

COMPASS

The main goal of this document is to make your first steps
within our company easier!

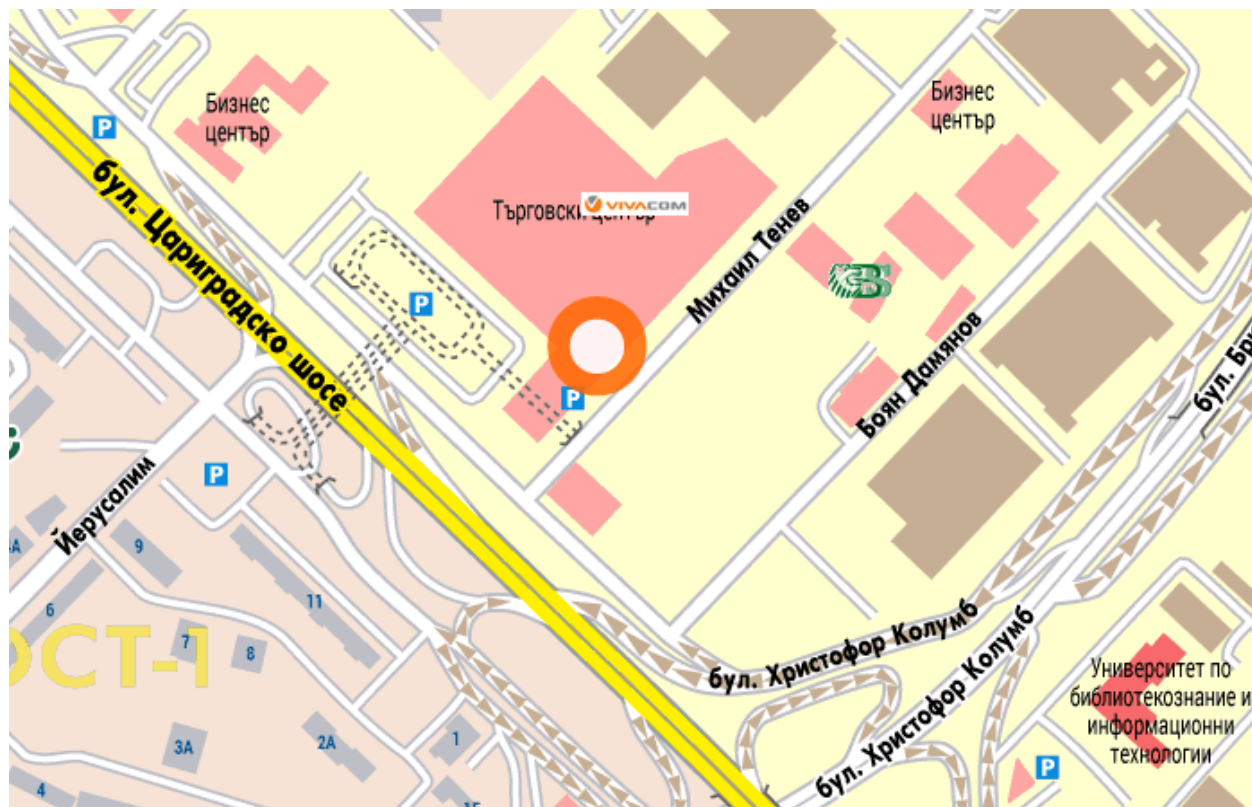
SBTech Offices

Sofia, Office 1: 115H “Tsarigradsko shose” Blvd., at the Novotel building,

Entr.MHQ, fl.3



Sofia, Office 2: 115K "Tsarigradsko shose" Blvd., European Trade Center (ETC), Entr.D, fl.1



In Sofia you could find:

- Professional Services;
- R&D (Front-end, Platform, Sport);
- DBA Team;
- Marketing;

- IT Operations;
- HR;
- Office Management.

Plovdiv, Office: 49“Hristo Botev” Blvd., Capital City Center, 4th floor.

