

REGULATION

on Annual Open Contest 'IT Awards Ukraine'

1. List of Terms

- **Regulation** – a regulation on an Annual Open Contest 'IT Awards Ukraine';
- **Contest** – an Annual Open Contest 'IT Awards Ukraine';
- **Organizers of the Contest** - Association 'IT Ukraine', 'SoftServe' Company, and other partners ;
- **Expert Committee** – a permanent authority empowered by the Organizers of the Contest to arrange for the Contest's preparing and its conducting, drawing up the summaries based on the Contest's results, and undertaking of any additional measures aimed at improving the Contest in the future;
- **Jury** – an authority comprised of 3-5 jurors, leading IT experts, selected by the Expert Committee following the recommendations of IT-companies and key partners. The jurors will be approved by the Contest's Expert Committee confirmed by the Expert Committee's meeting minutes.
- **Member:** a legally capable natural person with Ukrainian citizenship.

2. General provisions

2.1. This Regulation will define the Contest's organizational and procedural rules.

The Contest will be carried out to award top IT – leaders in Ukraine and honor their professionalism, promote the development of innovations and implement modern technologies, disseminate the information on the leading IT enterprises and most prominent experts in this field.

2.2. Contest's Founder - 'SoftServe' Company .

2.3. Territory of Contest: Ukraine.

2.4. Total performance period: from July 1, 2019 till August 6, 2019.

2.5. The Organizers of the Contest will ensure the transparency in selecting the participants of the Contest (in line with cl. 3.1. of the Regulation), timely carrying out all the stages of the Contest (in line with cl. 4.2. of the Regulation), and ensure the operational activity in arranging for the Contest's preparation and its conduct.

2.6. You can find the Contest's website following the link below: <http://itawards.com.ua> .

3. Terms of Participation

3.1. The persons will be invited to participate in the contest if they match the following requirements:

- Individuals;
- Citizens of Ukraine;
- Has IT-related experience

- 3.2. The participation in the contest is voluntary. Once the participants agreed to comply with the terms of given Regulation, no pre-payment is necessary. The Participation will prove that the Participants have agreed with the Terms of the Contest.
- 3.3. A person compliant with the Terms specified in cl. 3.1. of this Regulation (independently or by his nomination on the part of any individual or legal entity) can submit an Application to participate in the Contest .
- 3.4. The Application to participate in the Contest shall be submitted on – line by completing a Form in the 'Nominations' Section on the Contest's web - site . You can find a Sample of Application in Annex1.

3.5. One Participant can independently submit the Application or be nominated in only two of the following nine nominations of the Contest:

- Business Analysis
- Design
- DevOps
- IT Education
- Product Management
- Project Management
- Quality Assurance
- Research
- Software Architecture
- Software Engineering

3.6. The Participants of the Contest will be authorized hereto:

- receive the information on the Terms and Rules of the Contest;
- address the Organizers of the Contest for the clarification of clauses in the Rules of the Contest;
- revoke the Application to participate in the Contest (or waive to participate in the Contest in case of nomination) no later then five calendar days before the deadline for the Applications by submitting an electronic notification to an e-mail of the Organizers of the Contest;
- participate in all of the events organized for the participants of the Contest in line with the Regulation;
- receive awards when the Contest's winner is designated or refuses to accept the award.

3.7. The Participants of the Contest oblige to:

- read the Rules of the Contest and respective requirements regarding the participation in the Contest on time;
 - submit an Application to participate in the Contest within the given time framework following the Rules of the Contest;
 - be interviewed by the Contest's jurors;
- stick with confidentiality rules and avoid disclosing the winners' names the information about the competition; the news about their victory in the nomination prior to the official announcement of the Results of the Competition taking place on September 7, 2019. In case of failure to follow this rule, the Organizers and the Expert Committee shall have the right to decide on the case and submit a proposal to the jury requesting to award other finalists in the given nomination;
- conform with the Rules of the Contest.

