

**Occupational Health Solutions, Employee Assistance Programmes & Associated
Services
1101**

SCHEDULE 7

CALL-OFF TERMS AND CONDITIONS

(FOR USE BETWEEN THE CUSTOMER AND THE SUPPLIER)

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1. INTERPRETATION

In the Contract unless the context otherwise requires the following provisions shall have the meanings given to them below: -

"Associated Services" means associated services as may be requested by YPO and/or the Contracting Authority. Details of Associated Services are provided within the Invitation to Tender

"Approval" and "Approved" means the written consent of the Customer not to be unreasonably withheld or delayed

"Auditor" means the National Audit Office or an auditor appointed by the National Audit Office as the context requires or such other auditor as may have been appointed in relation to the Customer

"Commencement Date" means the date set out in the Order Form

"Commercially Sensitive Information" means the Confidential Information listed in the Order Form comprised of information which is provided by the Supplier and designated as commercially sensitive information by the Customer for the period set out in that Order Form

"Confidential Information" means: -

(a) any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person, trade secrets, Intellectual Property Rights and know-how of either Party; and

(b) the Commercially Sensitive Information,

and does not include any information: -

(i) which was public knowledge at the time of disclosure (otherwise than by breach of Clause 32;

(ii) which was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;

(iii) which is received from a third party (who lawfully acquired it) without restriction as

	to its disclosure; or
	(iv) is independently developed without access to the Confidential Information
"Contract"	means the written agreement between the Customer and the Supplier consisting of the Order Form and these clauses save that for the purposes of Clause Interpretation only, reference to Contract shall not include the Order Form
"Contract Period"	means the period from the Commencement Date to: - (a) the date of expiry set out in Clause 2; or (b) following an extension pursuant to Clause 3 , the date of expiry of the extended period; or (c) such earlier date of termination or partial termination of the Contract in accordance with the Law or the provisions of the Contract
"Contract Price"	means the price (exclusive of any applicable VAT), payable to the Supplier by the Customer under the Contract, as set out in the Order Form, for the full and proper performance by the Supplier of its obligations under the Contract
"Contracting Authority"	means YPO and any Contracting Authority for the purposes of the Public Contracts Regulations 2015
"Crown"	means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers and government departments and particular Authorities, persons, commissions or agencies from time to time carrying out functions on its behalf
"Customer"	means the customer(s) identified in the Order Form
"Data Controller"	has the meaning given to it in the Data Protection Legislation, as amended from time to time
"Data Loss Event"	means any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data breach
"Data Processor"	has the meaning given to it in the Data Protection Legislation, as amended from time to time

"Data Protection Legislation" or "DPA"

means, the UK General Data Protection Regulations 2016, the Data Protection Act 2018 as amended from time to time and all applicable Laws and regulations relating to Processing of Personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner or relevant Government department in relation to such Law;

"Data Subject"

has the meaning given to it in the Data Protection Legislation, as amended from time to time;

"Data Subject Access Request"

means a request made by a Data Subject in accordance with rights granted pursuant to the DPA to access his or her Personal Data;

"Default"

means any breach of the obligations of the relevant Party (including but not limited to fundamental breach or breach of a fundamental term) or any other default, act, omission, negligence or negligent statement of the relevant Party or the Staff in connection with or in relation to the subject-matter of the Contract and in respect of which such Party is liable to the other

"Deliverables"

means those deliverables listed in the Order Form

"EIR"

means the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations

"Equipment"

means the Supplier's equipment, plant, materials and such other items supplied and used by the Supplier in the performance of its obligations under the Contract

"FOIA"

means the Freedom of Information Act 2000 and any subordinate legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation

"Force Majeure"

means any event or occurrence which is outside the reasonable control of the Party concerned and which is not attributable to any act or failure to take preventative action by that Party, including fire; flood; violent storm; pestilence; explosion; malicious damage; armed conflict; acts of terrorism; nuclear, biological or chemical warfare; or any other disaster, natural or man-made, but excluding: -

- (a) any industrial action occurring within the Supplier's or any sub-contractor's organisation; or
- (b) the failure by any sub-contractor to perform its obligations under any sub-

	contract (save where such failure is itself due to an event that would otherwise fall within this definition of Force Majeure);
	(c) any law or action taken by a government or public authority, including without limitation imposing an export or import restriction, quota or prohibition, or failing to grant a necessary licence or consent;
"Framework Agreement"	means the framework agreement for the provision Services between YPO and the Supplier
"Fraud"	means any offence under Laws creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to the Contract or defrauding or attempting to defraud or conspiring to defraud YPO, a Contracting Authority or the Customer
"Good Industry Practice"	means standards, practices, methods and procedures conforming to the Law and the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or Contracting Authority engaged in a similar type of undertaking under the same or similar circumstances.
"Improvement Notice"	means a notice issued on the Supplier to improve Minor Defaults of the Framework Agreement, the Contract or the Order Form instructing the Supplier to improve or remedy any Minor Defaults
"Information"	has the meaning given under section 84 of the FOIA
"Intellectual Property Rights" and "IPRs"	means patents, inventions, trademarks, service marks, logos, design rights (whether registerable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, trade or business names, moral rights and other similar rights or obligations whether registerable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off
"Key Personnel"	means any individual identified in the Order Form as being key personnel
"Law"	means any applicable Act of Parliament, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, exercise of the royal prerogative, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements of any Regulatory Authority of which the Supplier is bound to comply
"Material Default"	means any breach of Clauses 10 (Conflict of Interest), 24 (Prevention of Bribery and Corruption),

28 (Health and Safety), 29 (Data Protection Act), 30 (Freedom of Information Act and Environmental Information Regulations), 31 (Official Secrets Act), 36 (Records and Audit Access), 37 (Transfer and Sub-Contracting), 49 (Warranties and Representations)

"Minor Default"	means any breach of the Contract or the Order Form which may be either a partial breach or a breach not so severe as to warrant a Material Default
"Month"	means calendar month
"Order"	means the order submitted by the Customer to the Supplier in accordance with the Framework Agreement
"Order Form"	means the order submitted to the Supplier by the Customer in accordance with the Framework Agreement which sets out the description of the Services to be supplied including, where appropriate, the Key Personnel, the Premises, the timeframe, the Deliverables and the Quality Standards
"Parent Company"	means any company which is the ultimate Holding Company of the Supplier or any other company of which the ultimate Holding Company of the Supplier is also the ultimate Holding Company and which is either responsible directly or indirectly for the business activities of the Supplier or which is engaged by the same or similar business to the Supplier. The term "Holding Company" shall have the meaning ascribed in Section 1261 of the Companies Act 2006 or any statutory re-enactment or amendment thereto
"Party"	means the Supplier or the Customer as the context requires
"Personal Data"	has the meaning given to it in the Data Protection Legislation as amended from time to time;
"Pre-Existing IPRs"	means any Intellectual Property Rights vested in or licensed to the Customer or the Supplier prior to or independent of the performance by the Customer or the Supplier of their obligations under the Contract and in respect of the Customer includes guidance, specifications, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models and designs
"Premises"	means the location where the Services are to be supplied, as set out in the Order Form
"Processing"	has the meaning given to it in the Data Protection Legislation but, for the purposes of this Call Off Contract, it shall include both manual and automatic processing and "Process" and "Processed" shall

be interpreted accordingly;

"Prohibited Act"

means any of the following acts, as described in the Bribery Act 2010:

- (a) to directly or indirectly offer, promise or give any person working for or engaged by YPO or another Contracting Authority a financial or other advantage to:
 - (i) induce that person to perform improperly a relevant function or activity; or
 - (ii) reward that person for improper performance of a relevant function or activity;
- (b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Contract;
- (c) committing any offence:
 - (i) under the Bribery Act 2010;
 - (ii) under legislation creating offences concerning fraudulent acts;
 - (iii) at common law concerning fraudulent acts relating to this Call-Off Contract; or

defrauding, attempting to defraud or conspiring to defraud YPO or any other Contracting Authority.

"Project Specific IPRs"

means: -

- (a) IPRs in Services and/or Deliverables provided by the Supplier, (or by a third party on behalf of the Supplier) specifically for the purposes of the Contract including, any Deliverables, and all updates and amendments of these items; and/or
- (b) IPRs arising as a result of the provision of the Services and/or Deliverables by the Supplier under the Contract

"Property"

means the property, other than real property, issued or made available to the Supplier by the Customer in connection with the Contract

"Quality Standards"

means the quality standards published by BSI British Standards, the National Standards Authority of the United Kingdom, the Food Standards Agency, the International Organisation for Standardisation or other reputable or equivalent authority (and their successor authorities), that a skilled and experienced operator in the same type of industry or business sector as the Supplier would reasonably and ordinarily be expected to comply with (as may

	be further detailed in the Order Form) and any other quality standards set out in the Order Form
"Replacement Supplier"	means any third-party Supplier appointed by the Customer, to supply substantially similar Services, and which the Customer receives in substitution for any of the Goods following the expiry, termination or partial termination of the Contract
"Request for Information"	shall have the meaning set out in the FOIA or the Environmental Information Regulations as relevant (where the meaning set out for the term "Request" shall apply)
"Sub-Processor"	means any third Party appointed to Process Personal Data on behalf of the Supplier related to this Call-Off Contract;
"Staff"	means all persons employed by the Supplier to perform its obligations under the Contract together with the Supplier's servants, agents, suppliers and sub-contractors used in the performance of its obligations under the Contract
"Staff Vetting Procedures"	means the Customer's Procedures and departmental policies for the vetting of personnel whose role will involve the handling of information or a sensitive of confidential nature or the handling of information which is subject to any relevant security measure including, the provisions of the Official Secrets Act 1911 to 1989.
"Supplier"	means the person, firm or company or organisation whom executes the Contract and includes any employee, agent, servant, sub-contractor or representative of the supplier or person employed by on or on behalf of the supplier to provide the Services.
"Supplier's Contract Manager"	means the person appointed by the Supplier to manage the Contract
"Tender"	means the document(s) submitted by the Supplier to the Customer in response to the Customer's invitation to suppliers for formal offers to supply it with the Services
"Term"	means the period commencing on the Commencement Date and ending on 8th August 2028, unless the contract is extended for a period of 1 year, plus a further 1 year period , or on earlier termination of this Call-Off Contract
"VAT"	means value added tax in accordance with the provisions of the Value Added Tax Act 1994
"Working Day"	means any day other than a Saturday or Sunday or public holiday in England and Wales

“Year”	means a calendar year
“YPO”	means YPO, any employee, agent servant or representative of YPO or any other public authority or person employed on behalf of YPO

1.1 The interpretation and construction of the Contract shall be subject to the following provisions: -

- 1.1.1 Words importing the singular meaning include where the context so admits the plural meaning and vice versa;
- 1.1.2 Words importing the masculine include the feminine and the neuter;
- 1.1.3 The words "include", "includes" and "including" are to be construed as if they were immediately followed by the words "without limitation";
- 1.1.4 References to any person shall include natural persons and partnerships, firms and other incorporated authorities and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;
- 1.1.5 References to any statute, enactment, order, regulation or other similar instrument shall be construed as including any amendment by any subsequent enactment, modification, order, regulation or instrument;
- 1.1.6 Headings are included in the Contract for ease of reference only and shall not affect the interpretation or construction of the Contract;
- 1.1.7 Reference to a clause is a reference to the whole of that clause unless stated otherwise;
- 1.1.8 Reference to any employees of the Supplier shall be deemed to include the Supplier's agents and sub-contractors unless expressly stated otherwise; and
- 1.1.9 "Time" shall be construed to be British Summer Time or Greenwich Mean Time or any other arrangement prevailing generally within England for the time being during the Contract Period.

