

ASSOCIATED BRITISH PORTS

TERMS FOR THE PURCHASE OF GOODS, SERVICES AND SMALL WORKS

IMPORTANT ADVICE

THE SUPPLIER'S ATTENTION IS DRAWN TO SPECIFIC TERMS WHICH EXCLUDE OR LIMIT THE LIABILITY OF THE ABP CUSTOMER AND/OR A MEMBER OF THE ABP GROUP (INCLUDING CLAUSE 8) OR WHICH REQUIRE THE SUPPLIER TO INDEMNIFY OR REIMBURSE THE ABP CUSTOMER AND/OR A MEMBER OF THE ABP GROUP (INCLUDING CLAUSES 4.2(a), 5.5, 9, 10.4 AND 10.5).

THE SUPPLIER'S ATTENTION IS DRAWN TO SPECIFIC TERMS UNDER WHICH IT IS REQUIRED TO EFFECT INSURANCE (INCLUDING CLAUSE 12).

1. Definitions and Interpretation

1.1. Unless the context otherwise requires, the following terms shall have the following meanings when used in these Terms:

"ABP" means Associated British Ports, whose principal office is at 25 Bedford Street, London, WC2E 9ES or such other address as may be notified by the ABP Customer to the Supplier from time to time;

"ABP Customer" means the member of the ABP Group that issues a Purchase Order to the Supplier;

"ABP Data" means all data, information and other materials which are embodied in any medium and which are supplied to the Supplier by or on behalf of the ABP Customer or which the Supplier is required to generate, collect, process, store or transmit in connection with the Contract;

"ABP Group" means ABP together with each of its subsidiary undertakings and parent undertakings and subsidiary undertakings of such parent undertakings;

"ABP Facility" means any ABP Port and any other location or facility under the ownership or control of a member of the ABP Group at which the Supplier is performing Services and/or Works, and the words "ABP Facility" shall be construed as if they were immediately followed by the words "or any

part of it" (**"ABP Facilities"** shall be construed accordingly);

"ABP Port" means any of ABP's ports of Immingham, Grimsby, Hull, Goole, Southampton, Newport, Port Talbot, Cardiff, Barry, Swansea, Ipswich, Lowestoft, King's Lynn, Teignmouth, Plymouth, Garston, Fleetwood, Barrow, Silloth, Troon and Ayr, as well as all land, water, quays, marinas, jetties, buildings and other structures within the statutory harbour jurisdiction of the ABP Customer (or any other member of the ABP Group) or otherwise owned or operated by the ABP Customer (or any member of the ABP Group);

"ABP Property" means any raw materials, goods, plant, machinery or equipment under the ownership or control of any member of the ABP Group;

"ABP Regulations" means all port rules, codes of practice or other directions or regulations issued from time to time by ABP in connection with the ABP Facilities;

"Applicable Laws" means applicable law and legislation of any jurisdiction including all or any statutes, rules, regulations, statutory guidance, treaties, directives, decisions, directions, recommendations, codes of practice, guidance notes, circulars, bylaws, orders, notices, demands, regulations or official guidance issued by any Competent Authority which are applicable to the Supplier, the ABP Facilities and/or any aspect of the performance of the Contract as the same may be amended or modified from time to time;

"Business Day" means: (i) where the Goods and/or Services and/or Works are to be supplied in England or Wales, any day on which banks are open for business in London, England; or (ii) where the Goods and/or Services and/or Works are to be supplied in Scotland, any day on which banks are open for business in Edinburgh, Scotland;

"CDM Regulations" means the Construction (Design and Management) Regulations 2015 (SI 2015/51);

"Charges" means the charges due for the Goods and/or Services and/or Works supplied or performed by the Supplier, as set out in the Purchase Order;

"Commencement Date" means the date on which the Contract is formed between the ABP Customer and the Supplier in accordance with Clause 2.2;

"Competent Authority" means any supranational, national, regional, local or municipal government or regulatory authority, body, agency, court, ministry, inspectorate or department, or any official, public or statutory person or body, police, customs or port authority, in each case acting in accordance with its or their statutory or legal

authority in any jurisdiction having authority over either Party or having responsibility for the regulation or governance of any aspect of the performance of the Contract and/or any ABP Facility;

“Completion Date” means the date specified in the Purchase Order and/or Specification for completion of the Works (or, in the absence of such a date, the date specified by the ABP Customer acting reasonably);

“Contract” is defined in Clause 2.2;

“D&A Policy” is defined in Clause 13.7;

“Defects Correction Period” means the period specified as such in the Purchase Order and/or Specification or, in the absence of a specified period, a period of 12 (twelve) months following completion of the Works;

“Deliverables” means all outputs, documents, products and materials produced by the Supplier, and/or by any person working for or with the Supplier, as part of or in connection with the Services and/or Works or their supply;

“Delivery” means the unloading of the Goods at the Delivery Location (and **“Deliver”** and **“Delivered”** shall be construed accordingly);

“Delivery Date” means the date specified in the Purchase Order for Delivery of the Goods;

“Delivery Location” means the location specified in the Purchase Order for Delivery of the Goods;

“Environment” includes the following (whether alone or in combination): (a) ecological systems and living organisms (including humans); (b) air (including air within buildings or other structures and whether below or above ground); (c) land and soil (including buildings and any other structures in, on or under land and soil, anything below the surface of the land and land covered with water); and (d) water (including water under or within land or within pipe or sewage systems);

“Good Industry Practice” means the exercise of that degree of skill, care and diligence which would ordinarily be expected of a highly skilled and experienced person carrying out the same type of activity under the same conditions;

“Goods” means the goods and/or equipment and/or materials specified in the Purchase Order;