3.8. The Participants will be forbidden hereto:

- provide unreliable information or misinformation in their Applications;
- breach the regulations, conditions and terms of the Contest;
- violate immaterial and /or material rights underlying the intellectual property of other persons during the preparation for the Contest and participation in it.

3.9. The Organizers of the Contest have a right to deny a applicant's participation in the Contest if the applicant disobeyed the clause 2.6. of the Regulation. The notification of participation withdrawn will be sent to an e-mail specified by the person in his/her Application.

4. Organization of Contest

4.1. To organize and carry out the Contest, the Expert Committee and the Jury will be called up.

4.2. The Functions of the Expert Committee are as follows:

- calling up the Contest's jurors and assigning the Chair of the Jury, and the Secretary;
- partial delegating of powers from the Expert Committee to the Contest organizers;
- examining the works conducted by the Contest's participants, and analysis of results;
- ensuring the fairness and transparency in selection of the Contest's winners ;
- drafting reports on the Contest's results and sending it to the Contest's Organizers ;
- defining a procedure for granting awards and prizes to the Contest's winners and the Contest's participants;
- highlighting the preparation, conducting and announcing of the Contest's results in the mass media.

4.3. The Jury

4.3.1. The jurors will include the Chair of the Jury, the jurors, and the Secretary;

4.3.2. Section 4 of the Procedure will prescribe the review of applications by the Jury, procedure for the Jury's voting, announcement of final results and their formalization.

4.3.3. Before the launch of Contest, all the jurors confirm in writing that they lack any kind of bias and conflict of interest. The jurors shall report the conflict of interest meeting and clarify the reasons of that before the beginning of the. In case a conflict of interest is proved, the juror's capacity will be reconsidered after the resolution on the Contest's winners is made.

4.3.4. The jurors will ensure the confidentiality and non-disclosure of the information on finalists and the Contest's winners before the official announcement of the winners.

4.3.5. The Jury's functions are as follows:

- ensuring objective consideration of Applications;
- drawing up an expert judgement by the Contest's Participants and designating three finalists in each of the Contest's nominations;
- designating the Contest's winners in each of the Contest's nominations;

4.3.6. The results of all the Contest's stages will be reported in the protocols of the Jury's meetings. The Protocol will be signed by the Chairman, the Secretary, and the jurors

who participated in the meeting.

4.3.7. The Jury's Secretary will undertake the functions to ensure the Jury's effective work and his interaction with the Organizational Committee.

4.3.8. The Jury's Secretary will participate in the Jury's work without having any right to vote .

4.3.8.1. The Jury's Secretary shall:

- bear the responsibility for the proper formalization of the documents;
- ensure the timely completion of the evaluation spreadsheets;
- finalize the voting results;
- prepare the protocols of the meetings;
- submit the Protocols of the meetings defined by the Contest's Organizational Committee after the end of the Contest.

4.3.9. The Contest's Organizer will keep the protocols of Jury's meetings for two years .

5. Stages of Contest and Procedure for Winners Nomination

5.1. Detailed information on the Contest's dates and stages will be posted on the Contest's web - site.

5.2. Key stages of the Contest:

| No. | Stage | Implementation period |
|-----|---|------------------------|
| 1. | Start of applications submission | June 10, 2019 |
| 2. | Terminated admission of Applications | July 07, 2019 |
| 3. | Selection of three finalists by each of the Contest's Nominations (Quality Assurance, Project Management, Software Engineering, Software Architecture, Business Analysis, IT Education, DevOps, Research, Product Management, UI Design). | Before July 21, 2019 |
| 4. | Interviews with the Contest's Finalists and selection of the Contest's Finalists in each of the Contest's nominations | Before August 04, 2019 |
| 5. | Announcement of the Contest's results | September 07, 2019 |

5.3. Selection of the Contest's winners will take place in two stages:

- *Jurors' consideration of applications and further selection of three finalists in each of Contest's nominations*

The Applications will be rated by jurors based on five criteria:

- project evaluation, application assessment, innovation evaluation, best practices and industrial standards evaluation, social responsibility and community development, awards and certifications.

