

General Contract for Self-Employment with Invozio LV SIA

By creating an account with Invozio LV SIA, I confirm my consent to the processing of my personal data in accordance with the company's privacy policy and accept the general terms and conditions.

General Terms and Conditions

- 1. Scope of the Agreement:** These General Terms and Conditions govern the relationship between Invozio LV SIA (organization number 502085-4062) and individuals who either seek or hold a specific fixed-term employment according to §5 of the Employment Protection Act (1982:80) (LAS). This includes both physical persons performing assignments within their field of work and legal entities (clients) for whom these assignments are carried out during the employment with Invozio LV SIA.
- 2. Third-Party Involvement:** If an assignment is mediated to the self-employed by either a company or Invozio LV SIA, a mediation fee may be added. The self-employed also accept that a colleague or a company may issue an invoice for the worked hours.
- 3. Labor Law:** The self-employed assures that they have the legal right to work in Sweden throughout the entire period of employment, including necessary permits such as a work visa or Swedish citizenship.
- 4. Employment Conditions:** Seeking employment with Invozio LV SIA is based on the information provided at registration on the company's platform. It is mandatory for the self-employed to specify their profession at registration; without this information, Invozio LV SIA's liability insurance is not valid for the self-employed.
- 5. Work Capacity:** The applicant certifies that they are fully capable of working at the time of acceptance of these general working conditions.
- 6. Working Conditions:** While the self-employed are employed by Invozio LV SIA, they also have the right to perform work on their own account or for other parties. The self-employed have the right to refuse new assignments proposed by Invozio LV SIA outside the agreed employment period. Any new assignments in employment with Invozio LV SIA must be registered on the company's platform. Invozio LV SIA reserves the right to refuse specific work or assignments without explanation. If Invozio LV SIA does not approve a job or assignment, the self-employed have the right to perform it on their own account or for another party. In such cases, the self-employed must clearly communicate this to the client. After registering a new invoice on Invozio LV SIA's platform, the self-employed receives an invoice copy from Invozio LV SIA, which constitutes approval of the work.

7. **Information on the Platform:** Invozio LV SIA automatically owns all data on the platform related to the self-employed and their billing details. The company has the right to transfer all or parts of these details to third parties. All intellectual property rights generated from the self-employed assignments belong to either the self-employed or the client.. necessary, the self-employed must sign a separate confidentiality agreement with Invozio LV SIA and/or the client.
8. **Confidentiality:** The self-employed may not during or after their employment use, disclose to third parties, or reproduce confidential information related to the client's business, Invozio LV SIA, or its affiliated companies, unless necessary to fulfill work duties according to the general working conditions, specific fixed-term contracts, or as required by law. The self-employed must not transfer or disclose personal data they have access to during work for the client, beyond what is required for invoicing and fulfilling the contract with the client. The self-employed must follow instructions for handling confidential material and personal data provided by the employer. If necessary, the self-employed must sign a separate confidentiality agreement with Invozio LV SIA and/or the client.
9. **Handling of Personal Data:** Invozio LV SIA is responsible for processing the personal data handled within the framework of the employment relationship and related services. The personal data provided by the self-employed in connection with account creation and invoice registration will be processed by Invozio LV SIA to administer the employment relationship. This processing is carried out in accordance with the annex for personal data processing and Invozio LV SIA's privacy policy. If the employee wishes to know which personal data about them is processed by Invozio LV SIA, they can request this in writing from the company.
10. **Insurance:** Provided that the self-employed have specified their profession, Invozio LV SIA's liability insurance applies to them. The company is also responsible for ensuring that the self-employed are covered by life and accident insurance during working hours and travel to and from the workplace. However, life and accident insurance is only valid if the self-employed has specified their profession in the "Personal Information" section.
11. **Disclaimer Clause:** Invozio LV SIA disclaims all responsibility and any consequences that may arise if the self-employed has provided incorrect professional information to Invozio LV SIA or otherwise provided inaccurate information.
12. **Communication with Clients:** Invozio LV SIA reserves the right to communicate and make agreements with the client deemed necessary to fulfill contracts with the client and to protect Invozio LV SIA's interests.

