

This agreement is dated on the date that you confirm acceptance electronically by ticking the box provided.

Parties

- (1) **HARWOOD HR SOLUTIONS LTD** incorporated and registered in England and Wales with company number 11272105 whose registered office is at Hawthorne Lodge, Sutton Lodge Farm, Frolesworth Road, Broughton Astley, Leicestershire, England, LE9 6PG (Harwood HR)
- (2) The Client (You)

Background

- (A) Harwood HR has developed certain software applications and platforms which it makes available to subscribers via the internet on a pay-per-use basis for the purpose of providing support with Health & Safety training and documentation for SME businesses.
- (B) The Client wishes to use Harwood HR's service in its business operations.
- (C) Harwood HR has agreed to provide and the Client has agreed to take and pay for Harwood HR's service subject to the terms and conditions of this agreement.

Agreed terms

1. Interpretation

- 1.1 The definitions and rules of interpretation in this clause apply in this agreement.
- 1 Authorised Users: those administrators, employees, agents and independent contractors of the Client who are authorised by the Client to use the Services and the Documentation, as further described in clause 2.2(d).
- 2 Business Day: a day other than a Saturday, Sunday or public holiday in England when banks in London are open for business.
- 3 Change of Control: the beneficial ownership of more than 50% of the issued share capital of a company or the legal power to direct or cause the direction of the general management of the company, and controls, controlled and the expression change of control shall be construed accordingly.
- 4 Confidential Information: information that is proprietary or confidential and is either clearly labelled as such or identified as Confidential Information in clause 11.5 or clause 11.6.
- 5 Controller, processor, data subject, personal data, personal data breach, processing and appropriate technical and organisational measures: as defined in the Data Protection Legislation.
- 6 Client Data: the data inputted by the Client, Authorised Users, or Harwood HR on the Client's behalf for the purpose of using the Services or facilitating the Client's use of the Services.
- 7 Data Protection Legislation: the UK Data Protection Legislation and any other European Union legislation relating to personal data and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of personal data (including, without limitation, the privacy of electronic communications); and the guidance and codes of practice issued by the relevant data protection or supervisory authority and applicable to a party.
- 8 Documentation: the document made available to the Client by Harwood HR online via www.harwoodhrsolutions.co.uk or such other web address notified by Harwood HR to the Client from time to time which sets out a description of the Services and the user instructions for the Services.
- 9 Effective Date: the date of this agreement.
- 10 Initial Subscription Term: the initial term of this agreement as set out in Schedule 1.
- 11 Normal Business Hours: 9.00 am to 5.30 pm local UK time, each Business Day.
- 12 Renewal Period: the period described in clause 14.1.
- 13 Services: the subscription services provided by Harwood HR to the Client under this agreement via www.harwoodhrsolutions.co.uk or any other website notified to the Client by Harwood HR from time to time, as more particularly described in the Documentation.
- 14 Software: the online software applications provided by Harwood HR as part of the Services.
- 15 Subscription Fees: the subscription fees payable by the Client to Harwood HR for the User Subscriptions, as set out in paragraph 1 of Schedule 1.
- 16 Subscription Term: has the meaning given in clause 14.1 (being the Initial Subscription Term together with any subsequent Renewal Periods).
- 17 Support Services Policy: Harwood HR's policy for providing support in relation to the Services as made available at www.harwoodhrsolutions.co.uk or such other website address as may be notified to the Client from time to time.
- 18 UK Data Protection Legislation: all applicable data protection and privacy legislation in force from time to time in the UK including the General Data Protection Regulation ((EU) 2016/679); the Data Protection Act 2018; the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended.
- 19 User Subscriptions: the user subscriptions (referred to as Memberships in the portal) purchased by the Client pursuant to clause 9.1 which entitle Authorised Users to access and use the Services and the Documentation in accordance with this agreement.
- 20 Virus: any thing or device (including any software, code, file or programme) which may: prevent, impair or otherwise adversely affect the operation of any computer software, hardware or network, any telecommunications service, equipment or network or any other service or device; prevent, impair or otherwise adversely affect access to or the operation of any programme or data, including the reliability of any programme or data (whether by re-arranging, altering or erasing the programme or data in whole or part or otherwise); or adversely affect the user experience, including worms, trojan horses, viruses and other similar things or devices.
- 1.2 Clause, schedule and paragraph headings shall not affect the interpretation of this agreement.
- 1.3 A person includes an individual, corporate or unincorporated body (whether or not having separate legal personality) and that person's legal and personal representatives, successors or permitted assigns.
- 1.4 A reference to a company shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and, in the plural, shall include the singular.
- 1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.7 A reference to a statute or statutory provision is a reference to it as it is in force as at the date of this agreement.
- 1.8 A reference to a statute or statutory provision shall include all subordinate legislation made as at the date of this agreement under that statute or statutory provision.
- 1.9 A reference to writing or written includes faxes and e-mail.
- 1.10 References to clauses and schedules are to the clauses and schedules of this agreement; references to paragraphs are to paragraphs of the relevant schedule to this agreement.