2. INITIAL CONTRACT PERIOD

- 2.1 The Contract shall take effect on the Commencement Date and shall expire automatically on the date set out in the Order Form, unless it is:
 - 2.1.1 otherwise terminated in accordance with the provisions of the Contract;
 - 2.1.2 otherwise lawfully terminated; or
 - 2.1.3 extended in accordance with Clause 3.

3. EXTENSION OF INITIAL CONTRACT PERIOD

- 3.1 Subject to satisfactory performance of its obligations under the Contract by the Supplier during the Initial Contract Period, the Customer may, by giving written notice to the Supplier not less than three (3) Months prior to the last day of the Initial Contract Period, extend the Contract for any further period specified in the Order Form. The provisions of the Contract will apply throughout any such extended period.

4. SUPPLIER STATUS

- 4.1 At all times during the Contract Period the Supplier shall be an independent Supplier and nothing in the Contract shall create a contract of employment, a relationship of agency or partnership or a joint venture between the Parties and, accordingly, neither Party shall be authorised to act in the name of, or on behalf of, or otherwise bind the other Party save as expressly permitted by the terms of the Contract.

5. PROVISION OF MANAGEMENT INFORMATION

- 5.1 The Supplier shall submit Management Information to YPO in the form set out in Schedule 3 of the Framework Agreement, and to the Customer in such form as may be specified, throughout the Term on the last day of every Month and thereafter in respect of any Call-Off Contract entered into with any Contracting Authority.
- 5.2 YPO may share the Management Information provided by the Supplier with any Contracting Authority.
- 5.3 YPO may make changes to the Management Information which the Supplier is required to supply and shall give the Supplier at least one (1) Month's written notice of any changes. Any costs of providing information incurred as a result of these changes will be borne by the Supplier.

6. CUSTOMER OBLIGATIONS

- 6.1 Save as otherwise expressly provided, the obligations of the Customer under the Contract are obligations of the Customer in its capacity as a contracting counterparty and nothing in the Contract shall operate as an obligation upon, or in any other way fetter or constrain the Customer in any other capacity, nor shall the exercise by the Customer of its duties and powers in any other capacity lead to any liability under the Contract (howsoever arising) on the part of the Customer to the Supplier.
- 6.2 The Customer will endeavour to have their Order annotated with the relevant Contract reference number, but this cannot be guaranteed on all Orders.
- 6.3 The Customer shall respond to any reasonable request for information from the Supplier.
- 6.4 The Customer will assign an authorised representative who will liaise with the Supplier's Contract Manager, to ensure both parties use reasonable endeavours to meet their contractual obligations.
- 6.5 The Customer shall ensure that all Orders are awarded in accordance with the provisions of the Framework Agreement and in accordance with the Public Contracts Regulations 2015 (and any subsequent re-enactment thereof).

7. ENTIRE AGREEMENT

- 7.1 Subject to the provisions of the Framework Agreement relating to Call-off Contracts, this Contract constitutes the entire agreement and understanding between the Parties in respect of the matters dealt within it and supersedes, cancels or nullifies any previous agreement between the Parties in relation to such matters.
- 7.2 Each of the Parties acknowledge and agree that in entering into the Contract it does not rely on, and shall have no remedy in respect of, any statement, representation, warranty or undertaking (whether negligently or innocently made) other than as expressly set out in the Contract. The only remedy available to either Party for any such statements, representation, warranty or understanding shall be for breach of contract under the terms of the Contract.
- 7.3 Nothing in Clauses 7.1 and 7.2 shall operate to exclude Fraud or fraudulent misrepresentation.
- 7.4 In the event of and only to the extent of any conflict between the Order Form, the clauses of the Contract and any document referred to in those clauses, the conflict shall be resolved in accordance with the following order of precedence: -

- 7.4.1 the Order Form
- 7.4.2 the clauses of the Contract; and
- 7.4.3 any other document referred to in the Contract
- 7.5 For the avoidance of doubt any terms that the Supplier may seek to impose and which in any way vary or contradict these terms shall be excluded and not form part of the Contract.
- 7.6 The Contract may be executed in counterparts each of which when executed and delivered shall constitute a duplicate original, but all the counterparts together shall constitute the one agreement.

8. NOTICES

- 8.1 Except as otherwise expressly provided within the Contract, no notice or other communication from one Party to the other shall have any validity under the Contract unless made in writing by or on behalf of the Party sending the communication.
- 8.2 Any notice or other communication which is to be given by either Party to the other shall be given by letter (sent by hand, post, registered post or by the recorded delivery service) transmission or electronic mail. Such letters shall be addressed to the other Party in the manner referred to in Clause 8.3. Provided the relevant communication is not returned as undelivered, the notice or communication shall be deemed to have been given two (2) Working Days after the day on which the letter was posted, or four (4) hours, in the case of electronic mail or sooner where the other Party acknowledges receipt of such letter or item of electronic mail.
- 8.3 For the purposes of Clause 8.2, the address of each Party shall be:
 - 8.3.1 For the Customer: the address set out in the Order Form.
 - 8.3.2 For the Supplier: the address set out in the Framework Agreement.
- 8.4 Either Party may change its address for service by serving a notice in accordance with this Clause 8.

9. MISTAKES IN INFORMATION

- 9.1 The Supplier shall be responsible for the accuracy of all drawings, documentation and information supplied to the Customer by the Supplier in connection with the supply of the and shall pay the Customer any extra costs occasioned by any discrepancies, errors or omissions therein.

10. CONFLICTS OF INTEREST

- 10.1 The Supplier shall take appropriate steps to ensure that neither the Supplier nor any Staff are placed in a position where (in the reasonable opinion of the Customer), there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Supplier and the duties owed to the Customer under the provisions of the Contract.
- 10.2 The Supplier shall promptly notify the Customer (and provide full particulars to the Customer) if any conflict referred to in Clause 10.1 above arises or is reasonably foreseeable.
- 10.3 A Supplier may be considered to have a conflict of interest if the Supplier:
 - (a) Directly or indirectly controls, is controlled by or is under common control with another Supplier;
 - (b) Receives or has received any direct or indirect subsidy from another Supplier;
 - (c) Has the same legal representative as another Supplier;

- (d) Has a relationship with another Supplier, directly or through common third parties, that puts it in a position to influence another Supplier regarding the provision of Services under this Contract; and/or
 - (e) Has a close business or family relationship with an employee of a Customer involved in the tendering of this Contract
- 10.4 The Customer reserves the right to terminate the Contract immediately by giving notice in writing to the Supplier and/or to take such other steps it deems necessary where, in the reasonable opinion of the Customer, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Supplier and the duties owed to the Customer under the provisions of the Contract. The actions of the Customer pursuant to this Clause 10 shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Customer.

11. PREVENTION OF FRAUD

- 11.1 The Supplier shall take all reasonable steps, in accordance with Good Industry Practice, to prevent any Fraud by Staff and the Supplier (including its shareholders, members and directors) in connection with the receipt of monies from the Customer.
- 11.2 The Supplier shall notify the Customer immediately if it has reason to suspect that any Fraud has occurred or is occurring or is likely to occur.
- 11.3 If the Supplier or its Staff commits any Fraud in relation to this or any other contract with YPO, a Contracting Authority or the Customer, the Customer may: -
- 11.3.1 terminate the Contract with immediate effect by giving the Supplier notice in writing and recover from the Supplier the amount of any loss suffered by the Customer resulting from the termination including the cost reasonably incurred by the Customer of making other arrangements for the supply of the Services and any additional expenditure incurred by the Customer throughout the remainder of the Contract Period; and/or
 - 11.3.2 recover in full from the Supplier any other loss sustained by the Customer in consequence of any breach of this Clause 11.

12. PROVISION OF THE SERVICES

- 12.1 The Supplier shall provide the Services during the Contract Period in accordance with the specification in the Framework Agreement and the Customer's requirements as set out in the Contract and the Order Form. The Customer may inspect and examine the manner in which the Supplier provides the Services at the Premises, subject to Clause 36.
- 12.2 If the Customer informs the Supplier in writing that the Customer reasonably believes that any part of the Services do not meet the requirements of the Contract or differs in any way from those requirements, and this is other than as a result of a Default on the part of the Customer, the Supplier shall at its own expense re-schedule and provide or carry out the Services in accordance with the requirements of the Contract within such reasonable time as may be specified by the Customer.
- 12.3 The Supplier acknowledges that the Customer relies on the skill and judgment of the Supplier in the provision of the Services and the performance of its obligations under the Contract.
- 12.4 The Supplier shall employ sufficient Staff to ensure that the Services are provided at all times and in accordance with the Contract. Without prejudice to the generality of this obligation, it shall be the duty of the Supplier to ensure that a sufficient reserve of Staff is available to provide the Services in accordance with the Contract during Staff holidays or absence through sickness or any other cause.

Associated Services

- 12.5 In addition to the Services, the Customer may add on Associated Services that are within the requirements of the Framework Agreement, the Contract and the Invitation to Tender documents. These may be outlined in the Order Form or added at any point during the Contract Period.
- 12.6 The Supplier may use sub-contractors to deliver the Associated Services. It is the responsibility of the Supplier to manage any subcontractor(s) in accordance with the Framework Agreement and the Contract.
- 12.7 Without prejudice to Clause 12, in the event that the Supplier provides Associated Services to the Customer, the Supplier shall use all reasonable endeavours to procure that all of the Supplier's Staff who are engaged in the provision of the Associated Services:
- 12.7.1 cooperate with the reasonable requests and instructions of the Customer in carrying out the Associated Services
 - 12.7.2 attend such location as may be reasonably required for the proper provision of the Associated Services;
 - 12.7.3 have the necessary skills and competence and are properly trained and experienced in the provision of the Associated Services;
 - 12.7.4 keep confidential any and all Confidential Information of the Customer both during the provision of the Associated Services and following termination or expiry of the Associated Services; and
 - 12.7.5 contract on adequate written terms to ensure their full compliance with the relevant terms of the Contract and the Framework Agreement.
- 12.8 The Supplier shall use all reasonable endeavours to ensure that all of the Supplier's Staff engaged in providing the Associated Services to the Customer remain at all times the employees, workers or contractors (as appropriate) of the Supplier and do not become employees or workers of the Customer or YPO.
- 12.9 Provision of the Associated Services may be terminated by the Customer at any time upon no notice for any reason upon the Customer's written request if any member of the Provider's Staff:
- 12.9.1 has failed to work in accordance with the Customer's rules and regulations previously notified by the Customer to the Supplier;
 - 12.9.2 is guilty of misconduct; or
 - 12.9.3 fails to perform the Associated Services in a proper and effective manner.
- 12.10 Unless otherwise agreed in the Order Form, the Customer may terminate the Associated Services upon one (1) week written notice to the Supplier at any time of the termination of the Additional Services.
- 12.11 The Supplier shall be wholly responsible for the payment to the Supplier's Staff of all fees, monies, expenses, remuneration, or other benefits including but not limited to: statutory maternity pay, shared parental pay, paternity pay, statutory sick pay and holiday pay and for all taxes (which it is statutorily liable to pay), National Insurance contributions, social security or other contributions, which may be payable, relating thereto or as a result of the receipt of any monies paid or payable hereunder accruing on or after the commencement of this Contract.
- 12.12 For the avoidance of doubt, the Supplier will remain at all times responsible for the overall management of the Supplier's Staff who are providing the Associated Services to the Customer, including but not limited to any disciplinary or grievance matters. The Supplier

agrees to keep the Customer informed of all such matters and provide them with a reasonable opportunity to make any relevant representations.

- 12.13 The Supplier shall indemnify and hold the Customer and YPO harmless against all liabilities arising out of or in connection with Clauses 12.7.5 and 12.11.