- 13. Acceptance of General Terms:** Invozio LV SIA has the right to deny an applicant's employment without giving reasons. By registering invoice documents on Invozio LV SIA's website, the applicant accepts these general terms. If the self-employed objects, the employment contract terminates immediately.
- 14. Debt Collection Services:** A reminder fee of 60 SEK is charged to the end customer if payment is not made on time. An additional fee of 95 SEK and 2% of the total invoice amount is added if the invoice goes to debt collection service after a reminder is not paid. The self-employed are informed before the debt collection service starts via email. If the invoice is entirely disputed, these charges are billed to the self-employed.
- 15. Express Payment:** Upon request for "Express Payment," a credit check is performed on the self-employed and the invoicing client. The client must not be private or a sole proprietorship. If the self-employed does not meet the requirements for approved express payment, Invozio LV SIA reserves the right to adjust the extra express fee to the regular fee and approve the invoice without express payment. In such cases, the self-employed are notified via email. Please note that if the customer ultimately does not pay the invoice, we will require you as the freelancer to reimburse the amount to us.
- 16. Termination of Contract:** Invozio LV SIA reserves the right to unilaterally terminate the contract and immediately withdraw the invoice if the Customer disputes the invoice or under the following circumstances:
- The self-employed has not performed work or has neglected the execution of the assignment.
 - The self-employed has failed to inform Invozio LV SIA of important or decisive circumstances for the fulfillment of the contract with the client.
 - The self-employed has failed to inform Invozio LV SIA of circumstances that are decisive for the client's ability to pay.
 - The self-employed has failed to inform Invozio LV SIA of important or decisive circumstances to be covered by Invozio LV SIA's insurance terms.
 - The self-employed have acted in bad faith or provided incorrect information that can harm Invozio LV SIA or the client.
 - The self-employed has used Invozio LV SIA's services to create an invoice related to disputes or contested claims.
- 17. Recourse and Setoff for Incorrectly Paid Salary:** If an invoice to the client for an assignment has been withdrawn because the self-employed has not performed the work or used Invozio LV SIA's services in violation of these General Terms, Invozio LV SIA has the right to reclaim the paid salary. The total gross amount including paid preliminary tax must be repaid. For a credited invoice, Invozio LV SIA has the right to first make salary deductions on the yet unpaid salary and then demand repayment of the paid net salary. The self-employed are obligated to repay within 10 days from Invozio LV SIA's written demand.

18. **Damages:** If Invozio LV SIA suffers damage due to the self-employed breach of these General Terms or an agreed work order, Invozio LV SIA has the right to demand damages from the self-employed. This includes situations where the self-employed acts in violation of laws or regulations affecting Invozio LV SIA's operation. The minimum compensation is set at least six price base amounts.
19. **Bank Responsibility:** We expressly disclaim any responsibility for discrepancies or inaccuracies in the bank account details furnished by the user.
20. **Insurance Claim:** The user bears sole responsibility for settling the deductible in the event of an insurance claim.
21. **Changes in General Terms:** Invozio LV SIA reserves the right to make changes to these general terms at any time. The self-employed will be informed of such changes well in advance, and continued use of Invozio LV SIA's services after such changes constitutes acceptance of the new terms.
22. **Dispute Resolution and Jurisdiction:** Any disputes arising in connection with these general terms shall primarily be resolved through consultation and negotiation between the parties. If the dispute cannot be resolved in this way, it shall be settled according to Swedish law in a competent court in Sweden.
23. **Other Provisions:** These general terms constitute the entire agreement between the self-employed and Invozio LV SIA regarding the subjects covered here. Any previous agreements, oral or written, regarding these subjects are no longer binding after the entry into force of these terms.