2. User subscriptions

- 2.1 Subject to the Client purchasing the User Subscriptions in accordance with clause 3.3 and clause 9.1, the restrictions set out in this clause 2 and the other terms and conditions of this agreement, Harwood HR hereby grants to the Client a non-exclusive, non-transferable right, without the right to grant sublicences, to permit the Authorised Users to use the Services and the Documentation during the Subscription Term solely for the Client's internal business operations.

2.2 In relation to the Authorised Users, the Client undertakes that:

- (a) the maximum number of Authorised Users that it authorises to access and use the Services and the Documentation shall not exceed the number of User Subscriptions it has purchased from time to time;
- (b) it will not allow or suffer any User Subscription to be used by more than one individual Authorised User unless it has been reassigned in its entirety to another individual Authorised User, in which case the prior Authorised User shall no longer have any right to access or use the Services and/or Documentation;
- (c) each Authorised User shall keep a secure password for his use of the Services and Documentation, that such password shall be changed no less frequently than bi-annually and that each Authorised User shall keep his password confidential;
- (d) it shall maintain a written, up to date list of current Authorised Users and provide such list to Harwood HR within 5 Business Days of Harwood HR's written request at any time or times;
- (e) it shall permit Harwood HR or Harwood HR's designated auditor to audit the Services in order to establish the name and password of each Authorised User and Harwood HR's data processing facilities to audit compliance with this agreement. Each such audit may be conducted no more than once per quarter, at Harwood HR's expense, and this right shall be exercised with reasonable prior notice, in such a manner as not to substantially interfere with the Client's normal conduct of business;
- (f) if any of the audits referred to in clause 2.2(e) reveal that any password has been provided to any individual who is not an Authorised User, then without prejudice to Harwood HR's other rights, the Client shall promptly disable such passwords and Harwood HR shall not issue any new passwords to any such individual; and
- (g) if any of the audits referred to in clause 2.2(e) reveal that the Client has underpaid Subscription Fees to Harwood HR, then without prejudice to Harwood HR's other rights, the Client shall pay to Harwood HR an amount equal to such underpayment as calculated in accordance with the prices set out in paragraph 1 of Schedule 1 within 10 Business Days of the date of the relevant audit.

2.3 The Client shall not access, store, distribute or transmit any Viruses, or any material during the course of its use of the Services that:

- (a) is unlawful, harmful, threatening, defamatory, obscene, infringing, harassing or racially or ethnically offensive;
- (b) facilitates illegal activity;
- (c) depicts sexually explicit images;
- (d) promotes unlawful violence;
- (e) is discriminatory based on race, gender, colour, religious belief, sexual orientation, disability; or
- (f) is otherwise illegal or causes damage or injury to any person or property;

and Harwood HR reserves the right, without liability or prejudice to its other rights to the Client, to disable the Client's access to any material that breaches the provisions of this clause.

