

The Short form Contract



Cabinet Office. 1 Horse Guards Road, London SW1A 2HQ

Cabinet Office: Government Digital Service. The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS.

**Inrupt, Inc**

[REDACTED]

USA

Attn: [REDACTED]

By email to: [REDACTED]

Date: 21 April 2022

Your Ref: **GDS001**

Our ref: **WP2016**

Dear Supplier

**Supply of a functional prototype for the Solid Pod Alpha including provision of professional services and software in relation thereto.**

Following your proposal to The Cabinet Office represented by the Government Digital Service (“**GDS**”) in relation to the above we are pleased to confirm our intention to award this contract to you.

The attached contract details ("**Order Form**"), contract conditions and the Annexes set out the terms of the contract between Inrupt and GDS for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the deliverables. Please confirm your acceptance of the Conditions by signing and returning the Order Form to [REDACTED] by way of email at the above address within [REDACTED] days from the date of this Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for the Order Form to be countersigned which will create a binding contract between us.

Yours faithfully,

## ORDER FORM

1.	<b>Contract Reference</b>	WP2016
2.	<b>Date</b>	21 April 2022
3.	<b>Buyer</b>	Name: Government Digital Service Cabinet Office. 1 Horse Guards Road, London SW1A 2HQ Cabinet Office: Government Digital Service. The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS.
4.	<b>Supplier</b>	Name: Inrupt Inc.  Company Number: 547778
5.	<b>The Contract</b>	<p>The Supplier shall supply the deliverables described below on the terms set out in this Order Form and the attached contract conditions ("<b>Conditions</b>") and the Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>This Contract is comprised of:</p>  <p>and any conflict or inconsistency between any of these documents shall be resolved in the descending order of priority in which these documents are listed unless</p>

		otherwise stated.
6.	<b>Deliverables</b>	The Deliverables are outlined in Annex 6 (Supplier's Proposal).
7.	<b>Specification</b>	See Annex 2 (Specification).
8.	<b>Term</b>	<p>The Term shall commence on 28 April 2022 and remain in force for an initial term of 9 months. The Buyer will have an option to terminate the contract at the end of the Prototype Build Phase and the Expiry Date shall be 27 January 2023 unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p> <p>Subject to Supplier's written consent, the Buyer may extend the Contract for a period of up to 3 months by giving not less than 10 Working Days' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such extended period.</p>
9.	<b>Charges</b>	The Charges for the Deliverables are payable in accordance with Annex 3 (Charges) and are comprised of: [REDACTED]
10.	<b>Payment</b>	Invoices should be sent by email to: [REDACTED] for approval and payment and a copy should also be sent to [REDACTED]

<p>11.</p>	<p><b>Buyer Authorised Representative(s)</b></p>	<p>Within [REDACTED] Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager) and WP2016. Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable section by email to [REDACTED] And [REDACTED].</p> <p>For general liaison your contact will continue to be [REDACTED]</p> <p>or, in their absence, [REDACTED]</p>
<p>12.</p>	<p><b>Address for notices</b></p>	<p><b>Buyer:</b>          Cabinet Office: Government Digital Service. The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS          Attention: [REDACTED]          Email: [REDACTED]</p> <p><b>Supplier:</b>          [REDACTED]          Email [REDACTED]</p>

<p>13.</p>	<p><b>Key Personnel</b></p>	<p><b>Buyer:</b></p> <p>Name: [REDACTED]          Title: [REDACTED]          Email Address: [REDACTED]          Phone number: [REDACTED]</p> <p><b>Supplier:</b></p> <p>Name: [REDACTED]          Title: [REDACTED]          Email Address: [REDACTED]          Phone number: [REDACTED]</p>
<p>14.</p>	<p><b>Procedures and Policies and Standards</b></p>	<p>For the purposes of the Contract the Supplier shall comply with the following procedures and comply with the following policies and standards</p> <p><b>Staff Vetting:</b></p> <p>[REDACTED]</p> <p>2. The Supplier shall ensure that Supplier Staff appointed to all UK based roles shall have been successfully vetted to Baseline Personnel Security Standard as described in accordance with this UK Government Guidance:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard</a></p>

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		<a href="#">- May 2018.pdf</a> before they commence working on the Contract.
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Signed for and on behalf of the <b>Supplier</b>	Signed for and on behalf of the <b>Buyer</b>
Name: [REDACTED]	Name: [REDACTED]
Job Title: [REDACTED]	Job Title: [REDACTED]
Date: April 21st 2022	Date: 22nd April 2022
Signature:	Signature:

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## Annex 1 – Authorised Processing Template

Contract Reference and name	WP2016
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<p>Identity of Controller and Processor for each category of Personal Data</p>	<p><b>The Buyer is Controller and the Supplier is Processor</b></p> <p>Not applicable</p> <p><b>The Parties are Joint Controllers</b></p> <p>Not applicable</p> <p><b>The Parties are Independent Controllers of Personal Data</b></p> <p>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none"> <li>• [REDACTED]</li> </ul>
<p>Subject matter of the processing</p>	<p>As outlined above</p>
<p>Duration of the processing</p>	<p>The duration of the Contract</p>
<p>Nature and purpose of the processing</p>	<p>The administration of the Contract</p>
<p>Type of personal data</p>	<p>As outlined above</p>

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<p>Categories of data subject</p>	<p>As outlined above</p>
<p>Plan for return or destruction of the data once the Processing is complete UNLESS requirement under union or member state law to preserve that type of data</p>	<p>[REDACTED]</p>

## Annex 2 – Specification



## Annex 3 – Charges



## Annex 4 (Data Processing)

Status of the Controller 

## Annex 5 (Software Licence and Support for the ESS Software)

### PART 1 TERMS AND CONDITIONS

**1. LICENSE AND SUPPORT.** Subject to the terms, conditions and restrictions set forth in this Agreement, including payment of the Subscription Fees set forth in the Order Form, the Supplier hereby grants, and the Buyer hereby accepts, a non-exclusive, non-transferable, right and license, to deploy, install, access and use, as applicable, (i) the ESS Software identified on the Order Form, either on an on-prem basis or hosted by Buyer or the Buyer as specified on the Order Form (the “Software Services”), in accordance with the user documentation provided with the Service (“Documentation), and (ii) the Documentation, both for the periods of the ESS Evaluation Licence as described in the Supplier’s Proposal (“Subscription Term”). Further, use of the Software Services by Buyer is restricted by and subject to any additional limitations set forth in the Contract. During the Subscription Term, Supplier will support the Software Services in accordance with the Support and Service Level Policy attached as Part 2. Buyer will provide Service logs to Supplier upon Supplier’s request to confirm Buyer’s compliance with the terms of this Agreement and to improve the Service

**2. TERM; RENEWAL; TERMINATION.**

2.1 Termination The ESS Software Licence may be terminated only if one party materially breaches these terms and fails to cure such breach within  days of receipt of notice of the breach from the non-breaching party. Buyer may not terminate the Agreement or any Order Form for convenience or for any reason other than as expressly allowed the Short Form Terms.

