



Department for Environment Food & Rural Affairs

Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	C28110 (Contract)	
2. Customer	Mark Thompson Director of NID Department for Environment, Food and Rural Affairs (Defra) acting as part of the Crown.	
3. Contractor(s)	White Ribbon UK Town Hall St Georges Street Hebden Bridge HX7 7BY West Yorkshire Reg no 05617302	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: Mark Thompson (Defra) Jamie Davis (Defra) James Quitmann (Defra) Samantha Lambert (Defra)	
5. The Agreement	<p>This Order is part of the Agreement and is subject to the terms and conditions Referenced at Appendix 1 and shall come into effect on the Start Date.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none">a) this Order.b) the terms and conditions at Appendix 1; andc) the remaining Appendices (if any) in equal order of precedence.	
6. Deliverables	Applicable Deliverables	Goods Only: <input type="checkbox"/> Services Only: <input checked="" type="checkbox"/> Good and Services: <input type="checkbox"/>
	Services	White Ribbons, mission is to prevent violence against women and girls by addressing its root causes. They work with men and boys to change long-established, and harmful, attitudes, systems and behaviours around masculinity that perpetuate inequality and violence.
7. Start Date	2nd February 2025	
8. Expiry Date	2 nd February 2028	
9. Charges	The Charges for the Services shall be as set out in Appendix 3. The Charges are fixed for the duration of the Agreement.	
10. Payment	Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), Accounts-Payable (Accounts-payable.def@gov.sscl.com). Within 10 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. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details	

	(name and telephone number) of your Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment, please contact our Accounts Payable section on Accounts-payable.def@gov.sscl.com																										
11. Contractor's Liability Cap (Clause 13.2.1)	£139,650.00																										
12. Customer's Authorised Representative(s)	For general liaison your contact will continue to be: Mark Thompson Mark.thompson@defra.gov.uk																										
13. Contractor's Authorised Representative	For general liaison your contact will continue to be: Charlotte Noble (Designated Member) E Mail: - accounts@whiteribbon.org.uk																										
14. Optional Intellectual Property Rights ("IPR") Clauses	The Customer has chosen Option B in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions. Option B: Customer ownership of all New IPR with limited Contractor rights to all New IPR in order to deliver the Agreement.																										
15. Progress Meetings and Progress Reports	Not applicable																										
16. Address for notices	<table><tr><td>Customer:</td><td>Contractor:</td></tr><tr><td>Mark Thompson</td><td>Charlotte Noble</td></tr><tr><td>Director of the Northern Ireland Directorate (Group HR)</td><td>White Ribbon UK</td></tr><tr><td>Department for Environment, Food and Rural Affairs</td><td>Town Hall</td></tr><tr><td>Bristol</td><td>St Georges Street</td></tr><tr><td></td><td>Hebden Bridge</td></tr><tr><td></td><td>HX7 7BY</td></tr><tr><td></td><td>West Yorkshire</td></tr><tr><td>Attention: Director of NID</td><td></td></tr><tr><td>Email: mark.thompson@defra.gov.uk</td><td></td></tr><tr><td></td><td>Attention: Designated Member</td></tr><tr><td></td><td>Email: accouns@whiteribbon.org.uk</td></tr></table>			Customer:	Contractor:	Mark Thompson	Charlotte Noble	Director of the Northern Ireland Directorate (Group HR)	White Ribbon UK	Department for Environment, Food and Rural Affairs	Town Hall	Bristol	St Georges Street		Hebden Bridge		HX7 7BY		West Yorkshire	Attention: Director of NID		Email: mark.thompson@defra.gov.uk			Attention: Designated Member		Email: accouns@whiteribbon.org.uk
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17. Key Personnel of the Contractor	Key Personnel Role:	Key Personnel Name:	Contact Details:																								
	See section 16																										
18. Procedures and Policies	For the purposes of the Agreement:																										

