

**NOTE FOR PROSPECTIVE MEMBERS:**

**PLEASE, DO NOT USE/CONVERT THIS PDF VERSION**

**PLEASE REQUEST A WORD VERSION FROM [helpdesk@sedex.com](mailto:helpdesk@sedex.com)**

*As approved by the Board July 2022*



**THIS IS A LEGALLY BINDING AGREEMENT BETWEEN THE PARTIES.**

The Agreement (as defined below) is written in English.

To the extent that any translated version of these Terms of Service or any other element of the Agreement conflict with the English version, the English version shall prevail.

## Terms of Service

### SEDEX INFORMATION EXCHANGE LIMITED

The terms and conditions in this document ("**Terms of Service**") set out the basis upon which the Service will be made available to you in your capacity as a Member or Affiliate Audit Company ("**you**" or "**your**").

Please read these Terms of Service carefully to be sure that you understand them. To proceed with your application once you have read and agreed to be bound by the Agreement, tick the checkbox on the "Join Now" page. Once you have completed our online registration and payment procedure and we have processed your application to become a Member or Affiliate Audit Company of Sedex, we will notify you via email that your registration is complete and that you have been accepted as a Member or Affiliate Audit Company. Your account will then be activated. On acceptance of these Terms of Service you will have entered into a legally binding contract with us for the provision of the Service.

We may change these Terms of Service from time to time to include new products and services and generally to keep them up to date. We will post any changes on the Sedex website and Sedex Platform and will inform Members and Affiliate Audit Companies of such amendments. Any Member or Affiliate Audit Company who does not wish to accept such amendments can terminate this Agreement for convenience, at any time, in accordance with clause 14.3 below. By continuing to use the Service after we make any such changes to these Terms of Service, you are deemed to have accepted such changes (see also clause 20.3).

#### **1. Agreement and parties**

- 1.1. The agreement made between Sedex and Member comprises these Terms of Service and, for Buyer or Buyer Supplier Members (not Supplier only Members) your Membership Agreement (together the "**Agreement**"). Supplier only members enter into these Terms of Service by opting-in, on the Platform, upon joining.
- 1.2. The agreement made between Sedex and Affiliate Audit Company comprises these Terms of Service, the Audit Company Account Agreement and the Affiliate Audit Company Rules (together the "**Agreement**").
- 1.3. Depending on whether you are an Affiliate Audit Company or a Member, the definition of Agreement (and following provisions) shall be construed accordingly.
- 1.4. You agree to these Terms of Service by registering with Sedex on the Sedex Platform to use the Service.
- 1.5. Members shall ensure that Member Users and Member End Users comply with the Agreement.
- 1.6. Affiliate Audit Companies shall ensure that Affiliate Audit Company Users and Affiliate Audit Company End Users comply with the Agreement.
- 1.7. You represent and warrant that all the information supplied when you registered for the Service is true, complete and accurate in all respects at the time of registration and you undertake to inform Sedex immediately if any of the information changes.

## 2. Definitions and interpretation

2.1. In these Terms of Service, except where the context requires otherwise:

<b>"Affiliate Audit Company"</b>	means an audit company that meets Sedex criteria and is authorised by Sedex to conduct SMETA audits.
<b>"Affiliate Audit Company Fees"</b>	means the fees as agreed between the Affiliate Audit Company and Member for the provision of services to the Member by the Affiliate Audit Company, separate from this Agreement.
<b>"Affiliate Audit Company Rules"</b>	means the Affiliate Audit Company rules published by Sedex from time to time, as part of the AQP.
<b>"Affiliate Audit Company User"</b>	means any natural person who is an employee, agent or contractor of an Affiliate Audit Company and who is appointed and authorised by such Affiliate Audit Company to use and administer the Service and the Affiliate Audit Company's Sedex account; there may be more than one Affiliate Audit Company User per Affiliate Audit Company.
<b>"Agreement"</b>	as defined at clause <b>Error! Reference source not found.</b> or clause <b>Error! Reference source not found.</b> above.
<b>"Applicable UK Clauses"</b>	means the UK addendum to the EU Model Clauses issued by the UK Information Commissioner's Office under section 119A(1) of the Data Protection Act 2018 and laid before parliament on 2 February 2022
<b>"Articles of Association"</b>	means the Sedex Articles of Association as published from time to time.
<b>"Audit Quality Programme" or "AQP"</b>	means the quality assurance programme aimed at upholding the standard of SMETA social audits as a leading methodology in the industry by improving the detection and reporting on labour issues in Members' supply chains and ensuring consistency of auditing techniques amongst Sedex Affiliate Auditor Companies.
<b>"Authorised Member"</b>	means a Buyer Member (or Buyer/Supplier) Member who is specifically authorised by another Member to access Data of said Buyer or Buyer/Supplier Member .
<b>"Authorised Third Party User"</b>	has the meaning given to it at clause 3.29 below.
<b>"Buyer Member"</b>	means a Sedex Member who uses the Sedex Platform to access Data of Supplier Members (or Buyer/Supplier

	Members).
<b>"Buyer/Supplier Member"</b>	means a Sedex Member who uses the Sedex Platform to both share Data with their customers (Buyer Members and Buyer/Supplier Members) and to access Data of Supplier Members (or Buyer/Supplier Members). Wording in these Terms of Service referring to a "Buyer" or "Supplier" Member shall be taken to refer to such relevant function exercised by a Buyer/Supplier Member, as appropriate.
<b>"Data"</b>	means any personal or non-personal information uploaded by Members into the Sedex Platform
<b>"Data Protection Legislation"</b>	means all applicable legislation and regulatory requirements in force from time to time relating to the use of personal data and the privacy of electronic communications, including, without limitation and to the extent applicable, (i) any data protection legislation from time to time in force in the UK including the Data Protection Act 2018 or any successor legislation, as well as (ii) the UK General Data Protection Regulation and any successor legislation (iii) the EU GDPR and (iv) the UK Privacy and Electronic Communication Regulations (PECR).
<b>"Dispute"</b>	has the meaning given to it at clause 19.1 below.
<b>"EU GDPR"</b>	means the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 <sup>th</sup> April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
<b>"EU Model Clauses"</b>	means the European Commission's module on standard contractual clauses for the transfer of personal data from the Community to third countries (controller to controller transfers) set out in the Annex to the Commission Implementing Decision dated 4 June 2021 on standard contractual clauses for the transfer of personal data to third countries pursuant to Regulation (EU) 2016/679 or any similar standard contractual clauses approved by the European Commission which may contain modifications or supersede them.
<b>"General Meetings"</b>	means general meetings of Sedex Members, as such term is understood under the Articles of Association.
<b>"GDPR"</b>	means the EU GDPR and/or the UK GDPR (as applicable).
<b>"Grievance Process"</b>	means the policy and process administered by Sedex to investigate and manage complaints against a Member, individual auditor or Affiliate Audit Company, alleging that they have acted in a manner materially

	inconsistent with the Objects of Sedex, the Standards or this Agreement.
<b>"Group"</b>	in relation to a company, that company, any subsidiary or subsidiary undertaking or any holding company or parent undertaking from time to time of that company.
<b>"Historical Data"</b>	means Data which was uploaded by a User to the Sedex Platform prior to a current relevant period and is historic in nature and is no longer an accurate representation of matters it references.
<b>"Main Login"</b>	has the meaning given to it at clause 6.1 below.
<b>"Member" "you"</b>  and <b>"your"</b> shall be construed accordingly	means any Member of Sedex who accepts to be bound by this Agreement.
<b>"Member End User"</b>	means any natural person who is an employee, agent or contractor of Member and who is appointed and authorised by Member or Member User to use the Service and the Member's Sedex account with viewing access and limited editing rights on behalf of Member; there may be more than one Member End User per Member.
<b>"Member Representative"</b>	means the individual employee of a relevant Member who is the properly appointed representative of a Member, for the purpose of participating in Sedex General Meetings.
<b>"Membership Agreement"</b>	an agreement between Sedex and a Member setting out the category of membership and applicable Membership Fees.
<b>"Membership Fees"</b>	means the membership fees relevant to a particular Member, as determined by Sedex from time to time and as agreed with the Member. Membership Fees shall, for these purposes, be taken to include Membership renewal fees.
<b>"Objects"</b>	means the Objects of Sedex as set out in clause 3 of the memorandum of the Articles of Association, namely <i>"to promote improved labour and other corporate social responsibility practices in supply chains"</i> .
<b>"Payment Systems"</b>	means the online payment systems including, but not limited to Alipay, Paypal, WorldPay and offline payment methods by BACS transfer or similar online payment tools.

