

NOVIA - CARPENTER & PATERSON, INC

STANDARD TERMS AND CONDITIONS
(January 29, 2020 Rev 3)

FOR THE PURCHASE OF

GOODS AND/OR SERVICES

1 Definitions and Interpretation

1.1 In these Terms and Conditions, the following definitions apply:

Business Day: a day other than a Saturday, Sunday or public holiday in the United States, when banks are open for business.

Commencement Date: has the meaning set out in clause 2.2 (b).

Conditions: these terms and conditions as amended from time to time in accordance with Clause 17.8

Contract: the contract between the Customer and the Supplier for the supply of Goods and/or Services in accordance with these Conditions.

Customer: Nova - Carpenter & Paterson, Inc., Incorporated in Delaware, U.S.A., whose registered address is 225 Merrimac St., Woburn, MA. 01801 U.S.A. with Employer Identification Number 04-1154270.

Customer Materials: has the meaning set out in Clause 5.3(j).

Deliverables: all documents, goods, products and materials developed by the Supplier or its agents, contractors and employees as part of or in relation to the Services in any form or media, including without limitation drawings, maps, plans, diagrams, designs, pictures, computer programs, data, specifications and reports (including drafts).

Goods: the goods (or any part of them) set out in the Order.

Goods Specification: any specification for the Goods, including any related plans and drawings that are agreed in writing by the Customer and the Supplier.

Intellectual Property Rights: patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in trade dress, goodwill and the right to sue for misrepresentation or damage, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which exist or will exist now or in the future in any part of the world.

Order: the Customer's order for the supply of Goods and/or Services, as set out in the Customer's purchase order form.

Services: the services, including without limitation any Deliverables, to be provided by the Supplier under the Contract as set out in the Service Specification, if applicable.

Service Specification: the description or specification for Services agreed in writing by the Customer and the Supplier.

Supplier: the person or firm from whom the Customer purchases the Goods and/or Services.

1.2 In these Conditions, the following rules of interpretation apply:

(a) a **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal status);

(b) a references to a party includes its personal representatives, successors or permitted

assigns;

- (c) a reference to a statute or statutory provision is a reference to such statute or statutory provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted;
- (d) any phrase introduced by the terms **including**, **include**, **specifically** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms;
- (e) a reference to **writing** or **written** includes faxes; and emails;
- (f) unless the context otherwise requires, a reference to one gender shall include a reference to the other genders

2. Basis of Contract

- 2.1 The Order constitutes an offer by the Customer to purchase Goods and/or Services from the Supplier in accordance with these Conditions.
- 2.2 The Order shall be deemed to be accepted on the earlier of:
 - (a) the Supplier issuing written acceptance of the Order; or
 - (b) any act by the Supplier consistent with fulfilling the Order,at which point and on which date the Contract shall come into existence (**Commencement Date**).
- 2.3 These Conditions apply to the Contract to the exclusion of any other terms that the Supplier seeks to impose or incorporate at any time including in accordance with Clause 2.2 (a) above, or which are implied, or specified, by trade, custom, practice or course of dealing.
- 2.4 All of these Conditions shall apply to the supply of both Goods and Services except where the application to one or the other is specified.

3. Supply of Goods

- 3.1 The Supplier shall ensure that the Goods shall:
 - (a) correspond with their description and any applicable Specification;
 - (b) be of satisfactory quality and fit for the purpose intended and known to the Supplier by the Customer, expressly or by implication, and in this respect the Customer relies on the Supplier's skill, experience and judgment;
 - (c) be free from defects both patent and latent, in design, materials and workmanship and remain so for twenty four (24) months after delivery; and
 - (d) comply with all applicable statutory and regulatory requirements relating to the manufacture, supply, labelling, packaging, storage, handling and delivery of the Goods.
 - (e) are labeled with GHS Hazard Symbols for products supplied that require them.
- 3.2 The Supplier shall ensure that at all times it has and maintains all the licenses, permits, authorizations, and consents that it needs to carry out its obligations under the Contract in respect of the Goods.

- 3.3 The Customer shall have the right, but not the obligation, to inspect and test the Goods at any time before delivery.
- 3.4 If following such inspection or testing the Customer discovers that the Goods do not conform or are unlikely to comply with the Supplier's undertakings at Clause 3.1, the Customer shall inform the Supplier and the Supplier shall immediately take such remedial action as is necessary to ensure compliance.
- 3.5 Notwithstanding any such inspection or testing, the Supplier shall remain fully responsible for the Goods and any such inspection or testing shall not reduce or otherwise affect the Supplier's obligations under the Contract, and the Customer shall have the right to conduct further inspections and tests after the Supplier has carried out its remedial actions.