**3. RESTRICTIONS; PROPRIETARY RIGHTS.** Buyer shall not: (i) decompile, disassemble, reverse engineer or attempt to reconstruct, identify or discover any source code, underlying ideas, user interface

techniques or algorithms of the Software Services or disclose any of the foregoing; (ii) encumber, transfer, manufacture, distribute, sell, sublicense, assign, provide, lease, lend, use for timesharing or service bureau purposes, or otherwise use (except as expressly provided herein) the Software Services or Documentation; (iii) except as expressly set forth in the Contract, copy, modify, adapt, translate, incorporate into or with other products or services, use to provide services to third parties, or create a derivative work of any part of the Software Services or Documentation; or (iv) attempt to circumvent any user limits, timing or use restrictions that are built into the Software Services. The ESS Software is the proprietary intellectual property of Supplier that contains trade secrets and is protected by copyright law. Subject to any license granted hereunder, Supplier retains sole and exclusive ownership of all right, title, and interest in and to the ESS Software and any other technology used to provide it. Any and all enhancements, modifications, corrections and derivative works that are made to the ESS Software will be considered part of the ESS Software for the purposes of this Agreement and will be owned by Supplier.

**4. LIMITED WARRANTY.** Supplier represents and warrants that the Software Services will substantially conform to the Documentation during the Warranty Period, which shall mean the Initial Term and any Renewal Term. If Buyer notifies Supplier in writing of a nonconformity of the Software Services to the updated Documentation applicable to such version of the Software Services during the Warranty Period, Supplier will, at its option and expense, (a) correct any nonconformities in the Software Services that cause the Software Services to fail to conform to the Documentation, or (b) provide to Buyer

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a pro rata refund of any prepaid but unutilized Subscription Fees applicable to the remainder of the Subscription Term. The limited warranty set forth in this Section shall be void if the Software Services nonconformity is caused by (i) the use or operation of the Software Services with an application or in an environment other than that recommended in writing by Supplier, (ii) modifications to or customizations of the Software Services without the express written authorization of Supplier, (iii) accident, disaster or event of force majeure, (iv) misuse, fault or negligence of or by Buyer, (v) use of the Software Services in a manner for which it was not designed, (vi) causes external to the Software Services such as, but not limited to, power failure or electrical power surges. THE WARRANTY AND REMEDIES SET FORTH IN THIS SECTION 7 REPRESENT SUPPLIER'S SOLE WARRANTY AND BUYER'S SOLE REMEDY IN THE EVENT OF BREACH OF WARRANTY. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, INRUPT MAKES NO AND DISCLAIMS ALL WARRANTIES, EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF NONINFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Part 2  
**SUBSCRIPTION SUPPORT AND SERVICE LEVEL POLICY**

**SUPPORT**

Supplier support consists of Preventive Support and Error Correction during Supplier support hours as follows:

**Support Hours.** [REDACTED]

**Updates:** During the subscription term, Supplier will provide Buyer with all updates and upgrades that Supplier provides generally to its other customers receiving support for the Software Services. Buyers are expected to deploy updates and upgrades within [REDACTED] days of receipt. In the event Buyer fails or refuses to deploy updates and upgrades for on-prem Software Services and Software Services hosted by Buyer as per the foregoing requirement, Supplier will not be obligated to provide support to Buyer, and the warranties, indemnities and other obligations of Supplier described in the Terms and Conditions may be voided as determined by Supplier in its sole discretion.

**Preventive Support.** Supplier will undertake reasonable efforts to prevent any failure of the Software Services to function in conformance with the Documentation (“Defect”). These efforts include, as appropriate and without limitation: (i) advising Buyer of all pertinent problems encountered by other users of the Software Services; (ii) performing the remedial work required to prevent problems encountered by other service users from affecting Buyer’s use of the Software Services; (iii) proactively remedying any security flaws; and (iv) reviewing data provided by Buyer on the Software Services’ operation to ascertain potential problems.

**Error Correction.** Supplier will undertake efforts necessary to promptly correct any Defect in the Software Services. Buyer may report a Defect via email to [support@inrupt.com](mailto:support@inrupt.com) or through the Supplier Support Portal.

Defects will be classified by Supplier according to the following definitions:

Severity Level	Description
1 - Critical Error	[REDACTED]
2 - Significant Error	[REDACTED]
3 – Non-critical Error	[REDACTED]
4 - Other Error	[REDACTED]

Supplier will make best efforts to correct the Defect or provide an acceptable work-around or action plan

based on the severity of the Defect as follows:

<b>Severity Level</b>	<b>Action</b>
1 - Critical Error	██████████
2 - Significant Error	██████████
3 – Non-critical Error	██████████

██████████

## **Annex 6 (Supplier's Proposal)**

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### **Fees**

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## **Annex 7 (Knowledge Transfer Plan)**

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**Knowledge Transfer Plan (Solid POD Alpha engagement) V0.4**

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# Short form Terms

## 1. Definitions used in the Contract

In this Contract, unless the context otherwise requires, the following words shall have the following meanings:

<b>"Buyer"</b>	means the person identified in the letterhead of the Order Form;
<b>"Buyer Cause"</b>	any breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier;
<b>"Central Government Body"</b>	means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: a) Government Department; b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal); c) Non-Ministerial Department; or d) Executive Agency;
<b>"Charges"</b>	means the charges for the Deliverables as specified in the Order Form;
<b>"Confidential Information"</b>	means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential;
<b>"Contract"</b>	means the contract between (i) the Buyer and (ii) the Supplier which is created by the Supplier's counter signing the Order Form and includes the Order Form and Annexes;