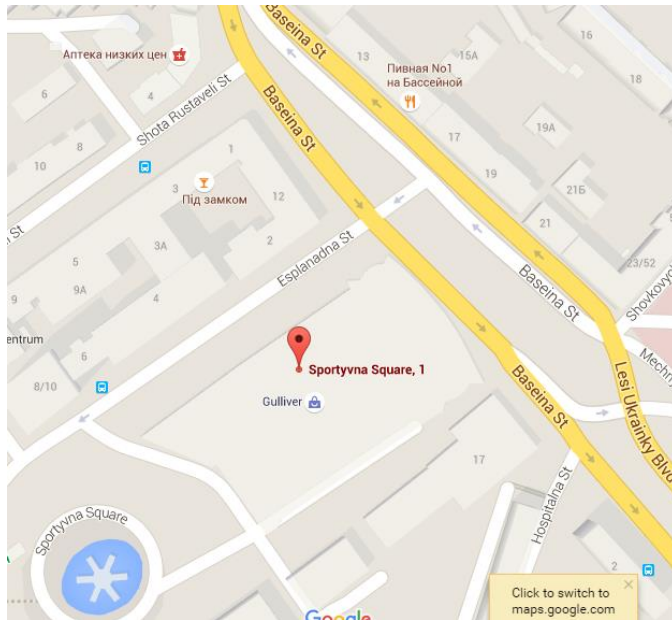


In Plovdiv you could find:

- Trading;
- Marketing;
- Professional Services;

- Product (Front - End, Platform, Sport)
- Finance;
- I T Support;
- HR;
- Office Assistance.

Office in Kiev, Ukraine: 1 Sportyvna square, Gulliver BC, 8th floor

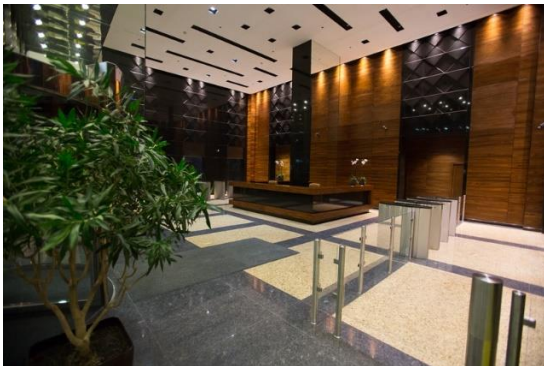


Business complex Gulliver belongs to the category of large office centers of class A and is located in the center of Kyiv, Pecherskyi district. Gulliver can be considered as a skyscraper: it has 33 floors in Tower A.

We are fast growing team: from 5 specialists into 80 people in less than year!

In Kiev you could find:

- Front- end;
- Platform;
- Retail;
- Architecture teams + Admin;
- IT specialists.



Office in Tel Aviv, Israel: 58 Ha Rakevet Str.

The Israel office is located in the new Electra Tower Building, situated in the center of Tel Aviv. The Electra Tower has 22 floors with SBTech offices on the 6th and 18th floor.

The Electra Tower is perfectly situated in the heart of Tel Aviv, only a 5 minute walk to Tel Aviv's finest restaurants, shops, museums and all the best attractions!

In Israel you could find:

- Professional Services
(5employees)
- R&D (Sport) (6 employees)
- Marketing (18 employees)
- Product (2 employees)
- Finance (7 employees)
- IT Operations (4 employees)
- HR (1 employee)
- Office Manager (1 employee)
- BI; (2 employees)



Finger Print Check-In System

- *Do I need to use it every day, why?*
- *What happens if I forget to check in/out?*

In both offices you will find a “*finger print*” system for check in/out. On your first day, Petya Kafedzhieva (HR Manager) or an IT representative will register you in the system.

It's important for you to use it every day, because sometimes, when necessary, we make reference to the system. If you forget once or twice - it's not a problem, but it's better to write to your direct manager and let him/her know 😊

We use it only when we are arriving at work and when we are leaving the office, it's not necessary to use it during the lunch break, for example, or if you are going downstairs for a cigarette.

Also, the fingerprints are valid for both offices (Sofia and Plovdiv), so when you are going to visit your colleagues in the other office, you can use the system there as well.

Attendance System

In case you forget to check in/check out of the “finger print” system you **MUST** fill your Attendance – [here](#) in the system by yourself. You must also update it if you have been on sick leave, on vacation or on unpaid leave.

Your Most Common Questions

- How long does the working week last?

- When should I be in the office?