13. MANNER OF PROVIDING SERVICES

- 13.1 The Supplier shall at all times comply with the relevant Law, codes of conduct and regulations governing the provision of Services.
- 13.2 Where applicable the Supplier shall maintain and shall ensure that any Staff utilised in the provision of the Services maintain accreditation and certification with the relevant authorised body. To the extent that the standard of Services has not been specified in the Contract the Supplier shall agree the relevant standard of the Services with the Customer prior to the provision of the Services, and in any event the Supplier shall perform its obligations under the Contract in accordance with the Law and Good Industry Practice.
- 13.3 The Supplier shall ensure that all Staff providing the Services shall do so with all due skill, care and diligence and shall possess such qualifications, certification, skills and experience as are necessary for the proper provision of the Services.
- 13.4 The Supplier shall at all times comply with the Quality Standards, and where applicable shall maintain accreditation with the relevant Quality Standards' authorisation Authority.

14. CONTRACT PERFORMANCE

- 14.1 In supplying the Services the Supplier shall perform its obligations under the Contract:
- 14.1.1 with appropriately experienced, accredited, qualified and trained Staff with all due care and attention;
- 14.1.2 in a timely manner; and
- 14.1.3 in compliance with applicable Law, including any obligations implied by the Supply of Goods and Services Act 1982.
- 14.2 The Supplier shall ensure that:
- 14.2.1 the Services conform in all respects with the specifications and requirements set out in the invitation to tender, the Order Form, and where applicable, the Framework Agreement
- 14.2.2 the Services operate in accordance with the relevant technical specifications and correspond with the requirements set out in the Order Form; and
- 14.2.3 the Services conform in all respects with all applicable Laws, codes of conduct and regulations governing the provision of the Services.
- 14.3 The Supplier shall deliver the Services to the satisfaction of the Customer and, as a minimum, achieve the following Key Performance Indicators:

KPI Title	KPI Description	KPI Monitoring
Utilisation Rate	10-15% of the FTE utilise the EAP services annually	Monthly / Annually
Contact to Appointment	90% of requests for counselling appointments (telephone, online and	Monthly / Annually

Booked	face-to-face) arranged within 48 hours of initial contact	
Contact to Initial Appointment Held	90% of requests for counselling appointments (telephone, online and face-to-face) are held within 5 working days of initial contact	Monthly / Annually
Confidentiality Compliance	100% compliance with confidentiality protocols and 0% breaches.	Monthly / Annually
Service Availability	All Services are available as a minimum, fifty-two (52) weeks a year, Monday to Friday between the hours of 08:00 hours to 18:00 hours, excluding Public and Bank Holidays.	Monthly / Annually
Request Date to Date of Events / Workshop	90% of all events / workshops to be hosted within a maximum of 4 weeks from date of request	Monthly / Annually
Red-flag cases – Initial Contact	100% of urgent/red flag cases to be matched immediately for telephone support	Monthly / Annually
Red-flag cases – Escalation	100% of urgent/red flag cases to be escalated to appropriate authorities in all events where personal and / or public safety is at risk	Monthly / Annually
Whistleblowing and Safeguarding Contacts	100% of whistleblowing / safeguarding disclosures to be shared with the Buyer's designated officer(s) within 1 working day	Monthly / Annually

14.4 The Supplier's performance against the Key Performance Indicators will be reviewed by the Customer on a Monthly basis.

14.5 Should the Supplier fail to meet any of the Key Performance Indicators, the Supplier will provide an action plan to the Customer within seven (7) days to address and improve its performance against such Key Performance Indicators.

14.6 In the event the Supplier's performance of the Services is deemed unsatisfactory by the Customer (acting reasonably), or it fails to meet or exceed the Key Performance Indicators, the Customer reserves the right to make alternative arrangements for provision of the Services and recover the difference in cost from the Supplier.

14.7 Where the Supplier fails to meet any of the Key Performance Indicators, as detailed at Clause 14.3 above, for three (3) consecutive Months or any six (6) Months in any rolling twelve (12) Month period, this shall constitute a Material Default and the Customer may terminate this Contract in accordance with Clause 51.8.

14.8 If the Supplier fails to provide an action plan or fails to adhere to an action plan provided in accordance with Clause 14.5 above, this shall constitute a Material Default and the Customer may terminate this Contract in accordance with Clause 51.9.

- 14.9 The Supplier shall discharge its obligations hereunder with all due skill, care and diligence including Good Industry Practice and (without limiting the generality of this Clause 14.9) in accordance with its own established internal procedures.

15. KEY PERSONNEL

- 15.1 The Parties have agreed to the appointment of the Key Personnel. The Supplier shall and shall procure that any sub-contractor shall obtain the prior Approval of the Customer before removing or replacing any Key Personnel during the Contract Period, and, where possible, at least one (1) Months' written notice must be provided by the Supplier of its intention to replace Key Personnel.
- 15.2 The Customer shall not unreasonably delay or withhold its consent to the appointment of a replacement for any relevant Key Personnel by the Supplier or sub-contractor. The Customer may request to be present at the interviews of candidates for Key Personnel positions before they are appointed.
- 15.3 The Supplier acknowledges that the Key Personnel are essential to the proper provision of the Services to the Customer. The Supplier shall ensure that the role of any Key Personnel is not vacant for any longer than ten (10) Working Days and that any replacement shall be as or more qualified and experienced as the previous incumbent and fully competent to carry out the tasks assigned to the Key Personnel whom he or she has replaced.
- 15.4 The Customer may also require the Supplier to remove any Key Personnel that the Customer considers in any respect unsatisfactory. The Customer shall not be liable for the cost of removing and/or replacing any Key Personnel.

16. SUPPLIER'S STAFF

- 16.1 The Customer may, by written notice to the Supplier, refuse to admit onto, or withdraw permission to remain on, the Premises: -
- 16.1.1 any member of the Staff; or
- 16.1.2 any person employed or engaged by any member of the Staff;
- whose admission or continued presence would, in the reasonable opinion of the Customer, be undesirable.
- 16.2 At the Customer's written request, the Supplier shall provide a list of the names and addresses of all persons who may require admission in connection with the Contract to the Premises, specifying the capacities in which they are concerned with the Contract and giving such other particulars as the Customer may reasonably request.
- 16.3 The Supplier's Staff, engaged within the boundaries of the Premises, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time for the conduct of personnel when at or within the boundaries of those Premises.
- 16.4 If the Supplier fails to comply with Clause 16.2 within two (2) Months of the date of the request, the Customer may terminate the Contract, provided always that such termination shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Customer.
- 16.5 The decision of the Customer as to whether any person is to be refused access to the Premises and as to whether the Supplier has failed to comply with Clause 16.2 shall be final and conclusive.
- 16.6 The Supplier shall comply with the Staff Vetting Procedures in respect of all Supplier Staff employed or engaged by the Supplier at the Commencement Date were vetted and recruited on a basis that is equivalent to and no less strict than the Staff Vetting Procedure.

17. INSPECTION OF PREMISES

- 17.1 Save as the Customer may otherwise direct, the Supplier is deemed to have inspected the Premises before submitting the Tender and to have made appropriate enquiries so as to be satisfied in relation to all matters connected with the performance of its obligations under the Contract.

18. OFFERS OF EMPLOYMENT

- 18.1 For the duration of the Contract and for a period of twelve (12) Months thereafter neither the Customer nor the Supplier shall employ or offer employment to any of the other Party's Staff who have been associated with the procurement and/or the contract management of the Services without that other Party's prior written consent.

PAYMENT AND CONTRACT PRICE

19. CONTRACT PRICE

- 19.1 In consideration of the Supplier's performance of its obligations under the Contract, the Customer shall pay the Contract Price in accordance with Clause 20.
- 19.2 The Customer shall, in addition to the Contract Price and following evidence of a valid VAT invoice, pay the Supplier a sum equal to the VAT chargeable on the value of the Services supplied in accordance with the Contract.
- 19.3 Unless otherwise expressly stated in the Framework Agreement, the Contract or the Order Form, no claim by the Supplier will be allowed for any addition to the Contract Price on the grounds of any matter relating to any document forming part of the Framework Agreement, the Contract or the Order Form or any ambiguity or discrepancy therein on which an experienced Supplier could have satisfied himself by reference to the Customer or any other appropriate means.

20. PAYMENT AND VAT

- 20.1 The Customer shall pay all sums due to the Supplier in cleared funds within thirty (30) days of a valid undisputed invoice, submitted in accordance with the payment profile set out in the Order Form.
- 20.2 The Supplier shall ensure that each invoice contains all appropriate references and a detailed breakdown of the Services supplied and that it is supported by any other documentation reasonably required by the Customer to substantiate the invoice.
- 20.3 Where the Supplier enters into a sub-contract with a supplier for the purpose of performing its obligations under the Contract, it shall ensure that a provision is included in such a sub-contract which requires payment to be made of all sums due by the Supplier to the sub-contractor within a specified period not exceeding thirty (30) days of a valid undisputed invoice, as defined by the sub-contract requirements.
- 20.4 The Supplier shall add VAT to the Contract Price at the prevailing rate as applicable.
- 20.5 The Supplier shall indemnify YPO and the Customer on a continuing basis against any liability, including any interest, penalties or costs incurred which is levied, demanded or assessed on YPO and/or the Customer at any time in respect of the Supplier's failure to account for or to pay any VAT relating to payments made to the Supplier under the Contract. Any amounts due under this Clause 20.5 shall be paid by the Supplier to the Customer not less than five (5) Working Days before the date upon which the tax or other liability is payable by the Customer.
- 20.6 The Supplier shall not suspend the supply of the Services unless the Supplier is entitled to terminate the Contract under Clause 51 for failure to pay undisputed sums of money.

21. SET OFF

21.1 The Supplier shall not be entitled to retain or set-off any amount due to the Customer by it but the Customer may retain or set-off any amount owed to it by the Supplier under this Contract which has fallen due and payable against any amount due to the Supplier under this Contract.

21.2 If the payment or deduction of any amount referred to in Clause 21.1 is disputed then any undisputed element of that amount shall be paid and the disputed element shall be dealt with in accordance with the Dispute Resolution Procedure.

22. RECOVERY OF SUMS DUE

22.1 Wherever under the Contract any sum of money is recoverable from or payable by the Supplier (including any sum which the Supplier is liable to pay to the Customer in respect of any breach of the Contract), the Customer may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Supplier under the Contract or under any other agreement or contract with the Customer.

22.2 Any overpayment by either Party, whether of the Contract Price or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.

22.3 The Supplier shall make any payments due to the Customer without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Supplier has a valid court order requiring an amount equal to such deduction to be paid by the Customer to the Supplier.

22.4 All payments due shall be made within a reasonable time unless otherwise specified in the Contract, in cleared funds, to such bank or building society account as the recipient Party may from time to time direct.

