

# Electronic Signature of Documents



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



#### Data security

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

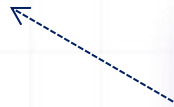
Agreements on the use of a company car

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

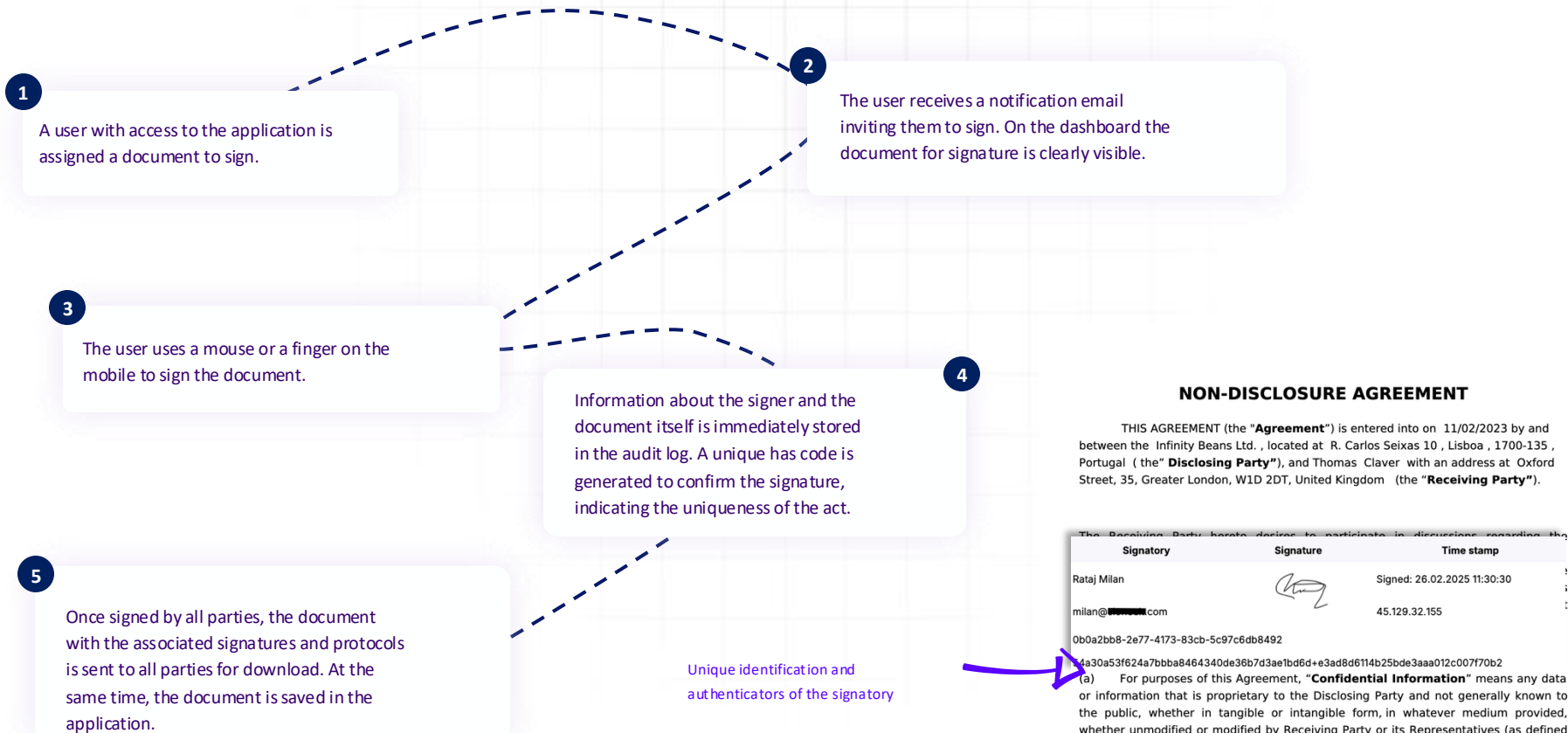
Work performance evaluation

Time sheets

Attendance lists - development activities



# The process of signing the document by internal users



## The process of signing the document by **external users**