<b>"Controller"</b>	has the meaning given to it in the UK GDPR;
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<b>"Date of Delivery"</b>	means that date by which the Deliverables must be delivered to the Buyer, as specified in the Order Form;
<b>"Data Protection Legislation"</b>	(i) the UK GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the Data Protection Act 2018 to the extent that it relates to Processing of Personal Data and privacy; (iii) all applicable Law about the Processing of Personal Data and privacy;
<b>"Data Protection Impact Assessment"</b>	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
<b>"Data Protection Officer"</b>	has the meaning given to it in the UK GDPR;
<b>"Data Subject"</b>	has the meaning given to it in the UK GDPR;
<b>"Data Loss Event"</b>	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;
<b>"Data Subject Access Request"</b>	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;
<b>"Deliver"</b>	means hand over the Deliverables to the Buyer in accordance with the Supplier's Proposal.. Delivered and Delivery shall be construed accordingly;
<b>"Deliverables"</b>	means the deliverables to be delivered by the Supplier as described in the Supplier's Proposal;
<b>"ESS Software"</b>	means the Enterprise Solid Server Software and all modifications, updates, upgrades, enhancements and derivatives thereof (and related user documentation);
<b>"EU GDPR"</b>	Regulation (EU) 2016/679 of the European Parliament and

	of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) as it has effect in EU law;
<b>"Existing IPR"</b>	any and all intellectual property rights that are owned by or licensed to either Party and which have been developed under or independently of the Contract (whether prior to the date of the Contract or otherwise) and all modifications, updates, upgrades, enhancements and derivatives thereof;
<b>"Expiry Date"</b>	means the date for expiry of the Contract as set out in the Order Form;
<b>"FOIA"</b>	means the Freedom of Information Act 2000 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;
<b>"Force Majeure Event"</b>	any event, occurrence, circumstance, matter or cause affecting the performance by either Party of its obligations under the Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control which prevent or materially delay it from performing its obligations under the Contract but excluding: i) any industrial dispute relating to the Supplier, the Supplier Staff (including any subsets of them) or any other failure in the Supplier or the Subcontractor's supply chain; ii) any event, occurrence, circumstance, matter or cause which is attributable to the wilful act, neglect or failure to take reasonable precautions against it by the Party concerned; and iii) any failure of delay caused by a lack of funds;
<b>"Goods"</b>	means the goods to be supplied by the Supplier to the Buyer under the Contract;
<b>"Good Industry Practice"</b>	standards, practices, methods and procedures conforming to the law and the exercise of the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged within the relevant industry or business sector;

<b>"Government Data"</b>	a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, including any of the Buyer's confidential information, and which: i) are supplied to the Supplier by or on behalf of the Buyer; or ii) the Supplier is required to generate, process, store or transmit pursuant to the Contract; or b) any Personal Data for which the Buyer is the Data Controller;
<b>"Information"</b>	has the meaning given under section 84 of the FOIA;
<b>"Information Commissioner"</b>  <b>"Initiation and Training Phase"</b>  <b>"Insolvency Event"</b>	<p>the UK's independent authority which deals with ensuring information relating to rights in the public interest and data privacy for individuals is met, whilst promoting openness by public bodies;</p> <p>means the first phase of the Services stages 1 (Initiation) and 2 (Solid Foundational Training) as described in the Supplier's Proposal;</p> <p>in respect of a person: a) if that person is insolvent; ii) if an order is made or a resolution is passed for the winding up of the person (other than voluntarily for the purpose of solvent amalgamation or reconstruction); iii) if an administrator or administrative receiver is appointed in respect of the whole or any part of the persons assets or business; iv) if the person makes any composition with its creditors or takes or suffers any similar or analogous action to any of the actions detailed in this definition as a result of debt in any jurisdiction;</p>
<b>"Key Personnel"</b>	means any persons specified as such in the Order Form or otherwise notified as such by the Buyer to the Supplier in writing; <b>"LED"</b> Law Enforcement Directive (Directive (EU) 2016/680);
<b>"Law"</b>	any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, right within the meaning of the European Union (Withdrawal) Act 2018 as amended by European Union (Withdrawal Agreement) Act 2020, regulation, order, regulatory policy,

	mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body with which the Supplier is bound to comply;
<b>"LED"</b>	Law Enforcement Directive (Directive (EU) 2016/680);
<b>"New IPR"</b>	all intellectual property rights in any Deliverables created or developed by or on behalf of the Supplier; and materials developed by the Buyer with input from the Supplier pursuant to the Contract including but (not limited to) any: solution architecture and design, data models, prototype web applications, training materials and workshop outputs, reports and analyses, but shall not include the Supplier's Existing IPR;
<b>"Order Form"</b>	means the letter from the Buyer to the Supplier printed above these terms and conditions;
<b>"Party"</b>	the Supplier or the Buyer (as appropriate) and "Parties" shall mean both of them;
<b>"Personal Data"</b>	has the meaning given to it in the UK GDPR;
<b>"Personal Data Breach"</b>	has the meaning given to it in the UK GDPR;
<b>"Processor"</b>	has the meaning given to it in the UK GDPR;
<b>"Processor Personnel"</b>	all directors, officers, employees, agents, consultants and suppliers of the Processor and/or of any Subprocessor engaged in the performance of its obligations under the Contract;
<b>"Prototype Build Phase"</b>	The second phase of the Services comprising stages <div style="background-color: black; width: 100px; height: 1em; margin-top: 5px;"></div>