4. Delivery of Goods

4.1 The Supplier shall ensure that:

- (a) the Goods are properly packed and secured in such manner as to enable them to reach their destination in good condition;
- (b) each delivery of the Goods is accompanied by a packing slip which shows the date of the Order, the Order number, the type and quantity of the Goods (including the product code number (where applicable)), special storage instructions (if any) and, if the Goods are being delivered multiple shipments, the outstanding balance of Goods remaining to be shipped; and contain GHS Hazardous labels where appropriate, and
- (c) any packaging material shall only be returned to the Supplier at the request and cost of the Supplier, and shall be a standard industry practice for ordered goods.

4.2 The Supplier shall deliver the Goods:

- (a) on the date specified in the Order or, if no such date is specified, then within three (3) days of the date of the Order;
- (b) to the Customer's premises at the address set out in the Order or as instructed by the Customer before delivery (**Delivery Location**);
- (c) during the Customer's normal hours of business on a Business Day, or as instructed by the Customer.

4.3 Delivery of the Goods shall be completed on the completion of unloading of the Goods at the Delivery Location.

4.4 If the Supplier:

- (a) delivers less than eighty per cent (80%) of the quantity of Goods ordered, the Customer may reject the Goods; unless allowed by the Customer, or
- (b) delivers more than one hundred per cent (100%) of the quantity of Goods ordered, the Customer may at its sole discretion reject the Goods or the excess Goods and any rejected Goods shall be returnable at the Supplier's risk and expense. If the Supplier delivers more or less than the quantity of Goods ordered and the Customer accepts the delivery, a pro rata adjustment shall be made to the invoice for the Goods.

4.5 The Supplier shall not make partial shipments without the Customer's prior written consent. Where it is agreed that partial shipments of the Goods are allowed, they may be invoiced and paid for separately. However, failure by the Supplier to deliver any one shipment on time or at all or any defect in a shipment, shall entitle the Customer to the remedies set out in clauses 7.1 or 7.2 below.

4.6 Title and risk in the Goods shall pass to the Customer on completion of delivery.

5 Supply of Services

5.1 The Supplier shall, from the Commencement Date and for the duration of the Contract, provide the Services to the Customer in accordance with the terms of the Contract.

5.2 The Supplier shall meet any performance dates for the Services specified in the Order or notified to the Supplier by the Customer.

5.3 In providing the Services, the Supplier shall:

- (a) Co-operate with the Customer in all matters relating to the Services, and comply with all instructions of the Customer;
- (b) Perform the Services with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade;
- (c) Use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with this Contract;
- (d) Ensure that the Services and Deliverables will conform with all descriptions and specifications set out in the Service Specification, and that the Deliverables shall be fit for any purpose expressly or implied;
- (e) Provide all equipment, tools and vehicles and such other items as are required to provide the Services;
- (f) Use new and the best quality goods, materials, standards and techniques, and ensure that the Deliverables, and all goods and materials supplied and used in the Services or transferred to the Customer, will be free from defects in workmanship, installation and design;
- (g) Obtain and at all times maintain all necessary licenses and consents, and comply with all applicable laws and regulations;
- (h) Observe all health and safety rules and regulations and any other requirements that apply at any of the Customer's premises; notify Customer of Hazardous Materials brought on site;
- (i) Hold all goods, materials, equipment and tools, drawings, specifications and data supplied by the Customer to the Supplier (**Customer Materials**) in safe custody at its own risk, maintain the Customer Materials in good condition until returned to the Customer, and not dispose or use the Customer Materials other than in accordance with the Customer's written instructions or authorization; and
- (j) Do not do or omit to do anything which may cause the Customer to lose any license, authority, consent or permission upon which it relies for the purposes of conducting its business, and the Supplier acknowledges that the Customer may rely or act on the Services;

