

APPENDIX NO. 1
TO THE TERMS OF SERVICE FOR THE PROVISION OF ELECTRONIC SERVICES IN CONNECTION WITH
THE USE OF THE PROPLANUM APPLICATION
SCOPE OF PACKAGES AND ADDITIONAL SERVICES

Version 1 of 29 September 2026

§ 1. General Provisions

1. This Appendix sets out the scope of functionalities of the Proplanum Application available in the Start, Biznes, Premium and Enterprise Packages and the Additional Services which the Service Recipient may order separately from the Package. Capitalised terms have the meaning given to them in the Terms of Service.
2. This Appendix forms an integral part of the Terms of Service (§ 11(8) of the Terms of Service).
3. The version of this Appendix binding on the Service Recipient is the version in force on the date on which the Agreement was concluded or last renewed. A change to the scope of a Package to the detriment of the Service Recipient does not apply to Agreements in force on the date of the change until they are renewed (§ 7(15) of the Terms of Service). New functionalities added to a Package are made available to the Service Recipient without a change in the price of the Package.
4. Each version of this Appendix has a number and a date. The Service Provider publishes the version in force on the Service Provider's website and in the Proplanum Service, and makes an earlier version binding on the Service Recipient available to it on request.
5. Each higher Package includes all functionalities of the lower Packages. In the table in § 3, the word “yes” means that the functionality is available in the given Package within its price, and the word “no” means that it is not available in that Package.
6. During the trial period referred to in § 5(3) of the Terms of Service, the Service Recipient uses the functionalities within the scope of the Premium Package.

§ 2. Scope Common to All Packages

1. Each Package includes, at no additional charge:
 - a) checking of the Labour Code rules in the schedule;
 - b) the Mobile Application for employees and managers;
 - c) an unlimited number of locations and a company structure comprising sectors, regions and sites, with the possibility of assigning an employee to several sites;
 - d) two-factor authentication and trusted devices;

- e) storage of data in the Microsoft Azure infrastructure in data centers located within the European Economic Area, with the safeguards described in § 6 of the Terms of Service;
 - f) conclusion of the Data Processing Agreement, which the Service Provider concludes with every Service Recipient, regardless of the Package;
 - g) updates of the Proplanum Application, including changes resulting from changes in legislation;
 - h) an account manager after implementation, a knowledge base and a support chat;
 - i) technical support on the terms set out in § 3(11) of the Terms of Service, on business days from Monday to Friday between 8:00 a.m. and 4:00 p.m., via the chat in the Proplanum Application and by e-mail to info@proplanum.com.
2. In the Start, Biznes and Premium Packages, the price of the Package also includes implementation with a self-service start, comprising remote configuration with an implementation manager, online training for managers and a basic data import on the terms set out in § 5(3). The terms of implementation in the Enterprise Package are set out in an individual offer.

§ 3. Functionalities of the Packages

1. The scope of functionalities of the individual Packages is set out in the table below. The functionalities are grouped into modules of the Proplanum Application and named as in the price list.

Functionality	Start	Biznes	Premium	Enterprise
Work schedule and the Labour Code				
Manual scheduling, period template and copying of periods	yes	yes	yes	yes
Publication of the schedule with a notification to the team	yes	yes	yes	yes
Labour Code in the schedule: ten rules, warning or blocking	yes	yes	yes	yes
Crew planning: separate views and period templates for crews	yes	yes	yes	yes
Healthcare providers: medical on-call duty, standby and working time standards in healthcare	yes	yes	yes	yes
Working time systems: basic, equivalent, weekend and continuous operation	yes	yes	yes	yes
Staffing and cost statistics in the schedule	yes	yes	yes	yes
Calendars, printouts and export to PDF and Excel, with an attendance list for signature	yes	yes	yes	yes
Attendance report for the National Health Fund (NFZ)	no	yes	yes	yes

Functionality	Start	Biznes	Premium	Enterprise
Automatic scheduling in all four modes, with crew rotation	no	no	yes	yes
Leave requests, availability, shift swaps and open shifts				
Leave requests, balances and approval	yes	yes	yes	yes
Team availability	yes	yes	yes	yes
Shift swaps and open shifts	yes	yes	yes	yes
Day off in lieu of work on a Saturday, Sunday or public holiday, with deadline monitoring	yes	yes	yes	yes
Team application, chat and tasks				
Schedule on the phone and notifications	yes	yes	yes	yes
Tasks for a shift	no	yes	yes	yes
Team chat in the application	no	no	yes	yes
Working time registration and kiosk				
Working time registration: seven methods, kiosk on a tablet	no	yes	yes	yes
Location confirmation at the start of a shift; without internet access the kiosk accepts clock-ins by PIN and QR code	no	yes	yes	yes
Time records, approval of hours and alerts	no	yes	yes	yes
Rounding, tolerances and overtime thresholds set per site	no	yes	yes	yes
Summaries: hours, overtime at 50% and 100%, cost, plan versus actual	no	yes	yes	yes
Demand-based staffing, site comparison and reports				
Demand-based staffing and forecasting: point-of-sale data by file or through an integration prepared as part of the implementation and priced separately	no	no	yes	yes
Comparative analysis of sites	no	no	yes	yes
Advanced reports with a chart and export builder	no	no	no	yes
Payroll export, integrations and security				
Export to nine HR and payroll systems, ADP and e-ZLA	yes	yes	yes	yes
Roles and permissions and change history	yes	yes	yes	yes
API	no	no	no	yes
Custom roles	no	no	no	yes
Security module for the IT department, with an event log	no	no	no	yes
HR and support for large companies				
Employee record: contracts, working time fractions and pay rates	yes	yes	yes	yes
Data processing agreement (DPA)	yes	yes	yes	yes
Multiple employee profiles: several contracts of one person	no	no	no	yes
SLA with guaranteed response times	no	no	no	yes

Functionality	Start	Biznes	Premium	Enterprise
Integrations with other systems	no	no	no	yes
Dedicated account manager	no	no	no	yes
In every Package				
Unlimited number of locations	yes	yes	yes	yes
Company structure: sectors, regions and sites; one employee in several sites	yes	yes	yes	yes
Mobile application for the team and managers	yes	yes	yes	yes
Two-factor authentication and trusted devices	yes	yes	yes	yes
Account manager after implementation, knowledge base and support chat	yes	yes	yes	yes
Updates and changes in legislation	yes	yes	yes	yes

2. In the Start and Biznes Packages, the schedule is prepared manually, from period templates and by copying periods, including for crews. Automatic scheduling based on staffing rules is available from the Premium Package.
3. Demand-based staffing uses traffic data entered by file or through an integration with the Service Recipient's point-of-sale, POS or other system. Preparation of such an integration is an Additional Service (§ 5(1)(e)).

§ 4. Enterprise Package

1. The Enterprise Package includes the entire scope of the Premium Package and the functionalities available only in that Package, as indicated in the table in § 3, in particular advanced reports with a chart and export builder, the API, custom roles, a security module for the IT department with an event log, multiple employee profiles (several contracts of one person), a guaranteed service level (SLA) with response times, integrations with other systems and a dedicated account manager.
2. The price, the SLA parameters, the scope of integrations with other systems and the terms of implementation, data transfer and training in the Enterprise Package are set out in an individual offer or in an agreement concluded by the Parties (§ 5(8) and § 7(6) of the Terms of Service). Service level (SLA) commitments bind the Service Provider only to the extent set out in such an offer or agreement.
3. The Data Processing Agreement is not a functionality of the Enterprise Package. The Service Provider concludes it with every Service Recipient (§ 2(1)(f)).

§ 5. Additional Services

1. The Service Recipient may order the following Additional Services separately from the Package and for a separate fee:

- a) the employee file, which collects employees' medical examinations, training and qualifications with expiry dates, files and a reminder before the expiry date; the employee file is an add-on to every Package and is charged monthly for each employee covered by the employee file, at the rate set out in the price list, regardless of the billing period of the Package;
 - b) implementation carried out as a separate project, in particular implementation requiring days of work of the implementation manager at the Service Recipient's premises, as well as implementation in networks of a dozen or more sites and in facilities with many departments; the price depends in particular on the number of locations and regions, the number of employees, the scope of integrations and the training mode;
 - c) data import from several systems or requiring data conversion;
 - d) on-site training at the Service Recipient's premises and a series of training sessions, priced for the entire series;
 - e) integrations with external systems prepared for the Service Recipient, including with a point-of-sale or POS system as a source of data for demand-based staffing.
- 2. The Service Provider states the price of an Additional Service referred to in section 1(b) to (e) in an offer before it is performed and, for implementation in a network of sites, before the pilot begins. The Service Provider prices any change to the scope of an Additional Service before it is performed.
 - 3. Data transfer is part of the implementation. Implementation with a self-service start in the Start, Biznes and Premium Packages (§ 2(2)), including a basic data import covering employees, contracts and working time fractions, leave balances and the structure of sites or departments, is performed within the price of the Package and is not an Additional Service. Data import from several systems or requiring data conversion is priced in an offer (section 1(c)).
 - 4. Additional Services are settled on the terms set out in § 7(16) of the Terms of Service.

§ 6. What This Appendix Does Not Cover

- 1. This Appendix does not set out the prices of Packages or Additional Services. The prices are set out in the price list referred to in § 7(6) of the Terms of Service or in an individual offer.
- 2. Functionalities and services not listed in this Appendix are not included in the scope of the Packages. The Service Provider may make them available on the basis of separate arrangements between the Parties.
- 3. Descriptions of functionalities on the Service Provider's website and in sales materials are for information only. The scope of a Package is determined by this Appendix and, for an agreement concluded on the basis of an individual offer, also by that agreement.