

# User terms and conditions

## 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.

## Preconditions and limitations of Mybenefit

You have access to Mybenefit in your capacity as an employee of an employer that has purchased and entered into an agreement for Mybenefit and by virtue of the fact that your employer has registered you as a user of Mybenefit ("User"). You may also be registered in your capacity as a candidate for employment by an employer.

By using Mybenefit you consent, and undertake to adhere to, these user terms and conditions as well as instructions issued by a retailer or Mybenefit. If you do not consent to or adhere to these terms and conditions, you will not be granted access to Mybenefit.

Through Mybenefit, as a User you can receive various types of information and messages from your employer and also have the opportunity to learn about benefits and offerings. You can learn about content, benefits and offerings by submitting interest applications, orders, cancellations and making purchases. In connection with this, users may need to complement with individual information.

If you also work with Mybenefit in some capacity via your employer, for example, if you have been designated an administrator role by your employer, this role may entail special authorisations, powers, and term and conditions that govern them.

Your employer is the personal data controller for your personal data that your employer or you provide by using the services in Mybenefit, see more below.

Only users who have been registered by an employer are authorised to use Mybenefit. If information about you is incorrect or if you have been categorised erroneously and thereby have gained access to content or functions, you must inform your employer about this so that the error can be corrected.

Mybenefit provides calculations, forecasts and simulations which in some cases may be based on standardisations and assumptions, which means that the results may differ from the actual outcome. If the data that serves as the basis for

these (e.g., provided by your employer or you yourself) is incorrect, the result may be misleading.

The right that your employer has given you to use Mybenefit does not entail that you thereby receive any user rights, intangible rights or licence to Mybenefit on top of what is expressly stipulated in the user terms and conditions. It entails that you may not copy, sell, reproduce or in any other way use the online service for other purposes.

## Acceptable use policy

### Logging in

Use of Mybenefit requires that you have internet access and a device such as a mobile phone, tablet or PC as well as other necessary and updated software and a web browser.

You access Mybenefit via an external website, via your employer's intranet, or via the Mybenefit app. Log in in the manner indicated there. You are responsible for ensuring that your e-identification (and equipment for this) or corresponding log-in hardware or, alternatively, your user name and your password, are stored in a secure manner. To prevent unauthorised access to your personal information, you may not give access to these to third parties. As a user you are responsible for ensuring that no unauthorised persons gain access to your information or have the opportunity to perform actions in your name.

If you have the slightest suspicion that some other person has gained access to your opportunities to log in, it is incumbent upon you to immediately take actions to prevent unauthorised persons from gaining access to Mybenefit in your place.

## Prohibited measures

As a user of Mybenefit you may not 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, or
- in any way or in any situation where an error in the online service could result in death, serious personal injury or environmental harm.

If you fail to adhere to these stipulations, you may be excluded from Mybenefit until further notice.

## Responsibility

- All agreements on purchases of products and services on Mybenefit are entered into between

you and the vendor. You are thus responsible for all orders you place in Mybenefit and for payment for these.

- You are responsible for ensuring that the information you provide in Mybenefit at any time is correct.
- Your employer is responsible for the information that it chooses to publish in Mybenefit at any given time, including all information about salaries, benefits and other terms of employment.
- The respective vendors are responsible for all information about and all deliveries of products and services that they offer on Mybenefit.
- Mybenefit is never responsible for:
  - providing products and services that are offered and sold on Mybenefit,
  - the accuracy of information about you, your employment and terms of employment,
  - information that is presented by your employer on Mybenefit.

## Personal data

For more information about personal data, please refer to the document "Personal data – users" in the section Processing of personal data on our website:

(<https://mybenefit.se/villkor-riktlinjer/>).

## Security

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

## Additions to and amendments of the user terms and conditions

Mybenefit has the right to make additions and amendments to these user terms and conditions. Mybenefit shall inform pertinent users by message about such additions and amendments. However, if the amendments are of limited significance, Mybenefit is not required to send any message.

## Contact information

If you are a user and have questions about benefits or offerings provided by external vendors, please contact the respective vendor for support. If you have questions about user information, texts, benefits or compilations, please contact your employer. If you are having technical problems logging in, please contact Mybenefit.