

INDEPENDENT CONTRACTOR AGREEMENT

1. INTERPRETATION

1.1 The following definitions and rules of interpretation apply in these conditions:

1.2 Definitions

AJT: Jones Enterprises Ltd, a private limited company registered in England and Wales with company number 08409933 trading as Anja Jones Translation;

Bid: the Supplier's request to supply the Services to AJT in accordance with the Proposal.

Business Day: a day (other than a Saturday, Sunday or a public holiday) when banks in London are open for business.

Charges: the charges payable by AJT for the supply of the Services in accordance with clause 6.

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

Conditions: these terms and conditions as amended from time to time in accordance with clause 22.

Contract: the contract between AJT and the Supplier for the supply of Services in accordance with these Conditions.

Customer Materials: has the meaning set out in clause 3.3(g).

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

Intellectual Property Rights: all patents, rights to inventions, utility models, copyright and related rights, trade marks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world.

Proposal: the written proposal from AJT to the Supplier requesting the supply of the Services.

Services: the services, including without limitation any Deliverables, to be provided by the Supplier under the Contract in accordance with the Proposal.

Supplier: the person or legal entity from whom AJT purchases the Services.

1.3 Rules of interpretation:

- (a) a **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality);
- (b) a reference to a party includes its personal representatives, successors or permitted assigns;
- (c) a reference to a statute or statutory provision is a reference to such statute or statutory provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted;
- (d) any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms; and
- (e) a reference to **writing** or **written** includes e-mails.

2. BASIS OF CONTRACT

2.1 The Bid by the Supplier to AJT constitutes an offer by the Supplier to supply Services in accordance with the Proposal and these Conditions.

2.2 The Bid shall be deemed to be accepted by AJT issuing written acceptance of the Bid at which point and on which date the Contract shall come into existence (the "**Commencement Date**").

2.3 These Conditions apply to the Contract to the exclusion of any other terms that the Supplier seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

3. SUPPLY OF SERVICES

3.1 The Supplier shall from the Commencement Date and for the duration of this Contract provide the Services to AJT in accordance with the terms of the Contract.

3.2 The Supplier shall meet any performance dates for the Services specified in the Order or notified to the Supplier by AJT and time shall be of the essence in this respect.

3.3 In providing the Services, the Supplier shall:

- (a) co-operate with AJT in all matters relating to the Services, and comply with all instructions of AJT;
- (b) perform the Services with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade;
- (c) use personnel who are suitably skilled and experienced to perform tasks assigned to

them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with this Contract;

- (d) ensure that the Services and Deliverables will conform with all descriptions and specifications set out in the Proposal, and that the Deliverables shall be fit for any purpose expressly or impliedly made known to the Supplier by AJT;
- (e) provide all computer equipment and such other items as are required to provide the Services;
- (f) obtain and at all times maintain all necessary licences and consents, and comply with all applicable laws and regulations;
- (g) hold all documents and data supplied by AJT to the Supplier (the "**Customer Materials**") securely and not use the Customer Materials other than in accordance with AJT's written instructions or authorisation;
- (h) not do or omit to do anything which may cause AJT to lose any licence, authority, consent or permission on which it relies for the purposes of conducting its business, and the Supplier acknowledges that AJT may rely or act on the Services;
- (i) not communicate whether directly or indirectly, by any form of communication, with any third party in respect of any aspect of the Services without AJT's prior written consent. For the avoidance of doubt, the Supplier is not permitted to contact any clients or customers of AJT for any reason without the prior written consent of AJT;
- (j) not engage the services of any subcontractor to perform the Services without the prior written consent of AJT, such consent not to be unreasonably withheld;
- (k) comply with any additional instructions provided by AJT in relation to the Services; and
- (l) undertake to answer queries from AJT related to the Services for no extra charge.