23. NOT USED

STATUTORY OBLIGATIONS AND REGULATIONS

24. PREVENTION OF BRIBERY AND CORRUPTION

24.1 The Supplier:

24.1.1 has not, will not, and will procure that its Staff have not, and will not commit a Prohibited Act in connection with this Contract;

24.1.2 has not given and will not give any fee or reward to any person which it is an offence under Section 117(2) of the Local Government Act 1972 or the Bribery Act 2010

24.1.3 warrants, represents and undertakes that it is not aware of any financial or other advantage being given to any person working for or engaged by YPO or the Customer or that a contract has been reached to that effect in connection with the securing or execution of this Contract, or any other contract with YPO or the Customer, excluding any arrangements of which full details have been disclosed in writing to YPO and/or the Customer prior to the execution of this Contract

24.2 The Supplier will upon request provide the Customer with all reasonable assistance to enable the Customer to perform any activity required for the purposes of complying with the Bribery Act 2010, as may be required of the Customer by any relevant government or agency in any relevant jurisdiction. Should the Customer request such assistance the Customer shall pay the reasonable expenses of the Supplier arising as a result

24.3 The Supplier will provide to the Customer certification (if requested to do so), in writing in such form as may be provided by the Customer, to be signed by an officer of the Supplier, of the compliance with this Clause 24 by:

24.3.1 the Supplier and

- 24.3.2 all persons associated with the Supplier; and
- 24.3.3 any other persons who are supplying Services in connection with this Contract.
- 24.4 Certification (if requested) will be provided by the Customer within fifteen (15) Working Days of the Commencement Date and annually thereafter for the Term. The Supplier will provide any evidence of compliance as may reasonably be requested by the Customer.
- 24.5 The Supplier will have in place an anti-bribery policy for the purpose of preventing any of its staff from committing any Prohibited Act. Such policy shall be disclosed to the Customer and enforced by the Supplier where appropriate.
- 24.6 Should the Supplier become aware of or suspect any breach of Clause 24.1 it will notify the Customer immediately.
- 24.7 Following notification under Clause 24.6 the Supplier will respond promptly and fully to the enquiries of the Customer, cooperate with any investigation undertaken by the Customer and allow the Customer to audit any books, records and other relevant documentation. The Supplier's obligations under this Clause 24.7 shall survive the expiry or termination of this Contract for a further period of six (6) years.
- 24.8 The Customer may recover in full from the Supplier and the Supplier shall indemnify the Customer in full from and against any other loss sustained by the Customer in consequence of any breach of this Clause 24, whether or not the Contract has been terminated.
- 24.9 The Customer may terminate this Contract and any Order immediately upon serving written notice if the Supplier or its Staff whether or not acting with the Supplier's knowledge, breaches Clause 24. Before exercising its right of termination under this Clause 24.9 the Customer will give all due consideration to other action beside termination unless the Prohibited Act is committed by:
- 24.9.1 the Supplier or a senior officer of the Supplier; or
- 24.9.2 a member of Staff who is not acting independently of the Supplier. The expression 'not acting independently of' (when used in relation to the Supplier or its Staff) means and shall be construed as acting;
- (a) with the authority of; or
- (b) with the actual knowledge; of any one or more of the Supplier's or Staff (as applicable) directors or partners or
- (c) in circumstances where any one or more of the directors (or partners) of the Supplier or its Staff (as applicable) ought reasonably to have had knowledge
- 24.10 Any notice of termination by the Customer under Clause 24.9 must specify:
- 24.10.1 The nature of the Prohibited Act; and
- 24.10.2 The identity of the person whom the Customer believes has committed the Prohibited Act; and
- 24.10.3 The date on which the Contract will terminate
- 24.11 In the event of any breach of Clause 24 the Customer is entitled to recover from the Supplier the value of any gift, consideration or commission.
- 24.12 Notwithstanding Clause 60 any dispute relating to:
- 24.12.1 the interpretation of this Clause 24 or

24.12.2 the amount or value of any gift, consideration, commission or other financial advantage shall be determined by the Customer and its decision shall be final and conclusive

24.13 Termination under Clause 24.9 will:

24.13.1 Be without prejudice to any right or remedy which has already accrued or subsequently accrues to the Customer under this Contract;

24.13.2 prohibit the Supplier from claiming any damages for early termination;

24.13.3 allow the Customer to recover from the Supplier the amount of any loss suffered by the Customer resulting from the termination; and

24.13.4 entitle the Customer to be indemnified by the Supplier for any additional costs losses, damages or expenses incurred in re-procuring and obtaining the Services from another party.

25. DISCRIMINATION

25.1 The Supplier shall not unlawfully discriminate within the meaning and scope of any Law, enactment, order or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise).

25.2 The Supplier shall take all reasonable steps to secure the observance of Clause 25.1 by all its Staff and servants, employees, or agents of the Supplier and all suppliers and Staff employed in the execution of the Contract.

26. THE CONTRACTS (RIGHTS OF THIRD PARTYS) ACT 1999

26.1 A person who is not a Party to the Contract has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of the Parties, but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act and does not apply to the Crown.

27. ENVIRONMENTAL REQUIREMENTS

27.1 The Supplier shall, when working on the Premises, perform its obligations under the Contract in accordance with the Customer's environmental policy, which is to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.

28. HEALTH AND SAFETY

28.1 The Supplier shall promptly notify the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Contract. The Customer shall promptly notify the Supplier of any health and safety hazards which may exist or arise at the Premises, and which may affect the Supplier in the performance of its obligations under the Contract.

28.2 While on the Premises, the Supplier shall comply with any health and safety measures implemented by the Customer in respect of Staff and other persons working there.

28.3 The Supplier shall notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Contract on the Premises where that incident causes any personal injury or damage to property which could give rise to personal injury.

28.4 The Supplier shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which

may apply to Staff and other persons working on the Premises in the supply of the Services under the Contract.

- 28.5 The Supplier shall ensure that its health and safety policy statement (as required by the Health and Safety at Work etc Act 1974) is made available to the Customer on request.

PROTECTION OF INFORMATION

29. DATA PROTECTION

- 29.1 Both Parties will comply with all applicable requirements of the Data Protection Legislation. Clause 29 is in addition to, and does not relieve, remove, or replace a Party's obligations or rights under the Data Protection Legislation.
- 29.2 For the purposes of this Contract, the Parties acknowledge that they are Data Controllers and as such will enter into a Data Sharing Agreement in the form set out at Appendix 5.

30. FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION REGULATIONS

- 30.1 The Supplier acknowledges that the Customer is subject to the requirements of the FOIA and the EIR and shall assist and cooperate with the Customer to enable them to comply with its Information disclosure obligations.
- 30.2 The Supplier shall and shall procure that its Staff shall:
- 30.2.1 transfer to the Customer all Requests for Information that it receives as soon as practicable and in any event within two (2) Working Days of receiving a Request for Information;
 - 30.2.2 provide the Customer with a copy of all Information in its possession or power in the form that the Customer requires within five (5) Working Days (or such other period as the Customer may specify) of the Customer's request; and
 - 30.2.3 provide all necessary assistance as reasonably requested by the Customer to enable the Customer to respond to the Request for Information within the time for compliance set out in Section 10 of the FOIA or Regulation 5 of the EIR.
- 30.3 The Customer shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Contract or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA or the EIR.
- 30.4 In no event shall the Supplier respond directly to a Request for Information unless expressly authorised to do so by the Customer.
- 30.5 The Supplier acknowledges that (notwithstanding the provisions of Clause 30.2) the Customer may, acting in accordance with the Secretary of State for Constitutional Affairs Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 (the "**Code**"), be obliged under the FOIA, or the EIR to disclose information concerning the Supplier of the Services:
- 30.5.1 in certain circumstances without consulting the Supplier; or
 - 30.5.2 following consultation with the Supplier and having taken their views into account;
 - 30.5.3 provided always that where Clause 30.2 applies the Customer shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Supplier advanced notice, or failing that, to draw the disclosure to the Supplier's attention after any such disclosure.

- 30.6 The Supplier shall ensure that all Information is retained for disclosure and shall permit the Customer to inspect such records as requested from time to time.
- 30.7 The Supplier acknowledges that the Commercially Sensitive Information (where supplied) is of indicative value only and that the Customer may be obliged to disclose it in accordance with Clause 30.5.

31. OFFICIAL SECRETS ACTS 1911 TO 1989, SECTION 182 OF THE FINANCE ACT 1989

- 31.1 The Supplier shall comply with and shall ensure that its Staff comply with, the provisions of:
- 31.1.1 the Official Secrets Acts 1911 to 1989; and
 - 31.1.2 Section 182 of the Finance Act 1989
- 31.2 In the event that the Supplier or its Staff fail to comply with this Clause, the Customer reserves the right to terminate the Contract by giving notice in writing to the Supplier.

32. CONFIDENTIAL INFORMATION

- 32.1 Except to the extent set out in this clause or where disclosure is expressly permitted elsewhere in this Contract, each Party shall:
- 32.1.1 treat the other Party's Confidential Information as confidential and safeguard it accordingly; and
 - 32.1.2 not disclose the other Party's Confidential Information to any other person without the owner's prior written consent.
- 32.2 Clause 32.1 shall not apply to the extent that:
- 32.2.1 such disclosure is a requirement of Law placed upon the Party making the disclosure, including any requirements for disclosure under the FOIA or the EIR pursuant to Clause 36 ;
 - 32.2.2 such information was in the possession of the Party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
 - 32.2.3 such information was obtained from a third party without obligation of confidentiality;
 - 32.2.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of this Contract; or
 - 32.2.5 it is independently developed without access to the other party's Confidential Information.
- 32.3 The Supplier may only disclose the Customer's Confidential Information to its Staff who are directly involved in the provision of the Services and who need to know the information and shall ensure that such Staff are aware of and shall comply with these obligations as to confidentiality.
- 32.4 The Supplier shall not, and shall procure that its Staff do not, use any of the Customer's Confidential Information received otherwise than for the purposes of this Contract
- 32.5 At the written request of the Customer, the Supplier shall procure that those members of the Staff identified in the Customer's notice signs a confidentiality undertaking prior to commencing any work in accordance with this Contract.
- 32.6 Nothing in this Contract shall prevent the Customer from disclosing the Supplier's Confidential Information:

- 32.6.1 to any Crown Body or any other Contracting Authority. All Crown Bodies or Contracting Authorities receiving such Confidential Information shall be entitled to further disclose the Confidential Information to other Crown Bodies or other Contracting Authorities on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any Crown Body or any Contracting Authority;
 - 32.6.2 to any consultant, supplier or other person engaged by the Customer or any person conducting a gateway review;
 - 32.6.3 for the purpose of the examination and certification of the Customer's accounts;
 - 32.6.4 for any examination pursuant to Section 6(1) of the National Audit Act 1983 or any relevant Law making similar provision with regard to the Customer of the economy, efficiency and effectiveness with which the Customer has used its resources.
- 32.7 The Customer shall use all reasonable endeavours to ensure that any government department, Contracting Authority, employee, third party or sub-contractor to whom the Suppliers Confidential Information is disclosed pursuant to Clause 32.6 is made aware of the Customer's obligations of confidentiality.
- 32.8 Nothing in this Clause 32 shall prevent either Party from using any techniques, ideas or know-how gained during the performance of the Contract in the course of its normal business to the extent that this use does not result in a disclosure of the other Party's Confidential Information or an infringement of Intellectual Property Rights.
- 32.9 The Supplier shall not without the prior written consent of the Customer divulge the existence of the Contract or any Order or disclose any information relating to or contained in the Contract to any person who is not engaged in the performance of the Contract.
- 32.10 In the event that the Supplier fails to comply with this Clause 32 the Customer reserves the right to terminate the Contract by notice in writing with immediate effect.
- 32.11 The provisions of this Clause 32 shall apply notwithstanding termination of the Contract.

33. PUBLICITY, MEDIA AND OFFICIAL ENQUIRIES

- 33.1 The Supplier shall not make any press announcements or publicise the Contract in any way without the Customer's prior Approval and shall take reasonable steps to ensure that its Staff comply with this Clause 33.1.
- 33.2 The Customer shall be entitled to publicise the Contract in accordance with any legal obligation upon the Customer, including any examination of the Contract by the Auditor.
- 33.3 The Suppliers shall not do anything or cause anything to be done, which may damage the reputation of the Customer or bring the Customer into disrepute.

34. SECURITY

- 34.1 The Customer shall be responsible for maintaining the security of the premises in accordance with its standard security requirements. The Suppliers shall comply with all reasonable security requirements of the Customer while on the premises and shall ensure that all Staff comply with such requirements.
- 34.2 The Customer shall provide to the Supplier upon request copies of its written security procedures and shall afford the Supplier upon request an opportunity to inspect its physical security arrangements.

