



## **ONE BY BNP PARIBAS PROCEDURE 2023**

*Last update: February 23<sup>rd</sup> 2023*

## ONE BY BNP PARIBAS PROCEDURE 2023

[1] ASSOCIATES.....	3
[2] REGISTRATION .....	3
[3] ACTIVITY COMMUNICATION.....	3
[4] ACTIVITY REGISTRATION .....	4
[5] RUNNING POLICY .....	5
[6] PAYMENTS .....	5
[7] REGISTRATION REFUNDS .....	6
[8] ACTIVITY ATTENDANCE.....	6
[9] IMAGE USAGE AND AUTHORIZATION.....	7
[10] ACTIVITY CANCELLATION BY ONE .....	7
[11] SANCTIONS .....	7

## ONE BY BNP PARIBAS PROCEDURE 2023

### [1] ASSOCIATES

[1.1] ONE maintains an Associates list, which contains each associate's personal details: Name, surname, UID, personal email, birth date, civil status, number of children and company. This information is confidential and for internal purposes only.

[1.2] The registration in ONE is possible for all workers with a permanent contract with BNP Paribas Portugal.

[1.3] BNP Paribas Portugal Workers who are interested to be part of ONE should register in ONE website at <https://www.one-association.pt>.

[1.4] If you are an internal employee of BNP Paribas Group, being an ONE Associate is completely free. No fees are required.

[1.5] If you are an external employee, an intern or a temporary worker, you are entitled to become an associate (without access to YouGet), but you will need to pay an annual fee of 75€. This fee will only be valid until the end of the current year, regardless of the registration date. In the first week of the following year, a new payment of the fee will be required to remain as an associate. For example, if you pay the fee for 2022 and subscribe to an activity in 2023 you can only participate in the activity if the 2023 fee is paid.

### [2] REGISTRATION

[2.1] The username is always the UID and it will only be accepted personal emails (out of BNP Paribas) due to security reasons. After approval, an automatic email will be sent to the associate with the respective accesses to the page.

### [3] ACTIVITY COMMUNICATION

[3.1] The Activity's Communication is made via email to all ONE associates.

[3.2] The activity's details will also be posted in ONE's page and social media pages.

#### **[4] ACTIVITY REGISTRATION**

[4.1] The activities' registration has a starting period (day and hour). Usually, the day after the correspondent communication was made.

[4.2] The registration is done directly at ONE's page, which is accessible, anywhere (cellphones, computers...), after completing the checkout process. The person doing the order is registered on that order by default. If the Associate is only registering other colleague(s), it's mandatory to inform their UID and name at the Checkout section, in the Activity Registration Details. No exceptions will be accepted. Further modifications on the registrations will imply the order cancellation.

[4.3] Each registration can include a maximum of two different people. At least one of the participants must be an Associate. Non-associate participants, like family, can only participate when the activity is open for non-associates.

[4.4] Activities for the Associates' direct children will have specific rules for registration. ONE will communicate the rules in the activity's description. Only Associate's direct children will be accepted.

[4.5] Activities that involve tickets distribution will only be allowed to have one single registration per order.

[4.6] Duplicated registrations will be cancelled. The Associate with more than one registration on the activity will be notified by email and his vacancy will be lost. The Associate will be able to make a new valid registration after.

[4.7] A first email is sent to the associate only to acknowledge the registration. No payment is expected before final validation of the order.

[4.8] A second email will be sent if your registration is validated, with the payment details.

[4.9] There is a registration deadline for each ongoing activity. Registrations received after the deadline will not be accounted. The registration deadline may be anticipated and closed for some unexpected reason.

[4.10] If registrations exceed in 50% the maximum of available places, there will be a public lottery transmitted live through video call to determine which orders can participate and which ones will remain on the waiting list. The full list with results will after be published on the activity page.

[4.11] For international travel activities, the public lottery is mandatory, if the registrations exceed the maximum number of vacancies. The process will be the same as the previous point.

## **[5] RUNNING POLICY**

[5.1] With a maximum of 2 runs registrations per year, Associates who signed up for these events outside the Association, will be able to request co-participation to ONE, to top 50%. This will be provided through a voucher, with a maximum value of 20€ per race.

[5.2] To take advantage of this benefit, it is necessary to send the invoice of the race for which Associate has registered and ONE will produce a voucher with a maximum value of 20€ per race.

[5.3] The invoice must be addressed to the Associate name and fiscal number and sent to ONE's mailbox.

[5.4] Vouchers are valid for 1 year, being personal and non-transferable, to be used as a discount in any activity organized by ONE.

[5.5] This policy is valid to runs that take place in Portugal. International runs are excluded.