<b>“Prototype Run Phase”</b>	The final phase of the Services comprising [REDACTED]
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	(Prototype Run) as described in the Supplier’s Proposal;
<b>“Purchase Order Number”</b>	means the Buyer’s unique number relating to the order for Deliverables to be supplied by the Supplier to the Buyer in accordance with the terms of the Contract;
<b>“Regulations”</b>	the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires) as amended from time to time;
<b>“Request for Information” “Services”</b>	<p>has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term “request” shall apply);</p> <p>means the services to be supplied by the Supplier to the Buyer under the Contract. The Services comprising: [REDACTED]</p> <p>which more particularly described in the Specification and the Supplier’s Proposal;</p>
<b>“Software Services”</b>	means a licence to use the ESS Software and the provision of software support in accordance with Annex 5 (Software Licence and Support for the ESS Software);
<b>“Specification”</b>	means the specification for the Deliverables to be supplied by the Supplier to the Buyer (including as to quantity, description and quality) as specified in the Order Form;
<b>“Staff”</b>	means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier’s obligations under the Contract;

<b>"Staff Vetting Procedures"</b>	means vetting procedures that accord with good industry practice or, where applicable, the Buyer's procedures for the vetting of personnel as provided to the Supplier from time to time;
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<b>"Subprocessor"</b>	any third Party appointed to process Personal Data on behalf of the Supplier related to the Contract;
<b>"Supplier Proposal"</b>	Means the Supplier's proposals for the delivery of the Services set out in Annex 6 (Supplier's Proposal)
<b>"Supplier Staff"</b>	all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any Subcontractor engaged in the performance of the Supplier's obligations under a Contract;
<b>"Supplier"</b>  <b>"Term"</b>  <b>"UK GDPR"</b>	means the person named as Supplier in the Order Form;  means the period from the start date of the Contract set out in the Order Form to the Expiry Date as such period may be extended in accordance with clause [ ] or terminated in accordance with the terms and conditions of the Contract;  the retained EU law version of the General Data Protection Regulation (Regulation (EU) 2016/679) as transposed into UK Law by the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019;
<b>"VAT"</b>	means value added tax in accordance with the provisions of the Value Added Tax Act 1994

<p><b>"Workers"</b></p>	<p>any one of the Supplier Staff which the Buyer, in its reasonable opinion, considers is an individual to which Procurement Policy Note 08/15 (Tax Arrangements of Public Appointees) (<a href="https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees">https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees</a>) applies in respect of the Deliverables;</p>
<p><b>"Working Day"</b></p>	<p>means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.</p>

## 2. Understanding the Contract

In the Contract, unless the context otherwise requires:

2.1 references to numbered clauses are references to the relevant clause in these terms and conditions;

2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;

2.3 the headings in this Contract are for information only and do not affect the interpretation of the Contract;

2.4 references to "writing" include printing, display on a screen and electronic transmission and other modes of representing or reproducing words in a visible form;

2.5 the singular includes the plural and vice versa;

2.6 a reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time and to any legislation or byelaw made under that law; and

2.7 the word 'including', "for example" and similar words shall be understood as if they were immediately followed by the words "without limitation".

## 3. How the Contract works

3.1 The Order Form is an offer by the Buyer to purchase the Deliverables subject to and in accordance with the terms and conditions of the Contract.

3.2 The Supplier is deemed to accept the offer in the Order Form when the Buyer receives a copy of the Order Form signed by the Supplier.

3.3 The Supplier warrants and represents that the Supplier's Proposal and all statements made and documents submitted as part of the procurement of Deliverables are and remain true and accurate.

## **4. What needs to be delivered**

### **4.1 All Deliverables**

(a) The Supplier must provide the Services and all Deliverables: (i) in accordance with the Specification; (ii) to a professional standard; (iii) using reasonable skill and care; (iv) using Good Industry Practice; (v) using its own policies, processes and internal quality control measures as long as they don't conflict with the Contract; (vi) on the dates agreed; and (vii) that comply with all Law.

### **4.2 Software Services clauses**

(a) The terms set out in Annex 5 (Software Licence and Support) shall apply to the delivery of the Software Services in addition to these terms and Annex 5 shall take precedence to the extent of any inconsistency.

### **4.3 Professional Services clauses**

(a) Late delivery of the Services will be a default of the Contract to the extent such delay does not arise from the Buyer's acts or omissions or events outside of Supplier's control.

(b) The Supplier must co-operate with the Buyer and third party suppliers on all aspects connected with the delivery of the Services and ensure that Supplier Staff comply with any reasonable instructions including any security requirements.

(c) The Buyer must provide the Supplier with reasonable access to its premises at reasonable times for the purpose of supplying the Services

(d) The Supplier must at its own risk and expense provide all equipment required to deliver the Services. Any equipment provided by the Buyer to the Supplier for supplying the Services remains the property of the Buyer and is to be returned to the Buyer on expiry or termination of the Contract.

(e) The Supplier must allocate sufficient resources and appropriate expertise to the

Contract.

(f) The Supplier must take all reasonable care to ensure performance does not disrupt the Buyer's operations, employees or other contractors.

(g) The Buyer is entitled to withhold payment for partially or undelivered

Services, but doing so does not stop it from using its other rights under the Contract.

## **5. Pricing and payments**

5.1 In exchange for the Deliverables, the Supplier shall be entitled to invoice the Buyer for the charges in the Order Form. The Supplier shall raise invoices promptly and in any event within [REDACTED] days from when the charges are due.

5.2 All Charges:

- (a) exclude VAT, which is payable on provision of a valid VAT invoice;
- (b) include all costs connected with the supply of Deliverables.

5.3 The Buyer must pay the Supplier the charges within [REDACTED] days of receipt by the Buyer of a valid, undisputed invoice, in cleared funds to the Supplier's account stated in the Order Form.

5.4 A Supplier invoice is only valid if it:

- (a) includes all appropriate references including the Purchase Order Number and other details reasonably requested by the Buyer;
- (b) includes a detailed breakdown of Deliverables which have been delivered (if any).

5.5 If there is a dispute between the Parties as to the amount invoiced, the Buyer shall pay the undisputed amount. The Supplier shall not suspend the provision of the Deliverables unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause 11.6. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 33.

5.6 The Buyer may retain or set-off payment of any amount owed to it by the Supplier if notice and reasons are provided.

5.7 The Supplier must ensure that all subcontractors are paid, in full, within the payment period agreed between Supplier and subcontractors. If this doesn't happen, the Buyer can publish the details of the late payment or non-payment.