6. Compliance

- 6.1 In the performance of all of its obligations under these Conditions and the Contract the Supplier shall comply with this Clause 6 at all times.
- 6.2 Each Party agrees to comply fully, at its own expense, with all applicable laws and regulations of the United States and any other applicable local law or regulation, including (without limitation) import and export laws, restrictions, national security controls, regulations and anti-corruption legislation.
- 6.3 The Supplier represents, warrants and undertakes to the Customer that:
- (a) in relation to these Conditions and the Contract and/or its subject matter, neither the Supplier nor any of its employees, sub-contractors or agents or others performing services on behalf of the Supplier has done (or agreed to do) or will do (or agree to do) anything which constitutes a breach by the Supplier or Customer of the U.S. Foreign Corrupt Practices Act (FCPA), of 1977 and any and all similar anti-bribery and/or anti-corruption legislation of any jurisdiction applicable from time to time to the Supplier, the Customer, these Conditions and the Contract and/or its subject matter (including, without limitation, the) ("**Bribery Legislation**");
 - (b) the Supplier has in place, and will at all times during the term of the Contract continue to have in place, adequate procedures designed to prevent any person associated with the Supplier from committing an offence under any Bribery Legislation (FCPA) and as a minimum such procedures comply, and will at all times during the term of the Contract comply, with the most recent regulations issued from time to time by the Department of Justice or the SEC pursuant to the U.S. Foreign Corrupt practices Act.
 - (c) the Supplier shall comply with all Bribery Legislation (FCPA) in connection with the Contract and the Customer's business and shall immediately notify the Customer if it discovers or suspects that any of its officers, directors, employees or representatives are acting or have acted in a way which violates such legislation;
 - (d) the Supplier will promptly co-operate (and will procure that each of its employees, agents, sub-contractors and any others performing services on its behalf in relation to the contract and/or its subject matter will co-operate) with the Customer and/or any regulator and/or prosecutor in any investigation relating to any breach, or alleged breach, of any Bribery Legislation (FCPA) by the Supplier or any of its employees, agents, sub-contractors or others performing services on its behalf; and
 - (e) neither the Supplier nor any of its shareholders, subsidiaries or affiliates nor any of its or their directors, officers, agents or employees has been subject to any investigation by any government agency with regard to any breach of Bribery Legislation including the U.S. Foreign Corrupt Practices Act.
- 6.4 The Supplier will throughout the term of the Contract comply with, monitor and enforce the obligations referred to in Clause 6.3 above;
- 6.5 The Supplier acknowledges that the Customer (including its parent company, Hill and Smith Holdings PLC, have a Code of Business Conduct ("**The Code**") which is available at www.hsholdings.co.uk and the Supplier shall at all times, conduct, and procure that its officers, directors, employees, subsidiaries, representatives and/or any other person associated with or acting on their behalf conduct, business ethically and in accordance with the relevant provisions of The Code. This Clause shall apply whether or not the Supplier is acting pursuant to the Contract or its relationship with the Customer or any companies within the Hill & Smith Holdings PLC Group of Companies.

- 6.6 The Supplier agrees that it must be able to demonstrate its compliance with the requirements referred to in this Clause 6 at the request of and to the satisfaction of the Customer which includes, but is not limited to, the Customer having the right to inspect (upon reasonable notice) any site, records and files of the Supplier relating to the Contract (or any other business transaction with the Customer or any member of the Hill & Smith Holdings PLC Group of Companies).
- 6.7 If the Supplier fails to comply with this Clause 6, the Customer shall be entitled, in its sole discretion, to terminate the Contract and any other contracts between the Supplier and Customer without penalty to the Customer but with obligations for the Supplier to remedy any damages suffered by the Customer as a result of such termination or breach of Contract. Any termination pursuant to this Clause 6 will be without prejudice to any right and/or remedy, that has already accrued, or may subsequently accrue, to the Customer.
- 6.8 In confirmation of compliance with this Clause 6 the Supplier will sign an Anti-Corruption Certification substantially in the format set out in Schedule 1 as amended from time to time by the Customer, at least once in every 12 month period of the Contract.
- 6.9 The Supplier hereby represents warrants and undertakes to the Customer that it will not use any Conflict Minerals (gold, cassiterite, columbite-tantalite or wolframite) in its manufacturing or contract manufacturing activities or in the provision of the Goods or Services, which derive from directly or indirectly the Democratic Republic of the Congo or adjoining countries.
- 6.10 The Supplier shall be responsible for obtaining any necessary import and export licenses or permits necessary for the performance of its obligations under the Contract and the Supplier shall be responsible for any and all customs, duties, clearance charges, taxes, brokers' fees and other amounts payable in connection with the importation, exportation and delivery of the Goods and Services and any associated technology.
- 6.11 The Supplier in addition, hereby confirms to the Customer, that it does not in the course of its general business activities, (regardless of any prior export license, license exception or general license), supply Goods or Services and their associated technologies directly or indirectly to any person, entity or into any territory which is embargoed, prohibited, debarred or otherwise the subject of sanctions from the United States of America, the European Union, the United Kingdom or the territory in which the Supplier is located.
- 6.12 In addition to all other remedies available to the Customer, the Supplier shall indemnify the Customer against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other professional costs and expenses) suffered or incurred by the Customer arising out of or in connection with the Customer's breach of any of the provisions of this Clause 5 or any relevant anti-corruption legislation.
- 6.13 For the avoidance of doubt, this Clause 6 shall survive termination or expiry of the Contract, however arising.