“Hazardous Materials” means any substance in whatever form whether alone or in combination with any other substance known or reasonably believed to be harmful to human health or the Environment, whether or not for that reason it is subject to statutory controls on production, use, storage or disposal;

“Insolvency Event” means the occurrence of any of the following events in relation to either Party:

- (a) an order is made or a resolution is passed for the winding up of that Party, or circumstances arise which entitle a court of competent jurisdiction to make a winding-up order of that Party;
- (b) an order is made for the appointment of an administrator to manage the affairs, business and property of that Party, or documents are filed with a court of competent jurisdiction for the appointment of an administrator of that Party, or notice of intention to appoint an administrator is given by that Party or its directors or by a qualifying floating charge holder (as defined in paragraph 14 of Schedule B1 to the Insolvency Act 1986);
- (c) a receiver is appointed of any of that Party's assets or undertaking;
- (d) circumstances arise which entitle a court of competent jurisdiction or a creditor to appoint a receiver or manager of that Party or if any other person takes possession of or sells that Party's assets;
- (e) that Party makes any arrangement or composition with its creditors, or makes an application to a court of competent jurisdiction for the protection of its creditors in any way;
- (f) that Party ceases, or threatens to cease, to trade or suspends all or substantially all of its operations or suspends payments of its debts or becomes unable to pay its debts or is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986; or
- (g) that Party takes or suffers any similar or analogous action in any jurisdiction in consequence of debt;

“Intellectual Property Rights” means patents (including rights in, and/or to, inventions), trade marks, service marks, trade names and business names (in each case including rights in goodwill attached thereto), design rights, rights in and/or to internet domain names and website addresses, semi-conductor topography rights; copyright (including future copyright), database rights, rights in and to confidential information (including know how and trade secrets), 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 subsist or will subsist now or in the future in any part of the world;

“ISPS Code” is defined in Clause 10.6;

“Losses” means any loss, damage, liability, demand, claim, recovery, judgement, execution, penalty, charge and any other cost and expense of any nature or kind whatsoever (including any legal costs and expense and costs of recovery on a full indemnity basis);

“Operative” means any person employed or engaged by the Supplier in its provision of Services and/or Works;

“Parties” means the ABP Customer and the Supplier (and **“Party”** shall mean either of them);

“Pollution Incident” means a discharge of any Hazardous Material to the Environment in breach of any Applicable Laws;

“Purchase Order” means the ABP order form for the purchase of goods, services and small works used by the ABP Customer to order Goods and/or Services and/or Works from the Supplier, including its schedules, and which incorporates these Terms;

“PVA” is defined in Clause 7.3(b).

“Reportable Injuries or Occurrences” means any injuries or dangerous occurrences reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;

“Right” is defined in Clause 16.4;

“Services” means the services (including any Deliverables) specified in the Purchase Order;

“Specification” means the specifications, descriptions, maps, drawings, samples, patterns, service levels, performance dates or milestones and/or any other requirements or stipulations of the ABP Customer (if any) referred to, described in or attached to the Purchase Order or which are otherwise agreed between the ABP Customer and the Supplier (together with any modifications to them that may be agreed);

“Supplier” means the person from whom the ABP Customer purchases the Goods and/or Services and/or Works;

“Terms” means these ABP Terms for the Purchase of Goods, Services and Small Works;

“Warranty Period” means, unless otherwise agreed in writing by the ABP Customer, a period of twelve (12) months from the date on which the Goods are Delivered to the ABP Customer (provided that where Goods to be supplied under a Contract are supplied in separate instalments, the Warranty Period shall commence in respect of all Goods on the date of Delivery of the final instalment); and

“Works” means the works to be performed by the Supplier as specified in the Purchase Order.

1.2. In these Terms:

(a) unless otherwise provided or unless the context otherwise requires:

(i) the singular shall include the plural and words in the plural shall include the singular;

(ii) any reference to a gender will include all other genders;

(iii) the words “include”, “including”, and “in particular” are to be construed as being by way of illustration or emphasis only and are not to be construed so as to limit the generality of any words preceding them;

(iv) the words “other” and “otherwise” are not to be construed as being limited by any words preceding them; and

(v) any reference to a “person” includes all forms of legal entity including an individual, company, body corporate (wherever incorporated or carrying on business), unincorporated association, governmental entity and a partnership and, in relation to a party who is an individual, their legal representatives);

(vi) the expressions “subsidiary undertaking” and “parent undertaking” shall have the meanings given to them in section 1162 of the Companies Act 2006;

(b) references to a statute or statutory provision includes a reference:

(i) to that statute or statutory provision as from time to time, consolidated, modified or re-enacted (with or without modification) or replaced by any statute or statutory provision, and

(ii) any subordinate legislation made under the relevant statutory provision; and

(c) headings are to be ignored when construing these Terms.

1.3. In the event of any conflict or inconsistency between the terms set out in a Purchase Order and these Terms, the terms set out in the Purchase Order shall take precedence but only to the extent required to remedy such conflict or inconsistency.

2. **Formation of Contract**

2.1. Unless otherwise agreed by the ABP Customer in writing, the issue of a Purchase Order constitutes an offer by the ABP Customer to the Supplier to purchase the Goods and/or Services and/or Works specified in the Purchase Order on and subject to these Terms.

2.2. The Purchase Order will be deemed to have been accepted by the Supplier upon the earlier of:

- (a) the Supplier issuing a written acceptance of the Purchase Order to the ABP Customer; or
- (b) the Supplier delivering the Goods (or any part of them) to the ABP Customer and/or commencing performance of the Services (or any part of them) and/or the Works (or any part of them),

at which point a contract will be formed between the ABP Customer and the Supplier for the supply of the Goods and/or provision of the Services and/or the Works described in the Purchase Order on and subject to these Terms (the “**Contract**”). Subject to Clause 15, the Contract will continue until each of the Parties has discharged its obligations to the other Party under the Contract.