## **6. The Buyer's obligations to the Supplier**

6.1 If Supplier fails to comply with the Contract as a result of a Buyer Cause:

- (a) the Buyer cannot terminate the Contract under clause 11;
- (b) the Supplier is entitled to reasonable and proven additional expenses and to relief from liability under this Contract;
- (c) the Supplier is entitled to additional time needed to deliver the Deliverables;
- (d) the Supplier cannot suspend the ongoing supply of Deliverables.

6.2 Clause 6.1 only applies if the Supplier:

(a) gives notice to the Buyer within [REDACTED] Working Days of becoming aware; (b) demonstrates that the failure only happened because of the Buyer Cause; (c) mitigated the impact of the Buyer Cause.

## **7. Record keeping and reporting**

7.1 The Supplier must ensure that suitably qualified representatives attend progress meetings with the Buyer and provide progress reports when specified in the Order Form.

7.2 The Supplier must keep and maintain full and accurate records and accounts on everything to do with the Contract for seven years after the date of expiry or termination of the Contract.

7.3 The Supplier must allow any auditor appointed by the Buyer access to their billing records to verify all contract accounts and records of everything invoiced under the Contract and provide copies for the audit.

7.4 The Supplier must provide information to the auditor and reasonable co-operation at their request.

7.5 If the Supplier is not providing any of the Deliverables, or is unable to provide them, it must immediately:

- (a) tell the Buyer and give reasons;
- (b) propose corrective action;
- (c) provide a deadline for completing the corrective action.

7.6 If the Buyer, acting reasonably, is concerned as to the financial stability of the Supplier such that it may impact on the continued performance of the Contract then the Buyer may:

(a) require that the Supplier provide to the Buyer (for its approval) a plan setting out how the Supplier will ensure continued performance of the Contract and the Supplier will make changes to such plan as reasonably required by the Buyer and once it is agreed then the Supplier shall act in accordance with such plan and report to the Buyer on demand

(b) if the Supplier fails to provide a plan or fails to agree any changes which are requested by the Buyer or fails to implement or provide updates on progress with the plan, terminate the Contract immediately for material breach (or on such date as the Buyer notifies).

## **8. Supplier staff**

8.1 The Supplier Staff involved in the performance of the Contract must:

- (a) be appropriately trained and qualified;
- (b) be vetted using Good Industry Practice and in accordance with the procedures described in the Order Form;
- (c) comply with all conduct requirements when on the Buyer's premises.

8.2 Where a Buyer decides one of the Supplier's Staff isn't suitable to work on the Contract, the Supplier must replace them with a suitably qualified alternative.

8.3 If requested, the Supplier must replace any person whose acts or omissions have caused the Supplier to breach clause 8.

8.4 The Supplier must provide a list of Supplier Staff needing to access the Buyer's premises and say why access is required.

8.5 The Supplier indemnifies the Buyer against all claims brought by any person employed by the Supplier caused by an act or omission of the Supplier or any Supplier Staff.

8.6 The Supplier shall use those persons named in the Order Form as Key Personnel (if any) to provide the Deliverables and shall not remove or replace any of them unless: (a) requested to do so by the Buyer (not to be unreasonably withheld or delayed); (b) the person concerned resigns, retires or dies or is on maternity or long-term sick leave; or (c) the person's employment or contractual arrangement with the Supplier or any subcontractor is terminated for material breach of contract by the employee.

## **9. Rights and protection**

9.1 The Supplier warrants and represents that:

- (a) it has full capacity and authority to enter into and to perform the Contract;
- (b) the Contract is executed by its authorised representative;
- (c) it is a legally valid and existing organisation incorporated in the place it was formed;
- (d) there are no known legal or regulatory actions or investigations before any court, administrative body or arbitration tribunal pending or threatened against it or its affiliates that might affect its ability to perform the Contract;
- (e) it maintains all necessary rights, authorisations, licences and consents to perform its obligations under the Contract;
- (f) it doesn't have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Contract; and
- (g) it is not impacted by an Insolvency Event.

9.2 The warranties and representations in clause 9.1 are repeated each time the Supplier provides Deliverables under the Contract.

9.3 The Supplier indemnifies the Buyer against each of the following:

- (a) wilful misconduct of the Supplier, any of its subcontractor and/or Supplier Staff that impacts the Contract;
- (b) non-payment by the Supplier of any tax or National Insurance.

9.4 If the Supplier becomes aware of a representation or warranty that becomes untrue or misleading, it must immediately notify the Buyer.

## 10. Intellectual Property Rights (IPRs)

10.1 Each Party keeps ownership of its own Existing IPRs. The Supplier gives the Buyer a non-exclusive, perpetual royalty-free, irrevocable, transferable worldwide licence to use, change and sub-license the Supplier's Existing IPR to the extent contained in Deliverables and any New IPR to enable Buyer and its sub- licensees to both: (a) receive and use the Deliverables;

- (b) use the New IPR. [REDACTED]

10.2 Any New IPR created under the Contract is owned by the Buyer. The Buyer gives

the Supplier a licence to use any of its Existing IPRs for the purpose of fulfilling Supplier's obligations under the Contract and a perpetual, royalty-free, non-exclusive licence to use any New IPRs.

10.3 Where a Party acquires ownership of intellectual property rights incorrectly under this Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.

10.4 Neither Party has the right to use the other Party's intellectual property rights, including any use of the other Party's names, logos or trademarks, except as provided in clause 10 or otherwise agreed in writing.

10.5 If any claim is made against the Buyer for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Deliverables (an "IPR Claim"), then the Supplier indemnifies the Buyer against all losses, damages, costs or expenses (including professional fees and fines) incurred as a result of the IPR Claim to the extent the IPR Claim does not arise from Buyer data, materials, and specifications

10.6 If an IPR Claim is made or anticipated the Supplier must at its own expense and the Supplier's sole option, either:

- (a) obtain for the Buyer the rights in clauses 10.1 and 10.2 without infringing any third party intellectual property rights;
- (b) replace or modify the relevant item with substitutes that don't infringe intellectual property

rights without adversely affecting the functionality or performance of the Deliverables.

## **11. Ending the contract**

11.1 The Contract takes effect on the date of or (if different) the date specified in the Order Form and ends on the earlier of the date of expiry or termination of the Contract or earlier if required by Law.