	<p>The Customer's security / data security requirements are: GOV.UK</p> <p>The Customer's additional sustainability requirements are: Procurement at Defra - Department for Environment, Food & Rural Affairs - GOV.UK</p> <p>The Customer's equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy [is/are] [Equality and diversity - Department for Environment, Food & Rural Affairs - GOV.UK]</p> <p>The Customer's health and safety policy is: [Health and Safety Executive - GOV.UK]</p>
19. Special Terms	Special Term 1 – Not Applicable
20. Additional Insurance	Not Applicable
21. Further Data Protection Provisions	<p>The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:</p> <p>Yes: <input type="checkbox"/></p> <p>No: <input checked="" type="checkbox"/></p>

Signed for and on behalf of the Customer	Signed for and on behalf of the Contractor
<p>Name: John Rae</p> <p>Category Manager (Defra Corporate Services)</p>	<p>Name: Charlotte Noble</p> <p>Designated Member (White Ribbon UK)</p>
Date:	Date:
Signature:	Signature:

Appendix 1: Terms and Conditions

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Defra Website](#) and which are called 'Standard Goods & Services Terms and Conditions (Core Defra)'

Appendix 2: Specification/Description

1. **White Ribbon is the UK's leading charity engaging men and boys to end violence against women and girls.**

Their mission is to prevent violence against women and girls by addressing its root causes. They work with men and boys to change long-established, and harmful, attitudes, systems and behaviours around masculinity that perpetuate inequality and violence.

In February 2022, Defra became the first Civil Service department to be accredited with White Ribbon.

Over the past three years, Defra has been implementing its Action Plan, developed by a Steering Group and supported by senior leadership, to affect tangible change within Defra. We will continue this work in the years to come.

2. **Violence against women and girls is *not* a women's issue...**

...however, it's often portrayed as one. This is due to the way women have long been responsible for navigating threats to their own safety. The first step is to understand that women and girls live with a fear of violence – and a threat of this fear of violence — that men do not experience in the same way.

3. **Do you know what violence looks like?**

Violence against women and girls can happen anywhere and takes many forms – from sexist jokes online to harassing behaviours on the train. Some behaviours may be dismissed as 'small' or 'low-level' acts: sharing sexist 'jokes' at work or in group chats; catcalling women in the street; or harassing women on a night out. These all contribute towards creating a culture of fear and misogyny that encourages violence and abuse against women. In spaces where these behaviours are normalised, it can lead to more extreme cases of violence.

White Ribbon Promise

Firstly, you can make the White Ribbon Promise...

[Make the White Ribbon Promise — White Ribbon UK](#)

Ask for your team to receive the 'Change the story training'

[Email the Male Allyship Network to sign your team up for the training, or sign yourself up for training as a Volunteer Facilitator](#)

Email your interest in volunteering with us as a trainer. The first step is to become an Ambassador or Champion

[Ambassadors and Champions — White Ribbon UK](#)

Email your interest to allyshipnetwork@defra.gov.uk to become an [Ambassador or Champion](#)

Join the Male Allyship Network

[This group](#) seeks to create a safe, open forum for men to discuss perspectives and strategies to better support our female and non-binary colleagues.

Or read about the new Worker Protection Act

There is new guidance on [sexual harassment](#) in the workplace.

4. **Ending violence against women and girls starts with MEN**

Culture change doesn't happen overnight, but we can end men's violence against women and girls in our lifetimes. This year, we are encouraging individuals and organisations to make consistent choices and actions, so that women and girls may live their lives free from the fear of violence.

Violence experienced by women and girls takes many forms. Some behaviours and words may seem 'harmless' but normalising them ignores the short- and long-term effects on women and can lead to more extreme violence.

Being allies with women every day shouldn't be underestimated —
even the smallest actions can affect big change.

Appendix 3: Charges

Circa £13,965.00

Appendix 4: Processing Personal Data

Contract:	[XXXX]
Date:	[XXXX]
Description of authorised processing	Details
Identity of Controller and Processor for each category of Personal Data	
Subject matter of the processing	
Duration of the processing	
Nature and purposes of the processing	
Type of Personal Data	
Categories of Data Subject	
Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	
Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement	
Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach	