Electronic Signature of Documents

eIDAS READY

CO_2

GDPR READY

160
120
80
Jun Jul Aug Sep Oct
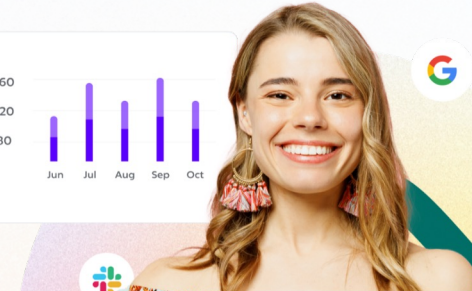
Sloneek User Ratings

9.2 **Ease of Use**
Core HR average: 8.6

9.5 **Quality of support**
Core HR average: 8.4

9.0 **Ease of Setup**
Core HR average: 8.3

#superhuman

High Performer
Europe
SUMMER 2023

High Performer
Small Business
SUMMER 2023

Users Most Likely To Recommend
SUMMER 2023

Easiest To Do Business With
SUMMER 2023

Easiest To Use
Small Business
SUMMER 2023

High Performer
SUMMER 2023

Best Support
SUMMER 2023

Small Business High Performer
Europe
SUMMER 2023

Easiest Setup
Small Business
SUMMER

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 AK Bříza & Trubač's 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 ✅

In case you need to send a document to a **private email address**, you may choose to send the document to an **External user** in Sloneek (see the step-by-step guide on the following pages).

Beware of the required method of delivery for employment contracts.

AGREEMENTS, CONFIRMATIONS, PROTOCOLS (unilateral confirmations)

Takeover / return of work assets ✅

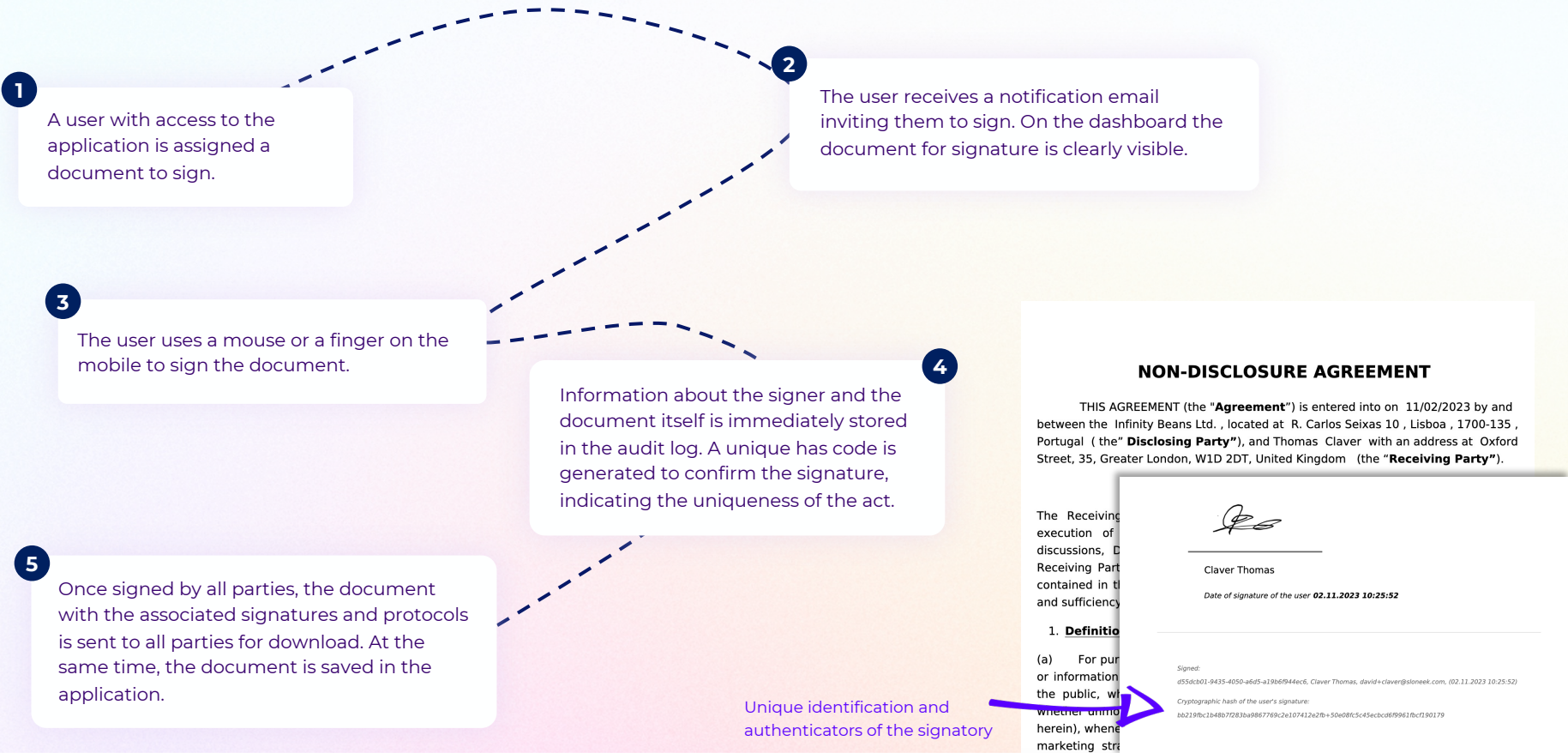**Directives (internal regulations), policies** ✅

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.

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"**).

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1. **Definitio**

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Claver Thomas

Date of signature of the user ***02.11.2023 10:25:52***

Signed:
  d55dcb01-9435-4050-a6d5-a19b6f944ec6, Claver Thomas, david+claver@sloneek.com, (02.11.2023 10:25:52)

Cryptographic hash of the user's signature:
  bb219fbc1b48b7f283ba9867769c2e107412e2fb+50e08fc5c45ecbcd6f9961fbcf190179

Unique identification and authenticators of the signatory

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.

10.00

← **Signature**

Work contract_Jan

Author — Dynamit Jan
Created — 11/6/23

By signing, you agree to the document below. This form of signature has the same legal weight as the actual signature. Therefore, if you agree with the document and thus show your free and true will, attach your signature by typing using your finger.

☐ Remember signature — Clean the pad

✎ **Sign**

Show document