7. Customer Remedies

- 7.1 If the Supplier fails to deliver the Goods and/or perform the Services by the applicable date, the Customer shall, without limiting its other rights or remedies, have one or more of the following rights:
- (a) to terminate the Contract with immediate effect by giving written notice to the Supplier;
 - (b) to refuse to accept any subsequent performance of the Services and/or delivery of the Goods which the Supplier attempts to make;

- (c) to recover from the Supplier any costs incurred by the Customer in obtaining substitute goods and/or services from a third party;
- (d) where the Customer has paid in advance for Services that have not been provided by the Supplier and/or Goods which have not been delivered by the Supplier, to have such sums refunded by the Supplier; and
- (e) to claim damages for any additional costs, loss or expenses incurred by the Customer which are in any way attributable to the Supplier's failure to meet such dates.

7.2 If the Goods are not delivered by the applicable date, the Customer may, at its option, claim or deduct five per cent (5%) of the price of the Goods for each week's delay in delivery by way of liquidated damages (not a penalty), up to a maximum of twenty per cent (20%) of the total price of the Goods. If the Customer exercises its rights under this clause 7.2 it shall not be entitled to any of the remedies set out in clause 7.1 in respect of the Goods' late delivery.

7.3 If the Supplier has delivered Goods that do not comply with the undertakings set out in Clause 3.1, then, without limiting its other rights or remedies, the Customer shall have one or more of the following rights, whether or not it has accepted the Goods:

- (a) to reject the Goods (in whole or in part) whether or not title has passed and to return them to the Supplier at the Supplier's own risk and expense;
- (b) to terminate the Contract with immediate effect by giving written notice to the Supplier;
- (c) to require the Supplier to repair or replace the rejected Goods, or to provide a full refund of the price of the rejected Goods (if paid);
- (d) to refuse to accept any subsequent delivery of the Goods which the Supplier attempts to make;
- (e) to recover from the Supplier any expenditure incurred by the Customer in obtaining substitute goods from a third party; and
- (f) to claim damages for any additional costs, loss or expenses incurred by the Customer arising from the Supplier's failure to supply Goods in accordance with Clause 3.1.

7.4 These Conditions shall extend to any substituted or remedial services and/or repaired or replacement goods supplied by the Supplier.

7.5 The Customer's rights under this Contract are in addition to its rights and remedies implied by statute and applicable law.

8 Customer's Obligations

8.1 The Customer shall:

- (a) provide the Supplier with reasonable access at reasonable times to the Customer's premises for the purpose of providing the Services; and
- (b) provide such information as the Supplier may reasonably request for the provision of the Services and the Customer considers reasonably necessary for the purpose of providing the Services;

9 Charges and Payment

- 9.1 The price for the Goods:
- (a) shall be the price set out in the Order, or if no price is quoted, the price set out in the Supplier's published price list in force at the Commencement Date; and
 - (b) shall be inclusive of the costs of packaging, insurance and carriage of the Goods, unless otherwise agreed in writing by the Customer. No extra charges shall be effective unless agreed in writing and signed by the Customer.
- 9.2 The charges for the Services shall be set out in the Order, and shall be the full and exclusive remuneration of the Supplier in respect of the performance of the Services. Unless otherwise agreed in writing by the Customer, the charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.
- 9.3 In respect of Goods, the Supplier shall invoice the Customer on or at any time after completion of delivery. In respect of Services, the Supplier shall invoice the Customer on completion of the Services. Each invoice shall include such supporting information required by the Customer to verify the accuracy of the invoice, including but not limited to the relevant purchase order number.
- 9.4 In consideration of the supply of Goods and/or Services by the Supplier, the Customer shall pay the invoiced amounts within forty-five (45) days of the end of the month in which a correctly rendered invoice is provided by the Supplier to the Customer.
- 9.5 All amounts payable by the Customer under the Contract are exclusive of amounts in respect of sales taxes chargeable from time to time. Where any taxable supply is made under the Contract by the Supplier to the Customer, the Customer shall, on receipt of a valid sales tax invoice from the Supplier, pay to the Supplier such additional amounts in respect of taxes as are chargeable on the supply of the Goods and/or Services at the same time as payment is due for the supply of the Goods and/or Services.
- 9.6 If a party fails to make any payment due to the other party under the Contract by the due date for payment, then the defaulting party shall pay interest on the overdue amount at the legal rate. Such interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. The defaulting party shall pay the interest together with the overdue amount. This clause shall not apply to payments that the defaulting party disputes in good faith.
- 9.7 The Supplier shall maintain complete and accurate records of the time spent and materials used by the Supplier in providing the Services, and the Supplier shall allow the Customer to inspect such records at all reasonable times on request.
- 9.8 The Customer may at any time, without limiting any of its other rights or remedies, set off any liability of the Supplier to the Customer against any liability of the Customer to the Supplier, whether either liability is present or future, liquidated or unliquidated, and whether or not either liability arises under the Contract.
- 10. Intellectual Property Rights**
- 10.1 In respect of the Goods and any goods that are transferred to the Customer as part of the Services under this Contract, including without limitation the Deliverables or any part of them, the Supplier warrants that it has full clear and unencumbered title to all such items, and that at the date of delivery of such items to the Customer, it will have full and unrestricted rights to sell and transfer all such items to the Customer.