We have a “classic” working week – from Monday to Friday. It’s up to you when exactly you will be in the office. We offer a flexible working schedule, but all people need to arrive at the office between 9am and 10am. If you are an “early bird”, you can come earlier, of course ☺

The important thing is to be at work eight working hours with one hour lunch break ☺

Those who work shifts must follow the "Monthly working schedule", prepared the previous month.

- Can I use the parking in the building?

Free parking places in our office building:

Sofia: The procedure for Sofia is simple – because of the limited parking spots the building provides, mainly top management and team leaders get free parking spots in the parking lot. Company parking numbers are located on level (-3) (for MHQ office).

For all the other employees of SBTech we provide parking spots at “The Mall” as SBTech covers 120BGN for parking on a monthly basis. All you need to do is collect your receipts each time you park and give them on the 20th of each month to Jivka Ignatova (MHQ office) or Veselina Dimitrova (ETC office) after filling in the parking form (sent via email). You will receive your expenses back with your salary.

Plovdiv: The parking is in front of the office building, there are enough places for everyone. For more information you can ask Desislava Vasileva and Aneta Paunova (Office assistants) ☺

For both offices: The registration number of the car needs to be sent to the office assistants: Jivka and Vesi for Sofia and Dessy and Aneta for Plovdiv.

- Where can I smoke?

In all our buildings **smoking is completely prohibited!** You can use all the space downstairs, in front of the buildings.

- Do we have a dress code?

NO! But still there are some limits ☺ for example, you can't come dressed in a swimming suit or covered in body art!

- If I want to go on vacation, what is the procedure?

First you need to discuss it with your direct manager. Send him/her an e-mail with the exact dates you need and include "All HR" in CC. After his/her approval, you need to do two things: to fill in and sign a vacation form (you can find it in Share Point – [here](#)) and to give it back to your direct manager. As soon as he/she signs the form, you should bring it to the HR Dept.

This procedure is very important and you need to follow it precisely!

From 01.04.2016 onwards SBTech Bulgaria has started using the HRM system – MSoft. The system has great features that will make the process easier. You can check yours:

- (Non) paid leave and maternity leave – submission of applications as well as monitoring of the status of each application;
- (Non) paid leave – print of requests, email notifications to supervisors;
- Possibility to submit annual schedules for use of annual paid leave;

- Traceability of recent visits (date and time address, browser, etc.).

- I heard you have a program for social benefits. What is included in the program?

Yes! We have:

- Health insurance provided by “Bulstrad Zdrave” – full package: you could find more detailed information in Share Point: [here](#)
- We are giving food vouchers each month – 60BGN. More information: [here](#)
- We are having company cards with many discounts: [here](#)
- Sport activities – “Multisport” for both offices – [here](#);
- You can participate in our IT League with the rest of the boys from our All-Star soccer team.

- Also, it’s important for you to know that for each recommended person you receive a relevant bonus – [here](#);

- Birthday gifts – vouchers for dinner in a fancy restaurant in the amount of 50BGN.

- If I need to take a sick leave, what is the procedure?

Firstly, you need to inform your direct manager (by call, email or letter ☺), then he/she informs the HR Dept.

After that, you (or someone else) need to bring us the sick list from your doctor (GP) – from this year on it’s a white one (not the yellow one we were used to). If you can't provide us with your sick leave until the 25th of the relevant month, please send us a picture of it via any of the communication channels at your disposal.

It’s very important, because if someone has been on sick leave and hasn’t provided us with this document on time, we would not be able to complete the salary mass payment for the respective month!

- When can I expect my salary?

You can expect it between the 7th and the 10th day of each month. You will also receive a pay slip for each month, if something bothers you, you can always ask the HRs!

- If I have problems with the computer, who I need to ask?

In Plovdiv you can contact Rumen Etimov – our IT Support

In Sofia you can get into contact with Ivan Mitev, Nikolay Georgiev- IT Support.

- If I have a problem with my seat/working place:

Write an email to the office manager Irina Robova or contact one of our office assistants Desislava Vasileva and Aneta Paunova (for Plovdiv) or Jivka Ignatova and Veselina Dimitrova (for Sofia).

- If I need to go to Plovdiv / Sofia for training, how can I do this?

You need to coordinate it first with your direct manager and then with Jivka Ignatova and Veselina Dimitrova (for Sofia), Mariya Stoyanova and Desislava Vasileva (for Plovdiv).