## **[6] PAYMENTS**

[6.1] The payment can be made via MB reference or MBway. The details will be automatically communicated to the associate upon confirmation of the order.

[6.2] For MBway payments, you will receive a notification in your mobile to proceed with the payment. You have 5 minutes to act, otherwise your order will be automatically cancelled. If for any reason you miss the payment, please contact One so we can revalidate your order and send you a new request. There is no need to make a new one.

[6.3] MB Payments are to be made within the following five calendar days after the registration validation sent by ONE.

[6.4] Exceptionally, the time period to make the payment can be shorten, due to external circumstances. In this case, it will be informed by email.

[6.5] ONE can propose a split of the payment into several fractions. The deadline of each fraction will be communicated and must be respected. The five-business days rule also applies to the first fractional payments.

[6.6] Each reference is applicable only to one activity payment, unless you have received instructions to use the same on fraction payments.

## **[7] REGISTRATION REFUNDS**

[7.1] The registration can be cancelled by the associate between the registration starting period and registration deadline. Refund will be applied accordingly to point 7.6.

[7.2] After the registration deadline, if there is a waiting list, ONE will hand over the registration to the next person in the waiting list.

[7.3] If there is no waiting list, no refund is possible. Regardless of that fact, the person may indicate an associate as a replacement.

[7.4] There will be no type of refund if the cancellation is done one week before the activity, even on the situations mentioned on points 7.2 and 7.3.

[7.5] Partial cancellation of a registration needs to be validated by ONE. If the Provider payment was already completed, no refund is possible.

[7.6] For payments of maximum 25€, a refund will be provided as a voucher, valid for 1 year being personal and non-transferable, to be used as a discount in any activity organized by ONE. Payments for above the mentioned amount will be reimbursed through bank transfer.

[7.7] Exception to point 7.6, when an activity is cancelled by ONE. In this case, the associate may opt between a voucher or cash reimbursement.

## **[8] ACTIVITY ATTENDANCE**

[8.1] No shows on the activity day without a preventive contact until the prior working day of the activity and a meaningful justification will imply the payment of the actual activity cost, which means paying the difference between associate and non-associate price.

[8.2] The above is valid for the totality of the activity. No show on part of the activity without preventive contact and a meaningful justification will also imply the payment of the actual total activity cost.

[8.3] Accepted justifications, with document proof:

- a) Professional blockage (major incident, sudden lack of staff, ...)
- b) Death, accident, disease, or hospitalization of the associate or direct family members
- c) Car accident, theft or violence occurred on the way to the activity
- d) Flight delay or flight cancellation
- e) Public strikes

[8.4] The lack of payment of this activity cost will cause the Associate's suspension until payment is made, meaning that no registrations will be accepted in any of ONE's activities until the debt is settled and no participation on other activities that you may already registered to.

## **[9] IMAGE USAGE AND AUTHORIZATION**

[9.1] This section is an agreement between parties, regarding the use of image, when Associates attend to Activities organized by ONE, stating that both sides acknowledge that the visual content might be used, for professional reasons only, for sharing in posts on the entity's social media or possible internal data gathering for possible presentation. The content has no profit intention or external publicity.

[9.2] If by any chance an associate or an external participant does not agree with the point above, please make sure to inform an ONE member to be excluded from all image recording.

[9.3] The personal data transferred in ONE's page is entirely managed by our entity, and there is no third party involved in the use of the Associates personal information. Once the Associate accepts the terms and conditions of ONE's page, the Associate is automatically accepting ONE Procedure and all the points established by the Board of Direction managing the Association.

[9.4] One poses a Photograph and video disclaimer in any case it makes itself necessary to the usage of image towards an Associate and the Publication in any social media managed exclusively by ONE's members. Any Associate can request an **Image Agreement** to have access to further detail about professional disclaimer settlement.

## **[10] ACTIVITY CANCELLATION BY ONE**

[10.1] Each activity is communicated with a minimum and a maximum of registrations. If the minimum is not reached, ONE will communicate the activity's cancellation.

[10.2] Weather conditions or cancelation by one of our providers may be also a reason to cancel an activity.

## **[11] SANCTIONS**

[11.1] If an associate incurs in a breach of the internal regulations and/or legal dispositions, may suffer the following sanctions:

- a) Registered reprimand
- b) Suspension for a period of time
- c) Expulsion

[11.2] The application of reprimands and suspension sanctions shall be decided by ONE Board. From each, an appeal can be filed to the General Meeting.

[11.3] The associate can incur on expulsion from ONE if there is a continuous disrespect regarding ONE's procedure, rules or towards any executive member of ONE. The expulsions shall be decided exclusively on a General Meeting.