slonelk

Electronic Signature of Documents

In Sloneek, users sign with the qualification of a **simple electronic signature.**

Data secutiry

All data communication in and out of Sloneek is secured with an HTTPS certificate. Documents are protected by AWS cloud infrastructure with servers in Frankfurt (DE) with ISO 27001, SOC 2, SOC 3, EU Data Protection - Directive 95/46/EC certifications.

Verification of an internal user

The user is invited to the application after its creation via an automatic email notification that contains a unique token for the user's first password setting. The password must meet the parameters for sufficient length. Without active consent and entering a new password, the user cannot use the application.

Verification of an external user

The user is invited to the application after being assigned to a signing flow via an automatic email notification that contains a unique token of the user's name and email. For 3D identification, we require a code sent in the SMS.

Log of the signing process

All activity (**including any signature with all data**) of any user is recorded in the audit log of the application. The audit log is a user-immutable record, i.e. the company and its users cannot do anything with it except read it (depending on their permissions).

The full text of Legal statement on the validity of a simple electronic signature in Sloneek can be found HERE.

What and how to sign electronically in Sloneek?

We have simplified the overview to the most used signature activities among our customers. For signing, you will use **Simple electronic signature**, that is **compliant with the EU eIDAS standard**.

CONTRACTS, AGREEMENTS (bilateral agreements)

- **Work contracts** (Full-time, Half-time) ✅
- **Contractors** ✅
- **Other commercial contracts / agreements** ✅
- **Agreements on the use of a company car** ✅
- **Material liability agreement** ✅
- **Agreements on the processing of personal data** ✅
- **Telework agreements** (home office, remote) ✅
- **Changes to any previous documents** ✅

Beware of the required method of delivery for employment contracts (in case of need you can use sending copy of the document to private email address.

AGREEMENTS, CONFIRMATIONS, PROTOCOLS (unilateral confirmations)

- **Takeover / return of work assets** ✅
- **Directives** (internal regulations)**, policies** ✅
- **Job descriptions** ✅
- **Work performance evaluation** ✅
- **Time sheets** ✅
- **Attendance lists - development activities** ✅

The process of signing the document by internal users

1. A user with access to the application is assigned a document to sign.

2. The user receives a notification email inviting them to sign. On the dashboard the document for signature is clearly visible.

3. The user uses a mouse or a finger on the mobile to sign the document.

4. Information about the signer and the document itself is immediately stored in the audit log. A unique has code is generated to confirm the signature, indicating the uniqueness of the act.

5. Once signed by all parties, the document with the associated signatures and protocols is sent to all parties for download. At the same time, the document is saved in the application.

Unique identification and authenticators of the signatory

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT (the "**Agreement**") is entered into on 11/02/2023 by and between the Infinity Beans Ltd. , located at R. Carlos Seixas 10 , Lisboa , 1700-135 , Portugal (the" **Disclosing Party"**), and Thomas Claver with an address at Oxford Street, 35, Greater London, W1D 2DT, United Kingdom (the "**Receiving Party"**).

Signatory	Signature	Time stamp
Rataj Milan		Signed: 26.02.2025 11:30:30
milan@[redacted].com		45.129.32.155

0b0a2bb8-2e77-4173-83cb-5c97c6db8492

[redacted]da30a53f624a7bbba8464340de36b7d3ae1bd6d+e3ad8d6114b25bde3aaa012c007f70b2

(a) For purposes of this Agreement, "**Confidential Information**" means any data or information that is proprietary to the Disclosing Party and not generally known to the public, whether in tangible or intangible form, in whatever medium provided, whether unmodified or modified by Receiving Party or its Representatives (as defined herein), whenever and however disclosed, including, but not limited to: (i) any marketing strategies, plans, financial information, or projections, operations, sales

The process of signing the document by external users

1. The application sends a document to the specified email address for signature.

2. The user receives a notification email inviting them to sign. The user is verified by entering the SMS code. Subsequently, the document to be signed and the actual signing space is made available.

3. The user uses a mouse or a finger on the mobile to sign the document.

4. Information about the signer and the document itself is immediately stored in the audit log. A unique has code is generated to confirm the signature, indicating the uniqueness of the act.

5. Once signed by all parties, the document with the associated signatures and protocols is sent to all parties for download. At the same time, the document is saved in the application.