

health
and safety
are our
priority.

together with Amazon,
we make sure your work is safe.



employee
essentials.



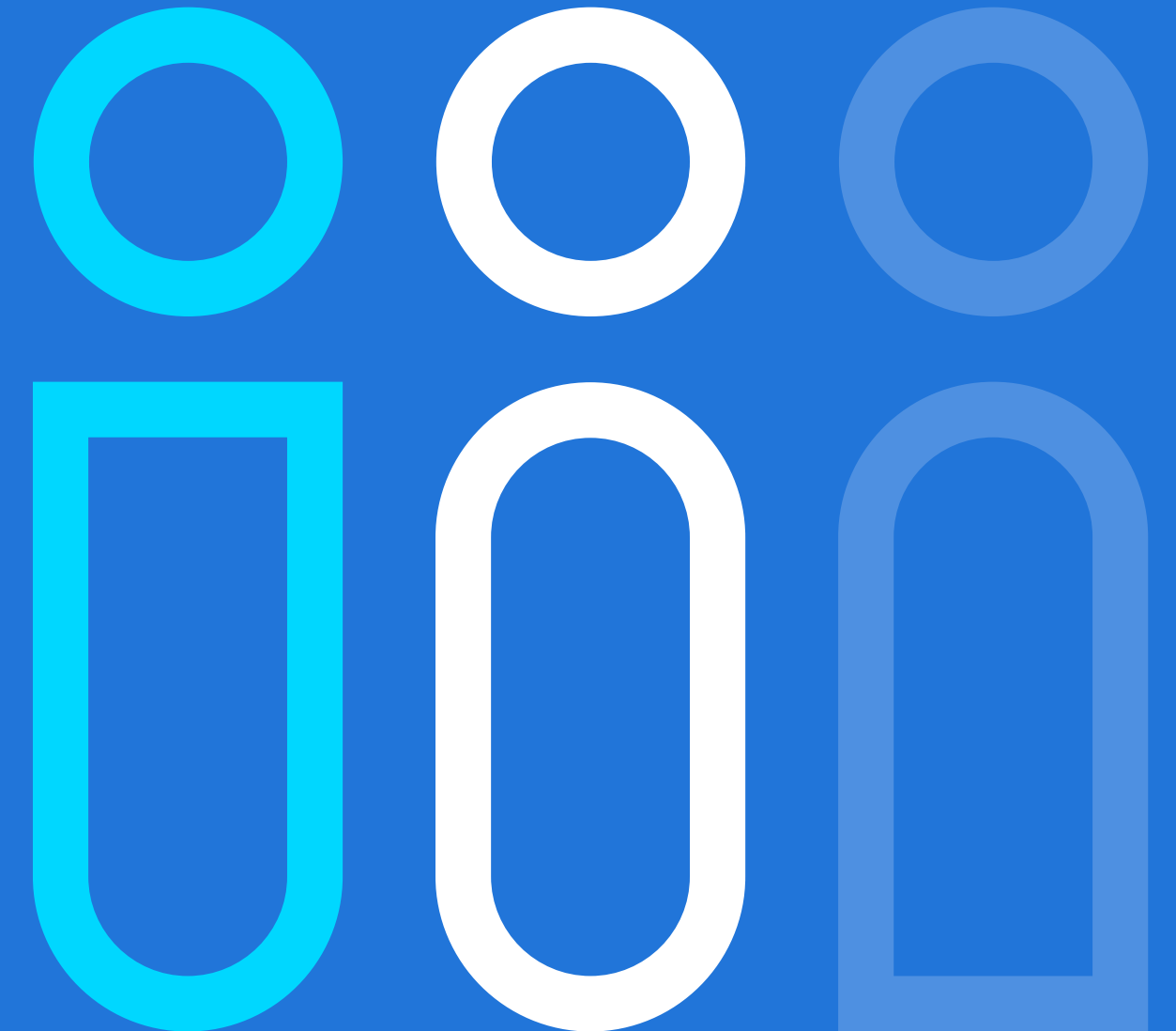
hello there!