2.4 The Client shall not:

- (a) except as may be allowed by any applicable law which is incapable of exclusion by agreement between the parties and except to the extent expressly permitted under this agreement:
 - (i) attempt to copy, modify, duplicate, create derivative works from, frame, mirror, republish, download, display, transmit, or distribute all or any portion of the Software and/or Documentation (as applicable) in any form or media or by any means; or
 - (ii) attempt to de-compile, reverse compile, disassemble, reverse engineer or otherwise reduce to human-perceivable form all or any part of the Software; or
- (b) access all or any part of the Services and Documentation in order to build a product or service which competes with the Services and/or the Documentation; or
- (c) use the Services and/or Documentation to provide services to third parties; or
- (d) subject to clause 2.2.1, license, sell, rent, lease, transfer, assign, distribute, display, disclose, or otherwise commercially exploit, or otherwise make the Services and/or Documentation available to any third party except the Authorised Users, or
- (e) attempt to obtain, or assist third parties in obtaining, access to the Services and/or Documentation, other than as provided under this clause 2; or
- (f) introduce or permit the introduction of any Virus into Harwood HR's network and information systems.

2.5 The Client shall use all reasonable endeavours to prevent any unauthorised access to, or use of, the Services and/or the Documentation and, in the event of any such unauthorised access or use, promptly notify Harwood HR.

2.6 The rights provided under this clause 2 are granted to the Client only and shall not be considered granted to any subsidiary or holding company of the Client.

3. Additional user subscriptions

3.1 Subject to clause 3.2 and clause 3.3, the Client may, from time to time during any Subscription Term, purchase additional User Subscriptions and Harwood HR shall grant access to the Services and the Documentation to such additional Authorised Users in accordance with the provisions of this agreement.

3.2 If the Client wishes to purchase additional User Subscriptions, the Client shall do so directly via the Portal.

3.3 By adding additional User Subscriptions via the Portal, the Client shall, within 30 days of the date of Harwood HR's invoice, pay to Harwood HR the relevant fees for such additional User Subscriptions.

4. Services

4.1 Harwood HR shall, during the Subscription Term, provide the Services and make available the Documentation to the Client on and subject to the terms of this agreement.

4.2 Harwood HR shall use commercially reasonable endeavours to make the Services available 24 hours a day, seven days a week, except for:

- (a) planned maintenance carried out during the maintenance window of 10.00 pm to 2.00 am UK time; and
- (b) unscheduled maintenance performed outside Normal Business Hours, provided that Harwood HR has used reasonable endeavours to give the Client at least 6 Normal Business Hours' notice in advance.

4.3 Harwood HR will, as part of the Services provide the Client with Harwood HR's standard Client support services during Normal Business Hours. The Client may purchase enhanced support services such as on-site support, separately at Harwood HR's then current rates.

5. Client data

5.1 The Client shall own all right, title and interest in and to all of the Client Data that is not personal data and shall have sole responsibility for the legality, reliability, integrity, accuracy and quality of all such Client Data.

5.2 Harwood HR shall follow its archiving procedures for Client Data as set out in its Back-Up Policy available at www.harwoodhrsolutions.co.uk or such other website address as may be notified to the Client from time to time, as such document may be amended by Harwood HR in its sole discretion from time to time. In the event of any loss or damage to Client Data, the Client's sole and exclusive remedy against Harwood HR shall be for Harwood HR to use reasonable commercial endeavours to restore the lost or damaged Client Data from the latest back-up of such Client Data maintained by Harwood HR. Harwood HR shall not be responsible for any loss, destruction, alteration or disclosure of Client Data caused by any third party (except those third

parties sub-contracted by Harwood HR to perform services related to Client Data maintenance and back-up for which it shall remain fully liable under clause 5.9).

5.3 Harwood HR shall, in providing the Services, comply with its Privacy Policy relating to the privacy and security of the Client Data available at www.harwoodhrsolutions.co.uk or such other website address as may be notified to the Client from time to time, as such document may be amended from time to time by Harwood HR in its sole discretion.

5.4 Both parties will comply with all applicable requirements of the Data Protection Legislation. This clause 5 is in addition to, and does not relieve, remove or replace, a party's obligations or rights under the Data Protection Legislation.

5.5 The parties acknowledge that:

(a) if Harwood HR processes any personal data on the Client's behalf when performing its obligations under this agreement, the Client is the controller and Harwood HR is the processor for the purposes of the Data Protection Legislation.

(b) the personal data may be transferred or stored outside the EEA or the country where the Client and the Authorised Users are located in order to carry out the Services and Harwood HR's other obligations under this agreement.

