



EXTERNAL REFERRAL PROGRAM

Bulgaria

Overview, Terms & Conditions

Amadeus Sofia Labs = Amadeus Sofia Labs EOOD, a Bulgarian sole owned limited liability company, registered in the Commercial Register under Unified Identification Code 206229335, having its seat and registered address in the Republic of Bulgaria, 1404 Sofia, 109 Bulgaria Blvd., Vertigo Business Center, 4th floor, office 4.1

Successful referral = the referred candidate accepts the offer and starts employment with Amadeus Sofia Labs

Referrer = the person that refer a candidate for a position in Amadeus Sofia Labs

Referee = candidate

1. External referral program terms and conditions

1. The award is valid for referrals for position based at Amadeus Sofia Labs in Sofia, Bulgaria
2. Referral reward amount: EUR 1 ,100 (one thousand and one hundred Euro) gross. For avoidance of doubt any taxes and social security contributions are included in the amount.
3. Referral reward will be paid only for successful referrals
4. Referral reward will be paid with the second payroll pay-out date after the start of the referee (two (2) months after the referred person has commenced the employment with Amadeus)
5. The referral award will not be payable if the employment agreement is terminated by either party prior expiry of two (2) months as from start of employment
6. Referral reward will only be paid after the signing of a service contract between Amadeus Sofia Labs and the Referrer
7. Service contract with the Referrer will be signed after acceptance of a job offer for employment at Amadeus Sofia Labs of the Referee
8. Referral reward will be paid only on a Bulgarian bank transfer process. The payment will be made in Euro or in its equivalent in Bulgarian leva in accordance with the fixed exchange rate of the Bulgarian National Bank (EUR 1 = BGN 1,95583)
9. Ownership of the referral is valid for three (3) months, i.e. the referee may only claim the referral reward for the referred candidate for the period of three (3) month from the date the candidate is referred to Amadeus Sofia Labs
10. If the same candidate is referred by several separate referees, the referrer that first submitted the candidate will be regarded as the owner.
11. No ownership of the referred candidate may be claimed by the Referrer for candidates:
 - who have been directly in contact, applied, or referred to any other open position at Amadeus Sofia Labs in the past three (3) months
 - who have been introduced to Amadeus Sofia Labs through an agency partner in the past six (6) months

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- who were previously or currently are employees of Amadeus Sofia Labs or its affiliates.

2. Process

1. Referrer introduces the candidate to Amadeus Sofia Labs by sending an e-mail to Gergana.milanova@amadeus.com only with the name and contact data of the candidate referred and/or with his/her LinkedIn profile. You may also submit the candidate through the Amadeus Sofia Labs recruitment tool, clearly indicating the referee's name. Please include a confirmation in the e-mail that you have obtained the consent from the referee allowing us to use the personal data you are providing us Amadeus Sofia Labs.
2. Amadeus Sofia Labs verifies the candidate for eligibility and provides feedback to the referrer within forty-eight (48) hours after submission.
3. If the candidate is successful, i.e. after acceptance of a job offer for employment at Amadeus Sofia Labs of the Referee, the Referrer will be promptly notified by e-mail and will be asked to sign a service contract to obtain the referral award in accordance with item 1, paragraph 4 above.
4. Amadeus Sofia Labs reserves its right to refuse acceptance of any of the referred candidates for any reasons upon its own discretion. Amadeus Sofia Labs shall promptly inform the Referrer by e-mail without being obliged to justify its decision to reject a candidate. In this case, the Referrer will not be entitled to enter into a service contract and to claim the award.

3. Referral eligibility

3.1. Eligibility

1. A Referrer is able to obtain the referral reward for successful candidates referred for all advertised position in Amadeus Sofia Labs, in Sofia Bulgaria provided that the Referrer does not fall into the exceptions under item 3.2 below, the candidate is approved by Amadeus Sofia Labs and the Referrer and Amadeus Sofia Labs concluded a service contract for services in accordance with item 1. Paragraph 6 above.

3.2. Ineligibility

1. If the Referrer is not able to provide personal nor professional information about the referee.
2. The Referee discontinues his/her employment with Amadeus Sofia Labs within two (2) months after taking up the position.
3. If the Referrer does not sign the service contract for obtaining the referral reward proposed by Amadeus Sofia Labs.

4. If the Referrer is unable or unwilling to prove their identity upon signing the service contract with Amadeus Sofia Labs.
5. If the Referrer is unable to provide a Bulgarian bank account in their name.
6. If the Referrer is an Amadeus employee or i:Fao Bulgaria EOOD's or their affiliates' employee.
7. If the Referrer is a Senior Manager, Associate Directors, or holds a position in the P&C department of Amadeus Sofia Labs or i:Fao Bulgaria EOOD or their affiliates.
8. If the Referrer is an immediate direct family member e.g. (brother, sister, husband, cousin, child, niece/ nephew, etc.) of a Senior Manager, Associate Directors, or a position holder in the P&C team in Amadeus Sofia Labs or I:Fao Bulgaria EOOD, or their affiliates.

4. Legal arrangement

4.1. Legal compliance

For legal transparency and compliance, the referrer should sign a service contract for service with Amadeus Sofia Labs. The contract should be for a one-time payment of the amount of referral award and to have a clause for service delivery – providing that the Referrer will receive the award in accordance with item 1, paragraph 4 above.

4.2. Payment of the award

Payment of the award should be done with the second payroll pay-out date after the start of the referee.

Payment of the award will be made to the Referrer in accordance with the second payroll schedule after the start date of the candidate.