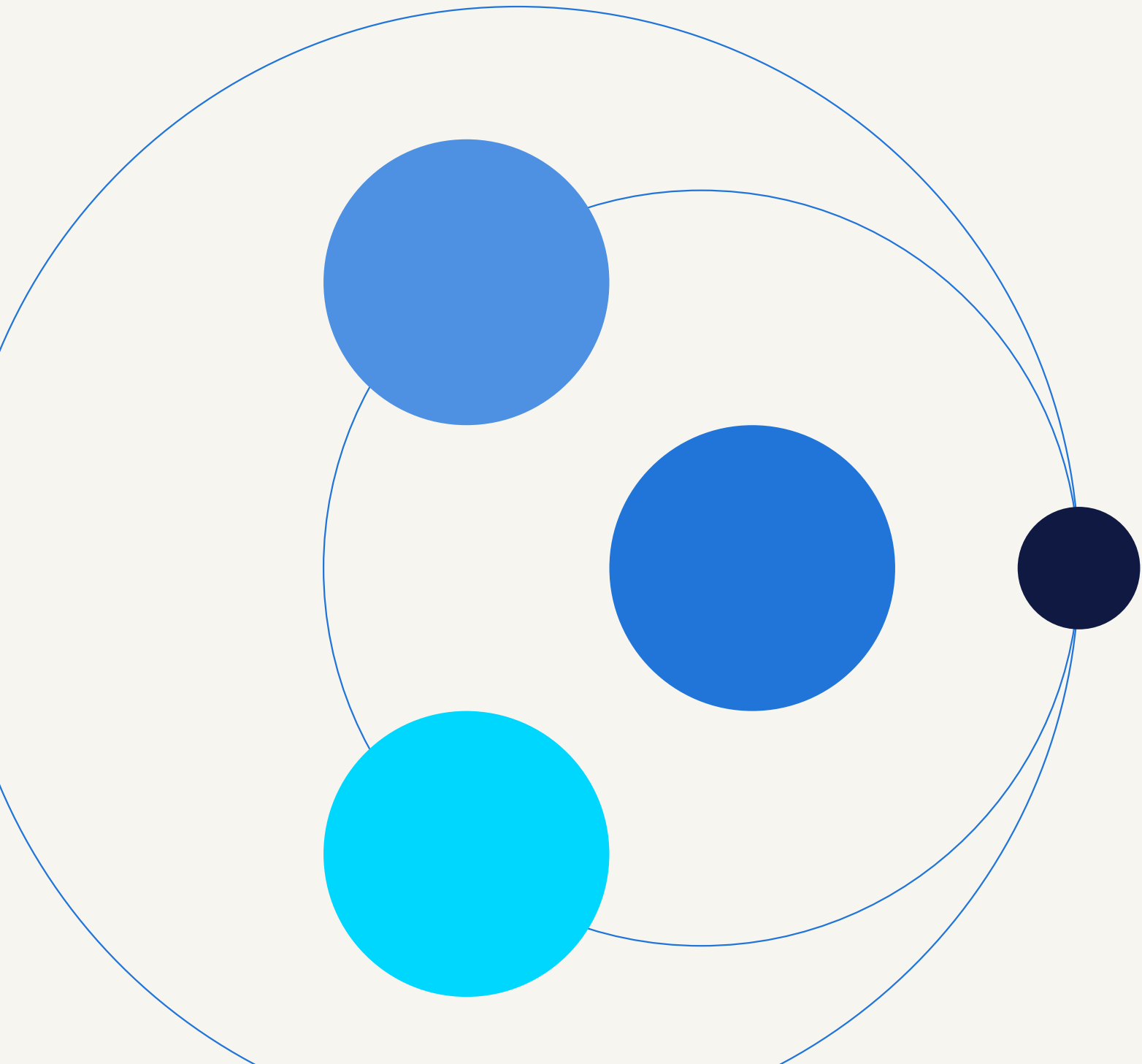
we are glad that you are starting your professional adventure with Randstad Poland, at Amazon Fulfillment Poland – the state of the art e-commerce logistics center in Poland.

*details of leave on demand in the absences section

form and conditions of employment

- you're working under a temporary employment contract
- all your contributions are paid
- you get paid by the 10th day of the month
- you are entitled to leave – holiday leave, special leave, leave on demand*
- you have a 7-day notice period
- full-time:
average of 4 working days and 3 days off
- part-time:
2 days of work per week





contracts.