5.6 Without prejudice to the generality of clause 5.4, the Client will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of the personal data to Harwood HR for the duration and purposes of this agreement so that Harwood HR may lawfully use, process and transfer the personal data in accordance with this agreement on the Client's behalf.

5.7 Without prejudice to the generality of clause 5.4, Harwood HR shall, in relation to any personal data processed in connection with the performance by Harwood HR of its obligations under this agreement:

(a) process that personal data only on the documented written instructions of the Client unless Harwood HR is required by the laws of any member of the European Union or by the laws of the European Union applicable to Harwood HR and/or Domestic UK Law (where Domestic UK Law means the UK Data Protection Legislation and any other law that applies in the UK) to process personal data (Applicable Laws). Where Harwood HR is relying on Applicable Laws as the basis for processing personal data, Harwood HR shall promptly notify the Client of this before performing the processing required by the Applicable Laws unless those Applicable Laws prohibit Harwood HR from so notifying the Client;

(b) not transfer any personal data outside of the European Economic Area and the United Kingdom unless the following conditions are fulfilled:

(i) the Client or Harwood HR has provided appropriate safeguards in relation to the transfer;

(ii) the data subject has enforceable rights and effective legal remedies;

(iii) Harwood HR complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any personal data that is transferred; and

(iv) Harwood HR complies with reasonable instructions notified to it in advance by the Client with respect to the processing of the personal data;

(c) assist the Client, at the Client's cost, in responding to any request from a data subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;

(d) notify the Client without undue delay on becoming aware of a personal data breach;

(e) at the written direction of the Client, delete or return personal data and copies thereof to the Client on termination of the agreement unless required by Applicable Law to store the personal data (and for these purposes the term "delete" shall mean to put such data beyond use); and

(f) maintain complete and accurate records and information to demonstrate its compliance with this clause 5 and immediately inform the Client if, in the opinion of Harwood HR, an instruction infringes the Data Protection Legislation.

5.8 Each party shall ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the other party, to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting personal data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to personal data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it).

5.9 As between the Client and Harwood HR, Harwood HR shall remain fully liable for all acts or omissions of any third-party processor appointed by it pursuant to this clause 5.

5.10 Either party may, at any time on not less than 30 days' notice, revise this clause 5 by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when replaced by attachment to this agreement).

5.11 The Administrator may choose to 'delete' Users from the Portal at any time via the 'Your People' area. This will move the Users to the 'Deleted Users' section of the Portal where they can be managed by the Administrator (for example for later reinstatement). Permanent deletion of users from the Portal will occur as standard should a contract with Harwood HR be formally cancelled in line with this policy. Specific requests for data deletion can be made directly to Harwood HR in line with Data Protection laws.

6. Third party providers

The Client acknowledges that the Services may enable or assist it to access the website content of, correspond with, and purchase products and services from, third parties via third-party websites and that it does so solely at its own risk. Harwood HR makes no representation, warranty or commitment and shall have no liability or obligation whatsoever in relation to the content or use of, or correspondence with, any such third-party website, or any transactions completed, and any contract entered into by the Client, with any such third party. Any contract entered into and any transaction completed via any third-party website is between the Client and the relevant third party, and not Harwood HR. Harwood HR recommends that the Client refers to the third party's website terms and conditions and privacy policy prior to using the relevant third-party website. Harwood HR does not endorse or approve any third-party website nor the content of any of the third-party website made available via the Services.

7. Supplier's obligations

7.1 Harwood HR undertakes that the Services will be performed substantially in accordance with the Documentation and with reasonable skill and care.

7.2 The undertaking at clause 7.1 shall not apply to the extent of any non-conformance which is caused by use of the Services contrary to Harwood HR's instructions, or modification or alteration of the Services by any party other than Harwood HR or Harwood HR's duly authorised contractors or agents. If the Services do not conform with the foregoing undertaking, Supplier will, at its expense, use all reasonable commercial endeavours to correct any such non-conformance promptly, or provide the Client with an alternative means of accomplishing the desired performance. Such correction or substitution constitutes the Client's sole and exclusive remedy for any breach of the undertaking set out in clause 7.1.