- *Interviewing Contest's finalists and short-listing Contest's winners.*

5.4. The Jury's decision will be formalized in the Jury's meeting minutes. The Jurors will take the Jury's decision on the Contest's winners where a vote of the Jury's Chair will be determined in case of votes' parity.

5.5. The winners will be informed of their victory via telephone and/or e-mail specified in the Application form. The Contest's Organizers shall be authorized to contact the winners to clarify organizational issues.

5.6. Contest's participant is given three business days to respond to the notification about his or her victory sent to the Contest's email address or communicated via phone. If no answer follows, the Contest's Organizers shall be authorized to select another participant as the Contest's winner without any additional warning. If the participant selected as the winner indicated incorrect contact details (telephone number and /or e-mail) in the Application form, the Contest's Organizers will select another winner automatically, if possible.

6. Consent to the processing of personal data

By sending the Application, the Participant shall voluntarily submit an Unconditional Consent for Collecting and Processing of Personal Data filled under the framework of the Contest, specifically, first name, last name, patronymic name, telephone number, e-mail, IP- address, as well as other data (hereinafter - the 'Data') for the period of, with the purpose of and to the extent necessary for the Contest's organization and conduct. The consent specified above will include the consent on collection, registration, accumulation, storage, modification, use, destruction of the data and their entry to the databases, their usage for the marketing and/ or any other purpose without the breach of current legislation of Ukraine (that will include its transfer to the third persons), specifically, the right for free -of- charge usage of the first name, last name, picture, interview or others materials on the Participant for the advertising/marketing purpose that will include but will not be limited to the right of publication (including its name and image) in mass media, any printed media, audio- and video-materials, interviews in mass media, and also for the sending of information, notifications (those of advertising origin including) etc., without any restrictions in territory, time and type of use, and such a type of use will be no way reimbursed by the Organizer and/or any third person. Placing a respective mark which confirms the Consent for Processing of Personal Data, the Participant will agree and confirm that he has been informed and aware about the sources of the data collection and data storage place, purpose of data processing, location of the data Owner, persons that received the Data, and mechanism of automated processing of his personal data and he will prove that he is aware of his rights as a subject of Personal Data that are envisaged in the current legislation of Ukraine. In case of revoking the consent for the Data processing the Participant will not be allowed to participate further in the Campaign.

7. Funding of Contest

7.1. The Contest will be financed the funds raised by the Organizers.

Appendix 1 to Regulation on Annual Open Contest 'IT Awards Ukraine'

Template of Application for Annual Open Contest 'IT Awards Ukraine'

1. First Name, Last Name and Patronymic Name;
2. Current Title/ Position;
3. Company;
4. E-mail;
5. Phone number;
6. Reference to LinkedIn profile, or current CV;
7. You are required to describe any project or projects where you have played a key role and reached outstanding achievements. It might be a company project, or the product where you worked/were involved. It is necessary to provide the information on achievements through digital or others statistics indices to reflect the project's/product's performance (for instance, number of users, impact on market, outstanding innovation, development etc.).
8. Best practices and evaluation of industrial standards. What best practices were applied towards project/product and your role/effort to implement these best practices? (for instance, practice of software development, delivery practice, product development practice, design scheme, approach to security etc.).
9. Innovative evaluation. What was innovative in your project or product? (for instance, new unique approaches, instruments applied, structures, technologies etc.).
10. Awards and certificates. What skills and expertise did you receive during this period of development? (for instance, awards, certification, completed courses, scientific publications etc.).
11. Social responsibility and community development. Where do you participate as social responsibility entity and entity pursuing professional community development? (for example, projects for animals, community-based replenishment experience and knowledge sharing projects, professional community developing in Ukraine and around the world in role of the speakers at conferences, publishing articles in industry journals and resources, etc.). Please provide a link.