2.3. Unless otherwise agreed by the ABP Customer in writing, these Terms shall apply to the Contract to the exclusion of any other terms that the Supplier seeks to impose or incorporate (including the Supplier’s own standard terms of business) or any other terms implied by trade, custom, practice or course of dealing.

2.4. Subject to Clause 2.5 below, neither the ABP Customer nor the Supplier shall be bound by any variation to the Contract unless it is in writing and signed by both Parties.

2.5. The ABP Customer may instruct the Supplier to vary the scope of the Works (whether by addition to or omission from the Works) without complying with Clause 2.4 above. The ABP Customer and the Supplier endeavour to agree a fixed price for any variation but if they are unable to do so, the Supplier shall be entitled to a fair and reasonable adjustment to the Charges to reflect the variation in question.

3. Supply of Goods

3.1. The Supplier warrants that the Goods shall:

- (a) comply in all respects with: (i) the Specification (if any); (ii) any description agreed between the ABP Customer and the Supplier; (iii) any sample(s) provided by the Supplier to the ABP Customer; (v) these Terms; and (vi) all Applicable Laws;
- (b) be of satisfactory quality (within the meaning of the Sale of Goods Act 1979) and fit for any purpose held out by the Supplier or made known to the Supplier by the ABP Customer, expressly or by implication;
- (c) be free from: (i) damage on Delivery (and, where the Supplier is responsible for unpacking, free from damage after unpacking); and (ii) defects in design,

materials and workmanship and remain so for the duration of the Warranty Period;

- (d) be safe and in “as new” condition; and
- (e) be properly and legally classified, marked and labelled (including without limitation bearing CE marks or any successor or replacement marks as necessary) and include appropriate instructions and warnings and addresses (all in the English language).

3.2. The Supplier warrants to the Customer that it has full, clear and unencumbered title in the Goods.

3.3. The ABP Customer shall have the right to inspect the Supplier’s quality systems and production methods and to inspect, examine and test the Goods (and/or any component materials) at any time before Delivery and the Supplier shall give any person(s) nominated by the ABP Customer access at all reasonable times to its premises for such purpose. If following such inspection, examination and/or testing the ABP Customer considers that the Goods do not comply or are unlikely to comply with the Supplier’s undertakings in Clause 3.1 above, the ABP Customer shall inform the Supplier and the Supplier shall immediately take such remedial action as is necessary to ensure compliance (at the Supplier’s own cost but subject to the ABP Customer’s approval). Clause 3 shall apply to any Goods that are made good under this Clause 3.3.

3.4. The Supplier shall not dispose of any Goods marked to denote that they are the property of the ABP Customer but which are not Delivered to the ABP Customer (or, if Delivered, which are subsequently rejected by the ABP Customer) to any other person without the prior written consent of the ABP Customer, unless such markings are first completely removed.

4. Delivery of Goods

4.1. The Supplier shall Deliver the Goods:

- (a) on the Delivery Date or, in the absence of a specified date, within 10 (ten) Business Days of the Commencement Date;
- (b) to the Delivery Location; and
- (c) during the ABP Customer’s normal working hours on a Business Day, or as otherwise specified by the ABP Customer.

4.2. The Supplier shall ensure that:

- (a) all Goods are properly packed, loaded, transported, stored and protected in such a way to prevent any loss or damage to the Goods during transit, Delivery or unpacking and shall indemnify the ABP Customer (and all other members of the ABP Group), and to keep them so indemnified, against any Losses sustained by the ABP Customer (and/or any other member of the ABP Group) arising out of

- or in connection with any loss or damage to such Goods; and
- (b) each Delivery of Goods is accompanied by a delivery note which displays the number of the related Purchase Order and the type and quantity of the Goods being Delivered.
- 4.3. Unless otherwise agreed in writing by the ABP Customer, the ABP Customer will not be liable to the Supplier for any Delivery, loading, transportation, storage, protection or packing costs.
- 4.4. The Supplier shall be responsible for obtaining all necessary import licences or permits necessary for Delivery.
- 4.5. Title and risk in the Goods shall pass to the ABP Customer on completion of Delivery.
- 4.6. The Supplier shall not Deliver the Goods in instalments without the ABP Customer's prior written consent. Where the Supplier is permitted to Deliver Goods in instalments in accordance with this Clause:
- (a) any failure by the Supplier to Deliver one instalment on time or at all or any defect or damage to any Goods in one instalment shall (without prejudice to any other rights or remedies available to the ABP Customer) entitle the ABP Customer to exercise any of its rights or remedies under Clause 6;
- (b) the ABP Customer shall notify the Supplier in writing of the Delivery Date of the applicable instalment; and
- (c) references in these Terms to the Goods shall, where applicable, be read as references to instalments of the Goods.
- 5. Performance of Services and Works**
- 5.1. The Supplier shall, with effect from the Commencement Date (or such other date specified in the Purchase Order and/or Specification) and for the duration of the Contract, perform the Services and the Works in accordance with:
- (a) the terms of the Contract;
- (b) all Applicable Laws;
- (c) the Specification (if any); and
- (d) Good Industry Practice.
- 5.2. The Supplier shall complete the Works on or prior to the Completion Date. Where the Supplier is unable to complete the Works by the Completion Date as a result of any act or omission of the ABP Customer, the ABP Customer and the Supplier will discuss in good faith and agree a revised date for completion of the Works. In the absence of such agreement, the Supplier undertakes to complete the Works within a period determined by the ABP Customer (acting reasonably).
- 5.3. Where the Supplier is performing Works or Services at an ABP Facility, the Supplier will conduct its activities at all times in such a way as to minimise any nuisance or disturbance to the ABP Customer, any other person at the ABP Facility, any other transport using the ABP Facility and the owners and occupiers of other land within or adjacent to the ABP Facility.
- 5.4. Where the Supplier is undertaking Works, the Supplier undertakes to the ABP Customer that it will use only good quality materials which are:
- (a) safe and in "as new" condition;
- (b) free from: (i) damage; and (ii) defects in design, materials and workmanship; and
- (c) are fit for any purpose held out by the Supplier or made known to the Supplier by the ABP Customer, expressly or impliedly.
- 5.5. Where the ABP Customer provides the Supplier with any ABP Property for the Supplier's performance of the Services and/or the Works, the Supplier agrees to handle the ABP Property with due skill, care and attention and agrees to indemnify the ABP Customer (and all other members of the ABP Group), and to keep them so indemnified, against any Losses sustained by the ABP Customer (and/or any other member of the ABP Group) arising out of or in connection with any loss or damage to such ABP Property.
- 5.6. Where the CDM Regulations apply to any Works that the Supplier is performing, the Parties acknowledge and agree that the "principal contractor" and "principal designer" for such Works will be as set out in the Purchase Order or Specification. Where the Purchase Order and Specification do not specify the Party performing a role, the ABP Customer will be the "principal designer" for the Works and the Supplier will be the "principal contractor" for the Works. Each Party agrees to comply with its obligations under the CDM Regulations in accordance with this Clause 5.6.
- 5.7. Where the Supplier is performing the Services and/or the Works, the Supplier warrants and represents to the ABP Customer that it has the right to perform the Services and/or the Works and that its provision of the Services and/or the Works (including any Deliverables) will not infringe the Intellectual Property Rights of any third party.
- 5.8. The Parties acknowledge and agree that all Intellectual Property Rights in the Deliverables shall belong to the ABP Customer. The Supplier hereby unconditionally and irrevocably assigns to the ABP Customer (by way of present and future assignment of rights) all Intellectual Property Rights in the Deliverables.