35. INTELLECTUAL PROPERTY RIGHTS

- 35.1 Save as granted elsewhere under the Contract, neither the Customer nor the Supplier shall acquire any right, title or interest in the other's Pre-Existing IPR.
- 35.2 The Supplier shall not, and shall procure that the Staff shall not, (except when necessary for the performance of the Contract) without prior Approval, use or disclose any Customer Pre-Existing IPR or the Project Specific IPRs to any third party.
- 35.3 All title to and all rights and interest in the Project Specific IPRs shall vest in the Customer. The Supplier hereby assigns to the Customer, with full title guarantee, title to and all rights and interest in the Project Specific IPRs and/or shall procure that the first owner of the Project Specific IPRs also does so.
- 35.4 The assignment under Clause 35.3 shall either take effect on the date of the Contract or as a present assignment of future rights that will take effect immediately on the coming into existence of the relevant Project Specific IPRs, as appropriate.
- 35.5 The Supplier shall waive or procure a waiver of any moral rights in any copyright works assigned to the Customer under the Contract.
- 35.6 If requested to do so by the Customer, the Supplier shall without charge to the Customer execute all documents and do all such further acts as the Customer may require to perfect the assignment under Clause 35.3 or shall procure that the owner of the Project Specific IPRs does so on the same basis.
- 35.7 The Customer hereby grants to the Supplier a non-exclusive, revocable, non-assignable licence to use the Customer Pre-Existing IPR and the Project Specific IPRs during the Contract Period for the sole purpose of enabling the Supplier to supply the Services and/or supply the Deliverables.
- 35.8 Prior to using any third party Intellectual Property Rights, the Supplier shall obtain the Approval of the Customer. The Supplier shall provide the Customer with details of any third party licence required by the Supplier and/or the Customer in order for the Supplier to carry out its obligations under the Contract using the third party Intellectual Property Rights. The Customer reserves the right to withhold Approval in the event that it does not agree to the terms of the third party licence or where any additional charges will be incurred
- 35.9 Where the Supplier is granted Approval by the Customer to use the third party rights, the Supplier shall procure that the owner of third party rights grants to the Customer a licence upon the terms informed to the Customer when seeking the Approval.
- 35.10 The Supplier shall, during and after the Contract Period, indemnify and keep indemnified and hold the Customer harmless from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Customer may suffer or incur as a result of any claim that the performance by the Supplier of the Services and/or supply of the Deliverables and/or the possession or use by the Customer of the Deliverables infringes or allegedly infringes a third party's Intellectual Property Rights (the "**Claim**") except where the Claim arises from:
- 35.10.1 items or materials based upon designs supplied by the Customer; or
- 35.10.2 the use of data supplied by the Customer which is not required to be verified by the Supplier under any provision of the Contract.
- 35.11 The Customer shall notify the Supplier in writing of the Claim and the Customer shall not make any admissions which may be prejudicial to the defence or settlement of the Claim. The Supplier shall at its own expense conduct all negotiations and any litigation arising in connection with the Claim provided always that the Supplier:
- 35.11.1 shall consult the Customer on all substantive issues which arise during the conduct of such litigation and negotiations;

- 35.11.2 shall take due and proper account of the interests of the Customer; and
- 35.11.3 shall not settle or compromise the Claim without the Customer's prior Approval (not to be unreasonably withheld or delayed).
- 35.12 If a Claim is made in connection with the Contract or in the reasonable opinion of the Supplier is likely to be made, the Supplier shall immediately notify the Customer and, at its own expense and subject to the consent of the Customer (not to be unreasonably withheld or delayed), use its best endeavours to: -
- 35.12.1 modify the relevant part of the Services or the Deliverables without reducing the performance or functionality of the same, or substitute alternative services or deliverables of equivalent performance and functionality, so as to avoid the infringement or the alleged infringement, provided that the provisions herein shall apply with any necessary changes to such modified services or deliverables or to the substitute services or deliverables; or
- 35.12.2 procure a licence to use and supply the Services or the Deliverables, which are the subject of the alleged infringement, on terms which are acceptable to the Customer,
- 35.13 In the event that the Supplier is unable to comply with Clauses 35.12.1 or 35.12.2 within twenty (20) Working Days of receipt of the Supplier's notification the Customer may terminate the Contract with immediate effect by notice in writing and the Supplier shall, upon demand, refund the Customer with all monies paid in respect of the Services or Deliverable that is subject to the Claim.
- 35.14 In the event that a modification or substitution in accordance with Clause 35.12.1 is not possible so as to avoid the infringement, or the Supplier has been unable to procure a licence in accordance with Clause 35.12.2 the Customer shall be entitled to delete the relevant Service from the Contract and/or terminate the Contract with immediate effect.
- 35.15 This Clause 35 sets out the entire financial liability of the Supplier with regard to the infringement of any Intellectual Property Rights as a result of the provision of the Services and/or the provision of the Deliverables hereunder. This shall not affect the Supplier's financial liability for other Defaults or causes of action that may arise hereunder.

36. RECORDS AND AUDIT ACCESS

- 36.1 The Supplier shall keep and maintain until six (6) years after the date of termination or expiry (whichever is the earlier) of the Contract (or as long a period as may be agreed between the Parties), full and accurate records and accounts of the operation of the Contract including, the Services supplied under it, the Call-Off Contracts entered into with YPO and each individual customer and the amounts paid by each Contracting Authority.
- 36.2 The Supplier shall keep the records and accounts referred to in Clause 36.1 above in accordance with good accountancy practice.
- 36.3 The Supplier shall on request provide such records and accounts (together with copies of the Supplier's published accounts) during the Contract Period and for a period of six (6) years after the expiry of the Contract Period to the Customer, the Customer's representatives and/or the Auditor as may be required from time to time.
- 36.4 The Customer shall use reasonable endeavours to ensure that each audit does not unreasonably disrupt the Supplier or delay the provision or supply of Services save insofar as the Supplier accepts and acknowledges that control over the conduct of audits carried out by the Auditor is outside of the control of the Customer.
- 36.5 Subject to the Customer's rights of Confidential Information, the Supplier shall on demand provide the Auditors with all reasonable co-operation and assistance in relation to each audit, including: -
- 36.5.1 all information requested by the Customer within the scope of the audit;

36.5.2 reasonable access to sites controlled by the Supplier and to Equipment used in the provision of the Services; and

36.5.3 access to the Staff.

36.6 The Parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this Clause 36, unless the audit reveals a Material Default by the Supplier in which case the Supplier shall reimburse the Customer for the Customer's reasonable costs incurred in relation to the audit.

CONTROL OF THE CONTRACT

37. TRANSFER AND SUB-CONTRACTING

37.1 The Supplier shall not assign, novate, sub-contract or in any other way dispose of the Contract or any part of it without prior Approval. Sub-contracting any part of the Contract shall not relieve the Supplier of any obligation or duty attributable to the Supplier under the Contract.

37.2 The Supplier shall be responsible for the acts and omissions of its sub-contractors as though they are the actions and or omissions of its own Staff.

37.3 Where the Customer has consented to the placing of sub-contracts, copies of each sub-contract shall, at the request of the Customer, be sent by the Supplier to the Customer as soon as reasonably practicable.

37.4 Subject to Clause 37.6, the Customer may assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof to:

37.4.1 any Contracting Authority; or

37.4.2 any other Authority established by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Customer; or

37.4.3 any private sector Authority which substantially performs the functions of the Customer

provided that any such assignment, novation or other disposal shall not increase the burden of the Supplier's obligations under the Contract.

37.5 Any change in the legal status of the Customer such that it ceases to be a Contracting Authority shall not, subject to Clause 37.6, affect the validity of the Contract. In such circumstances, the Contract shall bind and inure to the benefit of any successor Authority to the Customer.

37.6 If the rights and obligations under the Contract are assigned, novated or otherwise disposed of pursuant to Clause 37.4 to a Authority which is not a Contracting Authority or if there is a change in the legal status of the Customer such that it ceases to be a Contracting Authority (in the remainder of this clause both such Authorities being referred to as the "**Transferee**"):

37.6.1 the rights of termination of the Customer in Clause 51 shall be available to the Supplier in the event of, respectively, the bankruptcy or insolvency, or Default of the Transferee; and

37.6.2 the Transferee shall only be able to assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof with the previous consent in writing of the Supplier.

37.7 The Customer may disclose to any Transferee any Confidential Information of the Supplier which relates to the performance of the Supplier's obligations under the Contract. In such circumstances the Customer shall authorise the Transferee to use such Confidential Information only for purposes relating to the performance of the Supplier's obligations under the Contract and for no other purposes and shall take all reasonable steps to ensure that the Transferee gives a Confidential Information undertaking in relation to such Confidential Information.

37.8 Each Party shall at its own cost and expense carry out or use all reasonable endeavours to ensure the carrying out of, whatever further actions (including the execution of further documents) the other Party reasonably requires from time to time for the purpose of giving that other Party the full benefit of the provisions of the Contract.

38. WAIVER

38.1 The failure of either Party to insist upon strict performance of any provision of the Contract, or the failure of either Party to exercise, or any delay in exercising, any right or remedy shall not constitute a waiver of that right or remedy and shall not cause a diminution of the obligations established by the Contract.

38.2 No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party in writing in accordance with Clause 8.

38.3 A waiver of any right or remedy arising from a breach of the Contract shall not constitute a waiver of any right or remedy arising from any other or subsequent breach of the Contract.

39. VARIATION

39.1 Subject to the provisions of this Clause 39.1, the Customer may request a variation to Services ordered provided that such variation does not amount to a material change to the Order. Such a change is hereinafter called a "**Variation**".

39.2 The Customer may request a Variation by completing and sending the Call-Off Terms and Conditions Variation form attached at Appendix 4 ("**the Variation Form**") to the Supplier giving sufficient information for the Supplier to assess the extent of the Variation and any additional cost that may be incurred. The Supplier shall respond to a request for a Variation within the time limits specified in the Variation Form. Such time limits shall be reasonable having regard to the nature of the Order.

39.3 In the event that the Supplier is unable to provide the Variation to the Services or where the Parties are unable to agree a change to the Contract Price, the Customer may:

39.3.1 agree to allow the Supplier to continue to perform their obligations under the Contract without the Variation; or

39.3.2 terminate the Contract with immediate effect, except where the Supplier has already delivered part or all of the Order in accordance with the Order Form or where the Supplier can show evidence of substantial work being carried out to fulfil the Order, and in such a case the Parties shall attempt to agree upon a resolution to the matter. Where a resolution cannot be reached, the matter shall be dealt with under the Dispute Resolution Procedure detailed at Clause 60.

39.3.3 If the Parties agree the Variation and any variation in the Contract Price, the Supplier shall carry out such Variation and be bound by the same provisions so far as is applicable, as though such Variation was stated in the Contract.

40. SEVERABILITY

40.1 If any provision of the Contract is held invalid, illegal or unenforceable for any reason, such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if the Contract had been executed with the invalid, illegal or unenforceable provision eliminated.

40.2 In the event of a holding of invalidity so fundamental as to prevent the accomplishment of the purpose of the Contract, the Customer and the Supplier shall immediately commence good faith negotiations to remedy such invalidity.