4. AJT REMEDIES

- 4.1 If the Supplier fails to perform the Services by the applicable dates or fails to meet its obligations under clause 3.3, AJT shall, without limiting its other rights or remedies, have one or more of the following rights:
 - (a) to terminate the Contract with immediate effect by giving written notice to the Supplier;
 - (b) to refuse to accept any subsequent performance of the Services which the Supplier attempts to make;
 - (c) in the event of poor quality of work, to reduce the rate payable to the Supplier;

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

4.2 These Conditions shall extend to any substituted or remedial services provided by the Supplier.

4.3 AJT's rights under this Contract are in addition to its rights and remedies implied by statute and common law.

4.4 AJT reserves the right to impose penalties on and demand cost recovery from the Supplier after investigating quality issues (including but not limited to implementing corrections, revision work done by AJT or another contractor, late deliveries and non-compliance with the Proposal).

5. AJT'S OBLIGATIONS

5.1 AJT shall provide such information to the Supplier as the Supplier may reasonably request and AJT considers reasonably necessary for the purpose of providing the Services.

5.2 AJT shall make payment to the Supplier in accordance with clause 6 below.

6. CHARGES AND PAYMENT

6.1 The Charges for the Services shall be set out in the Proposal, and shall be the full and exclusive remuneration of the Supplier in respect of the performance of the Services. Unless otherwise agreed in writing by AJT, the Charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.

6.2 The Supplier shall invoice AJT in accordance with the instructions contained in the Proposal. Each invoice shall include such supporting information required by AJT to verify the accuracy of the invoice.

6.3 In consideration of the supply of the Services by the Supplier, AJT shall pay the invoiced amounts within 45 days of the date of a correctly rendered invoice to a bank account nominated in writing by the Supplier.

6.4 All amounts payable by AJT under the Contract are exclusive of amounts in respect of value added tax chargeable for the time being (**VAT**). Where any taxable supply for VAT purposes is made under the Contract by the Supplier to AJT, AJT shall, on receipt of a valid VAT invoice from the Supplier, pay to the Supplier such additional amounts in respect of VAT as are chargeable on the supply of the Services at the same time as payment is due for the supply of the Services.

6.5 If AJT fails to pay any amount properly due and payable by it under the Contract, the Supplier shall have the right to charge interest on the overdue

- amount at the rate of four per cent per annum above the base rate for the time being of Barclays Bank plc accruing on a daily basis from the due date up to the date of actual payment, whether before or after judgment. This clause shall not apply to payments that AJT disputes in good faith.
- 6.6 The Supplier shall maintain complete and accurate records of the time spent and materials used by the Supplier in providing the Services, and shall allow AJT to inspect such records at all reasonable times on request.
- 7. INTELLECTUAL PROPERTY RIGHTS**
- 7.1 In respect of any goods that are transferred to AJT under this Contract, including without limitation the Deliverables or any part of them, the Supplier warrants that it has full clear and unencumbered title to all such items, and that at the date of delivery of such items to AJT, it will have full and unrestricted rights to transfer all such items to AJT.
- 7.2 The Supplier assigns to AJT, with full title guarantee and free from all third party rights, all Intellectual Property Rights in the products of the Services, including for the avoidance of doubt the Deliverables.
- 7.3 The Supplier shall obtain waivers of all moral rights in the products, including for the avoidance of doubt the Deliverables, of the Services to which any individual is now or may be at any future time entitled under Chapter IV of Part I of the Copyright Designs and Patents Act 1988 or any similar provisions of law in any jurisdiction.
- 7.4 The Supplier shall, promptly at AJT's request, do (or procure to be done) all such further acts and things and the execution of all such other documents as AJT may from time to time require for the purpose of securing for AJT the full benefit of the Contract, including all right, title and interest in and to the Intellectual Property Rights assigned to AJT in accordance with clause 7.2.
- 7.5 All Customer Materials are the exclusive property of AJT.
- 8. INDEMNITY**
- 8.1 The Supplier shall keep AJT indemnified in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, fines, legal and other professional fees and expenses awarded against or incurred or paid by AJT as a result of or in connection with:
- (a) any claim made against AJT by a third party arising out of, or in connection with, the supply of the Services, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of the Contract by the Supplier, its employees, agents or subcontractors; and
 - (b) any claim brought against AJT for actual or alleged infringement of a third party's Intellectual Property Rights arising out of, or in connection with, the receipt, use or supply of the Services.
- 8.2 This clause 8 shall survive termination of the Contract.
- 9. CONFIDENTIALITY**
- 9.1 The Supplier shall keep in strict confidence all information relating to the Services provided by AJT whether provided in writing, orally or in any other medium including but not limited to the names of any clients of AJT, all technical or commercial know-how, specifications, inventions, processes or initiatives by AJT, its employees, agents or subcontractors, and any other information concerning AJT's business, clients and customers, products or its services which the Supplier may obtain as a result of providing the Services (the "**Confidential Information**"). The Supplier shall restrict disclosure of the Confidential Information to such of its employees as need to know it for the purpose of discharging the Supplier's obligations under the Contract.
- 9.2 Confidential Information shall not include information that the Supplier can prove to AJT's satisfaction was publicly available at the time of disclosure by the Supplier.
- 9.3 In the event that the Supplier is obliged to disclose Confidential Information pursuant to law or regulation it shall promptly notify AJT and cooperate with AJT in contesting such a disclosure. Except in connection with a failure to comply with the above obligations, the Supplier shall not be liable in damages for any disclosure pursuant to law or regulation.
- 9.4 In the event that AJT permits the Supplier to sub-contract all or part of the supply of Services in accordance with clause 3.3(i), the Supplier shall ensure that such sub-contractor has entered into confidentiality obligations no less stringent than those referred to these Conditions for the benefit of AJT and shall remain responsible for any breach of such obligations caused by such sub-contractor.
- 9.5 The Supplier agrees to:
- (a) exercise the same degree of care as they accord to their own confidential information but in no case less than reasonable care; and
 - (b) to use the Confidential Information provided to them by AJT only for the performance of the Services and not for the Supplier's own benefit.
- 9.6 The Supplier may, only with the prior written consent of AJT, use the Confidential Information as evidence of their previous experience for the purposes of their curriculum vitae or portfolio.
- 9.7 The Supplier acknowledges that a breach of this clause 9 will result in immediate and irreparable harm to AJT and its clients, for which there will be no adequate remedy at law and therefore AJT shall be entitled to equitable relief to compel the Supplier to cease and desist all unauthorized use and disclosure of AJT's Confidential Information, in addition to any other remedy available at law.
- 9.8 This clause 9 shall survive termination of the Contract.