7.3 Harwood HR:

(a) does not warrant that the Client's use of the Services will be uninterrupted or error-free;

(b) is not responsible for any delays, delivery failures, or any other loss or damage resulting from the transfer of data over communications networks and facilities, including the internet, and the Client acknowledges that the Services and Documentation may be subject to limitations, delays and other problems inherent in the use of such communications facilities.

7.4 This agreement shall not prevent Harwood HR from entering into similar agreements with third parties, or from independently developing, using, selling or licensing documentation, products and/or services which are similar to those provided under this agreement.

7.5 Harwood HR warrants that it has and will maintain all necessary licences, consents, and permissions necessary for the performance of its obligations under this agreement.

8. Client's obligations

The Client shall:

(a) provide Harwood HR with:

(i) all necessary co-operation in relation to this agreement; and

(ii) all necessary access to such information as may be required by Harwood HR;

in order to provide the Services, including but not limited to Client Data, security access information and configuration services;

(b) without affecting its other obligations under this agreement, comply with all applicable laws and regulations with respect to its activities under this agreement;

(c) carry out all other Client responsibilities set out in this agreement in a timely and efficient manner. In the event of any delays in the Client's provision of such assistance as agreed by the parties, Harwood HR may adjust any agreed timetable or delivery schedule as reasonably necessary;

(d) ensure that the Authorised Users use the Services and the Documentation in accordance with the terms and conditions of this agreement and shall be responsible for any Authorised User's breach of this agreement;

(e) obtain and shall maintain all necessary licences, consents, and permissions necessary for Harwood HR, its contractors and agents to perform their obligations under this agreement, including without limitation the Services;

(f) ensure that its network and systems comply with the relevant specifications provided by Harwood HR from time to time; and

(g) be, to the extent permitted by law and except as otherwise expressly provided in this agreement, solely responsible for procuring, maintaining and securing its network connections and telecommunications links from its systems to Harwood HR's data centres, and all problems, conditions, delays, delivery failures and all other loss or damage arising from or relating to the Client's network connections or telecommunications links or caused by the internet.

9. Charges and payment

9.1 The Client shall pay the Subscription Fees to Harwood HR for the User Subscriptions in accordance with this clause 9 and Schedule 1 and any additional support fees in accordance with clause 4.3.

9.2 The Client shall on the Effective Date provide to Harwood HR valid, up-to-date and complete credit card details or approved purchase order information acceptable to Harwood HR and any other relevant valid, up-to-date and complete contact and billing details and, if the Client provides:

(a) its credit card details to Harwood HR, the Client hereby authorises Harwood HR to bill such credit card:

(i) monthly for the Subscription Fees payable in respect of the Subscription Term.

9.3 If Harwood HR has not received payment within 30 days after the due date, and without prejudice to any other rights and remedies of Harwood HR:

(a) Harwood HR may, without liability to the Client, disable the Client's password, account and access to all or part of the Services and Harwood HR shall be under no obligation to provide any or all of the Services while the invoice(s) concerned remain unpaid; and

(b) interest shall accrue on a daily basis on such due amounts at an annual rate equal to 3% over the then current base lending rate of the Bank of England from time to time, commencing on the due date and continuing until fully paid, whether before or after judgment.

9.4 All amounts and fees stated or referred to in this agreement:

(a) shall be payable in pounds sterling;

(b) are, subject to clause 13.3(b), non-cancellable and non-refundable;

(c) are exclusive of value added tax, which shall be added to Harwood HR's invoice(s) at the appropriate rate.

9.5 Harwood HR shall be entitled to increase the Subscription Fees, the fees payable in respect of the additional User Subscriptions purchased pursuant to clause 3.3 and the support fees payable pursuant to clause 4.3 at the start of each Renewal Period upon 90 days' prior notice to the Client and Schedule 1 shall be deemed to have been amended accordingly.

10. Proprietary rights

10.1 The Client acknowledges and agrees that Harwood HR and/or its licensors own all intellectual property rights in the Services and the Documentation. Except as expressly stated herein, this agreement does not grant the Client any rights to, under or in, any patents, copyright, database right, trade secrets, trade names, trademarks (whether registered or unregistered), or any other rights or licences in respect of the Services or the Documentation.