- 10.2 The Supplier assigns to the Customer, with full title guarantee and free from all third party rights, all Intellectual Property Rights in the products of the Services, including for the avoidance of doubt the Deliverables.
- 10.3 The Supplier shall obtain waivers of all moral rights in the products, including for the avoidance of doubt the Deliverables, of the Services to which any individual is now or may be at any future time entitled under Copyright Designs and Patents Act or any similar provisions of law in any jurisdiction.
- 10.4 The Supplier shall, promptly at the Customer's request, do (or procure to be done) all such further acts and things and the execution of all such other documents as the Customer may from time to time require for the purpose of securing for the Customer the full benefit of the Contract, including all right, title and interest in and to the Intellectual Property Rights assigned to the Customer in accordance with Clause 10.2 above.
- 10.5 All Customer Materials are the exclusive property of the Customer.
- 10.6 Any background Intellectual Property Rights subsisting in any information provided by the Customer to the Supplier including in the Customer Materials shall remain vested in the Customer and the Customer shall grant to the Supplier a non-exclusive, worldwide, royalty free, revocable license to use such background Intellectual Property Rights solely for the period of the Contract for the purposes of the Contract. Any foreground Intellectual Property Rights generated by the Supplier in the performance of its obligations under the Contract or in respect of these Conditions shall vest in the Customer absolutely and the Supplier shall have no interest right or title in respect of the same.

11. Indemnity

- 11.1 The Supplier shall keep the Customer indemnified against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) suffered incurred by the Customer as a result of or in connection with:
- (a) any claim made against the Customer for actual or alleged infringement of a third party's intellectual property rights arising out of, or in connection with, the manufacture, supply or use of the Goods, or receipt, use or supply of the Deliverables and/or the Services, to the extent that the claim is attributable to the acts or omissions of the Supplier, its employees, agents or subcontractors;
 - (b) any claim made against the Customer by a third party for death, personal injury or damage to property arising out of, or in connection with, defects in Goods, to the extent that the defects in the Goods are attributable to the acts or omissions of the Supplier, its employees, agents or subcontractors; and
 - (c) any claim made against the Customer by a third party arising out of or in connection with the supply of the Goods or the Services, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of the Contract by the Supplier, its employees, agents or subcontractors.
- 11.2 This Clause 11 shall survive termination of the Contract.

12. Insurance

During the term of the Contract and for a period of six (6) years thereafter, the Supplier shall maintain in

force, with a reputable insurance company, professional indemnity insurance, product liability insurance and general liability insurance to cover the liabilities that may arise under or in connection with the Contract in the amount which is the higher of:

- (a) the insurance amount(s) specified in the Contract; or
- (b) in respect of the provision of the Services, coverage in the amount of \$1,000,000 (One Million U.S. Dollars) per event and \$3,000,000 (Three Million U.S. Dollars) in aggregate and in respect of the manufacture and supply of Goods, coverage in the amount of \$1,000,000 (One Million U.S. Dollars) per event and \$5,000,000 (Five Million U.S. Dollars) in the aggregate

and shall, at the Customer's request, produce both the insurance certificate giving details of coverage and the receipt for the current year's premium in respect of each of the required insurances.

13. Confidentiality

13.1 A party (**receiving party**) shall keep in strict confidence all technical or commercial know-how, specifications, inventions, processes or initiatives which are of a confidential nature and have been disclosed to the receiving party by the other party (**disclosing party**), its employees, agents or subcontractors, and any other confidential information concerning the disclosing party's business, its products and services which the receiving party may obtain. The receiving party shall only disclose such confidential information to those of its employees, agents and subcontractors who need to know it for the purpose of discharging the receiving party's obligations under the Contract, and shall ensure that such employees, agents and subcontractors comply with the obligations set out in this clause as though they were a party to the Contract. The receiving party may also disclose such of the disclosing party's confidential information as is required to be disclosed by law, any governmental or regulatory authority or by a court of competent jurisdiction.