- 5.9. For the purpose of giving effect to Clause 5.8, the Supplier shall (at the ABP Customer's request) promptly (and in any event within five (5) Business Days of the ABP Customer's request) execute all documents and do all such acts and things that are necessary in order for the ABP Customer to acquire, enforce or deal with any or all of the Intellectual Property Rights in the Deliverables.
- 5.10. All right, title, interest and Intellectual Property Rights subsisting in the ABP Data shall be owned by the ABP Customer. To the extent that the Supplier acquires or has acquired any right, title, interest or Intellectual Property Rights in any ABP Data, the Supplier hereby unconditionally and irrevocably assigns (or shall procure the unconditional and irrevocable assignment of) the same to the ABP Customer, including by way of present assignment of future rights.
- 5.11. The ABP Customer hereby grants to the Supplier for the duration of the Contract a non-exclusive, revocable, non-transferable licence to use the ABP Data for: (i) optimising the Goods and/or the Services and/or the Works for the ABP Customer's sole benefit, and/or (ii) to provide the Goods and/or the Services and/or the Works (as the case may be), and (iii) perform its obligations under the Contract.
- 5.12. If requested by the ABP Customer, and at no additional cost to the ABP Customer, the Supplier shall promptly make the ABP Data in the possession or control of the Supplier available to the ABP Customer. At no time shall the ABP Data be stored or held by the Supplier in a form or manner not readily accessible to the ABP Customer.
- 5.13. On expiry or termination of the Contract for whatever reason, or upon the ABP Customer's request at any time, the Supplier shall return to the ABP Customer (or any third party appointed by the ABP Customer) all ABP Data then in its possession or control, in such manner or form as reasonably specified by the ABP Customer for the purposes of ready access by the ABP Customer.
- performance of the Services and/or the Works;
- (ii) where the ABP Customer has paid in advance for any Services and/or Works that have not been provided by the Supplier and/or any Goods which have not been Delivered by the Supplier or which have been rejected by the ABP Customer, demand immediate repayment of any amounts paid in advance;
- (iii) recover and/or claim damages from the Supplier for any Losses incurred by the ABP Customer or any other member of the ABP Group which arise out of or in connection with the Supplier's breach of the Contract (including any costs incurred by the ABP Customer in procuring substitute goods and/or services and/or procuring an alternative contractor to provide works equivalent to those being supplied under the Contract);
- (iv) reject the Goods (in whole or in part) whether before or after Delivery and return them to the Supplier at the Supplier's own risk and expense; and/or
- (v) require the Supplier, at the ABP Customer's option but at the Supplier's sole expense, to repair or replace any defective Goods.
- 6.2. Time shall be of the essence in the Supplier's performance of its duties and obligations under the Contract.
- 6.3. The ABP Customer shall not be deemed to have accepted any Goods until it has had a reasonable time to inspect them following Delivery or, in the case of a latent defect in the Goods, until a reasonable time after the latent defect has become apparent.
- 6.4. Where the Supplier provides any repaired or replacement Goods to the ABP Customer under Clause 6.1(b), these Terms (including the undertakings set out in Clause 3.1 and the rights and remedies set out in Clause 6.1) shall apply equally to the repaired or replacement Goods as they apply to the original Goods, provided that the Warranty Period shall commence in respect of the repaired or replacement Goods on the date of their Delivery).
- 6.5. Without prejudice to its other rights and remedies under the Contract, where the ABP Customer identifies any defect(s) in any Works performed by the Supplier (including, without limitation, where the Works do not comply with the Specification in any respect), the Supplier will remedy such defect(s) at its own cost and expense promptly and to the reasonable satisfaction of the ABP Customer provided that the ABP Customer notifies the

6. ABP Customer Remedies

6.1. If the Supplier:

- (a) fails to Deliver Goods by the Delivery Date (or at all) or to perform the Services or Works in accordance with the Contract; or
- (b) has Delivered Goods or performed Services or Works that do not comply with the undertakings set out in Clauses 3.1, 5 or 5.2 of these Terms, then without prejudice to any other rights or remedies available to it under the Contract or at law, the ABP Customer may:
- (i) refuse to accept any subsequent Delivery of Goods and/or subsequent

Supplier of such defect(s) within the Defects Correction Period.

suppliercredits@abports.co.uk or accountspayable@abports.co.uk respectively.