10. NON-COMPETITION

The Supplier shall not, for the duration of all Contracts governed by these Conditions:

- (a) seek to secure a contract for the Services directly from AJT's client; or
- (b) seek to solicit work from parties known to the Supplier to have commissioned work from AJT.

11. TERM

11.1 These Conditions remain in effect from the Commencement Date and will apply to each Contract between AJT and the Supplier until terminated.

11.2 The Supplier understands and agrees that AJT will be utilising the Supplier's services only on an adhoc basis and the Supplier may, without penalty, decline to accept any offer from AJT.

12. TERMINATION

12.1 Without limiting its other rights or remedies, AJT may terminate the Contract with immediate effect by giving written notice to the Supplier if:

- (a) the Supplier commits a material or persistent breach of the Contract and (if such a breach is remediable) fails to remedy that breach within 5 Business Days of receipt of notice in writing of the breach;
- (b) the Supplier suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 or (being an individual) is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986 or (being a partnership) has any partner to whom any of the foregoing apply;
- (c) the Supplier commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors other than (where a company) for the sole purpose of a scheme for a solvent amalgamation of the Supplier with one or more other companies or the solvent reconstruction of the Supplier;
- (d) a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of the Supplier (being a company) other than for the sole purpose of a scheme for a solvent amalgamation of the Supplier with one or more other companies or the solvent reconstruction of the Supplier;
- (e) the Supplier (being an individual) is the subject of a bankruptcy petition order;
- (f) a creditor or encumbrancer of the Supplier attaches or takes possession of, or a

distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of its assets and such attachment or process is not discharged within 14 days;

- (g) an application is made to court, or an order is made, for the appointment of an administrator or if a notice of intention to appoint an administrator is given or if an administrator is appointed over the Supplier (being a company);
- (h) a floating charge holder over the assets of the Supplier (being a company) has become entitled to appoint or has appointed an administrative receiver;
- (i) a person becomes entitled to appoint a receiver over the assets of the Supplier or a receiver is appointed over the assets of the Supplier;
- (j) any event occurs, or proceeding is taken, with respect to the Supplier in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in clause 12.1(b) to clause 12.1(i) (inclusive);
- (k) the Supplier suspends or threatens to suspend, or ceases or threatens to cease to carry on, all or a substantial part of its business; or
- (l) the Supplier (being an individual) dies or, by reason of illness or incapacity (whether mental or physical), is incapable of managing his own affairs or becomes a patient under any mental health legislation.