41. NOT USED

42. REMEDIES IN THE EVENT OF INADEQUATE PERFORMANCE OF THE SERVICES

- 42.1 Where a complaint is received about the manner in which any Services have been supplied or work has been performed or about the materials or procedures used or about any other matter connected with the performance of the Supplier's obligations under the Contract, then the Customer shall take all reasonable steps to investigate the complaint. The Customer may, in its sole discretion, uphold the complaint, or take further action in accordance with Clause 51 of the Contract.
- 42.2 In the event that the Customer is of the reasonable opinion that there has been a material breach of the Contract by the Supplier, then the Customer may, without prejudice to its rights under Clause 51, do any of the following:
- 42.2.1 without terminating the Contract, itself supply or procure the supply of all or part of the Services until such time as the Supplier shall have demonstrated to the reasonable satisfaction of the Customer that the Supplier will once more be able to supply all or such part of the Services in accordance with the Contract;
 - 42.2.2 without terminating the whole of the Contract, terminate the Contract in respect of part of the Services only (whereupon a corresponding reduction in the Contract Price shall be made) and thereafter itself supply or procure a third party to supply such part of the Services;
 - 42.2.3 terminate, in accordance with Clause 51, the whole of the Contract; and/or
 - 42.2.4 charge the Supplier for and the Supplier shall pay any costs reasonably incurred by the Customer (including any reasonable administration costs) in respect of the supply of any part of the Services by the Customer or a third party to the extent that such costs exceed the payment which would otherwise have been payable to the Supplier for such part of the Services and provided that the Customer uses its reasonable endeavours to mitigate any additional expenditure in obtaining replacement Services.
- 42.3 If the Supplier fails to supply any of the Services in accordance with the provisions of the Contract and such failure is capable of remedy, then the Customer shall instruct the Supplier to remedy the failure and the Supplier shall at its own cost and expense remedy such failure (and any damage resulting from such failure) within ten (10) Working Days of the Customer's instructions or such other period of time as the Customer may direct.
- 42.4 In the event that the Supplier:
- 42.4.1 fails to comply with Clause 42.3 above and the failure is materially adverse to the interests of the Customer or prevents the Customer from discharging a statutory duty; or
 - 42.4.2 persistently fails to comply with Clause 42.3 above
- the Customer may terminate the Contract with immediate effect by giving the Supplier notice in writing.

43. LIQUIDATED DAMAGES

NOT USED

44. CUMULATIVE REMEDIES

- 44.1 Except as otherwise expressly provided by the Contract, all remedies available to either Party for breach of the Contract are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

45. MONITORING OF CONTRACT PERFORMANCE

- 45.1 The Supplier shall comply with the monitoring arrangements set out in the Order Form including, providing such data and information as the Supplier may be required to produce under the Contract.

LIABILITIES

46. LIABILITY, INDEMNITY AND INSURANCE

- 46.1 Nothing in the Contract shall be construed to limit or exclude either Party's liability for:
- 46.1.1 death or personal injury caused by its negligence or that of its Staff;
 - 46.1.2 Fraud or fraudulent misrepresentation by it or that of its Staff; and
 - 46.1.3 any breach of any obligations implied by Section 12 of the Sale of Goods and/or Services Act 1979.
- 46.2 Subject to Clause 46.3 and Clause 46.4, the Supplier shall indemnify and keep indemnified the Customer in full from and against all claims, proceedings, actions, damages, costs, expenses and any other liabilities which may arise out of, or in consequence of, the supply, or late or purported supply, of the Services by the Supplier of its obligations under the Contract or the presence of the Supplier or any Staff on the Premises, including in respect of any death or personal injury, loss of or damage to property, financial loss arising from any advice given or omitted to be given by the Supplier, or any other loss which is caused directly or indirectly by any act or omission of the Supplier. The Supplier shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Customer or by breach by the Customer of its obligations under the Contract.
- 46.3 Subject always to Clause 46.4 and Clause 46.5, the liability of either Party for defaults shall be subject to the following financial limits:
- 46.3.1 the aggregate liability of either Party for all defaults resulting in direct loss of or damage to the property of the other under or in connection with the Contract shall in no event exceed £10 million; and
 - 46.3.2 the annual aggregate liability under the Contract of either Party for all defaults shall in no event exceed 125% of the Contract Price payable by the Customer to the Supplier in the year in which the liability arises.
- 46.4 Subject to Clause 46.1, in no event shall either Party be liable to the other for any:
- 46.4.1 loss of profits;
 - 46.4.2 loss of business;
 - 46.4.3 loss of revenue;
 - 46.4.4 loss of or damage to goodwill;
 - 46.4.5 loss of savings (whether anticipated or otherwise); and/or
 - 46.4.6 any indirect or consequential loss or damage
- 46.5 The Customer may, amongst other things, recover as a direct loss:
- 46.5.1 any additional operational and/or administrative expenses arising from the Supplier's default;
 - 46.5.2 any wasted expenditure or charges rendered unnecessary and/or incurred by the Customer arising from the Supplier's default; and

- 46.5.3 the additional cost of procuring replacement Services for the remainder of the Contract Period following termination of the Contract as a result of a default by the Supplier.
- 46.6 Nothing in the Contract shall impose any liability on the Customer in respect of any liability incurred by the Supplier to any other person, but this shall not be taken to exclude or limit any liability of the Customer to the Supplier that may arise by virtue of either a breach of the Contract or by negligence on the part of the Customer, or the Customer's employees, servants or agents.
- 46.7 The Supplier shall affect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of risks which may be incurred by the Supplier, arising out of the Supplier's performance of its obligations under the Contract, including death or personal injury, loss of or damage to property or any other loss. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Supplier.
- 46.8 The Supplier shall affect and maintain, where required, the following insurances in relation to the performance of the Contract: -
- 46.8.1 public liability with cover (for a single event or a series of related events) of not less than five million pounds (£5,000,000), or such higher limit as the Customer may reasonably require from time to time;
 - 46.8.2 employers' liability insurance with cover (for a single event or a series of related events) of not less than five million pounds (£5,000,000), or such higher limit as the Customer may reasonably require (and as required by Law) from time to time;
 - 46.8.3 in respect of Services and/or Associated Services provided under Lot 1, medical malpractice insurance with cover (for a single event or series of related events) of not less than two million pounds (£2,000,000), or such higher limit as the Customer may reasonably require; and
 - 46.8.4 where applicable, in respect of Services and/or Associated Services provided under Lot 2, medical malpractice insurance with an appropriate level of cover sufficient to cover risks which may be incurred by the Supplier, or such higher limit as the Customer may reasonably require
- 46.9 Any excess or deductibles under such insurance (referred to in this Clause 46 and Clause 47) shall be the sole and exclusive responsibility of the Supplier.
- 46.10 The Supplier shall give the Customer, on request, copies of all insurance policies referred to in this clause or a broker's verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.
- 46.11 If, for whatever reason, the Supplier fails to give effect to and maintain the insurances required by the provisions of the Contract the Customer may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Supplier.
- 46.12 The provisions of any insurance or the amount of cover shall not relieve the Supplier of any liabilities under the Contract. It shall be the responsibility of the Supplier to determine the amount of insurance cover that will be adequate to enable the Supplier to satisfy any liability referred to in Clause 46.
- 46.13 The Supplier shall maintain the insurances referred to in this Clause 46 above for the Contract Period and for a minimum of six (6) years following expiry or earlier termination of the Contract.

47. PROFESSIONAL INDEMNITY (IF APPLICABLE)

- 47.1 The Supplier shall affect and maintain a professional indemnity insurance policy during the Contract Period and shall ensure that all agents, professional consultants and sub-contractors

involved in the supply of the Services effect and maintain appropriate professional indemnity insurance during the Contract Period. To comply with its obligations under this Clause and as a minimum, the Supplier shall ensure professional indemnity insurance held by the Supplier and by any agent, sub-contractor or consultant involved in the supply of the Services has cover (for a single event or series of related events) of not less than five million pounds (£5,000,000) or such higher limit as the Customer may reasonably require (and as required by Law) from time to time. Such insurance shall be maintained for the Contract Period and for a minimum of 6 (six) years following the expiration or earlier termination of the Contract.

48. TAXATION, NATIONAL INSURANCE AND EMPLOYMENT LIABILITY

48.1 The Parties acknowledge and agree that the Contract constitutes a contract for the provision of Services and not a contract of employment. The Supplier shall at all times indemnify the Customer and keep the Customer indemnified in full from and against all claims, proceedings, actions, damages, costs, expenses, liabilities and demands whatsoever and howsoever arising by reason of any circumstances whereby the Customer is alleged or determined to have been assumed or imposed with the liability or responsibility for the Staff (or any of them) as an employer of the Staff and/or any liability or responsibility to HM Revenue or Customs as an employer of the Staff whether during the Contract Period or arising from termination or expiry of the Contract.

49. WARRANTIES AND REPRESENTATIONS

49.1 The Supplier warrants and represents that:

49.1.1 it has full capacity and authority and all necessary consents (including where its procedures so require, the consent of its Parent Company) to enter into and perform its obligations under the Contract;

49.1.2 the Contract is executed by a duly authorised representative of the Supplier;

49.1.3 in entering the Contract it has not committed any Fraud;

49.1.4 as at the Commencement Date, all information, statements and representations contained in the Tender response for the Services are true, accurate and not misleading save as may have been specifically disclosed in writing to the Customer prior to execution of the Contract and it will advise the Customer of any fact, matter or circumstance of which it may become aware which would render any such information, statement or representation to be false or misleading;

49.1.5 no claim is being asserted and no litigation, arbitration or administrative proceeding is presently in progress or, to the best of its knowledge and belief, pending or threatened against it or its assets which will or might affect its ability to perform its obligations under the Contract;

49.1.6 it is not subject to any contractual obligation, compliance with which is likely to have an adverse effect on its ability to perform its obligations under the Contract;

49.1.7 no proceedings or other steps have been taken and not discharged (nor, to the best of its knowledge, are threatened) for the winding up of the Supplier or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar officer in relation to any of the Supplier's assets or revenue;

49.1.8 it owns, has obtained or is able to obtain valid licences for all Intellectual Property Rights that are necessary for the performance of its obligations under the Contract;

49.1.9 the Services shall be provided by appropriately experienced, qualified and trained Staff with all due skill, care and diligence;

49.2 In the three (3) years prior to the date of the Contract:

- 49.2.1 it has conducted all financial accounting and reporting activities in compliance in all material respects with the generally accepted accounting principles that apply to it in any country where it files accounts;
- 49.2.2 it has been in full compliance with all applicable securities and tax laws and regulations in the jurisdiction in which it is established; and
- 49.2.3 it has not done or omitted to do anything which could have an adverse effect on its assets, financial condition or position as an ongoing business concern or its ability to fulfil its obligations under the Contract.

DEFAULT, DISRUPTION, SUSPENSION AND TERMINATION

50. SUSPENSION

- 50.1 Without prejudice to the Customer's right to terminate the Contract in Clause 51 below, the Customer may suspend the Supplier's appointment to supply Services by giving notice in writing to the Supplier. If the Customer provides notice to the Supplier in accordance with this Clause 50, the Supplier's appointment shall be suspended for the period set out in the notice or such other period notified to the Supplier by the Customer in writing from time to time.
- 50.2 A Supplier's appointment may be suspended to allow YPO and/or a Customer the opportunity to investigate any incidents or complaints that may have arisen relating to the provision of Services under this Contract. Should this occur, the Supplier will be suspended (at no cost to YPO or the Customer) whilst investigations take place. Any Orders already placed during this period shall be put on hold pending the outcome.
- 50.3 Following suspension of a Supplier's appointment under this Clause 50 the Supplier will be informed of the outcome as soon as possible and be advised whether or not they the Contract has been terminated with immediate effect.

