candidates will receive information regarding their admission to the program no later than December 16, 2024.
 - The mentoring program will start on January 9, 2024.
 - These dates may be changed in justified cases.

3. The Foundation reserves the right to shorten the application period if there is an exceptionally high volume of applications.
4. Applications submitted after the recruitment period or in languages other than English will not be evaluated and will not participate in the recruitment process.

In the event of more applications than the planned number of places in the program, the following criteria will determine participation in the project:

Evaluation of the application form based on assessment of readiness to participation in the program and motivation for change,
A substantive analysis of the responses,
Results of the recruitment test/assignment.

The organizers reserve the right to conduct recruitment interviews with selected candidates.

Applicants who meet all requirements and successfully pass the interview but are not admitted due to limited spots will be placed on a reserve list.

Participants will be notified of their admission to the program via email and/or phone. A place in the program for qualified participants will be canceled if he/she does not respond to two contact attempts.

§ 4 Participant Responsibilities

Participants commit to actively engaging in workshops, meetings, consultations, and own work. Individual work with materials and training provided by the organizer may be conducted at any convenient time.

Participants who have been accepted into the program but are unable to participate due to unforeseen circumstances are required to inform the organizer by phone or email at least 3 days prior to the course start date.

The program organizer permits excused absences due to illness or significant unforeseen events. To excuse an absence, participants must notify the organizer by phone or email.

§ 5 Organizer Responsibilities

The organizer provides participants with free access to courses, workshops, and both offline and online meetings.

The organizer is committed to ensuring that the program is conducted at the highest possible standard in terms of both content and logistics. The organizer is also responsible for informing participants of any organizational changes affecting the program's schedule or format.

The organizer does not cover travel expenses for participants attending workshops or meetings.

§ 6 Location and Timing of Workshops and Meetings

The program is conducted primarily online; however, participants are expected to be prepared to attend meetings at the office in Warsaw as needed.

The Organizer reserves the right to modify these arrangements in justified cases.

§ 7 Final Provisions

During the program, photographic and/or video documentation may be made featuring participants. By enrolling in the program, each participant agrees to the public use of their image.

The Mamo Pracuj Foundation reserves the right to amend these regulations. Participants will be notified of any changes via email.

Attachments to the Regulations:

- Attachment No. 1 – Sample applications form for the DESTINATION IT vol. 3 program, including GDPR clause
- Attachment No. 2 – Participant's declaration of consent for image use along with acceptance of the program regulations
- Attachment No. 3 – Sample recruitment forms for the DESTINATION IT program with GDPR clause

Attachment No. 1

INFORMATION ON PERSONAL DATA PROCESSING

In accordance with Article 13(1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter "GDPR"), the Mamo Pracuj Foundation informs you that:

1. The Administrator of your personal data is the Mamo Pracuj Foundation, based in Kraków, ul. Zamknięta 10, unit 1.5, 30-554, registered in the Register of Entrepreneurs maintained by the District Court in Kraków, 11th Commercial Division of the National Court Register under KRS number 0000585984, NIP: 6793118767, REGON: 363001768.

2. The Administrator is not required to appoint a Data Protection Officer; however, for all matters related to personal data, please contact the Data Protection Representative via email: rodo@mamopracuj.pl.
3. Your personal data will be processed for the purpose of fulfilling the contract entered into with the Administrator, based on GDPR Article 6(1)(b), meaning that processing is necessary for the performance of a contract to which the data subject is a party or to take steps at the request of the data subject prior to entering into a contract.
4. Providing your personal data is voluntary but necessary for entering into and fulfilling the agreement. Failure to provide personal data will result in the Administrator being unable to fulfill contractual obligations.
5. Your personal data may be shared with public authorities and entities performing public tasks or acting on behalf of public authorities, within the scope and for purposes resulting from generally applicable laws. Additionally, recipients of your data may include companies collaborating with the Administrator in activities related to the fulfillment of the contract you have entered into.
6. Your personal data will not be transferred to third countries/international organizations.
7. Your personal data will be stored for the duration necessary to fulfill the contract, for the period required by applicable laws (e.g., accounting regulations), for the time necessary to pursue claims under the contract, and for archival purposes.
8. You have the right to access your personal data, rectify it, as well as the right to delete data, limit processing, transfer data, and object to processing – in cases and under conditions set out in the General Data Protection Regulation.
9. Your personal data will not be subject to automated decision-making, including profiling.
10. You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the General Data Protection Regulation.

Attachment No. 2

**FOR QUALIFIED PARTICIPANTS IN THE PROGRAM
Participant's Statement of Consent for Image Sharing Along with Acceptance of the
Regulations**

STATEMENT

I, the undersigned hereby consent to the use and distribution of my image recorded during events held as part of the DESTINATION IT vol. 3 mentoring program organized by Roche Polska and the Fundacja Mamo Pracuj, in accordance with the Act of February 4, 1994 on Copyright and Related Rights (Journal of Laws 2017, item 880).

Granting this consent means that photographs, videos, or recordings made during meetings in which I participate may be posted and publicly displayed on websites, in press materials, promotional materials, and on social media in the context of presenting and promoting the aforementioned program.

I declare that I provide this consent irrevocably and free of charge and that I make the above statement voluntarily. I affirm that the use of my image in accordance with this Consent does not infringe upon anyone's personal rights or any other rights.

Additionally, I declare that I have read the regulations of the DESTINATION IT vol. 3 mentoring program organized by Roche Informatics and the Fundacja Mamo Pracuj, and I accept and agree to its provisions.

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(Date, place, and legible signature)