7. **Charges and Payment**

7.1. The ABP Customer shall pay the Charges to the Supplier in consideration for (and conditional upon) the Supplier's Delivery of the Goods and/or performance of the Services and/or Works (as the case may be). Unless otherwise agreed by the ABP Customer in writing, the Charges shall constitute the ABP Customer's entire payment liability to the Supplier under the Contract.

7.2. In respect of Goods, the Supplier shall submit an invoice to the ABP Customer within 30 (thirty) days after Delivery of all the Goods. In respect of Services or Works, the Supplier shall submit an invoice to the ABP Customer within 30 (thirty) days after completion of the Services or Works. All sums payable under the Contract are stated to be exclusive of value added tax, which, if payable, shall be paid against receipt of a valid VAT invoice.

7.3. Where the Goods are being Delivered to the ABP Customer from outside of the United Kingdom, the Supplier:

(a) shall be responsible for any and all customs, imports and excise duties, clearance charges, taxes, brokers' fees and other amounts payable in connection with the importation and Delivery of the Equipment to the ABP Customer; and

(b) acknowledges that the ABP Customer uses postponed VAT accounting ("PVA") to account for any import VAT that is due in respect of the Goods through its VAT return, rather than at the point when the Goods enter the United Kingdom. Accordingly, the Supplier or its customs agents shall make appropriate and accurate entries on all customs declarations that are required by the ABP Customer to facilitate PVA. Such entries shall include (without limitation) the following:

- *[insert the Supplier company name] confirm that all goods purchased by Associated British Ports are for use in Associated British Ports' business;*
- *Associated British Ports' EORI number is GB232425103000;*
- *Associated British Ports' VAT registration number is 232425103; and*
- *elect for PVA treatment.*

7.4. All invoices submitted by the Supplier to the ABP Customer must quote the reference number of the related Purchase Order. The ABP Customer will not accept invoices which contain a reference to more than one Purchase Order. The Supplier must submit each invoice in separate PDF form to supplierinvoices@abports.co.uk. Where the Supplier is required to send through a credit note or statement to the ABP Customer, it should send such documents via email to

7.5. The ABP Customer shall pay all undisputed amounts within 30 (thirty) days of receipt of a correctly rendered invoice from the Supplier to a bank account nominated in writing by the Supplier.

7.6. If the Supplier does not receive any amounts which are properly due and chargeable under the Contract by the due date for payment, the Supplier shall be entitled to charge interest on the overdue amount at a rate of two per cent. (2%) per annum above the Bank of England base rate, accruing on a daily basis from the due date until the date of actual payment (whether before or after judgment) (and which the Parties acknowledge and agree constitutes a substantial remedy for the Supplier in respect of late payment of sums due under the Contract). This Clause shall not apply to any amount that the ABP Customer disputes in good faith.

7.6 The Supplier shall keep and maintain accurate and up-to-date records of the time spent and materials used by the Supplier in providing the Services and/or Works, and the Supplier shall permit the ABP Customer to inspect such records at all reasonable times on request.

7.7 Where the Construction Industry Scheme applies to any Works carried on under the Contract, the Supplier will provide the ABP Customer with all information required by the ABP Customer in order for the ABP Customer to apply the Construction Industry Scheme in accordance with Applicable Laws.

8. **Limitations of Liability**

8.1. The ABP Customer will not be liable to the Supplier for:

- (a) any loss of profit (direct or indirect);
- (b) loss of business, contracts, anticipated savings or depletion of goodwill (direct or indirect);
- (c) any indirect or consequential loss or damages, costs, expenses or other claims for consequential compensation or indirect economic loss (whether in contract, tort (including negligence), restitution, breach of statutory duty or otherwise) which arises out of or in connection with the Contract; or
- (d) any liability incurred by the Supplier to any other person for any economic loss, claim for damages or awards howsoever arising from the Contract or otherwise.

8.2. The ABP Customer's total aggregate liability arising out of or in connection with the Contract (whether in contract, tort (including negligence), breach of statutory duty, restitution or otherwise) will be limited to an amount equal to the Charges

paid or payable under the Contract in the twelve (12) months prior to when the liability arises.

- 8.3. No term of the Contract excludes or limits the liability of either Party for death or personal injury caused by that Party's negligence, or for fraud or fraudulent misrepresentation.

9. **Indemnity**

The Supplier shall indemnify the ABP Customer (and all other members of the ABP Group), and keep them so indemnified, in full and on demand against all Losses incurred by the ABP Customer (and/or any member of the ABP Group) arising out of or in connection with:

- (a) any claim made against the ABP Customer (and/or any member of the ABP Group) by a third party for death, personal injury or damage to property arising out of or in connection with the Services or Works, or defects in the Goods, 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 ABP Customer (and/or any member of the ABP Group) by a third party arising out of or in connection with the supply of the Goods and/or Services and/or Works, to the extent that the 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; and/or
- (c) any breach by the Supplier of Clause 3.2, 5.7 or 10.

10. **Compliance**

10.1 Each Party will at all times keep itself informed of and comply with all Applicable Laws relevant to its performance of the Contract.

10.2 The Supplier will at all times keep itself informed of and comply with all ABP Regulations relevant to the Supplier's use of and activities at any ABP Facility.