All employment contracts will be available for you to collect at the Randstad desk no later than the second working day of the new month. The password to open the file is your date of birth and your first name starting with a capital letter, without Polish characters, in the following format: DD.MM.YYYYFirstname. Example: 04.09.1999Malgorzata

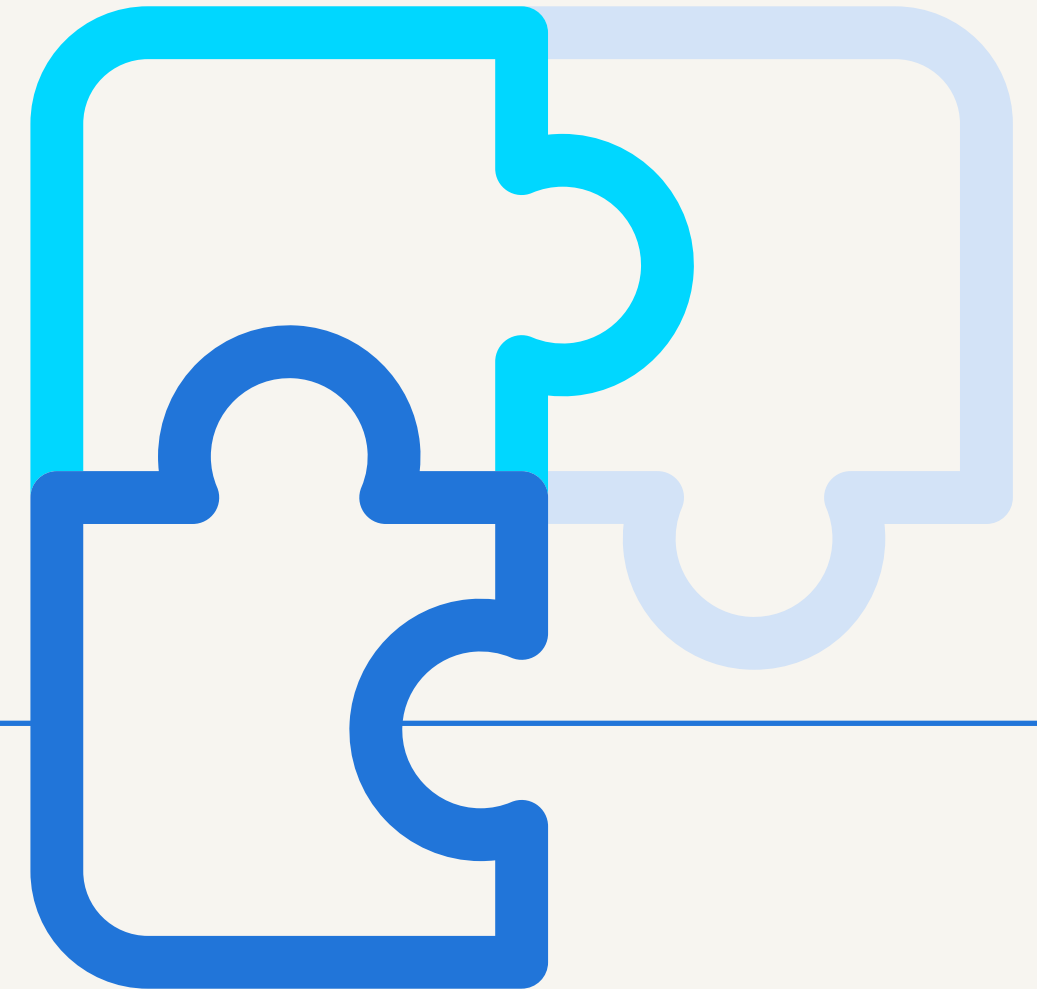
Employees will receive their contracts by the end of their second scheduled workday.

definitions.

- WE – organizational meeting
- Day 0 – training day
- Day 1 – first day of work
- Blue badge – Amazon employee
- Green badge – temporary employee
- Pick – order picking department
- Pack – goods packing department
- Stow – goods stowing department
- Receive – goods receipt department
- Ship – order shipping department
- RC Sort – goods sorting department
- Customer Returns – goods returns department
- Warehouse Deals – damaged goods returns department
- ICQA – quality control department

working time at Amazon FC.