13.2 This clause 13 shall survive termination of the Contract.

14. Termination

14.1 Without limiting its other rights or remedies, the Customer may terminate the Contract:

- (a) in respect of the supply of Services, by giving the Supplier one (1) months' written notice; and
- (b) in respect of the supply of Goods, in whole or in part at any time before delivery with immediate effect by giving written notice to the Supplier, whereupon the Supplier shall discontinue all work on the Contract. The Customer shall pay the Supplier fair and reasonable compensation for any work in progress to the extent that the same cannot be redeployed or otherwise mitigated in respect of the Goods at the time of termination, but such compensation shall not include loss of anticipated profits or any consequential loss or indirect loss or damage whatsoever.

14.2 Without limiting its other rights or remedies, the Supplier may terminate the Contract by giving the Customer three (3) months' written notice.

14.3 In any of the circumstances in these Conditions in which a party may terminate the Contract, where both Goods and Services are supplied, that party may terminate the Contract in respect of the Goods, or in respect of the Services, and the Contract shall continue in respect of the remaining supply.

- (a) Without limiting its other rights or remedies, the Customer may terminate the Contract with

immediate effect by giving written notice to the Supplier if: the Supplier commits a material breach of the terms of the Contract and (if such a breach is remediable) fails to remedy that breach within thirty (30) days of receipt of notice in writing to do so. For the avoidance of doubt a breach of Clause 6 of these Conditions shall constitute a material breach for the purposes of this Clause;

- (b) the Supplier repeatedly or persistently breaches any of the terms of the Contract in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of the Contract;
- (c) the Supplier suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company or limited liability partnership) is deemed unable to pay its debts or, (being an individual) is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, or (being a partnership) has any partner to whom any of the foregoing apply;
- (d) the Supplier commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors;
- (e) a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of the Supplier (being a company) other than for the sole purpose of an arrangement for a solvent merger of the Supplier with one or more other companies or the solvent reorganization of the Supplier;
- (f) the Supplier (being an individual) is the subject of a bankruptcy petition or order;
- (g) a creditor or encumbrance' of the Supplier attaches or takes possession of, or a hardship, execution, repossession or other such process is levied or enforced on or sued against, the whole or any part of its assets and such attachment or process is not discharged within fourteen (14) days;
- (h) an application is made to court, or an order is made, for the appointment of an administrator or if a notice of intention to appoint an administrator is given or if an administrator is appointed over the Supplier (being a company);
- (i) the holder of a security interest over the assets of the Supplier (being a company) as become entitled to appoint or has appointed an administrative receiver;
- (j) a person becomes entitled to appoint a receiver over the assets of the Supplier or a receiver is appointed over the assets of the Supplier;
- (k) any event occurs, or proceeding is taken, with respect to the Supplier in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in clause 14.4 (c) to Clause 14.4 (j) (inclusive);
- (l) the Supplier suspends or ceases, or threatens to suspend, or cease, to carry on all or a substantial part of its business;
- (m) the other party's financial position deteriorates to such an extent that in the Supplier's opinion the Customer's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy; or

(n) the Supplier (being an individual) dies or, by reason of illness or incapacity (whether mental or physical), is incapable of managing his own affairs.

14.4 Termination of the Contract, however arising, shall not affect any of the parties' rights and remedies that have accrued prior to and as at the date of termination.

14.5 Clauses which expressly or by implication survive termination of the Contract shall continue in full force and effect.

15. Consequences of Termination

On termination of the Contract for any reason, the Supplier shall immediately deliver to the Customer all Deliverables whether or not then complete, and return all Customer Materials to the Customer, to the extent that the same are not stored in backup IT systems where Supplier shall not be required to have to retrieve the same. Where the Supplier fails to deliver all Deliverables and Customer Materials to the Customer where it is reasonable to do so, then the Customer may enter the Supplier's premises and take possession of them. Until they have been returned or delivered, the Supplier shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this Contract.

16 Force Majeure

16.1 Neither party shall be in breach of the Contract nor liable for delay in performing, or failure to perform, any of its obligations under it if such a delay or failure result from events, circumstances or causes beyond its reasonable control including but not limited to, Acts of God, flood, drought, earthquake or other natural disaster; terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo or breaking off of diplomatic relations; nuclear, chemical, biological contamination or sonic boom, epidemic or pandemic; any law or any action taken by a Government or a public authority including without limitation imposing an export or import restriction, quota or prohibition, and the collapse of buildings, fire, explosion or accident ("**Force Majeure Event**").

