

User terms and conditions – administrators, etc.

General

Be My Compensation Management AB (“BMCM”) offers, directly or via retailers, a web-based content management system called Mybenefit (“Mybenefit”) to employers, through which employers can visualise and describe employee benefits, employee information, news and offerings as well as help employees order and use these. The employer determines the content and scope of the benefits and offering to its employees, and can use external vendors to provide these.

These user terms and conditions apply for you who have access to Mybenefit in the capacity of any of the user roles specified below.

If you also have access to Mybenefit as an employee of an employer and as part of your personal terms of employment, special user terms and conditions for employees apply.

By using Mybenefit you consent, and undertake to adhere to, these user terms and conditions as well as instructions stipulated by Mybenefit or, where applicable, by retailers.

User roles

Client administrators

The client company, i.e., the company that enters into an agreement with BMCM to provide Mybenefit to its employees, designates a client administrator. The client administrator is the client company’s representative and is ultimately responsible for information and employee information in Mybenefit. The parameters for the client administrator’s authorisation and powers are ultimately laid out in the agreement between the client company and BMCM.

The client administrator can add and change content such as texts, documents, videos and similar. The client administrator can also add client information through an administrative

interface or by sending input information (data files). By client information is meant basic data about employees in Mybenefit, such as their names, organisational affiliation, benefits information and similar, and which is a prerequisite for being able to provide Mybenefit.

In addition, the client administrator can, through and administration interface, add and change other parameters and logical functionality in Mybenefit. Examples of such are adding parameters for colour codes in order to customise Mybenefit to an organisation’s graphic profile, adding and designating filters that determine which content that various types of users may access, and adding, removing and activating various pages, teasers, modules and functions in Mybenefit.

The client administrator can also see and administer payroll transactions.

The client administrator can delegate administrator authorisations to other persons in the client company. These can be given the same or more limited authorisations/powers to provide the system. The client administrator and the client company are responsible for the measures performed by those who have been delegated authorisation as if the client administrator had performed the measure him-/herself.

The client administrator can also receive the same authority/powers that a vendor administrator receives (see definition below) in order to be able to use the functionality as well as create products and receive orders.

The client administrator is responsible for ensuring that client information and the Mybenefit content and settings are kept up to date. In addition, the client administrator is responsible for ensuring that delegated administration authorisations are granted and terminated correctly.

Vendor administrator

The vendor, i.e., the company that enters into an agreement with BMCM to provide products and services within the framework of Mybenefit, designates a vendor administrator. The vendor administrator is the vendor's representative and is responsible for information about the vendor and its products/services in Mybenefit. The parameters for the vendor administrator's authorisation and powers are ultimately laid out in the agreement between the vendor and BMCM.

The vendor administrator can add and change content such as texts, documents, videos and similar on its pages in Mybenefit. The vendor administrator can also add information by sending input information (data files). By such information is meant, for example, payroll transactions and account balances.

In the administration interface the vendor administrator can also display products for ordering, and manage orders and customise Mybenefit to its graphic profile.

The vendor administrator can also delegate administrator authorisations to other persons in the vendor's organisation. These can be given the same or more limited authorisations/powers to provide the system.

The vendor administrator is responsible for ensuring that information and the Mybenefit content and settings for the vendor and its products/services are kept up to date. In addition, the vendor administrator is responsible for ensuring that delegated administration authorisations are granted and terminated correctly.

Application consultant

The retailer, i.e., the company that enters into an agreement with BMCM to distribute Mybenefit to the client company, can designate application consultants. The parameters for the application consultant's authorisation and powers are laid out in the agreement between the vendor and BMCM.

The application consultant is responsible for the configurations that are required for the respective client companies, on top of the configurations that the respective client- or vendor administrators do themselves. This entails the following work duties and responsibilities.

- Responsibility for the technical launch of Mybenefit at clients, and for technical support
- Setting the structure for content in clients' Mybenefit, e.g.: pages, teasers, modules, meters and menus
- Handling data management such as, for example, file imports, setting of parameters, and setting up import and export integrations. Examples of integrations include user files and payroll specifications
- Providing assistance in customising Mybenefit for the client's organisation, e.g.: company structure, graphic profile, filters, user functions and client administrators
- Making settings, e.g.: language handling, launch-related emails and data erasure among users
- Administering transactions, such as orders and requests for information, and transactions for payroll reporting
- Training client administrators
- Troubleshooting and investigating errors
- Training client- and vendor administrators in processes

Acceptable use policy

Regardless of which of the aforementioned user roles in which you use Mybenefit, it is not allowed to use Mybenefit:

- in a way that is prohibited by law, statute, order by authority or decree,
- to infringe on others' rights,
- to attempt to gain unauthorised access to a service, unit, data, account or network,
- to send junk mail or distribute malware,
- in a way that would harm the online service or impair someone else's use of it,
- in any way or in any situation where an error in the online service could result in death,

serious personal injury or environmental harm, or

- in a way that entails that you in other respects exceed the authority and the powers that BMCM has granted to you via your principal.

If you fail to adhere to these stipulations it may result in the company that you represent being held liable for damages pursuant to agreements in force as well as you being personally excluded as a user of Mybenefit until further notice.

Personal data

For further information about personal data, please refer to the documents “Personal data – users” and “Personal data – administrators” in the section Processing of personal data on our website (<https://mybenefit.se/villkor-riktlinjer/>).

Security

For further information about security, please refer to the document “Security instructions” in the section Security instructions on our website (<https://mybenefit.se/villkor-riktlinjer/>).

Agreements

BMCM has regulated authorisations and powers regarding all user roles in agreements with the respective client companies, vendors and retailers. These actors are responsible for ensuring that their administrators and other representatives adhere at all times to these agreements that have been entered into. These user terms and conditions are subordinate to the respective, applicable agreements and may never be cited as grounds for measures taken in violation of said agreements.

Contact information

Employees who have questions about benefits or offerings provided by external vendors are to contact the respective vendor for support. If employees have questions about user information, texts, benefits or compilations, they are to contact their respective employers. For technical problems logging in, employees are to contact BMCM.

A client administrator that has access to Mybenefit via a retailer is to contact the retailer and its application consultant for assistance.

A client administrator that has access to Mybenefit without a retailer shall turn to BMCM for assistance.

A vendor administrator that has technical problems or needs assistance with use shall turn to its retailer or BMCM.