- 10-hour working time
- breaks:
 - 1 x 30 - unpaid lunch break
 - 2 x 15 - paid break
- work in two shifts with start times varying depending on the work location.





employee accommodation according to Randstad standards *

Each of our employees can take advantage of the housing we offer and rent a room on preferential terms through Randstad's partner network. Each room is equipped to provide basic comfort for living and relaxation. No matter where you live – all apartments meet the standards established by Randstad.

Rooms are available for two, three, or four people. Double rooms are primarily intended for couples. Each apartment is located in a convenient area, ensuring an easy commute to work and close proximity to stores where you can affordably purchase essential items. Amazon shuttle bus stops, which provide free transportation to work, are located no more than a 15-minute walk away. According to Randstad standards, you must inform us in advance if you wish to rent a room.

* Please note that the availability of this benefit depends on the region, and you should check its availability with a representative of the agency.

employee transportation.

Amazon Fulfillment provides employees with free roundtrip transportation from many locations around the logistics center. You can find up-to-date information about departures and arrivals from specific stops on the website:

randstad.pl/amazon-transport-pracownicy/

salary + benefits.

- rate of PLN 31.50/hour gross + up to 15% attendance bonus
- nighttime bonus is added according to the Labor Code from 22:00 onwards
- overtime:
 - 50% - schedule day
 - 100% - non-schedule day
- free commute to work
- PLN 1 lunches
- any temporary employee may use:
 - sports card – OK System or Medicovert sport
 - discounts of up to 50% (e.g., in restaurants, stores, cinemas)



holiday leave.

Dear Employee!

If you are unable to appear at work, you have a few options:

1

holiday leave - each temporary employee receives 2 days of holiday leave after having worked 30 days (the leave is awarded at the manager's consent).

2

leave on demand - after having worked 6 months, you are entitled to 4 days of leave on demand (they come from the holiday leave pool), which you can submit via the Randstad agency on the scheduled day you wish to be absent.