16.2 The Supplier shall use all reasonable effort to mitigate the effect of a Force Majeure Event on the performance of its obligations.

16.3 If a Force Majeure Event prevents, hinders or delays the Supplier's performance of its obligations for a continuous period of more than thirty (30) days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

17 General

17.1 Assignment and Other Dealings

(a) The Customer may at any time assign, transfer, mortgage, charge, subcontract or deal in any other manner with all or any of its rights or obligations under the Contract.

(b) The Supplier may not assign, transfer, mortgage, charge, subcontract, declare a trust over or deal in any other manner with all or any of its rights or obligations under the Contract without the prior written consent of the Customer.

17.2 Notices

(a) Any notice or other communication given to a party under or in connection with the Contract shall be in writing, addressed to that party at its registered office (if it is a company) or its principal place of business (in any other case) or such other address as that party may have specified to the other

party in writing in accordance with this clause, and shall be delivered personally, or sent by pre-paid first class post or other next working day delivery service, commercial courier or fax.

- (b) A notice or other communication shall be deemed to have been received: if delivered personally, when left at the address referred to in the Purchase Order; if sent by pre-paid first class post or other next working day delivery service, at 9.00 am on the second Business Day after posting; if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed; or, if sent by fax, one Business Day after transmission.
- (c) The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action.

17.3 Severance

If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of the Contract.

17.4 Waiver

A waiver of any right or remedy under the Contract or law is only effective if given in writing and shall not be deemed a waiver of any subsequent breach or default. No failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.

17.5 No Partnership or Agency

Nothing in the Contract is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, nor constitute either party the agent of the other for any purpose. Neither party shall have authority to act as agent for, or to bind, the other party in any way.

17.6 No Relationship of Employer and Employee

Nothing in the Contract is intended to, or shall be deemed to, establish any relationship of employer and employee between the parties.

17.7 Third Parties

A person who is not a party to the Contract and shall not have any rights to enforce its terms as though it were a party to it and the provisions of the UCC are hereby excluded to the fullest extent permitted by law.

17.8 Changes or Substitutions

Except as set out in these Conditions, no variation of the Contract, including the introduction of any additional terms and conditions, shall be effective unless it is agreed in writing and signed by both parties.

17.9 Governing Law

The Contract, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with the law of Louisiana, Jefferson Parish.

17.10 Jurisdiction

Each party irrevocably agrees that the courts of Jefferson Parish, Louisiana shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with the Contract or these Conditions or its subject matter or formation (including non-contractual disputes or claims).

SCHEDULE 1

ANNUAL COMPLIANCE CERTIFICATION

Supplier Annual Certification of Compliance with Hill & Smith Holdings PLC Anti-Corruption Policies and the Hill & Smith Holdings PLC Code of Business Conduct (the “Code”)

The following certification should be signed off annually to ensure that you remain compliant with Hill and Smith Holdings PLC’s policies and procedures on Anti-Bribery and Corruption which include but are not limited to; The Code and the Anti-Bribery and Corruption Policy.

I..... hereby certify that:

I will fulfil all of the requirements of Clause 6 of the Conditions of the Contract.

I have reviewed, understand and will comply with The Code and Anti- Bribery and Corruption Policy, which I have reviewed on the Hill and Smith Holdings PLC website.

I understand the prohibition in the Code and in the Anti-Bribery and Corruption Policy against corruptly making, offering to make, agreeing to make, or authorizing any payment, loan, donation or gift of money or anything else of value, directly or indirectly, on behalf of the Customer or any Customer affiliate to or for the benefit of any “Public Official,” which includes: (i) any officer or employee, whether paid or unpaid, of a government, or any department or agency thereof; a state-owned or controlled enterprise; or a public international organization; (ii) members of a government entity; (iii) any political party or party official or candidate for public or political party office; or (iv) any person acting in an official capacity on behalf of any of the foregoing, whether paid or unpaid.

I am not aware of any violations of the Code or of the Anti-Bribery and Corruption Policy.

I confirm that the information I have provided to the Customer in respect of any and all anti-bribery and corruption matters, updates, policies, any questions the Customer has asked and any matters related to the Code remains true and accurate to the best of my knowledge and belief.

I confirm that I will immediately advise the Customer of any suspected or actual violation of the Code or the Anti-Bribery and Corruption Policy or any matters which could constitute breaches or violations of any laws and regulations to which I am subject in the performance of my obligations under this Contract, of which I become aware at any time.