10.2 Harwood HR confirms that it has all the rights in relation to the Services and the Documentation that are necessary to grant all the rights it purports to grant under, and in accordance with, the terms of this agreement.

11. Confidentiality and compliance with policies

11.1 Each party may be given access to Confidential Information from the other party in order to perform its obligations under this agreement. A party's Confidential Information shall not be deemed to include information that:

(a) is or becomes publicly known other than through any act or omission of the receiving party;

(b) was in the other party's lawful possession before the disclosure;

(c) is lawfully disclosed to the receiving party by a third party without restriction on disclosure; or

(d) is independently developed by the receiving party, which independent development can be shown by written evidence.

11.2 Subject to clause 11.4, each party shall hold the other's Confidential Information in confidence and not make the other's Confidential Information available to any third party or use the other's Confidential Information for any purpose other than the implementation of this agreement.

11.3 Each party shall take all reasonable steps to ensure that the other's Confidential Information to which it has access is not disclosed or distributed by its employees or agents in violation of the terms of this agreement.

11.4 A party may disclose Confidential Information to the extent such Confidential Information is required to be disclosed by law, by any governmental or other regulatory authority or by a court or other authority of competent jurisdiction, provided that, to the extent it is legally permitted to do so, it gives the other party as much notice of such disclosure as possible and, where notice of disclosure is not prohibited and is given in accordance with this clause 11.4, it takes into account the reasonable requests of the other party in relation to the content of such disclosure.

11.5 The Client acknowledges that details of the Services, and the results of any performance tests of the Services, constitute Harwood HR's Confidential Information.

11.6 Harwood HR acknowledges that the Client Data is the Confidential Information of the Client.

11.7 No party shall make, or permit any person to make, any public announcement concerning this agreement without the prior written consent of the other parties (such consent not to be unreasonably withheld or delayed), except as required by law, any governmental or regulatory authority (including, without limitation, any relevant securities exchange), any court or other authority of competent jurisdiction.

11.8 The above provisions of this clause 11 shall survive termination of this agreement, however arising.

11.9 In performing its obligations under this agreement the Client shall comply with the Mandatory Policies.

12. Indemnity

12.1 The Client shall defend, indemnify and hold harmless Harwood HR against claims, actions, proceedings, losses, damages, expenses and costs (including without limitation court costs and reasonable legal fees) arising out of or in connection with the Client's use of the Services and/or Documentation, provided that:

- (a) the Client is given prompt notice of any such claim;
- (b) Harwood HR provides reasonable co-operation to the Client in the defence and settlement of such claim, at the Client's expense; and
- (c) the Client is given sole authority to defend or settle the claim.

12.2 Harwood HR shall defend the Client, its officers, directors and employees against any claim that the Client's use of the Services or Documentation in accordance with this agreement infringes any United Kingdom patent effective as of the Effective Date, copyright, trademark, database right or right of confidentiality, and shall indemnify the Client for any amounts awarded against the Client in judgment or settlement of such claims, provided that:

- (a) Harwood HR is given prompt notice of any such claim;
- (b) the Client provides reasonable co-operation to Harwood HR in the defence and settlement of such claim, at Harwood HR's expense; and
- (c) Harwood HR is given sole authority to defend or settle the claim.

12.3 In the defence or settlement of any claim, Harwood HR may procure the right for the Client to continue using the Services, replace or modify the Services so that they become non-infringing or, if such remedies are not reasonably available, terminate this agreement on 2 Business Days' notice to the Client without any additional liability or obligation to pay liquidated damages or other additional costs to the Client.

12.4 In no event shall Harwood HR, its employees, agents and sub-contractors be liable to the Client to the extent that the alleged infringement is based on:

- (a) a modification of the Services or Documentation by anyone other than Harwood HR; or
- (b) the Client's use of the Services or Documentation in a manner contrary to the instructions given to the Client by Harwood HR; or
- (c) the Client's use of the Services or Documentation after notice of the alleged or actual infringement from Harwood HR or any appropriate authority.