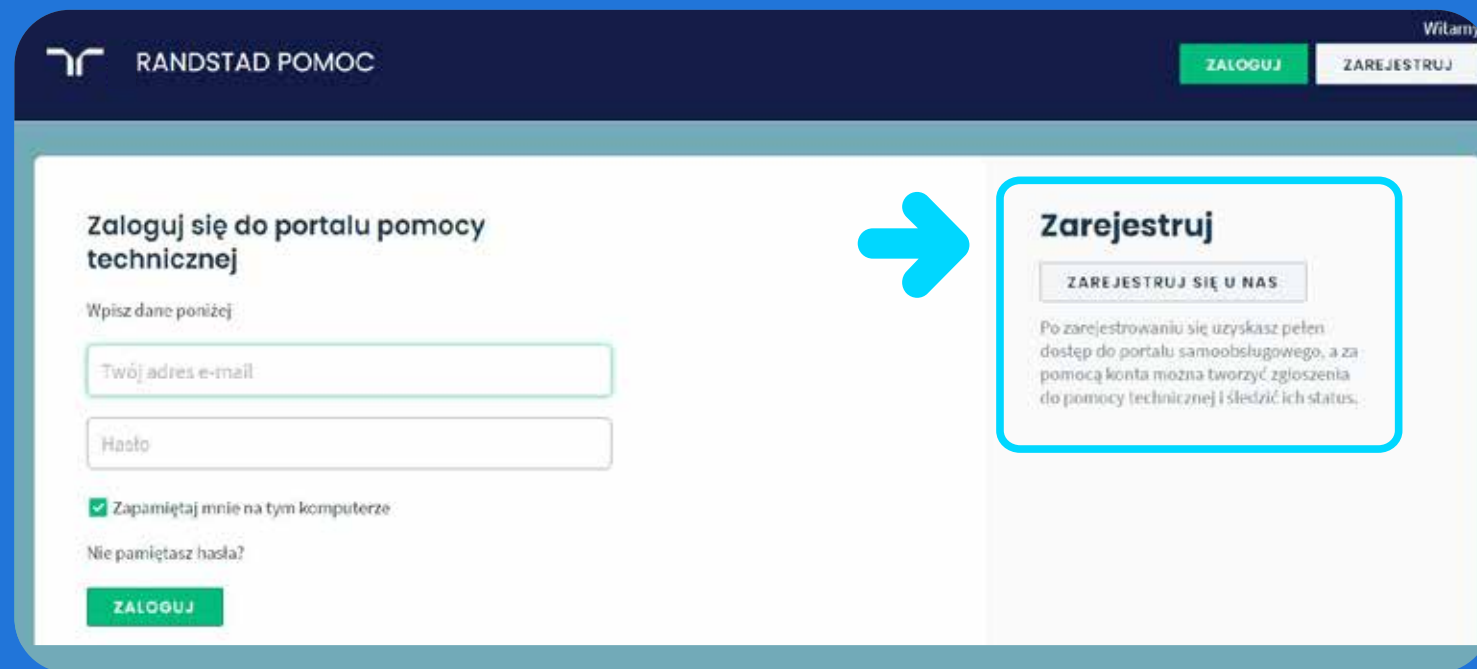
3

switch - with this program you can swap your scheduled day for a different one (you can apply for a change once a week, however you can't make the same change in the schedule two weeks in the row).



with us you'll be able to tackle administrative matters online.

01 go to the website
randstad.link/platforma-zgloszeniowa



The screenshot shows the top navigation bar with the Randstad logo and 'RANDSTAD POMOC' text. On the right, there are 'ZALOGUJ' and 'ZAREJESTRUJ' buttons. The main content area is split into two sections. The left section is titled 'Zaloguj się do portalu pomocy technicznej' and contains a form with fields for 'Twój adres e-mail' and 'Hasło', a 'ZAPAMIĘTAJ MNIE NA TYM KOMPUTERZE' checkbox, and a 'Nie pamiętasz hasła?' link. The right section is titled 'Zarejestruj' and features a 'ZAREJESTRUJ SIĘ U NAS' button. Below the button, there is a short paragraph explaining that registration provides full access to the self-service portal and allows for creating reports and tracking their status.

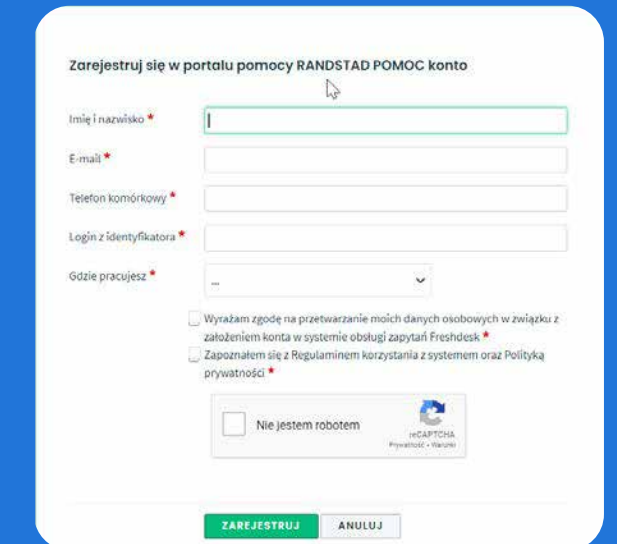
02 sign up. Click “register with us” and provide your data: your first name, surname, e-mail address, phone number, badge login and the place of work.

03 activate your account. If you have any problems with registration, get in touch with our call center
+48 22 391 12 12

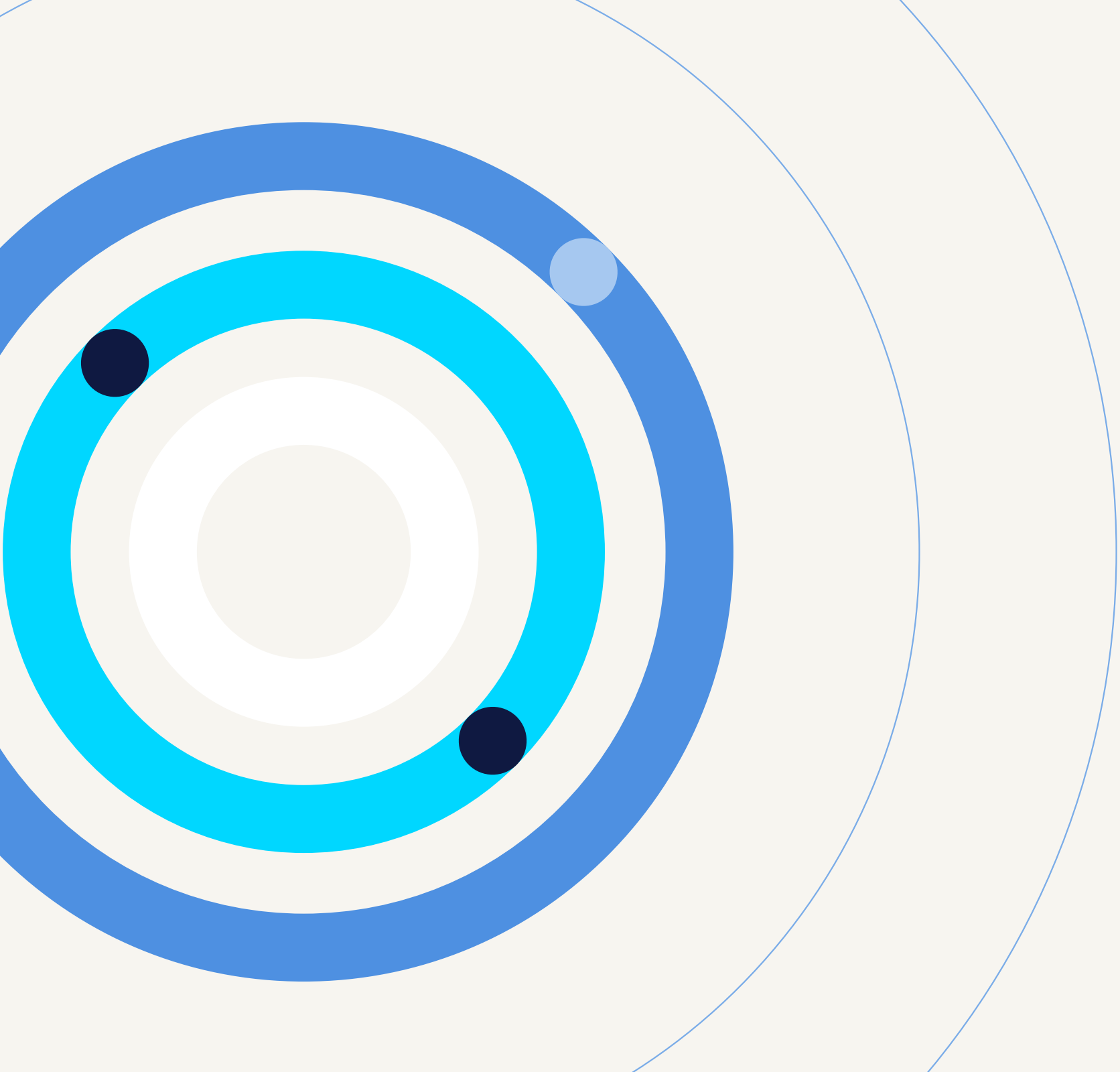
04 active account? From now on, you can submit all questions and administrative matters online.

05 the issues you can solve on the platform:

- leave on demand
- issuance of documents/certificates
- schedule/overtime
- sick leave information
- problems with taxes
- certificate of employment
- contract
- transport
- salary/payslip
- data change



The screenshot shows the registration form titled 'Zarejestruj się w portalu pomocy RANDSTAD POMOC konto'. It includes several input fields: 'Imię i nazwisko', 'E-mail', 'Telefon komórkowy', 'Login z Identyfikatora', and 'Gdzie pracujesz'. Below these fields are two checkboxes for terms and conditions, and a 'Nie jestem robotem' checkbox with a reCAPTCHA logo. At the bottom, there are 'ZAREJESTRUJ' and 'ANULUJ' buttons.



termination options.

remember that if you decide to terminate your contract, you have two forms of termination available to you:

- employee's termination notice in writing to the agency representative
- by mutual agreement*

*in the case of termination by mutual agreement, consent must be given by the Employer (Randstad Poland), the Employer User (Amazon) and the Employee.



remember that at every stage of your work you can count on the support of Randstad employees. We are here for you!

see you there!

telephone contact:

+48 22 391 12 12

(local connection fee)