12.2 Without limiting its other rights or remedies, AJT may terminate the Contract by giving the Supplier one month's written notice.

13. CONSEQUENCES OF TERMINATION

On termination of the Contract for any reason:

- (a) the Supplier shall immediately deliver to AJT all Deliverables whether or not then complete, return all Customer Materials (to the extent hard copy materials) and irretrievably delete all Customer Materials (to the extent electronic materials). If the Supplier fails to do so, then AJT may enter the Supplier's premises and take possession of them. Until they have been returned or delivered, the Supplier shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this Contract;
- (b) the accrued rights, remedies, obligations and liabilities of the parties as at termination shall not be affected, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination; and
- (c) clauses which expressly or by implication have effect after termination shall continue in full force and effect.

14. FORCE MAJEURE

Neither party shall be liable to the other as a result of any delay or failure to perform its obligations under the Contract if and to the extent such delay or failure is caused by an event or circumstance which is beyond the reasonable control of that party which by its nature could not have been foreseen by such a party or if it could have been foreseen was unavoidable. If such event or circumstances prevent the Supplier from providing any of the Services for more than two weeks, AJT shall have the right, without limiting its other rights or remedies, to terminate this Contract with immediate effect by giving written notice to the Supplier.

subsequent breach or default. No failure or delay by a party in exercising any right or remedy under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor preclude or restrict its further exercise. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.

(b) Unless specifically provided otherwise, rights arising under the Contract are cumulative and do not exclude rights provided by law.

15. ASSIGNMENT AND SUBCONTRACTING

- (a) The Supplier shall not assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights or obligations under the Contract without the prior written consent of AJT.
- (b) AJT may at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights under the Contract and may subcontract or delegate in any manner any or all of its obligations under the Contract to any third party or agent.

18. SEVERANCE

- (a) If a court or any other competent authority finds that any provision (or part of any provision) of the Contract is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.
- (b) If any invalid, unenforceable or illegal provision of the Contract would be valid, enforceable and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

16. NOTICES

- (a) Any notice or other communication required to be given to a party under or in connection with this Contract shall be in writing and shall be delivered to the other party personally or sent by prepaid first-class post, recorded delivery or by commercial courier, at its registered office (if a company) or (in any other case) its principal place of business, or sent by fax to the other party's main fax number.
- (b) Any notice or communication shall be deemed to have been duly received if delivered personally, when left at the address referred to above or, if sent by prepaid first-class post or recorded delivery, at 9.00 am on the second Business Day after posting, or if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed.
- (c) This clause 16 shall not apply to the service of any proceedings or other documents in any legal action. For the purposes of this clause, "writing" shall include e-mails and for the avoidance of doubt notice given under this Contract shall be validly served if sent by e-mail.

19. NO PARTNERSHIP

Nothing in the Contract is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between any of the parties, nor constitute any party the agent of another party for any purpose. No party shall have authority to act as agent for, or to bind, the other party in any way.

20. RELATIONSHIP BETWEEN THE PARTIES

The Supplier serves as an independent contractor of AJT in performance of the Services under this Contract. Nothing contained or implied in these Conditions creates an employer / employee relationship between AJT and Supplier.

21. THIRD PARTIES

A person who is not a party to the Contract shall not have any rights under or in connection with it.

22. ENTIRE AGREEMENT AND VARIATION

These Conditions and the Proposal constitute the entire agreement in relation to the subject matter of the Contract for the provision of the Services and shall supersede all prior agreements and understandings between the parties. Any variation, including any additional terms and conditions, to the Contract shall only be binding when agreed in writing and signed by AJT.

17. WAIVER AND CUMULATIVE REMEDIES

- (a) A waiver of any right under the Contract is only effective if it is in writing and shall not be deemed to be a waiver of any

23. GOVERNING LAW AND JURISDICTION

The Contract, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be

governed by, and construed in accordance with, English law, and the parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.