12.5 The foregoing and clause 13.3(b) states the Client's sole and exclusive rights and remedies, and Harwood HR's (including Harwood HR's employees, agents and sub-contractors') entire obligations and liability, for infringement of any patent, copyright, trademark, database right or right of confidentiality.

13. Limitation of liability

13.1 Except as expressly and specifically provided in this agreement:

- (a) the Client assumes sole responsibility for results obtained from the use of the Services and the Documentation by the Client, and for conclusions drawn from such use. Harwood HR shall have no liability for any damage caused by errors or omissions in any information, instructions or scripts provided to Harwood HR by the Client in connection with the Services, or any actions taken by Harwood HR at the Client's direction;
- (b) all warranties, representations, conditions and all other terms of any kind whatsoever implied by statute or common law are, to the fullest extent permitted by applicable law, excluded from this agreement; and
- (c) the Services and the Documentation are provided to the Client on an "as is" basis.

13.2 Nothing in this agreement excludes the liability of Harwood HR:

- (a) for death or personal injury caused by Harwood HR's negligence; or
- (b) for fraud or fraudulent misrepresentation.

13.3 Subject to clause 13.1 and clause 13.2:

- (a) Harwood HR shall not be liable whether in tort (including for negligence or breach of statutory duty), contract, misrepresentation, restitution or otherwise for any loss of profits, loss of business, depletion of goodwill and/or similar losses or loss or corruption of data or information, or pure economic loss, or for any special, indirect or consequential loss, costs, damages, charges or expenses however arising under this agreement; and
- (b) Harwood HR's total aggregate liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise, arising in connection with the performance or contemplated performance of this agreement shall be limited to the total Subscription Fees paid for the User Subscriptions during the 12 months immediately preceding the date on which the claim arose.

14. Term and termination

14.1 This agreement shall, unless otherwise terminated as provided in this clause 14, commence on the Effective Date and shall continue unless and until terminated by either party giving to the other not less than ninety (90) days' notice of termination, such notice not to expire prior to 12 months from the Commencement Date, but without limiting any right of earlier termination that either party might have under this Agreement.

14.2 Without affecting any other right or remedy available to it, either party may terminate this agreement with immediate effect by giving written notice to the other party if:

- (a) the other party fails to pay any amount due under this agreement on the due date for payment and remains in default not less than 14 days after being notified in writing to make such payment;
- (b) the other party commits a material breach of any other term of this agreement which breach is irremediable or (if such breach is remediable) fails to remedy that breach within a period of 30 days after being notified in writing to do so;
- (c) the other party repeatedly breaches any of the terms of this agreement 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 this agreement;
- (d) the other party 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 is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986, as if the words "it is proved to the satisfaction of the court" did not appear in sections 123(1)(e) or 123(2) of the Insolvency Act 1986;
- (e) the other party 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 other than for the sole purpose of a scheme for a solvent amalgamation of that other party with one or more other companies or the solvent reconstruction of that other party;
- (f) 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 that other party other than for the sole purpose of a scheme for a solvent amalgamation of that other party with one or more other companies or the solvent reconstruction of that other party;
- (g) 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 other party;

- (h) the holder of a qualifying floating charge over the assets of that other party has become entitled to appoint or has appointed an administrative receiver;
- (i) a person becomes entitled to appoint a receiver over the assets of the other party or a receiver is appointed over the assets of the other party;
- (j) a creditor or encumbrancer of the other party attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the other party's assets and such attachment or process is not discharged within 14 days;
- (k) any event occurs, or proceeding is taken, with respect to the other party in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in clause 14.2(d) to clause 14.2(j) (inclusive);
- (l) the other party suspends or ceases, or threatens to suspend or cease, carrying on all or a substantial part of its business;
- (m) there is a change of control of the other party; or
- (n) any warranty given by Harwood HR in clause 7.5 of this agreement is found to be untrue or misleading.