10.3 Without prejudice to Clause 10.2, where the Supplier is performing Services and/or Works at an ABP Facility, it will at all times conduct its activities in such a way as to:

- (a) prevent the escape of any substance or matter (in whatever form and whether alone or in combination with any other substance) within the possession or control of the Supplier or its Operatives into or onto any part of the ABP Facility;
- (b) ensure that no Hazardous Materials or substance or matter of which the discharge passage or escape would be contrary to the Environmental Permitting (England and Wales) Regulations 2016

(SI 1154) or any substance or material which may cause an obstruction or damage or pollution or contamination to pass or escape into any sewer drain or watercourse serving an ABP Facility or into the sea or into or onto any part of the ABP Facility.

10.4 If a Pollution Incident should occur as a result of the activities of the Supplier at an ABP Facility, including the escape of any substance or matter which might cause damage to the Environment or discharge of any Hazardous Materials or other substance or matter referred to in Clause 10.3(b) in breach of that Clause 10.3(b), the Supplier shall, upon becoming aware of the Pollution Incident:

- (a) immediately take all steps necessary to prevent further pollution occurring as a result of the Pollution Incident;
- (b) notify the ABP Customer as soon as reasonably practicable and provide the ABP Customer with a copy of any notice that has been given to any Competent Authority in connection with the incident;
- (c) as soon as reasonably practicable remediate the consequences of the Pollution Incident to the reasonable satisfaction of the ABP Customer and any Competent Authority,

provided that notwithstanding Clause 10.4(c), and without prejudice to any of its other rights or remedies, the ABP Customer reserves the right to elect to remediate the consequences of the Pollution Incident itself where it is reasonable in the circumstances for the ABP Customer to do so and the Supplier shall reimburse the ABP Customer in full and on demand for all costs or expenses incurred by the ABP Customer (and/or any other member of the ABP Group) as a result of undertaking such remediation.

10.5 The Supplier agrees to indemnify the ABP Customer (and all other members of the ABP Group), and to keep them so indemnified, from and against any Losses incurred by the ABP Customer (and/or any other member of the ABP Group) as a result of the Supplier's breach of Clause 10.3 or 10.4.

10.6 Where the Supplier is performing Services and/or Works at an ABP Port, it will at all times conduct its activities in accordance with the International Ships and Port Facility Security Code and any amendments or additions to it (the "ISPS Code").

10.7 The Supplier will assist the ABP Customer with security requirements in connection with its activities at any ABP Facility in accordance with

- the ISPS Code, the Port Security Regulations 2009 and any requirements of the United Kingdom Department for Transport or other Competent Authority.
- 10.8 The Parties shall not, and shall procure that their directors, employees, agents, representatives, suppliers and subcontractors shall not, engage in any activity, practice or conduct which would constitute an offence under any applicable:
- (a) anti-bribery and/or anti-corruption laws, regulations and codes, including the Bribery Act 2010;
 - (b) anti-slavery and human trafficking laws, regulations and codes, including the Modern Slavery Act 2015; and/or
 - (c) tax evasion facilitation laws, regulations and codes, including the Criminal Finances Act 2017.
- 10.9 The Parties shall:
- (a) each have in place adequate procedures designed to prevent any person working for or engaged by them or any third party in any way connected to the Contract, from engaging in any activity, practice or conduct which would infringe any anti-bribery and/or anti-corruption laws, regulations and codes including ABP's anti-corruption and anti-bribery policy which is available on ABP's website <http://www.abports.co.uk>; and
 - (b) not engage in any activity, practice or conduct that would constitute an offence under sections 1, 2 or 4 of the Modern Slavery Act 2015 if such activity, practice or conduct were carried out in the United Kingdom;
 - (c) each have in place and maintain such policies and procedures as are both reasonable to prevent the facilitation of tax evasion by another person (including without limitation employees of the Supplier) and for the purposes of this Clause 10.9(c) the extent to which any prevention procedures are deemed reasonable shall be determined in accordance with any guidance issued under section 47 of the Criminal Finances Act 2017.
- 10.10 The Parties each warrant that they are not subject to sanctions or otherwise designated on any list of prohibited or restricted parties or owned or controlled by such a party, including the lists maintained by the Government of the United Kingdom, the United Nations Security Council, the US Government, the Canadian Government, the European Union or its member states, or any other applicable Competent Authority.
- 10.11 Without prejudice to the generality of the obligations set out in this Clause 10, the Supplier must promptly report to the ABP Customer:
- (a) any request or demand for any undue financial or other advantage of any kind which it receives in connection with the performance of any obligations under any agreement with any member of the ABP Group;
 - (b) any actual or suspected slavery or human trafficking in a supply chain which has a connection with Supplier's provision of the Goods, Services or Works, the Contract or any other agreement with a member of the ABP Group; or
 - (c) any request or demand from a third party to facilitate the evasion of tax within the meaning of Part 3 of the Criminal Finances Act 2017 in connection with the performance of the Contract.
- 11. Data Protection**
- 11.1. Unless the context otherwise requires, the terms "process", "personal data" and "data subject" used in this Clause 11 shall be interpreted and construed by reference to any Applicable Laws relating to the security, confidentiality, protection or privacy of personal data.
- 11.2. Without prejudice to the generality of Clause 10.2, in relation to the Supplier's use of or activities at any ABP Facility, the Supplier shall at all times comply with all Applicable Laws and ABP Regulations relating to the security, confidentiality, protection or privacy of personal data.
- 11.3. The Supplier acknowledges that surveillance systems such as CCTV, Automatic Number Plate Recognition (ANPR) and body worn camera systems may be used at any ABP Facility (including for the purposes of safety and security). The Supplier further acknowledges that the information processed by such systems may include personal data about the Supplier, its Operatives or other invitees. This information may be shared by the ABP Customer (and/or any member of the ABP Group) with other persons (including the data subjects themselves, employees, agents or services providers of the ABP Customer or any member of the ABP Group, police forces, security organisations and other relevant persons making an enquiry) and it may be used in any form of proceedings.
- 11.4. The Supplier warrants and agrees that it will make its Operatives and other relevant invitees aware that the ABP Customer (and/or any member of the ABP Group) may process personal data relating to data subjects who may enter or use any ABP Facility (including in relation to the use of any surveillance systems) and as further described in ABP's privacy notice (as amended from time to

time), which can be accessed at http://www.abports.co.uk/Privacy_Notice/.