<p><b>“Sanction”</b></p>	<p>means the right for Sedex to reach an adverse decision as part of the Grievance Process, which may include a decision to expel, suspend or impose conditions on their continued membership of Sedex, in relation to a Member, or, in the case of an Affiliate Audit Company, to cease to recognise as an Affiliate Audit Company or suspend or impose conditions on their continuing to operate as such. In the case of Affiliate Audit Companies, as further provided in the Auditor Rules.</p>
<p><b>“Sedex” “we”</b></p> <p>and <b>“our”</b> shall be construed accordingly</p>	<p>means Sedex Information Exchange Limited (company no. 05015443) whose registered office is at 2nd Floor, 5 Old Bailey, London EC4M 7BA.</p>
<p><b>“Sedex Account”</b></p>	<p>means the private account of a Member, on the Sedex Platform, where a Member (or a duly authorised Affiliate Audit Company) may upload relevant Data and “Account” shall be read accordingly.</p>
<p><b>“Sedex Account Data Forms”</b></p>	<p>means any self-assessment and other data capture forms supplied by Sedex from time to time for the purpose of logging Data on the Sedex Platform.</p>
<p><b>“Sedex IP”</b></p>	<p>has the meaning given to it at clause 7.5 below.</p>
<p><b>“Sedex Platform”</b></p>	<p>means the online depository and retrieval platform operated by Sedex, comprising the Sedex Accounts, accessible on the website <a href="http://www.sedex.com">www.sedex.com</a> hosted and managed by Sedex, which allows Affiliate Audit Companies, Members and Users to upload, display and access Data.</p>
<p><b>“Sedex Virtual Assessment”</b></p>	<p>means the virtual assessment methodology, eligibility criteria and virtual assessment reports forming part of the Sedex online virtual assessment tools.</p>
<p><b>“Service”</b></p>	<p>means the online storage, management and Sedex Platform service operated by Sedex in relation to Data provided by Users, Members and Affiliate Audit Companies on the Sedex Platform, relating to Members' compliance with the Standards at Sites of Employment, including, indicatively, labour issues, health and safety policies and records, business ethics and environmental considerations, or other social audit information.</p>
<p><b>“Service Documentation”</b></p>	<p>means documentation including but not limited to manuals, documentation and other reference materials (whether in electronic or hard copy format) provided to Members or Affiliate Audit Companies, by Sedex, in relation to the Service, as published from time to time.</p>
<p><b>“Site of Employment”</b></p>	<p>means any location where an employee provides</p>

	services to an employer, or where goods are grown, manufactured or assembled. Such location may belong to their employer, the employee themselves or a third party and may be a fixed or moving location such as a vehicle, vessel or aircraft.
<b>"Standards"</b>	means the ethical, labour and related worker standards which Sedex expects its Members and Affiliated Audit Companies to aspire to, including social audit methodologies such as SMETA, in compliance with the Objects.
<b>"Supplier Member"</b>	means a Member who provides access to Data pertaining to it, to other Members (Buyer Members and/or Buyer/Supplier Members).
<b>"UK GDPR"</b>	means the United Kingdom General Data Protection Regulation, as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018.
<b>"User"</b>	means an Affiliate Audit Company User, Affiliate Audit Company End User, Member User or Member End User.
<b>"User Logins"</b>	has the meaning given to it at clause 6.3 below

2.2. In this Agreement:

- clause headings are inserted for ease of reference only and do not affect construction;
- words importing one gender shall be treated as importing any gender, words importing individuals shall be treated as importing bodies corporate, corporations, unincorporated associations and partnerships and vice-versa, words importing the singular shall be treated as importing the plural and vice-versa, and words importing whole shall be treated as including a reference to any part thereof;
- references to clauses are to the clauses of this Agreement.

**3. Provision of the Service and use of Data**

**Access to Data**

- 3.1. Members are not entitled to access the Data of another Member without the prior written or electronic approval of that Member.
- 3.2. Members granted access to the Account of any other Member will not be able to input any Data directly onto those Accounts nor will they be able to amend, alter or remove any Data of another Member.
- 3.3. When a Member grants to other Members access to its Data as set out in this Agreement, Members will be able to use and analyse this Data for the sole purpose of assessing compliance with their labour and other standards and of promoting

the Standards. Members must treat all information (including for the avoidance of doubt Historical Data) downloaded from the Sedex Accounts as confidential and (save to trading companies within their Group with a legitimate need to know it) must not disclose such information to any other party. This does not preclude Members complaining to Sedex about Supplier Members pursuant to clause 3.36 below.

- 3.4. Where a Member agrees to share Data with another Member, they are also authorising the viewing Member to contact the Affiliate Audit Company who has the source of the Data for further information in relation to the contents of the Data. Such Affiliate Audit Company will use its reasonable endeavours to provide such information.
- 3.5. Data may be in the form of (without limitation) questionnaires, audit reports, audit report summaries and action plans and Members will ensure that the source of the Data is clearly identified, for example, whether the Data is supplied by a Supplier Member, the Site of Employment or a third party.
- 3.6. Sedex shall only have the right to access the Data contained on Sedex Accounts in accordance with the following:
  - 3.6.1. if comprising personal data, in compliance with clause 12 below (Data protection);
  - 3.6.2. if a complaint against a Member has been raised, whether amounting to a Grievance or is otherwise neither frivolous nor vexatious, in order to investigate and manage the complaint in accordance with the Grievance Process; and
  - 3.6.3. in order to analyse Data for the purpose of improving the Service but not to publish any Data other than as has been anonymised and aggregated, such that no Member can be identified by it, without the express consent of such Member, unless such disclosure derives from application of the Grievance Process.
  - 3.6.4. Subject as otherwise provided in the Grievance Process, Sedex undertakes to keep such Data strictly confidential.
- 3.7. Members agree that employees, consultants, professional advisers, sub-contractors or suppliers of Sedex and any third parties engaged by Sedex to perform obligations in connection with the Service will have continued access to the Sedex Accounts and the Data contained on the Sedex Accounts of all Members, provided that this does not cause Sedex to breach the terms of this Agreement.
- 3.8. Sedex shall maintain and publish a directory of Members setting out their compliance records, to which all Members shall have access. Only Members who have opted-in to feature in the Directory will appear in this directory and, if so, which compliance records they agree to share by giving written or electronic notice to Sedex of their preference from time to time.

### Use of Data

- 3.9. Subject to you observing and performing the terms of the Agreement and continuing to be a Member or Affiliate Audit Company, Sedex shall provide the Service to Member or Affiliate Audit Company pursuant to this Agreement.
- 3.10. You shall use the Sedex Platform solely for the proper use of the Service and in accordance with the Service Documentation.



- 3.11. You acknowledge that the Service consists of the storage and management of Data provided by Users and that Sedex is under no obligation to have any knowledge of, or exercise any control whatsoever over the content of Data (although it may, at its sole discretion subject to clause 3.6 above, do so if it wishes).
- 3.12. Every Member or Affiliate Audit Company warrants and represents to Sedex that it will only upload Data which is, to the best of their knowledge acting reasonably, truthful and shows a true picture of labour conditions at any relevant Site of Employment. Members must only register Sites of Employment which they either own or control. For these purposes, "control" shall be taken to mean the power to govern the operating policies of an entity. Without duplication with clause 3.28 breach of the obligations in this clause shall be a breach of this Agreement which may result in Sedex invoking its Grievance Process.
- 3.13. Data created, uploaded via the Sedex Platform by Users and stored and managed by Sedex is owned by you and you are solely responsible for the Data, its accuracy and the content thereof.
- 3.14. By submitting and sending Data through the Sedex Platform to Sedex and uploading it to the Sedex Platform, or otherwise sharing Data with Sedex, you grant Sedex permission to store, process and transmit the Data as is necessary to deliver the Service. This shall also apply to any relevant Data not stored on the Sedex Platform but which is stored on the platform of an Affiliate Audit Company, and you shall ensure that any relevant agreements with an Affiliate Audit Company permit such Data to be stored, processed and transmitted in accordance with the Agreement.
- 3.15. In order to deliver the Service, Sedex may need to modify the Data as necessary to meet any requirements or limitations of any network operators, devices, services or media. You agree that Sedex shall not be liable to you as a Member for such modification to adapt Data to a relevant platform, for the purpose of delivering the Service.
- 3.16. You are responsible for the use of any Data (other than any use by Sedex as aforesaid) and for any consequences thereof. However, subject always to clause 3.36 below, all Members acknowledge that access to any Data is granted on condition that (in the absence of fraud or misfeasance) the Member providing the Data or granting access thereto will have no liability (whether contractual or tortious) for inaccuracies, errors or omissions.
- 3.17. You represent and warrant that you have obtained all the necessary licences, permissions, consents, rights, and have the power and authority necessary to use, upload and publish the Data and any other material you have used and sent or uploaded via the Sedex Platform and the Service and grant the rights granted herein to any Data and any other material you have used and sent via the Sedex Platform and the Service.
- 3.18. You represent and warrant that any Data created or provided by Users, will not: infringe any third party intellectual property rights; be abusive; be unlawful; be pornographic; be libellous; racist or discriminatory in any way, shall not constitute a criminal offence or give rise to a civil action against any other Member, Affiliate Audit Company or Sedex.
- 3.19. You shall indemnify Sedex against all liabilities, costs, expenses, damages or losses (including any direct losses loss of profit, loss of reputation and all interest, penalties and legal and other professional costs and actual expenses) suffered or incurred by Sedex arising out of or in connection with your Data.

- 3.20. Sedex may remove Data that is stored or refuse to transmit Data without notice to you, at its sole discretion, and without liability to you, where Sedex has reason to believe that processing such Data may:
- (a) cause harm to Sedex or its Members and/or Affiliate Audit Companies;
  - (b) be inaccurate;
  - (c) in the course of processing such Data, import a virus or other malware; or
  - (d) where you are in breach of this Agreement and, having been notified of such breach, you have failed to remedy the breach within a reasonable period of time and in accordance with the provisions of clause 14.4.
- 3.21. Sedex is under no obligation to monitor, edit or remove any of the Data before it is transmitted as part of the Service and any transmission of the Data or other use of the Data in connection with the Service does not constitute acceptance by Sedex that the Data does not breach the Agreement.
- 3.22. Sedex reserves the right to review Data which has already been sent, whether in response to a complaint received by a third party or otherwise in accordance with its audit quality assurance procedures (and the AQP) or where it otherwise considers it appropriate to do so.
- 3.23. Sedex reserves the right for any reason to access, read, preserve and disclose any of the Data whether or not it has been transmitted, where, in particular, Sedex believes it necessary to do so in order to do the following, which is not an exhaustive list:
- comply with any applicable laws, regulations, police, regulator, legal process or governmental request;
  - monitor compliance with and enforce the Agreement, including investigating any potential breach thereof;
  - detect, prevent or otherwise address fraud, security or technical issues;
  - share relevant Data with social audit regulatory bodies, including without limitation APSCA;
  - respond to a request or query from a third party who has received the Data in accordance with these Terms;
  - administer Grievances in accordance with the Sedex Grievance Process;
  - analyse the data collected using Sedex tools and uploaded onto the Sedex Platform, and to use these findings to update our methodology;
  - protect the rights, property or safety of Sedex, its users, its staff, its officers, its agents, its advisers and the public;
  - if it believes the Data is incorrect and/or misleading; and
  - to carry out testing, developing and improving of its products and services, including by aggregating anonymised Data to inform overall risk and non-compliance audit issues in a relevant sector or region.
- 3.24. You shall observe all relevant national and international laws and regulations in your use of the Sedex Platform and the Service and shall not interfere with the use of the Sedex Platform and the Service by other Members or Affiliate Audit Companies.
- 3.25. You acknowledge that you must provide for your own access to the Internet, pay any service fees and telecommunication charges associated with such access and

provide and maintain all hardware and software, including a compatible web browser, for Users to browse the Sedex Platform and upload and download Data. You are responsible for ensuring that the configuration of hardware and software used by you to access the Service are compatible with the Service.

- 3.26. You agree that Sedex shall not be liable to you or any third party for any modifications, suspension, discontinuance, removal or disablement of the Service and Data carried out by Sedex pursuant to this Agreement to include but not be limited to in circumstances set out in this clause 3.

### Audits and Compliance

- 3.27. Within three months of becoming a Member, Supplier Members are expected to undertake self-assessments of their compliance with their labour issues, health and safety policies and records, business ethics and environmental considerations, against the Standards, and to upload and publish such Data using the Sedex Account Data Forms in order to create and maintain up to date Data for their Sedex Accounts.
- 3.28. Supplier Members will ensure that any self-assessment is carried out diligently and is substantially accurate. Supplier Members must not complete any self-assessments for any Sites of Employment that they either do not own or control. For a Supplier Member to represent that they own or control a Site of Employment which is not part of their Group shall be a breach of this Agreement which may result in Sedex invoking its Grievance Process.
- 3.29. In undertaking a self-assessment pursuant to clause 3.27 above, a Supplier Member may permit an agent, co-operative representative or other appropriate third party (an "Authorised Third Party") to access its Sedex Account and/or the Data contained on its Sedex Account in order that such Authorised Third Party may assist the Supplier Member in undertaking the self-assessment and completing a Sedex Account Data Form pursuant to clause 3.27 above, provided that:
- such Supplier Member explicitly and in writing grants the Authorised Third Party access to its Sedex Account and the Data contained on its Sedex Account;
  - It is the Supplier Member's responsibility to ensure such written permission granting the Authorised Third Party access to the Supplier Member's Sedex Account and the Data contained on the Sedex Account has been entered into by the Supplier Member and the Authorised Third Party. The Supplier Member shall provide a copy of such signed written permission (which may be in electronic format) to Sedex, on demand;
  - the Supplier Member or an employee or authorised representative of the Supplier Member has at all times unrestricted access to the Sedex Account and the Data contained on the Sedex Account notwithstanding any access granted to an Authorised Third Party pursuant to this clause 3.29;
  - any Buyer Member or Buyer/Supplier Member granted access to the Data of a Supplier Member in accordance with clause 3.4 shall continue to have such access to such Data of that Supplier Member notwithstanding any permissions granted to an Authorised Third Party by the Supplier Member pursuant to this clause 3.29; and
  - a Supplier Member may at any time and for any reason revoke any access or permissions granted to an Authorised Third Party pursuant to this clause 3.29 in respect of its Sedex Account and/or the Data contained on its Sedex Account

- in order that the Authorised Third Party shall cease to have any access whatsoever to the Sedex Account of that Supplier Member and/or the Data contained on the Sedex Account of that Supplier Member.
- 3.30. For the purposes of clause 3.29 above, Buyer Members shall under no circumstances be entitled to act as an Authorised Third Party.
- 3.31. Members must post any relevant updates and audits on their Sedex Accounts, and publish these within fourteen (14) days of posting on the Sedex Platform. Relevant audits will normally be the 3 most recent audits. Members undertake not to remove any audits from their Sedex Accounts unless they post a notice on the Sedex Account stating that an audit has been removed and where a copy of such audit can be obtained or reviewed. Where a Member fails to publish a relevant audit within the said fourteen (14) days of posting, Sedex reserves the right to publish such audits on the Sedex Platform.
- 3.32. Audits will be conducted by independent third parties or other parties (such as employees) appointed by a Supplier Member. Supplier Member undertake to cooperate fully with third party Affiliate Audit Companies and provide the Affiliate Audit Companies with such access and assistance that they reasonably require. Supplier Members will use reasonable endeavours to ensure that any information provided to Affiliate Audit Companies is substantially accurate and up to date.
- 3.33. Supplier Members may authorise third party Affiliate Audit Companies to enter Data on their Sedex Accounts but (without prejudice to clause 3.3 above) remain responsible to ensure that the Data has been properly uploaded to the Sedex Account. Supplier Members may post their comments or explanations on the audits on their Sedex Accounts
- 3.34. Any third party audit company may apply to become an Affiliate Audit Company of Sedex. Affiliate Audit Companies agree to be bound by the policies and protocols applicable to their use of the SMETA methodology, including, where relevant, adhering to the terms of the Sedex AQP. Affiliate Audit Companies are free to cease being an Affiliate Audit Company of Sedex, at any time, provided, however:
- (a) the Affiliate Audit Company shall serve no less than 3 (three) months' notice of termination to Sedex, in writing;
  - (b) the Affiliate Audit Company shall use all reasonable endeavours to upload finalised audit reports for Sedex Members during such notice period and to finalise any outstanding non-compliance issues;
  - (c) the Affiliate Audit Company will work with relevant Members to help them transition to new Affiliate Audit Companies or third party auditors, to minimise disruption to their supply chain; and
  - (d) upon ceasing to qualify as an Affiliate Audit Company, audit companies shall automatically cease to have access to the Sedex Platform and are not permitted to keep copies of any Historical Data or audit Data other than is proprietary to the audit firm at the point of termination.
- 3.35. Supplier Members undertake to keep the Data up to date in all material respects by, among other things, reviewing the Data at least every 6 (six) months and uploading any amendments to their Sedex Account. Notwithstanding the foregoing, Supplier Members undertake that audit reports will not be altered or changed in any way, other than through the proper channels of an Affiliate Audit Company. Supplier Members may post their comments or explanations on the audits on their Sedex Accounts.

- 3.36. If any person has reasonable grounds to believe that a Member, an Affiliate Audit Company or anyone acting on their behalf has posted inaccurate, erroneous or misleading Data, has supplied insufficient Data or has removed Historical Data without justification (or notice in the case of clause 3.31 above), or Sedex receives a complaint (or itself has reason to make an enquiry) of such nature, it may invoke the Sedex Grievance Process.

#### Affiliate Audit Company

- 3.37. Supplier Members undertake to address any non-compliance issues identified by self-assessment, by Affiliate Audit Companies, a linked Buyer Member or Buyer/Supplier Member within a reasonable timeframe. Affiliate Audit Companies undertake to address non-compliance issues and make remediation recommendations, or any other issue relating to Data uploaded by them onto the Sedex Platform, within a reasonable timeframe.
- 3.38. Buyer Members and Buyer/Supplier Members will endeavour to review the Data on the Sedex Accounts of their Supplier Members regularly, to identify any non-compliance issues. Buyer Members and Buyer/Supplier Members will liaise with their Supplier Members and agree with them as to such remediation actions as are appropriate to the seriousness of the non-compliance issues identified (whether identified through the Data on the Sedex Platform or by other means) with a view to furthering the Standards.
- 3.39. Members shall endeavour to reduce the cost burden of audit on the supply chain by minimising the duplication of audits.
- 3.40. Buyer Members and Buyer/Supplier Members may from time to time request their Supplier Members to provide further information or updates relating to their Data, insofar as such requests are reasonable and consistent with the Standards. This may be in the form of third party audits, second party audits or other forms of verification to check the status of any non-compliance issues identified. Any such further information or updates relating to their Data must be uploaded by Supplier Members, to their Sedex Account, as soon as reasonably practicable.
- 3.41. Buyer Members and Buyer/Supplier Members may specify to a Supplier Member that a third party or a list of third parties carry out an audit of labour and other practices at the Supplier Member's Site(s) of Employment. If a Supplier Member believes that a third party Affiliate Audit Company or another credible route for verifying data has been unreasonably rejected by the Buyer Member or (as the case may be) Buyer/Supplier Member, the Supplier Member may appeal against this, including by invoking the Sedex Grievance Process.
- 3.42. Buyer Members and Buyer/Supplier Members must take appropriate action in response to serious abuses in the Sites of Employment of Supplier Members which are inconsistent with the Standards and which are brought to the attention of Sedex, whether or not these abuses are identified through the Data on the Sedex Platform.
- 3.43. Sedex may carry out, or commission a third party to carry out, initial and ongoing assessments of Affiliate Audit Companies or applicants who wish to become Affiliate Audit Companies in accordance with the Affiliate Audit Rules, the Sedex Affiliate Audit Company vetting process and the AQP, and such Affiliate Audit Companies are deemed to consent to such assessments and agree to cooperate with Sedex (or such third party, as the case may be) by offering reasonable assistance in relation to such assessments.

#### **4. Payment terms**

- 4.1. All Members shall pay relevant Membership (or renewal) Fees, to Sedex, or at Sedex's direction, to its nominated group entities, which will be good discharge of the relevant payment obligations, in full in a timely manner and including any sales tax which properly falls due. Failure to pay all sums due to Sedex, in full and in accordance with relevant payment terms may result in Sedex terminating your membership.
- 4.2. Members shall pay the applicable Affiliate Audit Company Fees for audits to which they have consented, in a timely manner and in full, including any sales tax which falls due.
- 4.3. All Affiliate Audit Companies shall pay to Sedex any applicable annual fees, AQP fees and fees for using the Platform (such as to download audit forms), in full and including any sales tax which falls due. Failure to pay all sums due to Sedex, in full and in accordance with relevant payment terms may result in Sedex terminating your right to represent yourself as an Affiliate Audit Company.
- 4.4. Payment of all sums due to Sedex under the Agreement shall be made by a Member or Affiliate Audit Company in full without any set-off, deduction or withholding whatsoever unless required by law. If any such set-off, deduction or withholding is required by law, such Member or Affiliate Audit Company shall discharge such legal obligations in full and shall, when making the payment to which the set-off, deduction or withholding relates, pay to Sedex such additional amount as will ensure that Sedex receives the same total amount that it would have received if no such set-off, deduction or withholding had been required by law.
- 4.5. Unless otherwise agreed in writing with a Member or Affiliate Audit Company, sums due to Sedex are payable no later than twenty-eight (28) days from date of invoice. All annual subscriptions shall be payable in advance each year on the anniversary of the date on which the Member became a Member, except that first annual subscription of a newly admitted Member shall be payable prior to or on the date of admission to membership

#### **5. Member and Affiliate Audit Company undertakings**

- 5.1. You warrant and represent to Sedex that you shall observe and perform the terms of the Agreement at all times.
- 5.2. You warrant and represent to Sedex that you shall:
  - 5.2.1. not knowingly or recklessly post, link or transmit to the Sedex Platform or upload any Data to the Sedex Platform and/or when using the Service any material:
    - that is unlawful, threatening, abusive, harmful, malicious, libellous, defamatory, obscene, pornographic, profane or otherwise objectionable in any way;
    - containing a virus, trojan horse, worm or other hostile computer program;
    - that may constitute or encourage a criminal offence, give rise to civil liability or that violates or infringes any trade mark, copyright or other intellectual property right or similar right of any person under the laws of any jurisdiction.

- 5.2.2. ensure that at all times you maintain a current back-up of all Data uploaded by you to the Sedex Platform and you acknowledge that Sedex shall not be responsible for any loss or corruption of Data during or after transfer;
  - 5.2.3. not in any way make any representation or warranty regarding the Sedex Platform or the Service other than those from time to time agreed by Sedex in writing;
  - 5.2.4. not upload to the Sedex Platform any Data which is protected by copyright, or other proprietary right, unless you are the copyright owner or right holder or have an appropriate licence from the copyright owner or right holder;
  - 5.2.5. comply with all requirements, procedures, policies and regulations of Sedex issued to User or published on the Sedex website from time to time, in relation to the use or operation of the Sedex Platform and any product or service offered as part of the Service;
  - 5.2.6. not use the Sedex Platform or the Service for illegal purposes;
  - 5.2.7. not interfere with or disrupt the Sedex Platform or operation of the Service;
  - 5.2.8. not offer in any manner, to a third party who is not a Member or Affiliate Audit Company or User, the Service or use of or access to the Sedex Platform;
  - 5.2.9. not attempt to gain unauthorised access to any Data;
  - 5.2.10. not commercially exploit Data which is not proprietary to you; and
  - 5.2.11. not commercially exploit any of the Sedex IP, whether for training purposes or otherwise. For the avoidance of doubt, only Sedex or its authorised agents and sub-contractors are permitted to deliver training on the application of the SMETA methodology or other Sedex methodologies such as that applicable to Sedex Virtual Assessments.
- 5.3. Members shall be responsible to Sedex for any act or omission on the part of any of Member User or Member End User as if it was the act or omission of Member.
  - 5.4. Members shall ensure that only one individual is appointed as their Member Representative, at any point in time, for the purposes of voting at Sedex General Meetings.
  - 5.5. Affiliate Audit Companies shall be responsible to Sedex for any act or omission on the part of any of Affiliate Audit Company User or Affiliate Audit Company End User as if it was the act or omission of Affiliate Audit Company.

## **6. Security**

- 6.1. You will be able to choose a company administrator username and password when you register for the Service via the Sedex Platform ("Main Login").
- 6.2. You shall allow access to the Main Login only to such Users who have a need to know it for the proper administration of the Service.
- 6.3. You will allocate individual usernames and passwords to each of your Users ("User Logins") who need one for the proper use of the Service.
- 6.4. Sedex reserves the right to de-activate the Main Login and any User Logins if any of the circumstances arise set out in clause 3 of this Agreement which cause Sedex to suspend the Service.
- 6.5. You may also de-activate any User Logins where Users cease to be authorised to use the Service by you.

- 6.6. You are responsible for maintaining the confidentiality of the Main Login and User Logins and ensuring that all Users understand that they must and do maintain the confidentiality of the Main Login and User Logins.
- 6.7. You are fully responsible for all activities which occur under the Main Login and all User Logins.
- 6.8. You shall forthwith notify Sedex if you become aware of any unauthorised use of the Main Login or any User Logins or if any circumstances occur which give rise to a risk of such unauthorised use.
- 6.9. If Sedex has reason to believe that there has been or is likely to be a breach of security or misuse of the Service Sedex may change the Main Login and any User Logins and Sedex shall notify you of such changes as soon as is reasonably practicable.
- 6.10. Sedex will exercise reasonable care to implement the security facilities specified in the Service Documentation, but Sedex does not warrant that its procedures will prevent the loss of, alteration of, or improper access to Data. You are responsible for determining whether Sedex's security facilities meet your needs.

## **7. Intellectual property**

- 7.1. All intellectual property rights in Data shall, as between you and Sedex, be and remain vested in you.
- 7.2. You warrant and represent to Sedex that Data uploaded by you are the intellectual property of you or your licensee and that Sedex's receipt, storage and transmission of Data in connection with the Service shall not infringe the intellectual property rights of any third party.
- 7.3. For the purpose of providing the Service, you grant to Sedex all necessary licence rights, including the licence to modify, load, store and copy for archival or backup purposes Data uploaded by Member or Affiliate Audit Company.
- 7.4. You grant Authorised Members all necessary licence rights, including the licence to download, store and copy for archival or backup purposes Data uploaded by Users.
- 7.5. All intellectual property rights in software, graphics, interfaces, tools, forms, data files, manuals, methods, procedures, concepts, ideas, creations, inventions, know-how, and other intellectual property in and in relation to the Sedex Platform and the Service ("Sedex IP") are and will remain the exclusive property of Sedex.
- 7.6. Sedex grants to you a non-exclusive, royalty-free licence to use, reproduce, and display Sedex IP as required by you for the purpose of the proper use of the Service only and in accordance with the Sedex Brand Guidelines which are available on request..
- 7.7. You warrant and represent that you will only use the Sedex IP in compliance with the terms of the Agreement, including, without limitation, the undertaking not to commercially exploit Sedex IP (see clause 5.2.11 above)
- 7.8. Any trade mark of Sedex now or in the future subsisting shall be and remain at all times the property of Sedex and you warrant and represent that you shall not use the same in any way without the prior written approval of Sedex (except in the performance of the Agreement) and shall not claim any right of property therein or register or cause to be registered or apply for a similar or imitation of the trade marks.



## **8. Sedex Warranty**

- 8.1. Sedex warrants that the Service will be provided by Sedex with reasonable skill and care.
- 8.2. Sedex cannot guarantee fault-free and/or uninterrupted Service and from time to time faults and interruptions may occur. Sedex will repair faults and rectify interruptions as quickly as is reasonably possible.
- 8.3. Sedex shall not, in any event, be liable for interruptions or down time of the Service.

## **9. Liability**

- 9.1. Nothing in the Agreement shall be taken to exclude or limit Sedex's liability for death or personal injury arising from its negligence, or fraud or fraudulent misrepresentation, or any other liability that cannot be excluded or limited by English law.
- 9.2. To the extent permitted by law, Sedex excludes all conditions, warranties, representations or other terms which may apply to the Sedex Platform or any content on it and to the Service, whether express or implied.
- 9.3. In addition to the limitations of liability set out elsewhere in the Agreement Sedex will not be liable to Member, Affiliate Audit Company or User for any loss or damage, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, even if foreseeable, arising under or in connection with:
  - use of, or inability to use the Sedex Platform and the Service;
  - reliance on any information displayed on the Sedex Platform.
  - loss or destruction of Data or other information;
  - claims made against Member, Affiliate Audit Company or User by third parties in relation to the Sedex Platform and/or the Service and/or the Data;
  - any advice given to you by Sedex whether oral or written;
  - any of your devices not supporting the Service;
  - loss of profits;
  - loss of sales;
  - loss of business;
  - loss of revenue;
  - business interruption;
  - loss of anticipated savings;
  - loss of business opportunity, goodwill or reputation; or
  - any indirect or consequential loss or damage;
- 9.4. Sedex will not be liable for any loss or damage caused by a virus, distributed denial-of-service attack, or other technologically harmful material that may infect your computer equipment, computer programs, data or other proprietary material due to your use of the Sedex Platform and the Service or to your downloading or uploading of any material (including but not limited to Data) on the Sedex Platform or on any website linked to it.

- 9.5. Any failure to provide the Service due to an event or continuing state of affairs beyond Sedex's reasonable control such as technical failure, lightning, flooding, exceptionally severe weather, fire or explosion, civil disorder, war, military operations, industrial disputes of any kind (including those involving Sedex employees), natural or local emergency, the acts or omissions of other providers of internet services.
- 9.6. Sedex's maximum aggregate liability arising out of or in connection with the Agreement in respect of one or a series of incidents, whether in contract, tort, misrepresentation, under statute or otherwise, howsoever caused, including by negligence and/or arising from a breach of, or a failure to perform the Service or otherwise in relation to the Service or the Sedex Platform or operation thereof will be limited to the Member's annual Membership Fee.

## **10. Indemnity**

You shall indemnify Sedex, its parents, subsidiaries, affiliates, officers, directors, contractors and employees against all liabilities, costs, expenses, fines, damages and losses including without limitation loss of profit, any direct losses, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) suffered or incurred by Sedex arising out of or in connection with:

- 10.1. any and all claims made against Sedex in connection with the Member or Affiliate Audit Company or User's use of the Service and the Sedex Platform;
- 10.2. any breach of warranty in the Agreement by Member or Affiliate Audit Company or User;
- 10.3. any breach of Clause 12 by any Member, Affiliate Audit Company, User or End User; or
- 10.4. any and all claims made against Sedex (or such other persons) for actual or alleged infringement of a third party's intellectual property rights arising out of or in connection with the Data.

## **11. Confidentiality**

- 11.1. Each of the parties agrees (subject to clauses 11.2 and 11.3) not to:
  - disclose any information which it receives from the other party and which is identified as confidential or proprietary by the other party or the nature of which is clearly confidential or proprietary ("Confidential Information"); or
  - make any use of any such Confidential Information other than for the purposes of performance of the Agreement.
- 11.2. Each party may disclose Confidential Information received from the other to its responsible employees, consultants, sub-contractors or suppliers who need to receive the information in the course of performance of the Agreement and who have entered into an agreement containing appropriate confidentiality provisions.
- 11.3. The confidentiality obligations in this clause shall not apply to any information which:
  - is or subsequently becomes available to the general public other than through a breach by the receiving party;
  - is already known to the receiving party before disclosure by the disclosing party;

- is required to be disclosed by law;
  - is developed through the independent efforts of the receiving party; or
  - the receiving party rightfully receives from a third party without restriction as to use.
- 11.4. Use of Data in accordance with the Agreement shall be permissible notwithstanding the entering into of the NDA or any similar document agreed between the parties and shall not constitute a breach of any such agreement.

## **12. Data protection**

- 12.1. For the purposes of this clause 12, the terms "controller", "data controller", "processor", "data processor", "data subject", "personal data", "processing" and "appropriate technical and organisational measures" shall have the meanings given to them in the Data Protection Legislation in force at the relevant time.
- 12.2. This clause 12 sets out the framework for the sharing of personal data between the parties. For the purposes of this framework the parties (being in this context, Sedex, each of the Members and each Affiliate Audit Company) anticipate that they are data controllers in common (each a "Data Controller").
- 12.3. Each Data Controller acknowledges that it may disclose personal data of data subjects in the categories described in Schedule 1 ("Shared Personal Data"). Each Data Controller acknowledges and agrees that such Shared Personal Data shall be disclosed only to parties and Users ("Data Recipients") in the course of providing or receiving the Services and/or undertaking the Member and Affiliate Audit Company activities as set out in this Agreement and as more particularly described in Schedule 1 ("Agreed Purposes").
- 12.4. Each Data Controller shall comply with all the obligations imposed on a data controller under the Data Protection Legislation and shall:
- 12.4.1. ensure that all necessary notices are provided and consents obtained to enable lawful processing and sharing of any Shared Personal Data by and with the Data Recipients including, where necessary and appropriate, their responsible employees, consultants, professional advisers, sub-contractors or suppliers and any third parties engaged by them to perform obligations in connection with this Agreement ("Permitted Recipients");
  - 12.4.2. ensure that Shared Personal Data are adequate, relevant and not excessive;
  - 12.4.3. ensure that Shared Personal Data are accurate, and where necessary, kept up to date;
  - 12.4.4. give all such notices (as may be required by the Data Protection Legislation from time to time) to any data subject whose personal data may be processed under this Agreement of the nature of such processing and such notices must be sufficient to permit the Data Controllers to process personal data respectively in order to exercise their rights and comply with their obligations under the Agreement. This includes giving notice that, on the termination of this Agreement, personal data relating to them may be retained by or, as the case may be, transferred to one or more of the Permitted Recipients, their successors and assignees;
  - 12.4.5. process the Shared Personal Data only for the Agreed Purposes;
  - 12.4.6. not disclose or allow access to the Shared Personal Data to anyone other than the Permitted Recipients (other than as required by law);

- 12.4.7. ensure that all Permitted Recipients are subject to written contractual obligations concerning the Shared Personal Data (including obligations of confidentiality) which are no less onerous than those imposed by this Agreement;
- 12.4.8. unless prohibited by law, if it is obliged to make a disclosure by law of the Shared Personal Data, shall notify the other relevant Data Controller(s), such notification to be made in advance of such disclosure or, (if not reasonably practicable) immediately thereafter.
- 12.4.9. ensure that it has in place appropriate technical and organisational measures, to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;
- 12.4.10. subject to clause 12.5, not transfer any Shared Personal Data outside the European Economic Area and/or the United Kingdom (as applicable) unless the transferor, as Data Controller, ensures that:
  - (a) the transfer is to a country approved by the European Commission and/or the United Kingdom (as relevant and applicable) as providing adequate protection pursuant to Article 45 of the GDPR; or
  - (b) there are appropriate safeguards in place pursuant to Article 46 of the GDPR; or
  - (c) one of the derogations for specific situations in Article 49 of the GDPR applies to the transfer.
- 12.5. Sedex, the Members and/or Affiliate Audit Companies as Data Controllers acknowledge that in providing or using the Sedex Platform, they may make international transfers of personal data or receive personal data as a result of such transfers. With the intention of meeting their compliance obligations under the Data Protection Legislation, Sedex, the Members and/or Affiliate Audit Companies, having regard to the practicalities of the operation of the Sedex Platform, as Data Controllers agree as follows:
  - 12.5.1. For the purposes of clauses 12.5.2 and 12.5.3 a transfer means:
    - 12.5.1.1. any transfer of personal data relevant to the Agreement from the European Economic Area to a third country or international organisation, where such third country or international organisation is not approved by the European Commission as providing adequate protection pursuant to Article 45 of the GDPR or does not otherwise have in place an agreement allowing for the transfer of personal data to it; and
    - 12.5.1.2. any transfer of personal data relevant to the Agreement from the UK to a third country or international organisation, where such third country or international organisation is not approved by the Secretary of State of the United Kingdom as providing adequate protection pursuant to Data Protection Legislation or does not otherwise have in place an agreement allowing for the transfer of personal data to it. (each or any being a "Transfer");
  - 12.5.2. In respect of any Transfer between Sedex, and any Member or Affiliate Audit Company entering into this Agreement, each as Data Controller agrees to be bound by the EU Model Clauses and/or the Applicable UK Clauses as are relevant to the Transfer, and agrees to comply with those clauses at their own cost.

- 12.5.3. For the purposes of the EU Model Clauses, and/or the Applicable UK Clauses, the transferor of the said personal data shall be the Data Exporter and the transferee of any personal data shall be the Data Importer;
- 12.5.4. For the purposes of the EU Model Clauses and the Applicable UK Clauses:
- 12.5.4.1. The transferring Party (itself a controller) shall be the Data Exporter and the receiving Party (itself a controller) shall be the Data Importer;
  - 12.5.4.2. Parties contact details as required by Annex 1 to the EU Model Clauses are as set out in the Membership Agreement between Sedex and you;
  - 12.5.4.3. The categories of data subjects whose personal data is transferred are as set out in Schedule 1;
  - 12.5.4.4. The categories of personal data transferred, including sensitive personal data, are as set out in Schedule 1;
  - 12.5.4.5. Transfers of data will occur on a continuous basis, in the course and for the purpose of provision of the Services;
  - 12.5.4.6. The transferred data will be retained by the Data Importer for a period not exceeding 6 years following cessation of the Membership Agreement, save to the extent that the Data Importer is required by law to retain the data for a longer period;
  - 12.5.4.7. The Competent Supervisory authority for the purpose of Clause 13 of the EU Model Clauses is that of Ireland (the Data Protection Commission) and for the avoidance of doubt, for the purposes of the UK Applicable Clauses is that of the UK (the Information Commissioner's Office);
  - 12.5.4.8. in relation to the optional clause 7 of the EU Model Clauses (module 1), the Parties agree that clause 7 is included;
  - 12.5.4.9. in relation to the additional optional wording for Clause 11 (Redress) in the EU Model Clauses, the parties agree that the additional wording is not included;
  - 12.5.4.10. in relation to the additional optional wording for Clause 13 (Supervision) in the EU Model Clauses, the parties agree that all three options are included, as applicable to the relevant Data Exporter and Data Importer;
  - 12.5.4.11. in relation to the options for Clause 17 (Governing Law) in the EU Model Clauses, the parties agree that option 1 applies and that the governing law referenced shall be that of Ireland and for the avoidance of doubt, in the UK Applicable Clauses the governing law shall be England and Wales.
  - 12.5.4.12. in relation to the options for Clause 18 (Choice of Forum and Jurisdiction) in the EU Model Clauses, the parties agree the relevant courts shall be those of Ireland and for the avoidance of doubt, in the UK Applicable Clauses the relevant courts shall be those of England and Wales.
  - 12.5.4.13. in relation to Table 4 of the UK Applicable Clause neither party may end the UK Applicable Clauses save that where Sedex is Exporter, Sedex may to the extent permitted by law end the use of the UK Applicable Clauses and replace them with an alternative mechanism which ensures transfers of personal data outside of the UK comply with Data Protection Law.
  - 12.5.4.14. the technical and organisational security measures to be set out in Annex 2 of the EU Model Clauses are as set out in each Organization's written policies and procedures from time to time. Such measures will include but not be limited to:

- Measures of pseudonymisation and encryption of personal data
  - Measures for ensuring ongoing confidentiality, integrity, availability and resilience of processing systems and services
  - Measures for ensuring the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident
  - Processes for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures in order to ensure the security of the processing
  - Measures for user identification and authorisation
  - Measures for the protection of data during transmission
  - Measures for the protection of data during storage
  - Measures for ensuring physical security of locations at which personal data are processed
  - Measures designed to protect against accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data, by law enforcement authorities, through encryption or other measures of comparable effect.
  - Measures for ensuring events logging
  - Measures for ensuring system configuration, including default configuration
  - Measures for internal IT and IT security governance and management
  - Measures for certification/assurance of processes and products
  - Measures for ensuring data minimisation
  - Measures for ensuring data quality
  - Measures for ensuring limited data retention
  - Measures for ensuring accountability
  - Measures for allowing data portability and ensuring erasure
- 12.5.5. In respect of any Transfer between any Member or Affiliate Audit Company, and any other Member, or Affiliate Audit Company, each as Data Controller agrees that by agreeing to receive or access any data across the Sedex Platform, they will be bound by the EU Model Clauses and/or any Applicable UK Clauses (as if they had executed them) as are relevant to the Transfer, and agrees to comply with those clauses at their own cost. For the purpose of such clauses, the Data Controller providing access to the personal data is the Data Exporter and the recipient of the personal data is the Data Importer;
- 12.5.6. In respect of international transfers of personal data for which the EU Model Clauses or the Applicable UK Clauses may not provide appropriate safeguards or ensure compliance with the Data Protection Legislation, each Data Controller shall take any steps reasonably required to comply with Data Protection Legislation.
- 12.5.7. In respect of any Transfer between Sedex, and any Member or Affiliate Audit Company entering into this Agreement which involves the transfer of personal data to the United States of America, or any other country which objectively

does not provide protection to personal data against access by law enforcement authorities sufficient to meet GDPR expectations:

- 12.5.7.1. In the event that a party receives any information request from a law enforcement authority in the United States or America or other relevant country, regarding personal data transferred under the EU Model Clauses or the Applicable UK Clauses, that Member or Affiliate Audit Company agrees to:
  - 12.5.7.1.1. verify that such request is proportionate and legitimate;
  - 12.5.7.1.2. promptly inform the other party of the receipt of an information request and in any event not later than twenty-four (24) hours following receipt, and
- 12.5.7.2. In the event of suspected unauthorized access to the personal data by such law enforcement authority, the affected party shall provide all information relating to such access to the other party promptly and no later than twenty-four (24) hours after the access took place, whichever is earlier.
- 12.5.7.3. Parties shall keep a log of all times when the personal data have been accessed by such law enforcement authorities, which shall contain at least the following information: date of access, affected data subjects; personal data concerned, the accessing law enforcement authority, and the basis invoked by the enforcement body to justify access to the information.
- 12.5.7.4. Parties shall provide support to data subjects to exercise their rights in the relevant jurisdiction in which their data has been accessed by law enforcement authorities. Such support may include providing guidance on how to exercise their rights against law enforcement authorities, as well as guidance on how to find legal counsel to represent them.
- 12.5.8. Any party shall timeously (at its own expense) do all such things, execute and deliver all such documents, and, or procure the doing of such things, execution of documents as are required to comply with the relevant Data Protection Legislation in respect of such international transfers of personal data.
- 12.5.9. Notwithstanding the foregoing, each Member or Affiliate Audit Company as Data Controller acknowledges that it is responsible for ensuring compliance with Data Protection Legislation and has the right to make any further arrangements it deems appropriate to ensure compliance in respect of such Transfers or any other international transfers of personal data.
- 12.6. Each party shall assist the other party or parties in complying with all applicable requirements of the Data Protection Legislation in respect of the Agreement. In particular (without limitation), each Data Controller shall:
  - consult with the other Data Controller(s) about any notices given to data subjects in relation to the Shared Personal Data;
  - promptly inform the other party about the receipt of any data subject access request in relation to the Shared Personal Data, unless prohibited by law;
  - provide the other party with reasonable assistance (at the cost of the other party) in complying with any data subject access request;
  - not disclose or release any Shared Personal Data in response to a data subject access request without (wherever possible or lawful to do so) first consulting the other party and reasonably taking into account their views;

- in relation to the Shared Personal Data assist the other party, at the cost of the other party, in responding to any request from a data subject and in ensuring compliance with its obligations under the Data Protection Legislation including those relating to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
  - notify the other party promptly of any complaints received from data subjects or threatened proceedings relating to compliance with the Data Protection Legislation in respect of the Shared Personal Data.
  - notify the other party without undue delay (and in the case of a data security breach within 48 hours) on becoming aware of any breach of the Data Protection Legislation concerning the Shared Personal Data;
  - use compatible technology for the processing of Shared Personal Data to ensure that there is no lack of accuracy resulting from personal data transfers;
  - maintain complete and accurate records and information to demonstrate its compliance with this clause 12; and
  - provide the other party with contact details of at least one employee as point of contact and responsible manager for all issues arising out of the Data Protection Legislation, including the training of relevant staff, the procedures to be followed in the event of a data security breach, and the regular review of the parties' compliance with the Data Protection Legislation.
- 12.7. Members and Affiliate Audit Companies hereby agree that:
- Sedex may use any data, information, statistics or other related information deduced from the Shared Personal Data which is anonymised or pseudonymised for its own purposes and at its sole discretion, provided such use is not in breach of Data Protection Legislation ("Anonymised Data"); and
  - the Anonymised Data and any further information created, derived or generated from it shall be the sole and exclusive property of Sedex.
- 12.8. The parties agree that Sedex, will have permission to share anonymous and aggregated data extracted from the Data and covering, amongst other things, sector issues, regional or sector risk profiles, trade processes and other relevant information, to the extent no Member, Affiliate Audit Company, End User or worker may be identified as a result.

### **13. Suspension of service**

- 13.1. From time to time Sedex may need to update the Sedex Platform and the Service in an effort to ensure it provides the most up to date and efficient Service; this may involve varying the technical specifications set out on the Sedex Platform or otherwise communicated to you, therefore, Sedex reserves the right to suspend access to the Sedex Platform or the Service for a period of time for such reasons and in addition for operational reasons such as standard or emergency repairs and maintenance, upgrading the functionality of the Sedex Platform and/or the Service.
- 13.2. Sedex shall endeavour to limit the frequency of disruptions described in 13.1 above and to carry out any standard and planned repairs and maintenance outside of working hours within the UK.
- 13.3. Sedex reserves the right to suspend or discontinue the Service in whole or in part and to remove or disable access to any Data uploaded to the Sedex Platform if



Sedex considers that continued provision of the Service and access to the Data would violate any applicable law, rule or regulation including but not limited to circumstances where Sedex believes that the Data may be abusive; be unlawful; be pornographic; be libellous; racist or discriminatory in any way and constitutes a criminal offence or gives rise to a civil action against you or Sedex.

- 13.4. Sedex also reserves the right upon Sedex obtaining actual knowledge of the fact that a court or an administrative authority has ordered such suspension, discontinuance, removal or disablement or of any allegation of unlawful activity in relation to such Data to suspend or discontinue the Service in whole or in part and to remove or disable access to any Data.
- 13.5. Sedex may at its sole discretion forthwith suspend provision of the Service in whole or in part until further notice if Member, Affiliate Audit Company or User is in material breach of any other warranty, undertaking or obligation under the Agreement.
- 13.6. Any exercise by Sedex of its right of suspension in respect of an event referred to in this Agreement shall not exclude Sedex's right subsequently to terminate the Agreement.

#### **14. Term and termination**

- 14.1. The Agreement shall commence on signing your Membership Agreement, or Auditor Account Agreement, whichever is relevant, thereby including acceptance of these Terms of Service, by you and (subject to clause 14.2) shall continue until terminated in accordance with this clause 14.
- 14.2. Sedex may, by written or electronic notice to you, terminate the Agreement with immediate effect if for any reason Member or Affiliate Audit Company ceases to be a Member or Affiliate Audit Company.
- 14.3. Either party may, terminate the Agreement by giving at least 30 days' written notice to the other without liability to the other (save that any fees or amounts outstanding to Sedex' account shall become immediately payable to Sedex in full).
- 14.4. Either party may, by written notice to the other, terminate the Agreement with immediate effect if any of the following events occurs:
  - the other breaches any term of the Agreement and such breach is incapable of remedy or, if the breach is remediable, it continues for a period of 30 days after written notice requiring it to be remedied has been given to the party in breach; or
  - the other gives notice to its creditors or any of them that it has suspended or is about to suspend payment or if the other shall be unable to pay its debts within the meaning of Section 123 of the Insolvency Act 1986, or if an order shall be made or resolution passed for the winding up of the other (otherwise than for the purpose of and followed by a reconstruction or amalgamation) or if an administration order shall be made in respect of the other or if the other shall become insolvent or shall make any assignment for the benefit of creditors or has a receiver appointed of all or any part of its assets or takes or suffers any similar action in consequence of debt.
- 14.5. Upon termination of the Agreement for any reason:
  - your right to access the Sedex Platform and use the Service shall cease without further action of the parties;

- Sedex may remove any and all Data uploaded to the Sedex Platform save that Sedex may retain a copy of the Data for archival purposes for a period of six (6) years following termination;
  - Sedex may continue to use Historical Data and Data uploaded to the Sedex Platform solely for the purposes of analysing and/or disseminating anonymised and pseudonymised statistical trends or market reports, as provided at clause 12.9 above; and
  - Members shall not be entitled to any return or rebate of any of the fees or charges paid under the Agreement and shall remain liable for all outstanding and overdue fees or charges.
- 14.6. Termination shall be in addition to, rather than a waiver of, any remedy at law or equity under the Agreement.
- 14.7. The provisions of clauses 7 (Intellectual Property), 9 (Liability), 10 (Indemnity), 11 (Confidentiality), 12 (Data Protection), 15 (Publicity), 17 (Force Majeure) and 19 (Dispute Resolution), as well as this clause 14.6, shall survive termination of the Agreement for any reason.

## **15. Publicity**

Neither party may issue any news release, public announcement, advertisement or other form of publicity concerning the Agreement or the Service without the prior approval of the other party. Neither party may use any trademark, service mark, trade name, logo, symbol, trade dress, or other indicia of origin that serves to identify the other party without the other party's prior written consent. Notwithstanding the foregoing, Members and Affiliate Audit Companies have the right to use the Sedex IP in accordance with this Agreement and in line with the Sedex Brand Guidelines.

## **16. Government Approvals**

The parties acknowledge that the Service may be subject to regulation in any country where the Service is accessed. If any applicable present or future regulation or law requires a modification or waiver of any term of the Agreement, the parties will promptly and in good faith undertake negotiations concerning the actions required by such regulation or law.

## **17. Assignment**

- 17.1. Neither party shall assign (in whole or in part) or otherwise transfer the Agreement or any of its rights and obligations under the Agreement without the prior written consent of the other, such consent not to be unreasonably withheld.
- 17.2. Sedex may sub-contract the performance of any of its obligations under the Agreement to any third party, but such sub-contracting shall not relieve Sedex of any liability under the Agreement.

## **18. Force Majeure**

Notwithstanding anything contained in the Agreement Sedex shall not be liable if it fails, interrupts, or delays in performing any of its obligations under the Agreement because of any cause beyond its reasonable control (including but not limited to (a) decision of any court or other judicial body of competent jurisdiction, (b) unavailability of equipment,

power or other commodity, (c) failure or non-availability of Internet or telecommunications facilities, computer hardware or software, (d) act of God, war, riot, terrorist attack, civil commotion, malicious damage, fires, pandemic, flood or storm (e) strikes or other industrial disputes (whether involving Sedex's workforce or of any other party) or (e) acts of government or other prevailing authorities or default of suppliers, sub-contractors or other third parties).

## **19. Dispute Resolution**

- 19.1. If a dispute arises out of or in connection with this Agreement or the performance, validity or enforceability of it ("Dispute") then the parties shall follow the procedure set out in this clause:
- either party shall give to the other written notice of the Dispute, setting out its nature and full particulars (Dispute Notice), together with relevant supporting documents. On service of the Dispute Notice, the parties shall attempt in good faith to resolve the Dispute.
  - if the parties are unable to resolve the Dispute within 20 days of service of the Dispute Notice, the parties will attempt to settle it by mediation in accordance with the CEDR Model Mediation Process in force as at the date the Dispute arises. Unless otherwise agreed between the parties, the mediator shall be nominated by CEDR. To initiate the mediation, a party must serve notice in writing (ADR notice) to the other party to the Dispute, requesting a mediation. A copy of the ADR notice should be sent to CEDR. The mediation will start not later than 15 days after the date of the ADR notice, unless the parties otherwise agree, in writing.
- 19.2. The parties agree not to commence litigation proceedings in relation to a Dispute, without first attempting mediation, unless the remedy sought is an injunction, specific performance or other equitable relief, and to allow not less than the aforesaid 20 days for the parties to attempt to settle the Dispute, and a further 15 days with the assistance of a CEDR mediator.
- 19.3. If the Dispute is not resolved within 35 days after service of the ADR notice, or either party fails to participate or to continue to participate in the mediation before the expiration of the said period 35 days, or the mediation terminates (without settlement) before the expiration of the said period of 35 days, the Dispute shall be finally resolved by the courts of England and Wales in accordance with clause 20.8

### **Inadequacy of damages**

- 19.4. Without prejudice to any other rights or remedies that Sedex may have, you acknowledge and agree that damages alone would not be an adequate remedy for any breach of the terms of the Agreement by you. Accordingly, Sedex shall be entitled to the remedies of injunction, specific performance or other equitable relief for any threatened or actual breach of the terms of this Agreement.

## **20. General**

- 20.1. The 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.
- 20.2. Each party agrees that it shall have no remedies in respect of any statement, representation, assurance or warranty (whether innocently or negligently) that is

not set out in the Agreement. Each party agrees that it shall have no claim for innocent or negligent misrepresentation based on any statement in the Agreement.

- 20.3. Any amendment to the Agreement shall be in writing. Any updates or revisions to these Terms of Service will be published on the website and Members will be notified of such changes in writing. Members and Affiliate Audit Companies shall be deemed to have accepted such changes if they have not raised any comments within 30 days of such changes being published by Sedex. In the event any changes to any previous versions of these Terms of Service were agreed with any individual Member upon joining Sedex, such changes will be carried forward to the then current form of these Terms of Service, as closely as reasonably practicable.
- 20.4. Each party acknowledges that in entering into the Agreement, it does not do so on the basis of, and does not rely on, any representation, warranty or other provision except as expressly set out in this Agreement.
- 20.5. All rights, remedies and powers conferred upon the parties are cumulative and shall not be deemed or construed to be exclusive of any other rights, remedies or powers now or hereafter conferred upon the parties by law or otherwise and any failure at any time to insist upon or enforce any such right, remedy or power shall not be construed as a waiver thereof.
- 20.6. If any clause or part thereof of the Agreement shall become or shall be declared by any court of competent jurisdiction to be invalid or unenforceable in any way, such invalidity or unenforceability shall in no way impair or affect any other clause or part thereof all of which shall remain in full force and effect.
- 20.7. Any notice to be given under the Agreement may be delivered or be sent by prepaid registered post sent first class addressed to the registered office or principal place of business for the time being of the party to be served or may be transmitted by email to the email address for the party to be served last known to the party giving the notice. Notice served by post shall be deemed served on the second business day after the date of posting. Notice served by email shall be deemed served on the next business day after the date of transmission. For this purpose, "business day" means any day other than a Saturday, Sunday or a day which is a public holiday in the place both of despatch and of address of the notice. This clause shall not preclude the giving of notice by other methods of communication.
- 20.8. The Agreement shall, subject to the provisions of the EU Model Clauses relating specifically to the EU Model Clauses, be governed by and construed in accordance with English Law. It is agreed, subject to the provisions of the EU Model Clauses relating specifically to the EU Model Clauses, that legal action relating to the Agreement may only be dealt with by the Courts of England and Wales, save that Sedex may take legal action against Member or Affiliate Audit Company in any country where Member or Affiliate Audit Company may have a place of business.

**ends**

## **SCHEDULE 1**

### **Data subjects**

The personal data transferred concern the following categories of data subjects:

- Named user of the Sedex Advance platform
- Named contact for a Member or Affiliate Audit Company
- Named contact for a site or facility to be assessed or audited
- Named Affiliate Audit Company, verifier, assistant or other individual involved in conducting an assessment, audit or verification
- Individual identified in an audit report
- Individual identified in a Self Assessment Questionnaire (SAQ) module
- Any other individuals about whom data is provided to Sedex by the Member or Affiliate Audit Company for use in conjunction with the Service

### **Purposes of the transfer(s)**

The transfer is made for the following purposes:

- To deliver, operate or receive the Service
- To provide notifications, reminders and operational communications
- To provide newsletters, product announcements, briefings and other relevant communications
- To allow a Member to assess compliance with its labour, health and safety, business ethics, environmental and other standards
- To allow a Member to assess its suppliers, and its suppliers' sites and facilities
- To allow an Affiliate Audit Company to conduct audits and manage the audit process
- To validate the certification and accreditation held by an Affiliate Audit Company, verifier, assistant or other individual involved in conducting an assessment, audit or verification
- To monitor, evaluate and improve the quality of data processed by the Sedex Advance Platform

### **Categories of data**

The personal data transferred concern the following categories of data:

- Personal data relating to the Data Subjects, including title, name, business email address, business telephone number and business address

### **Recipients**

The personal data transferred may be disclosed only to the following recipients or categories of recipients:

- To the Data Importer's responsible employees, consultants, professional advisers, sub-contractors or suppliers and any third parties engaged by the Data Importer to perform obligations in connection with this Agreement

**Sensitive data** (if appropriate)

The personal data transferred concern the following categories of sensitive data:

- None