51. TERMINATION

Termination - Insolvency and Change of Control

- 51.1 The Customer may terminate the Contract with immediate effect by giving notice in writing where the Supplier is a company and in respect of the Supplier:
 - 51.1.1 a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme or arrangement with, or assignment for the benefit of, its creditors;
 - 51.1.2 a shareholders' meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation);
 - 51.1.3 a petition is presented for its winding up (which is not dismissed within fourteen (14) days of its service) or an application is made for the appointment of a provisional liquidator or a creditors' meeting is convened pursuant to Section 98 of the Insolvency Act 1986;
 - 51.1.4 a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets;
 - 51.1.5 an application order is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given;
 - 51.1.6 it is or becomes insolvent within the meaning of Section 123 of the Insolvency Act 1986;

- 51.1.7 being a "small company" within the meaning of Section 382 of the Companies Act 2006 a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
- 51.1.8 any event similar to those listed in Clause 51.1 occurs under the law of any other jurisdiction.
- 51.2 The Customer may terminate the Contract with immediate effect by notice in writing where the Supplier is an individual and:
- 51.2.1 an application for an interim order is made pursuant to Sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, the Supplier's creditors;
- 51.2.2 a petition is presented and not dismissed within fourteen (14) days or order made for the Supplier's bankruptcy;
- 51.2.3 a receiver, or similar officer is appointed over the whole or any part of the Supplier's assets or a person becomes entitled to appoint a receiver, or similar officer over the whole or any part of his assets;
- 51.2.4 the Supplier is unable to pay his debts or has no reasonable prospect of doing so, in either case within the meaning of Section 268 of the Insolvency Act 1986;
- 51.2.5 a creditor or encumbrance attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the Supplier's assets and such attachment or process is not discharged within fourteen (14) days;
- 51.2.6 he dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Health Act 1983; or
- 51.2.7 the Supplier suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of his business.
- 51.3 The Supplier shall notify the Customer immediately if the Supplier undergoes a change of control within the meaning of Section 416 of the Income and Corporation Taxes Act 1988 ("**Change of Control**"). The Customer may terminate the Contract by notice in writing with immediate effect within six (6) Months of:
- 51.3.1 being notified that a Change of Control has occurred; or
- 51.3.2 where no notification has been made, the date that the Customer becomes aware of the Change of Control;
- but shall not be permitted to terminate where an Approval was granted prior to the Change of Control.
- 51.4 The Customer may terminate the Contract with immediate effect by notice in writing where:
- 51.4.1 the Supplier are using staff that are not experienced, certified, qualified and trained in the delivery of these types of Services;
- 51.4.2 the Supplier and its Staff employed in connection with the Services have failed to comply with the relevant Law governing the delivery of Services.

Termination on Default – Minor Default

- 51.5 Where the Supplier commits a Minor Default of the Contract, the Customer shall be entitled to issue the Supplier with an "**Improvement Notice**". Such Improvement Notice shall state the nature

of the Minor Default and give the Supplier a minimum of ten (10) Working Days to remedy the Minor Default.

- 51.6 If the Supplier commits three (3) Minor Defaults in a twelve (12) Month rolling period, this will be classed as a Material Default and the Contract may be terminated in accordance with Clause 51.7.3.

Termination on Default – Material Default

- 51.7 The Customer may terminate the Contract by serving written notice on the Supplier with effect from the date specified in such notice, where the Supplier commits a Material Default and:

51.7.1 the Supplier has not remedied the Material Default to the satisfaction of the Customer within twenty (20) Working Days, or such other period as may be specified by the Customer, after issue of a written notice specifying the Material Default and requesting it to be remedied;

51.7.2 the Material Default is not, in the reasonable opinion of the Customer, capable of remedy;

51.7.3 if the Supplier has committed three (3) or more Minor Default within a twelve (12) month rolling period;

51.7.4 where any Contracting Authority terminates a Call-Off Contract awarded to the Supplier under this Contract as a consequence of a default by the Supplier; or

51.7.5 if the Supplier has been suspended in accordance with Clause 50 and the outcome following such suspension shows the Supplier to be at fault, to have provided Services not to the required specification or that the Supplier has acted in breach of this Contract and/or the Framework Agreement; or

51.7.6 any of the provisions in regulation 73(1) of the Regulations apply

- 51.8 Where the Supplier fails to meet any of the Key Performance Indicators, as set out in Clause 14.7 above, for three (3) consecutive Months or any six (6) Months in any rolling twelve (12) Month period, the Customer may terminate the Contract with immediate effect on written notice to the Supplier.

- 51.9 If the Supplier fails to provide an action plan or fails to adhere to an action plan provided in accordance with Clause 14.5 above, the Customer may terminate the Contract with immediate effect on written notice to the Supplier.

- 51.10 The Supplier may terminate the Contract by serving written notice on the Supplier with effect from the date specified in such notice, where the Customer commits a Material Default and:

51.10.1 the Customer has not remedied the Material Default to the satisfaction of the Supplier within twenty (20) Working Days, or such other period as may be specified by the Supplier, after issue of a written notice specifying the Material Default and requesting it to be remedied; or

51.10.2 the Material Default is not, in the reasonable opinion of the Supplier, capable of remedy.

- 51.11 If the Customer fails to pay the Supplier undisputed sums of money when due, the Supplier shall notify the Customer in writing of such failure to pay. If the Customer fails to pay such undisputed sums within ninety (90) Working Days of the date of such written notice, the Supplier may terminate the Contract in writing with immediate effect, save that such right of termination shall not apply where the failure to pay is due to the Customer exercising its rights under Clause **Error! Reference source not found.**

52. BREAK

- 52.1 The Customer shall have the right to terminate the Contract at any time by giving three (3) Months' written notice to the Supplier.

53. FRAMEWORK AGREEMENT

- 53.1 The Customer may terminate the Contract by giving written notice to the Supplier with immediate effect if the Framework Agreement is terminated for any reason whatsoever.

54. CONSEQUENCES OF EXPIRY OR TERMINATION

- 54.1 Where the Customer terminates the Contract under Clause 51 and then makes other arrangements for the supply of Services, the Customer may recover from the Supplier the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by the Customer throughout the remainder of the Contract Period. The Customer shall take all reasonable steps to mitigate such additional expenditure. Where the Contract is terminated under Clause 51, no further payments shall be payable by the Customer to the Supplier until the Customer has established the final cost of making those other arrangements.
- 54.2 Where the Customer terminates the Contract under Clause 52, the Customer shall indemnify the Supplier against any commitments, liabilities or expenditure which would otherwise represent an unavoidable loss to the Supplier by reason of the termination of the Contract, provided that the Supplier takes all reasonable steps to mitigate such loss. Where the Supplier holds insurance, the Supplier shall reduce its unavoidable costs by any insurance sums available. The Supplier shall submit a fully itemised and valued list of such loss, with supporting evidence, of losses reasonably and actually incurred by the Supplier as a result of termination under Clause 52.
- 54.3 The Customer shall not be liable under Clause 54.2 to pay any sum which:
- 54.3.1 was claimable under insurance held by the Supplier, and the Supplier has failed to make a claim on its insurance, or has failed to make a claim in accordance with the procedural requirements of the insurance policy; or
 - 54.3.2 when added to any sums paid or due to the Supplier under the Contract, exceeds the total sum that would have been payable to the Supplier if the Contract had not been terminated prior to the expiry of the Contract Period.
- 54.4 Save as otherwise expressly provided in the Contract:
- 54.4.1 termination or expiry of the Contract shall be without prejudice to any rights, remedies or obligations accrued under the Contract prior to termination or expiration and nothing in the Contract shall prejudice the right of either Party to recover any amount outstanding at such termination or expiry;
 - 54.4.2 Within thirty (30) Working Days of the date of termination or expiry of the Contract, the Supplier shall return to the Customer any data and Confidential Information belonging to the Customer that is in the Supplier's possession, power or control, either in its then current format or in a format nominated by Customer, together with all training manuals and other related documentation, and any other information and all copies thereof owned by the Customer, save that it may keep one copy of any such data or information for a period of up to twelve (12) Months to comply with its obligations under the Contract, or such period as is necessary for such compliance.
 - 54.4.3 termination of the Contract shall not affect the continuing rights, remedies or obligations of the Customer or the Supplier under Clauses 20 (Payment and VAT), 22 (Recovery of Sums Due), 24 (Prevention of Bribery and Corruption), 29 (Data Protection Act), 30 (Freedom of Information), 31 (Official Secrets Acts 1911 to 1989, Section 182 of the Finance Act 1989), 32 (Confidential Information), 35 (Intellectual Property Rights), 36 (Records and Audit Access), 44 (Cumulative Remedies), 46 (Liability, Indemnity and Insurance), 47 (Professional Indemnity), 54 (Consequences of Expiry or Termination), 56 (Recovery upon Termination) and 58 (Governing Law).

55. DISRUPTION

- 55.1 The Supplier shall take reasonable care to ensure that in the performance of its obligations under the Contract it does not disrupt the operations of the Customer, its employees or any other Supplier employed by the Customer.
- 55.2 The Supplier shall immediately inform the Customer of any actual or potential industrial action, whether such action is by their own employees or others, which affects or might affect its ability at any time to perform its obligations under the Contract.
- 55.3 In the event of industrial action by the Staff, the Supplier shall seek the Customer's Approval to its proposals for the continuance of the supply of the Services in accordance with its obligations under the Contract.
- 55.4 If the Supplier's proposals referred to in Clause 55.3 are considered insufficient or unacceptable by the Customer acting reasonably then the Contract may be terminated with immediate effect by the Customer by notice in writing.
- 55.5 If the Supplier is temporarily unable to fulfil the requirements of the Contract owing to disruption of normal business by direction of the Customer, an appropriate allowance by way of extension of time will be Approved by the Customer. In addition, the Customer will reimburse any additional expense reasonably incurred by the Supplier as a direct result of such disruption.

56. RECOVERY UPON TERMINATION

- 56.1 On the termination of the Contract for any reason, the Supplier shall:
 - 56.1.1 immediately return to the Customer all Confidential Information, Personal Data and Customer's Pre-Existing IPR's and the Project Specific IPR's in its possession or in the possession or under the control of any permitted suppliers or sub-contractors, which was obtained or produced in the course of providing the Services;
 - 56.1.2 immediately deliver to the Customer all Property (including materials, documents, information and access keys) provided to the Supplier under this Contract. Such property shall be handed back in good working order (allowance shall be made for reasonable wear and tear);
 - 56.1.3 assist and co-operate with the Customer to ensure an orderly transition of the provision of the Goods and/or Services to the Replacement Supplier and/or the completion of any work in progress.
 - 56.1.4 promptly provide all information concerning the provision of the Services which may reasonably be requested by the Customer for the purposes of adequately understanding the manner in which the Services have been provided or for the purpose of allowing the Customer or the Replacement Supplier to conduct due diligence.
- 56.2 If the Supplier fails to comply with Clause 56.1 the Client may recover possession thereof and the Supplier grants a licence to the Client or its appointed agents to enter (for the purposes of such recovery) any premises of the Supplier or its permitted suppliers or sub-contractors where any such items may be held.
- 56.3 Where the end of the Contract Period arises due to the Supplier's Default, the Supplier shall provide all assistance under Clause 56.1 free of charge. Otherwise, the Customer shall pay the Supplier's reasonable costs of providing the assistance and the Supplier shall take all reasonable steps to mitigate such costs.
- 56.4 The Supplier shall provide the Customer with such assistance, at no cost to the Customer, prior to and for a period of six (6) Months after termination or expiry of this Contract to ensure a transfer of the Services to a Replacement Supplier. Any assistance required after the six (6) Month period will be provided by the Supplier for a reasonable cost, to be agreed in writing between the Parties.

- 56.5 Such assistance provided in accordance with Clause 56.4 above may include, but is not limited to, delivery, transfer, storage and retention of records, documents and data in the Supplier's possession or control relating to the provision of, or the performance, monitoring or management of the Services, including any documents and data the Supplier may be obligated to disclose.
- 56.6 At the end of the Contract Period (howsoever arising) the licence granted pursuant to Clause 35 shall automatically terminate without the need to serve notice.