12. **Insurance**

The Supplier will throughout the term of the Contract have and maintain the following insurances with insurers of repute:

- (a) fully comprehensive employer's liability insurance for unlimited amounts against risks of death, injury or disease to the Supplier's employees, subcontractors and agents in respect of all operations carried out by the Supplier pursuant to the Contract for a minimum of £10,000,000 (ten million pounds) per event;
- (b) public liability insurance (including product liability) for a minimum of £10,000,000 (ten million pounds) for each occurrence, which insurance shall include coverage for:
 - (i) damage or loss to any ABP Property arising out of the Supplier's operations; and
 - (ii) all claims, whether directly or indirectly, of whatever nature arising out of the Supplier's operations;
- (c) where the Supplier is carrying out Works, all risks insurance and professional indemnity insurance with the limits specified in the Purchase Order and/or Specification; and
- (d) such other insurances as the Supplier reasonably deems appropriate in order to meet its obligations and liabilities under the Contract or as are required by Applicable Law.

13. **Health and Safety**

13.1. Without prejudice to any other term of the Contract, where the Supplier is performing Services and/or Works at any ABP Facility, it will at all times and at its own expense keep itself informed of, observe and comply with all Applicable Laws and ABP Regulations (including all relevant ABP policies and procedures) relating to health and safety affecting its use of and activities at the ABP Facilities.

13.2. The Supplier shall ensure that all Operatives are properly and adequately supervised by the Supplier at all times during the performance of any Services and/or Works. Unless otherwise agreed in advance in writing by the ABP Customer, the Supplier shall be fully responsible for the supervision and conduct of any activities carried out at the ABP Facilities pursuant to the Contract, including in circumstances where the ABP Customer has any representative(s) present during any part of the Services and/or the Works.

13.3. The Supplier shall ensure that:

- (a) all Operatives engaged by the Supplier in the provision of Services and/or Works are

appropriately trained and qualified for the work in which they are engaged, in accordance with Good Industry Practice, including (where Services and/or Works are being performed at an ABP Port) any guidance published from time to time by the UK Industry Standards body Port Skills and Safety, including (without limitation) specific training applicable to the particular work being carried out by each Operative; and

- (b) without prejudice to the generality of the above, that under no circumstances shall any Operative operate any vehicle or mechanical cargo handling equipment at any time unless and until such Operative has been properly trained and is properly qualified to operate such vehicle or equipment.

13.4. The Supplier shall maintain accurate and up to date training records for all Operatives and will promptly provide copies of such records to the ABP Customer on request.

13.5. Without limitation to the other terms of the Contract, the Supplier shall:

- (a) carry out risk assessments of its activities at the ABP Facilities;
- (b) devise safe systems of work; and
- (c) deliver toolbox talks,

13.6. in relation to environmental protection and health and safety.

13.7. The Supplier shall ensure that appropriate action is promptly taken on the basis of its risk assessments so as to comply at all times with Good Industry Practice and Applicable Law.

13.8. Where the Supplier is performing Services and/or Works in an ABP Facility, it shall have in place, and shall procure that its Operatives comply with, a zero tolerance drugs and alcohol policy (the "**D&A Policy**").

13.9. The D&A Policy must include provision for "random" and "for cause" testing of workers. The Supplier shall apply its D&A Policy to all its Operatives. In the event that any Operatives test positive for drugs and/or alcohol or who refuse to co-operate with the D&A Policy while at any ABP Facility, the Supplier shall ensure the immediate removal of such Operatives from the ABP Facility.

13.10. The ABP Customer reserves the right to refuse entry to, or remove, any Operative from any ABP Facility who is, or appears to be, under the influence of drugs and/or alcohol (as determined by the ABP Customer).

13.11. The Supplier shall plan and execute the Services and/or Works in such a manner as to ensure that so far as is reasonably practicable no person is exposed to danger.

13.12. The Supplier shall, and shall ensure that its Operatives shall, immediately inform a

representative of the ABP Customer in the event that it becomes aware of any occurrence, incident, circumstance or unsafe practice which may affect the safe or efficient operation of the ABP Facilities or which may present a danger or give rise to a risk to health, security, order, safety, property or the environment at the ABP Facilities.

13.13. The Supplier shall submit to the ABP Customer the details of any Reportable Injuries or Occurrences which have occurred in any ABP Facility as soon as reasonably possible after each such occurrence.

13.14. The Supplier shall inform the ABP Customer in writing of the name and contact details of its appointed competent person for health and safety matters and shall promptly notify the ABP Customer of any updated details in the event of any changes.

14. Confidentiality

14.1. The Parties will keep and procure to be kept secret and confidential all confidential information belonging to the other party disclosed or obtained as a result of the relationship of the parties under the Contract (including the ABP Data which the Supplier acknowledges is the confidential information of the ABP Customer) and will not use or disclose the same save: (a) for the purposes of the proper performance of the Contract; (b) with the prior written consent of the other Party or of a Party's professional advisors or; (c) as may be required in connection with any financing arrangements.

