

## GENERAL TERMS AND CONDITIONS

The below terms and conditions are applicable for the following legal entities in the group;

Invoicery International Europe AB, 559503-3035

Invoicery Europlus AB, 559504-1673

Invoicery Europe AB, 559504-1681

Below defined as «InvEU»

### 1. Scope and application for umbrella employment

1.1 These general conditions apply to all services between InvEU and assigned Umbrella Contractor, and shall, unless otherwise agreed in writing, regulate the relationship between InvEU and the Umbrella Contractor. In this context, Umbrella Contractor means a natural person who registers an account with InvEU, regardless of whether a separate employment agreement is entered into between them and InvEU.

1.2 These terms do not imply that employment in InvEU is offered or agreed. If the employee enters into an employment agreement with InvEU, this applies in parallel with these general conditions during the period the employment agreement runs.

1.3 By registering an account with InvEU and joining the InvEU community, the Umbrella Contractor person accepts the General Terms and Conditions applicable from time to time on the website of InvEU and undertakes to follow them.

### 2. Acquisition and registration of assignments

2.1 Registration with InvEU entitles the Umbrella Contractor to apply for and negotiate assignments with potential customers on behalf of InvEU. The employee's collection and registration of assignments must take place in accordance with these General Terms and Conditions:

2.2 The employee must always inform the client that it is InvEU who is the client, before entering into an assignment agreement. An agreement on compensation for an assignment must not be entered into without the Client being informed that InvEU is the client.

2.3 If applicable as pre-requisite in the local region registration of assignments is done in the web-based tool that InvEU uses at all times. By registering an assignment, the employee applies for temporary employment with InvEU to carry out the registered assignment.

In connection with the registration of assignments, the employee approves that InvEU can obtain credit information about the person concerned.

If employment after InvEU control is accepted with a reservation, this will be communicated via e-mail and thus constitutes an addition to the employment agreement if the Employee

does not object to the reservation within 5 days. If the Umbrella Contractor person makes such an objection, the employment agreement ends with immediate effect.

2.4 Each individual temporary employment depends on the Employee having applied to carry out a specific assignment (the "Assignment") through InvEU, for one or more Employers ("the Employer"), however on the condition that InvEU accepts the Assignment and the temporary the employment. Any contract entered into constitutes a temporary employment in accordance with local legislation.

2.5 Approval of the employment relationship takes place in accordance with InvEU procedures in force at all times. Information about current routines can be obtained from InvEU administration.

Employment is conditional on InvEU approving the invoice order.

2.6 InvEU reserves the right, at its own discretion and without justification, to refuse employment and/or a registered assignment, including, but not limited to, assignments that at the time of registration have already been carried out, assignments within occupational categories that are not covered by InvEU its insurance coverage, etc. For further information on specially exempted occupational categories, contact InvEU administration.

2.7 InvEU reserves the right to demand, as well as to make employment and acceptance of assignments conditional on the employee presenting the necessary licence, certificate etc. which is required to carry out the assignment. The employee must always inform InvEU about this and other matters that may reasonably be of interest to the company in connection with applications for employment and registration of assignments.

2.8 In connection with obtaining assignments, the employee must always act in a way that does not offend anyone or is otherwise suitable for damaging InvEU reputation, trademark or other characteristics. Furthermore, the employee must also not knowingly act in a way that entails a risk of InvEU acting in breach of applicable laws and regulations, including tax regulations and instructions from tax authorities. The employee furthermore guarantees the right to work in the country where the assignment is conducted. Should circumstances change in relation to, but not exclusive work permit the employee is under obligation to inform InvEU without delay.

2.9 The employee may not (where applicable), without InvEU prior written consent, change the assignment at InvEU expense, or otherwise bind InvEU through a promise, guarantee or the like, so that the terms of the assignment change in relation to what InvEU has accepted or go beyond what follows from preceptorial (immutable) or declaratory (immutable) law.

2.10 The Umbrella Contractor may not be closely related to the Principal. A "close relative" of the Principal is considered to be anyone who is a spouse/cohabitant/registered partner of the Principal or is a sibling or relative in the direct ascending or descending line of the Principal, or a brother-in-law in the direct ascending or descending line, so that one is a spouse/ cohabitant/registered partner with the Client's sibling as well as anyone who is otherwise particularly close to the Client personally. If the Client is a company, this also applies in relation to employees of the company.

### 3. Personal data

3.1 By registering an account with the Company, the employee consents to InvEU as data controller, registering and processing personal data about the employee, and confirms that InvEU has informed the employee about the InvEU data processing.

3.2 Information about the personal data that is collected, why we do this and your rights related to the processing of the personal data can be found in the privacy policy on our website, [www.invoicery.com](http://www.invoicery.com). If you have any questions about our processing of your personal data, you can contact [dpo@frilansfinans.se](mailto:dpo@frilansfinans.se).

### 4. Illness

4.1 The Umbrella Contractor must not apply for employment if, at the time of employment, he has an illness that prevents him from carrying out the assignment. This also applies if you know that you will be on sick leave during the assignment period, during planned operations or the like, or for other reasons know that the assignment will not be able to be carried out.

### 5. Termination/dismissal

5.1 InvEU reserves the right to dismiss with immediate effect to terminate the employment relationship in the following cases:

- The client disputes the invoice
- Employee has not fulfilled the work
- The employee has failed to inform InvEU about circumstances that are important or decisive for fulfilling the agreement with the Client, including conditions as mentioned in point 4.1, or
- The employee has failed to inform InvEU about circumstances that are important or decisive for the employee to be covered by InvEU insurance terms.