



# IMS POLICY

**PROEBIZ s.r.o.**

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| Done by     | Jiří Špalek     | Management Representative for IMS | 28.06.2022 |
| Approved by | Miloslav Kaplan | Director                          | 28.06.2022 |

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| Document effective as of | 1.7.2022         |
| File name                | Politika_IMS@1.5 |
| Number of pages          | 2                |
| View Full Version        | 1.5              |

## **IMS Policy**

**We specialize in digitalizing corporate and public procurement and customer-supplier relationship marketing processes in Central Europe. We use our internet applications under the PROEBIZ brand for our activities. The applications are localized into several languages.**

The products of the PROEBIZ portfolio are attractive to customers because they **enable them to gain** added value by digitizing e-business processes **quickly and without high costs.**

### **PROEBIZ brand applications:**

PROEBIZ TENDERBOX - used to implement electronic auctions, Demands, Bidding, etc.

PROEBIZ JOSEPHINE - used for electronic submission of bids in the field of public administration

PROEBIZ MARQUET - internal electronic shop – e-shop

PROEBIZ WENDY - used for the computerization of purchase requests

PROEBIZ BASE – a shared catalog of qualified suppliers.

Since 2004 we have been organizing the eBF procurement conference. It is one of the most significant events in Central Europe, focusing on the digitalization of corporate and public procurement. Its programme usually takes place over three days in several halls simultaneously, and since 2020, it also has an online format.

In 2018, a consulting team of more than fifty corporate and public procurement specialists was formed during the preparation for the eBF conference - the Procurement Board. It now serves the company in development and training activities.

In 2021, we created a semester-long certificate course, The Digital Procurement Team. Its content was developed in collaboration with the Procurement Board team. The Dean's Office of the Faculty of Economics of the University of Mining and Metallurgy - Technical University sponsored the certification.

In response to the covid situation, the streaming procurement television PROCUREMENT BOARD TV was created, which broadcasts several dozens of approximately half-hour programmes in Czech, Slovak, Polish, and English via YouTube every month.

### **We follow these simple rules:**

We communicate regularly and intensively with our customers and seek the optimal realistic solution for their needs. Our customers can rely on our high level of service and fast response to their requests.

- We focus on flexible company management with a high capacity for order execution. We continuously monitor market and environmental information. This allows us to react to future customer needs.
- Within the framework of the established information security management system, we consistently ensure the security of information, both our own and that of our business partners and all stakeholders.
- We continuously identify and evaluate all risks associated with our activities and the operation of the PROEBIZ Group's systems, and we take appropriate security measures concerning them.

- The electronic tools of the PROEBIZ Group are continuously monitored by the responsible persons who output, evaluate, and take adequate measures to ensure no violation of contractual terms, standards, or applicable laws and decrees of the relevant countries or the European Union, both general and specialized for the operation of electronic instruments.
- We continuously increase the competence, responsibility, and knowledge of our employees who follow the developments in the field, related legislation, and standards necessary to maintain proficiency in our profession. The management of our company is based on teamwork.
- We require our suppliers very strictly, and under significant contractual penalty, to protect the information of all our clients and compliance with the established SLA parameters for the operation of PROEBIZ systems.
- Management is committed to making sufficient resources available to operate and improve the integrated management system and to operate PROEBIZ electronic tools.

In Ostrava, on 1 July 2022

Miloslav Kaplan  
Director