You can travel by:

- Personal car – You will have to fill in a travel form featuring information about your fuel type (petrol, gas, diesel) and your average fuel consumption. Based on this information your expenses will be covered. Note that you have to present your bill from the petrol station, so that the fuel price can be estimated;

- Public transport (bus or train) – the company will cover all the expenses for transportation (all you need to do is keep your ticket). And again Mariya Stoyanova is your person;

- Accommodation – also covered by the company;

- You will also be given 20BGN per day (overnight stay) if you are from Sofia office and need to stay in Plovdiv for more than one day and 10BGN if your stay is only in the space of a working day.

- If there is an interesting training program or event, related to my work and qualification, who am I supposed to ask?

You are always welcome to the HR Department to share your ideas or things and events you are interested in 😊

We coordinate all our conference participations and events with the relevant departments and teams.

- When can I use taxi vouchers and what is the procedure?

You can take vouchers from Jivka Ignatova & Veselina Dimitrova (in Sofia) and Desislava Vasileva & Aneta Paunova (in Plovdiv). They can only be used in case you're travelling to a business meeting outside the office.

- If I need to use a phone, where can I find it?

You can use one of the stationary phones, located in HR's room in Sofia or at the Support and Sales Departments, Petar Drankarov's or Desislava Vasileva's phones in the HR Office for Plovdiv.

- If I want a meeting with somebody, how can I arrange it?

You can call the person directly or write him an email, because we are not following strict company policy, the only thing is to arrange it by synchronizing with each other's calendars and by booking a room via your Outlook calendar. Depending on the meeting you can also set an agenda 😊

- *Where can I find more detailed information about the company?*

You can find more information about the company in Share Point– available [here](#), or by asking your direct manager, Team Leader and, of course, the HRs. ☺

- *Where can I find a document with the specific betting terminology?*

In SharePoint – [here](#);

- *Where can I find the phone numbers of someone from the company?*

You can find all the numbers and emails in the Address book section, located in MS Outlook.

- *If I have an issue with anything, who do I need to ask first?*

First ask your direct manager and then the HRs.

- *What is a Social Secure Book?*

The Company has been registered as subsidiary of foreign company and we are obliged by law to fill **Labor books** (*the classic blue one*) as well as **Social secure books**. Both ways you will have your full length service.

- *When is the yearly employees' review?*

We are making evaluation review with each employee who has passed his/her trial period in the middle of the year (June) and at its end (November).

The meetings are between the employee and his/her direct manager. The purpose is to give the employee a feedback on his/her performance for the last 6 months and to set specific goals for the next period.

Each review **is NOT** necessarily related to a pay raise or a bonus!

Each salary increase or bonus depends on your efforts, work and attitude!

So keep up the good work! ☺

- *Where can I find more helpful information?*

In SharePoint here: [here](#);

- *Does the company organize team buildings, workshops, special events, etc.?*

YES, we like to have fun together, as a team! ☺







- Is it allowed to play any kind of games (sports, computer, etc.) in the office when I have a break, of course?

Yes, we have table tennis (in both offices), **but it's important that we finish our work first!!!** 😊

And last, but not least – the most important thing for us it to make you feel comfortable at work, we are always open for new ideas, discussions, recommendations or anything else you care about, because what we care is

YOU!

😊 WELCOME 😊

If you couldn't find your questions and answers here, please contact the HRs:

Petya Kafedzhieva (HR Manager) at petya.k@sbtech.com;

Sofia

Juliana Yotova (HR Business Partner PS + FE R&D) – juliana.y@sbtech.com,

Hristina Valchanova (HR Specialist PS + FE R&D) – hristina.v@sbtech.com,

Anelia Popova (HR Business Partner Marketing) – anelia.p@sbtech.com,

Tsveta Ilieva (HR Specialist Marketing) – tsveta.i@sbtech.com,

Gergana Georgieva (HR Specialist Platform & Sports) – gergana.g@sbtech.com,

Metodiya Peneva (HR Administrator) – metodiya.p@sbtech.com,

Plovdiv

Galina Ivanova (HR Generalist) – galina.i@sbtech.com,

Boyana Petkova (HR Specialist) – boyana.p@sbtech.com.

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Anna Rybalko –Admin & HR Coordinator – anna.r@sbtech.com;

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Ifat Ashkenazi – HR Specialist – ifat.a@sbtech.com