14.2. Where a Party discloses confidential information to its employees, consultants, sub-contractors, professional advisors or agents pursuant to Clause 14.1, such disclosure shall be subject to obligations equivalent to those set out in this Clause 14 and the disclosing Party will use its best endeavours to procure that any such employee, consultant, sub-contractor, professional advisor or agent complies with such obligations. Each Party will be responsible to the other Party in respect of any disclosure or use of any such confidential information by a person to whom disclosure is made.

14.3. The obligation of confidentiality under Clause 14.1 will not apply to any confidential information which: (a) is in or enters (otherwise than as a result of an unlawful disclosure by the Party receiving such information), the public domain; (b) the Party receiving such information can demonstrate was already lawfully in its possession at the time of disclosure; (c) is disclosed to the Party receiving such information by a third party otherwise than in breach of any confidentiality obligation owed to the Party whose confidentiality information it is; or (d) is required to be disclosed pursuant to any Applicable Law, Court or arbitral order or by any supervisory or regulatory body to whose rules a Party is subject or with whose rules it is necessary for that Party to comply.

15. Termination

15.1. Without prejudice to any other rights or remedies it may have against the Supplier or to any other term of the Contract, the ABP Customer may terminate the Contract immediately on written notice to the Supplier if:

- (a) the Supplier undergoes an Insolvency Event;
- (b) the Supplier breaches any of the undertakings set out in Clauses 3.1, 5 or 5.2 of these Terms;
- (c) the Supplier breaches Clause 10.8, 10.9, 10.10 and/or 10.11 of these Terms;
- (d) the Supplier commits a material breach of any of its obligations under the Contract which is incapable of remedy;
- (e) the Supplier fails, within a reasonable period of being requested to do so and in any event within twenty-eight (28) days, to remedy a material breach of its obligations under the Contract which is capable of remedy;
- (f) the Supplier commits a breach of the Contract more than three (3) times in any period of two months;
- (g) any of the policies of insurance referred to in Clause 12 becomes void or unenforceable through any act or omission of the Supplier; or
- (h) there is a change of control of the Supplier (within the meaning of section 1124 of the Corporation Tax Act 2010) which has not been approved by the ABP Customer in writing in advance.

15.2. Without prejudice to any other rights or remedies it may have against the ABP Customer or to any other term of the Contract, the Supplier may terminate the Contract immediately on written notice to the ABP Customer if:

- (a) the ABP Customer undergoes an Insolvency Event;
- (b) the ABP Customer commits a material breach of its obligations under the Contract which is incapable of remedy; or
- (c) the ABP Customer fails, within a reasonable period of being requested to do so and in any event within twenty-eight (28) days, to remedy a material breach of its obligations under the Contract which is capable of remedy.

15.3. Termination of the Contract shall be without prejudice to any rights, claims, duties or obligations of either Party which have accrued prior to termination.

16. General

- 16.1 The ABP Customer may assign, transfer, charge, sub-contract or otherwise deal with any of its rights or obligations under the Contract at any time by giving at least seven (7) days' prior written notice to the Supplier. The Supplier agrees to execute any documents and to do all such other acts and things as are required to give effect to this Clause 16.1.
- 16.2 The Supplier cannot assign, transfer, charge, sub-contract or otherwise deal with any of its rights or obligations under the Contract without the prior written consent of the ABP Customer.
- 16.3 Any notice to be given under the Contract shall be in writing and shall be delivered by hand, pre-paid first-class post or electronic mail. Communications delivered by: (i) hand shall be deemed received at the time it is handed to, or left at the address of, the Party to be served; (ii) electronic mail shall be deemed received at the time of delivery (if prior to 4pm on a Business Day) or otherwise at 9am on the next Business Day; and (iii) pre-paid first-class post shall be deemed received two (2) Business Days after posting.
- 16.4 No failure of either Party to exercise, and no delay by it in exercising any right, power or remedy in connection with the Contract (each a "Right"), will operate as a waiver thereof, nor will any single or partial exercise of any Right preclude any other or further exercise of such Right or the exercise of any other Right. Any express waiver of any breach of the Contract may only be given in writing by the waiving Party and will not be deemed to be a waiver of any subsequent breach.
- 16.5 The ABP Customer may at any time set-off any liability of the Supplier to the ABP Customer against any liability of the ABP Customer to the Supplier (regardless of how the liability has arisen and whether or not the liability is present or future, liquidated or unliquidated). Any exercise by the ABP Customer of its rights arising out of or in connection with this Clause will be without prejudice to any other rights or remedies available to the ABP Customer arising out of or in connection with the Contract or otherwise. No security interest is created by this Clause.
- 16.6 If any term of the Contract or any document referred to in it or to be entered into pursuant to or in connection with it is held to be illegal, invalid or unenforceable, in whole or in part, under any enactment or rule of law, such term or part will to that extent be deemed not to form part of the Contract but the legality, validity and enforceability of the remainder of the Contract or the term will not be affected.
- 16.7 Both Parties' rights under the Contract are cumulative and without prejudice to any rights or remedies which are available to them under common law or statute.
- 16.8 Any member of the ABP Group shall have the right to enforce Clauses 5.5, 6.1(iii) and 10.5 of these Terms (as incorporated into the Contract) in accordance with the provisions of the Contracts (Rights of Third Parties) Act 1999. Except as stated in this Clause 16.8, a person who is not a Party to the Contract shall have no right to enforce any of its terms pursuant to the Contracts (Rights of Third Parties) Act 1999. The Contract may be rescinded or terminated and a term may be amended or waived at any time without the permission of any third party even if that takes away a right which any third party would otherwise have.
- 16.9 The Contract (including any non-contractual obligations arising out of or in connection with it) shall be governed by and construed in accordance with the laws of England and Wales. The Parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute, claim or matter of difference arising out of or in connection with the Contract.