Name:

Title:

Signature:

Date:

TERMS OF WIFI USE

1. PARTIES

The internet access service, comprising the wireless service (together, the “Service”) is provided to you by [XXXXXXXXXXXX (Registration No :XXXXXXXX)] having its registered address at Westhaven House, Arleston Way, Shirley, Solihull, B90 4LH (“we”/“us”/“our”). By gaining access to the Service, you agree to abide by the following terms and conditions of Wi-Fi Use below (the “Terms”). If you do not agree to all of the Terms of Wi-Fi Use, please do not use the Service.

2. SERVICE

Access to the Service is permitted on a temporary basis only and on a free of charge basis. We reserve the right to withdraw or amend the Services without notice. We will not be liable if for any reason our Service is unavailable for any time or for any period. In addition we may at any time suspend or restrict access to all or part of the Service. If you require any assistance in relation to the Service, you should contact Yvonne Roberts.

3. YOUR OBLIGATIONS

3.1 You will keep confidential any access codes or passwords provided to you in order to access the Service, and will not disclose them to any other person for any reason. You will be responsible for any loss that arises from you losing, misusing or otherwise disclosing any such access codes or passwords. If you lose any such access codes or passwords, you should contact reception immediately.

3.2 The Service is intended to allow you to access the internet in order to use, amongst other things, the worldwide web, e-mail and messaging services. You undertake to us that your behaviour while using the Service will be lawful, honest and proper. Without prejudice to any other provision of this Agreement, we may terminate your use of the Service at any time without notice if we become aware of any behaviour that has a negative impact on our equipment or network or the use by other persons of our equipment or network or the internet in general, or which damages, or has the potential to damage, our reputation or standing.

3.3 Without prejudice to the generality of paragraph 3.2 above, you may not:

- (a) use the Service for any illegal purpose;
- (b) access or attempt to access the Service via more than one device;
- (c) use the Service in such a manner as to host a web or other server, send or facilitate the sending of bulk e-mail or collect third party personal data without appropriate consent; and/or
- (d) exceed the download limitations we establish.

4. BREACH OF THE AGREEMENT

We shall investigate any suspected breach of the agreement by you, and reserve the right to take such action as we, in our sole discretion deem appropriate, including suspension or withdrawal of the Service with immediate effect and without notice and reporting any unlawful, dishonest or improper behavior to any relevant governmental or regulatory authority.

5. DISCLAIMER

You acknowledge that your use of the Service is at your own risk. The Service is provided on an “as is” and “when available” basis, and to the fullest extent permitted by law, we hereby exclude all and any warranties or conditions of any kind whether express or implied, in respect of the Service and any content or data obtained or downloaded from it.

Without prejudice to the foregoing generality:

- (a) we do not warrant that the Service will be uninterrupted, timely, secure or error-free at all times or will meet your requirements; and
- (b) we are not responsible for the security, integrity, accuracy or completeness of any information that you transmit or receive while using the Service.
- (c) We do not accept responsibility to protect your computer or mobile device from infection by viruses or anything else that has contaminating or destructive purposes.

6. LIABILITY

6.1 Nothing in this agreement shall exclude or limit your or our liability for death or personal injury.

6.2 Subject to paragraph 6.1, we shall not be liable to you in contract, tort or otherwise arising in connection with this agreement for any economic losses (including, without limitation, loss of revenues, profits, contracts, business or anticipated savings), any loss of goodwill or reputation, any special, indirect or consequential losses or any destruction, corruption or loss of data.

6.3 You will indemnify us against all and any losses or claims arising from any breach of the agreement by you, and against any claims or legal proceedings arising from your use of the Service which are brought or threatened against us by another person.

7. GENERAL

7.1 You acknowledge and agree that all intellectual property rights (including, but not limited to copyrights (including rights in software), trademarks, database rights, patents and inventions) in and relating to the Service are owned by us and our licensors or contractors. Nothing in this agreement operates to transfer any such intellectual property rights to you.

- 7.2 If any provision of this agreement is found to be unenforceable by a court of competent jurisdiction, the other provisions will nevertheless remain in full force and effect.
- 7.3 These terms of use and the relationship between us shall be governed by and construed in accordance with the laws of England and Wales and you agree to submit to the exclusive jurisdiction of the Courts of England and Wales.
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BY ACCESSING THE SERVICE YOU WILL BE DEEMED TO HAVE READ, UNDERSTOOD, ACCEPTED AND AGREED TO BEING BOUND BY THESE TERMS OF WI-FI USE.