14.3 On termination of this agreement for any reason:

- (a) all licences granted under this agreement shall immediately terminate and the Client shall immediately cease all use of the Services;
- (b) each party shall return and make no further use of any equipment, property, Documentation and other items (and all copies of them) belonging to the other party;
- (c) Harwood HR may destroy or otherwise dispose of any of the Client Data in its possession in accordance with clause 5.7(c), unless Harwood HR receives, no later than ten days after the effective date of the termination of this agreement, a written request for the delivery to the Client of the then most recent back-up of the Client Data. Harwood HR shall use reasonable commercial endeavours to deliver the back-up to the Client within 30 days of its receipt of such a written request, provided that the Client has, at that time, paid all fees and charges outstanding at and resulting from termination (whether or not due at the date of termination). The Client shall pay all reasonable expenses incurred by Harwood HR in returning or disposing of Client Data; and
- (d) any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination, including the right to claim damages in respect of any breach of the agreement which existed at or before the date of termination shall not be affected or prejudiced.

15. Force majeure

Harwood HR shall have no liability to the Client under this agreement if it is prevented from or delayed in performing its obligations under this agreement, or from carrying on its business, by acts, events, omissions or accidents beyond its reasonable control, including, without limitation, strikes, lock-outs or other industrial disputes (whether involving the workforce of Harwood HR or any other party), failure of a utility service or transport or telecommunications network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or sub-contractors, provided that the Client is notified of such an event and its expected duration.

16. Conflict

If there is an inconsistency between any of the provisions in the main body of this agreement and the Schedules, the provisions in the main body of this agreement shall prevail.

17. Variation

No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

18. Waiver

No failure or delay by a party to exercise any right or remedy provided under this agreement 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.

19. Rights and remedies

Except as expressly provided in this agreement, the rights and remedies provided under this agreement are in addition to, and not exclusive of, any rights or remedies provided by law.

20. Severance

20.1 If any provision or part-provision of this agreement is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this agreement.

20.2 If any provision or part-provision of this agreement is deemed deleted under clause 20.1 the parties shall negotiate in good faith to agree a replacement provision that, to the greatest extent possible, achieves the intended commercial result of the original provision.

21. Entire agreement

21.1 This agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

21.2 Each party acknowledges that in entering into this agreement it does not rely on, and shall have no remedies in respect of, any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement.

21.3 Each party agrees that it shall have no claim for innocent or negligent misrepresentation based on any statement in this agreement.

22. Assignment

22.1 The Client shall not, without the prior written consent of Harwood HR, assign, transfer, charge, sub-contract or deal in any other manner with all or any of its rights or obligations under this agreement.

22.2 Harwood HR may at any time assign, transfer, charge, sub-contract or deal in any other manner with all or any of its rights or obligations under this agreement.

23. No partnership or agency

Nothing in this agreement is intended to or shall operate to create a partnership between the parties, or authorise either party to act as agent for the other, and neither party shall have the authority to act in the name or on behalf of or otherwise to bind the other in any way (including, but not limited to, the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

24. Third party rights

This agreement does not confer any rights on any person or party (other than the parties to this agreement and, where applicable, their successors and permitted assigns) pursuant to the Contracts (Rights of Third Parties) Act 1999.

25. Notices

25.1 Any notice required to be given under this agreement shall be in writing and shall be delivered by hand or sent by pre-paid first-class post or recorded delivery post to the other party at its address set out in this agreement, or such other address as may have been notified by that party for such purposes, or sent by fax or email to as set out below:

(a) Harwood HR - HealthandSafety@harwoodhrsolutions.co.uk

(b) Client - Address as provided under account information

25.2 A notice delivered by hand shall be deemed to have been received when delivered (or if delivery is not in business hours, at 9 am on the first business day following delivery). A correctly addressed notice sent by pre-paid first-class post or recorded delivery post shall be deemed to have been received at the time at which it would have been delivered in the normal course of post. A notice sent by fax or email shall be deemed to have been received at the time of transmission (as shown by the timed printout or delivery receipt obtained by the sender).

26. Governing law

This agreement 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 England and Wales.

27. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

This agreement has been entered into on the date stated at the beginning of it.

Subscription Fees & Term

The Subscription Fees shall be set out within your Portal setting out clearly the relevant Subscription Fee and Additional User Subscription Fees payable by the Client each month.

Subscription Term

Initial Subscription Term: a minimum of one Authorised User (otherwise known as the "Admin") for 12 months from the Effective Date.