11.2 The Buyer can extend the Contract where set out in the Order Form in accordance with the terms in the Order Form if mutually agreed with the Supplier.

### **11.3 Ending the Contract without a reason**

The Buyer has the right to terminate the Contract at any time without reason at the end of the Prototype Build Phase by giving written notice at any time to Supplier before the start of the Prototype Run Phase; provided, however, that in such event Buyer will still be responsible for payment of all originally contracted fees and expenses applicable through the end of the Prototype Build Phase, to the extent such fees and expenses have not yet been paid to Supplier, and Buyer will receive no refunds. .

### **11.4 When the Buyer can end the Contract**

(a) If any of the following events happen, the Buyer has the right to immediately terminate its Contract by issuing a termination notice in writing to the Supplier:

- (i) there's a Supplier Insolvency Event;
- (ii) if the Supplier commits a repudiatory breach of Contract;
- (iii) if the Supplier is in material breach of any obligation which is capable of remedy, and that breach is not remedied within [REDACTED] days of the Supplier receiving notice specifying the breach and requiring it to be remedied;
- (v) if the Buyer discovers that the Supplier was in one of the situations in 57 (1) or 57(2) of the Regulations at the time the Contract was awarded;
- (vi) the Court of Justice of the European Union uses Article 258 of the Treaty on the Functioning of the European Union (TFEU) to declare that the Contract should not have been awarded to the Supplier because of a serious breach of the TFEU or the Regulations;
- (vii) the Supplier or its affiliates issues public statements that embarrass or bring the Buyer into disrepute or diminish the public trust in them.

(b) If any of the events in 73(1) (a) to (c) of the Regulations (substantial modification, exclusion of the Supplier, procurement infringement) happen, the Buyer has the right to immediately terminate the Contract and clause 11.5(b) to 11.5(g) applies.

### **11.5 What happens if the Contract ends**

Where the Buyer terminates the Contract under clause 11.4(a) all of the following apply:

- (a) the Buyer's payment obligations under the terminated Contract stop immediately except for services provided through the effective date of termination;
- (b) accumulated rights of the Parties are not affected;
- (c) the Supplier must promptly delete or return the Government Data except where required to retain copies by law;
- (d) the Supplier must promptly return any of the Buyer's property provided under the Contract;
- (e) the Supplier must, at no cost to the Buyer, give all reasonable assistance to the Buyer and any incoming supplier and co-operate fully in the handover and re-procurement;
- (f) the following clauses survive the termination of the Contract: 3.2.10, 6, 7.2, 9, 11, 14, 15, 16, 17, 18, 34, 35 and any clauses which are expressly or by implication intended to continue

(h) Buyer must cease use of and destroy all Supplier software, confidential information, documentation, materials and intellectual property save to the extent the Buyer has been granted a licence to such documentation, materials and intellectual property in accordance with clause 10.1.

### **11.6 When the Supplier can end the Contract**

(a) The Supplier can issue a reminder notice if the Buyer does not pay an undisputed invoice on time. The Supplier can terminate the Contract if the Buyer fails to pay an undisputed invoiced sum due and worth over ██████████% of the total Contract value or £██████████, whichever is the lower, within ██████████ days of the date of the reminder notice. (b) If a Supplier terminates the Contract under clause 11.6(a):

- (i) the Buyer will receive no refunds and must promptly pay all outstanding charges owed to the Supplier, including all originally contracted fees and expenses;
- (iii) clauses 11.5(d) to 11.5(h) apply,

### **12. How much you can be held responsible for**

12.1 Each Party's total aggregate liability under or in connection with the Contract (whether in tort, contract or otherwise) is no more than ██████████% of the Charges paid or payable to the Supplier.

12.2 No Party is liable to the other for:

- (a) any indirect losses;
- (b) loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).

12.3 In spite of clause 12.1, neither Party limits or excludes any of the following:

- (a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors;
- (b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees;
- (c) any liability that cannot be excluded or limited by law.

12.5 Each Party must use all reasonable endeavours to mitigate any loss or damage which it suffers under or in connection with the Contract, including any indemnities.

**13. Obeying the law** 13.1 The Supplier must, in connection with provision of the Deliverables, use reasonable endeavours to:

- (a) comply and procure that its subcontractors comply with the Supplier Code of Conduct appearing at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/646497/2017-09-13\\_Official\\_Sensitive\\_Supplier\\_Code\\_of\\_Conduct\\_September\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/646497/2017-09-13_Official_Sensitive_Supplier_Code_of_Conduct_September_2017.pdf) and such other corporate social responsibility requirements as the Buyer may notify to the Supplier from time to time;
- (b) support the Buyer in fulfilling its Public Sector Equality duty under S149 of the Equality Act 2010;
- (c) not use nor allow its subcontractors to use modern slavery, child labour or inhumane treatment;
- (d) meet the applicable Government Buying Standards applicable to Deliverables which can be found online at: <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

13.2 The Supplier indemnifies the Buyer against any costs resulting from any default by the Supplier relating to any applicable law to do with the Contract.

13.3 The Supplier must appoint a Compliance Officer who must be responsible for ensuring that the Supplier complies with Law, Clause 12.1 and Clauses 27 to 32

13.4 "Compliance Officer" the person(s) appointed by the Supplier who is responsible for ensuring that the Supplier complies with its legal obligations;

## **14. Data protection**

14.1 Annexes 1 and 4 shall apply to the processing of any Personal Data under this Agreement.

14.2 The Supplier must not remove any ownership or security notices in or relating to the Government Data.

14.3 The Supplier must ensure that any Supplier system holding any Government Data, including back-up data, is a secure system that complies with the security requirements specified [in writing] by the Buyer.

14.4 If at any time the Supplier suspects or has reason to believe that the Government Data provided under the Contract is corrupted, lost or sufficiently degraded, then the Supplier must notify the Buyer and immediately suggest remedial action.

14.5 If the Government Data is corrupted, lost or sufficiently degraded so as to be unusable the Buyer may either or both:

(a) tell the Supplier to restore or get restored Government Data as soon as practical but no later than five Working Days from the date that the Buyer receives notice, or the Supplier finds out about the issue, whichever is earlier; (b) restore the Government Data itself or using a third party.

14.6 The Supplier must pay each Party's reasonable costs of complying with clause 14.5 unless the Buyer is at fault.

14.7 The Supplier:

- (a) must provide the Buyer with all Government Data in an agreed open format within [REDACTED] Working Days of a written request;
- (b) must have documented processes to guarantee prompt availability of Government Data if the Supplier stops trading;
- (c) must securely destroy all Storage Media that has held Government Data at the end of life of that media using Good Industry Practice;
- (d) securely erase all Government Data and any copies it holds when asked to do so by the Buyer unless required by Law to retain it;
- (e) indemnifies the Buyer against any and all Losses incurred if the Supplier breaches clause 14 and any Data Protection Legislation.

## **15. What you must keep confidential**

15.1 Each Party must:

- (a) keep all Confidential Information it receives confidential and secure; (b) not disclose, use or exploit the disclosing Party's Confidential Information without the disclosing

Party's prior written consent, except for the purposes anticipated under the Contract;  
(c) immediately notify the disclosing Party if it suspects unauthorised access, copying, use or disclosure of the Confidential Information.

15.2 In spite of clause 15.1, a Party may disclose Confidential Information which it receives from the disclosing Party in any of the following instances:

- (a) where disclosure is required by applicable Law or by a court with the relevant jurisdiction if the recipient Party notifies the disclosing Party of the full circumstances, the affected Confidential Information and extent of the disclosure;
- (b) if the recipient Party already had the information without obligation of confidentiality before it was disclosed by the disclosing Party;
- (c) if the information was given to it by a third party without obligation of confidentiality;
- (d) if the information was in the public domain at the time of the disclosure; (e) if the information was independently developed without access to the disclosing Party's Confidential Information;
- (f) to its auditors or for the purposes of regulatory requirements;
- (g) on a confidential basis, to its professional advisers on a need-to-know basis; (h) to the Serious Fraud Office where the recipient Party has reasonable grounds to believe that the disclosing Party is involved in activity that may be a criminal offence under the Bribery Act 2010.

15.3 The Supplier may disclose Confidential Information on a confidential basis to Supplier Staff on a need-to-know basis to allow the Supplier to meet its obligations under the Contract. The Supplier Staff must enter into a direct confidentiality agreement with the Buyer at its request.

15.4 The Buyer may disclose Confidential Information in any of the following cases:

- (a) on a confidential basis to the employees, agents, consultants and contractors of the Buyer;
- (b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company that the Buyer transfers or proposes to transfer all or any part of its business to;
- (c) if the Buyer (acting reasonably) considers disclosure necessary or appropriate to carry out its public functions;
- (d) where requested by Parliament;
- (e) under clauses 5.7 and 16.

15.5 For the purposes of clauses 15.2 to 15.4 references to disclosure on a confidential basis means disclosure under a confidentiality agreement or arrangement including terms as strict as those required in clause 15.

15.6 Information which is exempt from disclosure by clause 16 is not Confidential Information.

15.7 The Supplier must not make any press announcement or publicise the Contract or any part of it in any way, without the prior written consent of the Buyer and must take all reasonable steps to ensure that Supplier Staff do not either.

## **16. When you can share information**

16.1 The Supplier must tell the Buyer within [REDACTED] hours if it receives a Request For Information.

16.2 Within the required timescales the Supplier must give the Buyer full co-operation and information needed so the Buyer can: (a) comply with any Freedom of Information Act (FOIA) request; (b) comply with any Environmental Information Regulations (EIR) request.

16.3 The Buyer may talk to the Supplier to help it decide whether to publish information under clause 16. However, the extent, content and format of the disclosure is the Buyer's decision, which does not need to be reasonable.

## **17. Invalid parts of the contract**

If any part of the Contract is prohibited by Law or judged by a court to be unlawful, void or unenforceable, it must be read as if it was removed from that Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Contract, whether it's valid or enforceable.

## **18. No other terms apply**

The provisions incorporated into the Contract are the entire agreement between the Parties. The Contract replaces all previous statements and agreements whether written or oral. No other provisions apply.

## **19. Other people's rights in a contract**

No third parties may use the Contracts (Rights of Third Parties) Act (CRTPA) to enforce any term of the Contract unless stated (referring to CRTPA) in the Contract. This does not affect third party rights and remedies that exist independently from CRTPA.

## **20. Circumstances beyond your control**

20.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under the Contract while the inability to perform continues, if it both:

- (a) provides written notice to the other Party;
- (b) uses all reasonable measures practical to reduce the impact of the Force

Majeure Event.

20.2 Either party can partially or fully terminate the Contract if the provision of the WP2016

Deliverables is materially affected by a Force Majeure Event which lasts for [REDACTED] days continuously.

20.3 Where a Party terminates under clause 20.2:

- (a) each party must cover its own losses;
- (b) clause 11.5(b) to 11.5(g) applies.

## **21. Relationships created by the contract**

The Contract does not create a partnership, joint venture or employment relationship. The Supplier must represent themselves accordingly and ensure others do so.

## **22. Giving up contract rights**

A partial or full waiver or relaxation of the terms of the Contract is only valid if it is stated to be a waiver in writing to the other Party.

## **23. Transferring responsibilities**

23.1 The Supplier cannot assign the Contract without the Buyer's written consent.

23.2 The Buyer can assign, novate or transfer its Contract or any part of it to any Crown Body, public or private sector body which performs the functions of the Buyer.

23.3 When the Buyer uses its rights under clause 23.2 the Supplier must enter into a novation agreement in the form that the Buyer specifies.

23.4 The Supplier can terminate the Contract novated under clause 23.2 to a private sector body that is experiencing an Insolvency Event.

23.5 The Supplier remains responsible for all acts and omissions of the Supplier Staff as if they were its own.

23.6 If the Buyer asks the Supplier for details about Subcontractors, the Supplier must provide details of Subcontractors at all levels of the supply chain including: (a) their name;

- (b) the scope of their appointment;
- (c) the duration of their appointment.

## **24. Changing the contract**

24.1 Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by both Parties. The Buyer is not required to accept a variation request made by the Supplier.

## **25. How to communicate about the contract**

25.1 All notices under the Contract must be in writing and are considered effective on the Working Day of delivery as long as they're delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective when sent unless an error message is received.

25.2 Notices to the Buyer or Supplier must be sent to their address in the Order Form.

25.3 This clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

## **26. Preventing fraud, bribery and corruption**

26.1 The Supplier shall not:

(a) commit any criminal offence referred to in the Regulations 57(1) and 57(2); (b) offer, give, or agree to give anything, to any person (whether working for or engaged by the Buyer or any other public body) an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or any other public function or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any other public function.

26.2 The Supplier shall take all reasonable steps (including creating, maintaining and enforcing adequate policies, procedures and records), in accordance with good industry practice, to prevent any matters referred to in clause 26.1 and any fraud by the Staff and the Supplier (including its shareholders, members and directors) in connection with the Contract and shall notify the Buyer immediately if it has reason to suspect that any such matters have occurred or is occurring or is likely to occur.

26.3 If the Supplier or the Staff engages in conduct prohibited by clause 26.1 or commits fraud in relation to the Contract or any other contract with the Crown (including the Buyer) the Buyer may:

(a) terminate the Contract and recover from the Supplier the amount of any loss suffered by the Buyer resulting from the termination, including the cost reasonably incurred by the Buyer of making other arrangements for the supply of the Deliverables and any additional expenditure incurred by the Buyer throughout the remainder of the Contract; or

(b) recover in full from the Supplier any other loss sustained by the Buyer in consequence of any breach of this clause.

## **27. Equality, diversity and human rights**

27.1 The Supplier must follow all applicable equality law when they perform their obligations under the Contract, including:

- (a) protections against discrimination on the grounds of race, sex, gender reassignment, religion or belief, disability, sexual orientation, pregnancy, maternity, age or otherwise;
- (b) any other requirements and instructions which the Buyer reasonably imposes related to equality Law.

27.2 The Supplier must take all necessary steps, and inform the Buyer of the steps taken, to prevent anything that is considered to be unlawful discrimination by any court or tribunal, or the Equality and Human Rights Commission (or any successor organisation) when working on the Contract.

## **28. Health and safety**

28.1 The Supplier must perform its obligations meeting the requirements of:

- (a) all applicable law regarding health and safety;
- (b) the Buyer's current health and safety policy while at the Buyer's premises, as provided to the Supplier.

28.2 The Supplier and the Buyer must as soon as possible notify the other of any health and safety incidents or material hazards they're aware of at the Buyer premises that relate to the performance of the Contract.

## **29. Environment**

29.1 When working on Site the Supplier must perform its obligations under the Buyer's current Environmental Policy, which the Buyer must provide.

29.2 The Supplier must ensure that Supplier Staff are aware of the Buyer's Environmental Policy.

## **30. Tax**

30.1 The Supplier must not breach any tax or social security obligations and must enter into a binding agreement to pay any late contributions due, including where applicable, any interest or any fines. The Buyer cannot terminate the Contract where the Supplier has not paid a minor tax or social security contribution.

30.2 Where the Supplier or any Supplier Staff are liable to be taxed or to pay National Insurance contributions in the UK relating to payment received under the Off Contract, the Supplier must both: (a) comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, the Social Security Contributions and Benefits Act 1992 (including IR35) and National Insurance contributions; (b) indemnify the Buyer against any Income Tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made during or after the Contract Period in connection with the provision of the Deliverables by the Supplier or any of the Supplier Staff.

30.3 If any of the Supplier Staff are Workers who receive payment relating to the Deliverables, then the Supplier must ensure that its contract with the Worker contains the following requirements:

(a) the Buyer may, at any time during the term of the Contract, request that the Worker provides information which demonstrates they comply with clause 30.2, or why those requirements do not apply, the Buyer can specify the information the Worker must provide and the deadline for responding;

(b) the Worker's contract may be terminated at the Buyer's request if the Worker fails to provide the information requested by the Buyer within the time specified by the Buyer; (c) the Worker's contract may be terminated at the Buyer's request if the Worker provides information which the Buyer considers isn't good enough to demonstrate how it complies with clause 30.2 or confirms that the Worker is not complying with those requirements; (d) the Buyer may supply any information they receive from the Worker to HMRC for revenue collection and management.

## **31. Conflict of interest**

31.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual or potential conflict between the financial or personal duties of the Supplier or the Supplier Staff and the duties owed to the Buyer under the Contract, in the reasonable opinion of the Buyer.

31.2 The Supplier must promptly notify and provide details to the Buyer if a conflict of interest happens or is expected to happen.

31.3 The Buyer can terminate its Contract immediately by giving notice in writing to the Supplier or take any steps it thinks are necessary where there is or may be an actual or potential conflict of interest.

**32. Reporting a breach of the contract** 32.1 As soon as it is aware of it the Supplier and Supplier Staff must report to the Buyer any actual or suspected breach of law, clause 13.1, or clauses 26 to 31.

32.2 The Supplier must not retaliate against any of the Supplier Staff who in good faith reports a breach listed in clause 32.1.

### **33. Resolving disputes**

33.1 If there is a dispute between the Parties, their senior representatives who have authority to settle the dispute will, within [REDACTED] days of a written request from the other Party, meet in good faith to resolve the dispute.

33.2 If the dispute is not resolved at that meeting, the Parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure current at the time of the dispute. If the Parties cannot agree on a mediator, the mediator will be nominated by CEDR. If either Party does not wish to use, or continue to use mediation, or mediation does not resolve the dispute, the dispute must be resolved using clauses 33.3 to 33.5.

33.3 Unless the Buyer refers the dispute to arbitration using clause 33.4, the Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:

- (a) determine the dispute;
- (b) grant interim remedies;
- (c) grant any other provisional or protective relief.

33.4 The Supplier agrees that the Buyer has the exclusive right to refer any dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.

33.5 The Buyer has the right to refer a dispute to arbitration even if the Supplier has started or has attempted to start court proceedings under clause 33.3, unless the Buyer has agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under clause 33.4. 33.6 The Supplier cannot suspend the performance of the Contract during any dispute.

### **34. Which law applies**

This Contract and any issues arising out of, or connected to it, are governed by English law.