57. FORCE MAJEURE

- 57.1 Neither Party shall be liable to the other Party for any delay in performing, or failure to perform, its obligations under the Contract (other than a payment of money) to the extent that such delay or failure is a result of Force Majeure. Notwithstanding the foregoing, each Party shall use all reasonable endeavours to continue to perform its obligations under the Contract for the duration of such Force Majeure. However, if such Force Majeure prevents either Party from performing its material obligations under the Contract for a period in excess of six (6) Months, either Party may terminate the Contract with immediate effect by notice in writing.
- 57.2 Any failure or delay by the Supplier in performing its obligations under the Contract which results from any failure or delay by an agent or sub-contractor shall be regarded as due to Force Majeure only if that agent or sub-contractor is itself impeded by Force Majeure from complying with an obligation to the Supplier.
- 57.3 If either Party becomes aware of a Force Majeure event or occurrence which gives rise to or is likely to give rise to any such failure or delay on its part as described in Clause 57.1 it shall immediately notify the other by the most expeditious method then available and shall inform the other of the period during which it is estimated that such failure or delay shall continue.
- 57.4 It is expressly agreed that any failure by the Supplier to perform or any delay by the Supplier in performing its obligations under the Contract which results from any failure or delay in the performance of its obligations by any person, firm or company with which the Supplier shall have entered into any contract, supply arrangement or sub-contract or otherwise shall be regarded as a failure or delay due to Force Majeure only in the event that such person firm or company shall itself be prevented from or delayed in complying with its obligations under such contract, supply arrangement or sub-contract or otherwise as a result of circumstances of Force Majeure.
- 57.5 For the avoidance of doubt it is hereby expressly declared that the only events which shall afford relief from liability for failure or delay shall be any event qualifying for Force Majeure hereunder.

DISPUTES AND LAW

58. GOVERNING LAW

- 58.1 The Contract shall be governed by and interpreted in accordance with English law and the Parties submit to the exclusive jurisdiction of the English courts and agree that the Contract is to be governed exclusively by and construed under English law.
- 58.2 This Contract is binding on the Customer and its successors and assignees and the Supplier and the Supplier's successors and permitted assignees.

59. TUPE

- 59.1 During the period of six (6) Months preceding the expiry of this Contract or after the Customer has given notice to terminate the Contract or the Supplier stops trading, and within twenty (20) Working Days of being so requested by the Customer, the Supplier shall fully and accurately disclose to the Customer, for the purposes of TUPE, all information relating to its Staff engaged in providing the Services under the Contract, in particular but not necessarily restricted to, the following:

- 59.1.1 the total number of Staff whose employment with the Supplier is liable to be terminated at the expiry of the Contract but for any operation of Law;
 - 59.1.2 for each person, age and gender, details of their salary, and pay settlements covering that person which relate to future dates but which have already been agreed and their redundancy entitlements (the names of individual members of employed Staff do not have to be given);
 - 59.1.3 full information about the other terms and conditions on which the affected Staff are employed (including their working arrangements), or about where that information can be found;
 - 59.1.4 details of pensions entitlements, if any; and
 - 59.1.5 job titles of the members of Staff affected and the qualifications required for each position.
- 59.2 The Supplier shall permit the Customer to use the information for the purposes of TUPE and of re-tendering. The Supplier will co-operate with the re-tendering of the Service by allowing the transferee to communicate with and meet the affected Staff and/or their representatives.
- 59.3 The Supplier agrees to indemnify the Customer fully and to hold it harmless at all times from and against all actions, proceedings, claims, expenses, awards, costs and all other liabilities whatsoever in any way connected with or arising from or relating to the provision of information under Clause 59.
- 59.4 In the event that the information provided by the Supplier in accordance with Clause 59.1 above becomes inaccurate, whether due to changes to the employment and personnel details of the affected Staff made subsequent to the original provision of such information or by reason of the Supplier becoming aware that the information originally given was inaccurate, the Supplier shall notify the Customer of the inaccuracies and provide the amended information.
- 59.5 The provisions of this Clause 59 shall apply during the continuance of the Contract and indefinitely after its termination.

60. DISPUTE RESOLUTION

- 60.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Contract within twenty (20) Working Days of either Party notifying the other of the dispute and such efforts shall involve the escalation of the dispute to the finance director (or equivalent) of each Party.
- 60.2 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.
- 60.3 If the dispute cannot be resolved by the Parties pursuant to Clause 66.1 the Parties shall refer it to mediation pursuant to the procedure set out in Clause 60.5 unless:
- 60.3.1 the Customer considers that the dispute is not suitable for resolution by mediation; or
 - 60.3.2 the Supplier does not agree to mediation.
- 60.4 The obligations of the Parties under the Contract shall not be suspended, cease or be delayed by the reference of a dispute to mediation (or arbitration) and the Supplier and the Staff shall comply fully with the requirements of the Contract at all times.
- 60.5 The procedure for mediation and consequential provisions relating to mediation are as follows:
- 60.5.1 A neutral adviser or mediator (the "**Mediator**") shall be chosen by agreement between the Parties or, if they are unable to agree upon a Mediator within then (10) Working Days after

a request by one Party to the other or if the Mediator agreed upon is unable or unwilling to act, either Party shall within ten (10) Working Days from the date of the proposal to appoint a Mediator or within ten (10) Working Days of notice to either Party that he is unable or unwilling to act, apply to specify relevant mediation Supplier to appoint a Mediator;

- 60.5.2 The Parties shall within ten (10) Working Days of the appointment of the Mediator meet with him in order to agree a programme for the exchange of all relevant information and the structure to be adopted for negotiations to be held. If considered appropriate, the Parties may at any stage seek assistance from the Advice, Conciliation and Arbitration Service (ACAS) to provide guidance on a suitable procedure;
- 60.5.3 Unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings;
- 60.5.4 If the Parties reach agreement on the resolution of the dispute, the agreement shall be reduced to writing and shall be binding on the Parties once it is signed by their duly authorised representatives;
- 60.5.5 Failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative opinion in writing. Such an opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to the Contract without the prior written consent of both Parties; and
- 60.5.6 If the Parties fail to reach agreement in the structured negotiations within sixty (60) Working Days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then any dispute or difference between them may be referred to the courts.

APPENDIX 1

ORDER FORM

FRAMEWORK AGREEMENT (Occupational Health Solutions, Employee Assistance Programmes & Associated Services 1101)

FROM

Contracting Authority/Customer	Department for Energy Security and Net Zero (DESNZ)
Address	For contract: Department for Energy Security and Net Zero (DESNZ), 3-8 Whitehall Place, LONDON SW1A 2AW
Invoice Address	For DESNZ Invoices: Department for Energy Security and Net Zero (DESNZ), 3-8 Whitehall Place, LONDON SW1A 2AW For ICS Invoices: Integrated Corporate Services (ICS) c/o Department for Energy Security and Net Zero (DESNZ), 3-8 Whitehall Place, LONDON SW1A 2AW For DSIT Invoices: Department for Science, Innovation and Technology (DSIT), 100 Parliament Street, LONDON SW1A 2BQ
Contact Ref:	Name: Craig Middleton Phone: 0300 068 5630 / 07554 155 375 e-mail: craig.middleton@ics.gov.uk
Order Number	TBC
Order Date	TBC

TO

Supplier:	People Asset Management Ltd
Address:	Holly House, 73 - 75 Sankey Street, Warrington, WA1 1SL
Contact Details	Name: [PAM PLEASE INSERT] Phone: : [PAM PLEASE INSERT] Email: [PAM PLEASE INSERT]

1. TERM
1.1 Effective Date 1.1.1 This Contract shall commence on 09/08/2025.
1.2 Expiry Date 1.2.1 This Contract shall expire on: 1.2.1.1 <i>08/08/2028 unless extended at the Customer's sole discretion for 1 year, plus an additional 1 year period unless terminated earlier pursuant to this Contract.</i>

2. SERVICES REQUIREMENTS
2.1 Contract Services Required The Contract Services required are as set out in Annex 1 Specification.

3. PERFORMANCE OF THE CONTRACT SERVICES AND DELIVERABLES
3.1 Implementation Plan and Milestones (including dates for completion) The required implementation services are set out in Annex 1 Specification and Annex 2 PAM Quality Submission.
(ii) If so required by the Customer, the Supplier shall produce a further version of the Implementation Plan (based on the above plan) in such further detail as the Customer may reasonably require. The Supplier shall ensure that each version of the Implementation Plan is subject to approval. The Supplier shall ensure that the Implementation Plan is maintained and updated on a regular basis as may be necessary to reflect the then current state of the implementation of the Services.
(iii) The Customer shall have the right to require the Supplier to include any reasonable changes or provisions in each version of the Implementation Plan.
(iv) The Supplier shall perform its obligations so as to achieve each Milestone by the Milestone Date.
(v) Changes to the Milestones shall only be made in accordance with the variation procedure and provided that the Supplier shall not attempt to postpone any of the Milestones using the variation procedure or otherwise (except in the event of a Customer default which affects the Supplier's ability to achieve a

Milestone by the relevant Milestone Date).

3.2 Performance Monitoring

Performance will be monitored by the milestones/key performance indicators set out in 14.3 of the Call-Off Terms and Conditions.

4. CALL-OFF TERMS AND CONDITIONS

4.1 Customers **must state** whether they are requiring any amendments to the Call- Off Terms and Conditions and if so these must be included in Appendix 3.

1. SPECIAL TERMS AND CONDITIONS

2. CONFIDENTIAL INFORMATION

6.1 The following information shall be deemed Commercially Sensitive Information or Confidential Information:

6.2 Duration that the information shall be deemed Commercially Sensitive Information or Confidential Information

APPENDIX 2

PRICES FOR SERVICES

AS DETAILED IN THE ATTACHED PRICING SCHEDULE

CHARGES FOR SERVICES

Contract Charges / Daily Rates / Fees

Charging mechanism, price and Day Rates	As set out in Annex 3 EAP Pricing Schedule.
Invoicing arrangements	<i>The Supplier is to invoice the Customer on a monthly basis providing an invoice that contains a breakdown of:</i> • <i>*Dates worked</i> • <i>*Hours worked per day</i> • <i>*Name of individual</i> • <i>*Charging Rate</i> • <i>*Purchase Order Number</i> • <i>*Timesheets</i> <i>On a receipt of a valid Invoice payment will be made to the Supplier within thirty (30) days of the date of the invoice.</i> <i>If an invoice is disputed it will be returned to the Supplier with details on why the invoice cannot be processed for payment.</i> <i>Any changes to this standard requirement will need to be set out in the Specification</i>
Performance-related payment	<i>Not applicable unless stated in the Specification or agreed and confirmed in writing and signed by both Parties.</i>
Travel and Subsistence	<i>Not applicable</i>

APPENDIX 3

VARIATIONS AND/OR SUPPLEMENTS TO THE CALL-OFF TERMS AND CONDITIONS

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APPENDIX 4

CALL-OFF TERMS AND CONDITIONS VARIATION FORM

CALL-OFF TERMS AND CONDITIONS FOR SERVICES

[Name of Lot]

No of Order Form being varied:.....

Variation Form No:.....

BETWEEN:

[] ("the Customer")

and

[] ("the Supplier")

1. The Order is varied as follows; [list details of the Variation]
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Authorised to sign for and on behalf of the Customer

Signature

Date

Name in Capitals

Address

Authorised to sign for and on behalf of the Supplier

Signature

Date

Name in Capitals

Address

APPENDIX 5

DATA SHARING AGREEMENT

Please see Annex 5 Data Agreement

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ORDER FORM SIGNATORY PAGE

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Order Form (together with where completed and applicable, the mini-competition order (additional requirements) set out in this Order Form) incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement entered into by the Supplier and YPO.

For and on behalf of the Supplier:

Name and Title	
Signature	
Date	

For and on behalf of the Customer:

Name and Title	
Signature	
Date	