

## INSTRUCTIONS - PACKAGING, MARKING, SHIPPING, RECEIVING, HSE:

1. Supplier shall comply with all applicable transportation and logistics requirements found at:

[www.kodak.com/go/ShippingRouting](http://www.kodak.com/go/ShippingRouting)

2. Kodak's Procurement Policy requires that all suppliers comply with Kodak's Health, Safety and Environmental Performance Standard located at:

[www.Kodak.com/go/hsesupplierstandard](http://www.Kodak.com/go/hsesupplierstandard)

3. As appropriate, suppliers shall comply with product specifications and restricted materials declaration requirements located at:

[www.Kodak.com/go/hsesupplier](http://www.Kodak.com/go/hsesupplier)

## Application

These Conditions apply to the purchase or supply of goods ("the Goods") or the carrying out of work or services ("the Services") for Kodak Limited or any of its subsidiary companies ("Kodak") and unless Kodak has expressly agreed in writing to their inclusion any terms and conditions contained or referred to in any quotations, acknowledgements, invoices or other documents whatsoever issued by the Supplier are excluded.

## Official Order

Kodak will not accept any goods supplied or services carried out unless duly ordered on Kodak's recognised printed order form.

## Variations

Any variation in the Order shall be authorised in writing by Kodak Purchasing and Contracts Department or it shall be of no effect.

## Price and Payment

The prices stated in the Order are fixed unless otherwise specified and include all indirect charges such as transport, insurance, packing, customs and any duties (other than VAT) unless separately identified. Unless otherwise agreed and specified on the Order payment terms are sixty days from date of invoice, or, if later, the first payment run immediately after such period. Payment may be withheld in whole or in part in the event that the Goods or Services are not in accordance with the Order. Payment is without prejudice to Kodak's rights under the Order or otherwise.

## Delivery

The Goods shall remain at the Supplier's risk until delivery at the specified Kodak premises. In the event of loss or damage in transit the Supplier will repair or replace the same free of any charge as soon as reasonably possible.

Kodak reserves the right to cancel the Order or any part thereof if delivery of Goods is not made or Services are not completed when and as specified

## Inspection

Kodak shall be entitled to inspect and test the Goods (whether finished or still in the course of manufacture) and materials for incorporation therein at all reasonable times and the Supplier shall grant access to its premises and provide all other facilities reasonably required for this purpose at the Supplier's expense.

Kodak reserves the right to reject and return at the Supplier's expense and risk any Goods which are found to be defective or to fail in any other respect to conform with the Order either on inspection as before, on delivery or within a reasonable time after Kodak has put the Goods into use. Without prejudice to any other remedy available to Kodak the Supplier shall at Kodak's option repair or replace the Goods at its own expense within such reasonable time as Kodak shall require.

The exercise of these rights in respect of part of an Order shall not invalidate the remainder of the Order.

## Provision of Services

The Supplier shall carry out the Services to the standard and within the time period specified in the Order. In the event that no such standard is specified in the Order the Supplier shall carry out the Services in accordance with good practice within the relevant industry or profession. In the event that no time period is specified in the order the Supplier shall complete the Services or each stage of the Services within such reasonable time laid down by Kodak.

Kodak shall have the right to reject Services which are not to the required standard or are otherwise not in accordance with the Order and without prejudice to any other remedy available to Kodak may require the Supplier to repeat such Services at the Supplier's expense within such reasonable time as Kodak shall require.

The exercise of these rights in respect of part of the Services shall not release the Supplier from its duty to provide the remainder of the Services.

## Title

Ownership in the Goods shall pass to Kodak on delivery or on the first payment thereof if earlier. If Kodak acquires ownership of the Goods before delivery the Supplier shall keep the Goods and any material for incorporation therein separate from other goods and materials and shall identify the same as Kodak property by labelling or other means. The Goods and materials shall remain at the Supplier's risk until delivery.

## Work on Kodak Premises

Where the Order requires the carrying out of Services on Kodak premises the Supplier shall comply with the current edition of the Kodak Conditions for Work on Kodak Premises and any local site regulations (copies available on request).

## Indemnity

The Suppliers shall indemnify Kodak against all expenses, liability, costs claims or proceedings whatsoever in respect of personal injury or death to persons or loss of or damage to property arising from the supply of the Goods or the Services or the Supplier's presence on Kodak premises unless such claims result solely from

4. Kodak Ltd operates a paperless Accounts Payable. All invoices to Kodak should be submitted in a e PDF format to [KodakGB@email.basware.com](mailto:KodakGB@email.basware.com) All new suppliers must enrol with Basware prior to submitting your first invoice. For enrolment instructions contact [EAMERVendorEnrollment@kodak.com](mailto:EAMERVendorEnrollment@kodak.com). For questions regarding payment status, email: [eamer-AP-enquiries@kodak.com](mailto:eamer-AP-enquiries@kodak.com)

the negligence of Kodak, its employees or agents.

The Supplier shall maintain insurance against the above matters with an insurance company of repute for a minimum of £2 million and shall provide reasonable evidence of such insurance from time to time at Kodak's request. In the event that the Supplier fails to produce such evidence Kodak may effect such insurance and recover the cost from the Supplier

## Health and Safety

The Supplier shall comply with the Health and Safety at Work etc. Act 1974, the Consumer Protection Act 2019, and any statutory modifications or reenactments thereof and all other relevant legislation and (unless otherwise specified) all applicable standards and codes of practice in relation to the Goods and/or Services. The Supplier shall provide Kodak with all the necessary information for the safe use, maintenance, handling, cleaning, processing, storage, transportation and disposal of the Goods or the carrying out of the Services (including any new information concerning these matters which may from time to time be available).

The Supplier shall maintain accurate and complete records relating to the design, manufacture and testing of the Goods or the provision of the Services to Kodak and shall permit Kodak to inspect the said records from time to time at Kodak's request. The Supplier shall notify Kodak (and provide full details) if at any time it obtains information that any Goods or Services provided may constitute a risk to the health and safety of any persons. The Supplier shall co-operate with Kodak in relation to any product recalls or other measures which Kodak may in its reasonable discretion take to minimise such risks and shall reimburse Kodak with the cost thereof.

## Intellectual Property

The Supplier agrees to indemnify Kodak and its customers against all damages, loss of profits and expenses resulting from a claim by any third party in respect of any infringement of patents, designs, copyright or trademarks in any way relating to the Goods or the performance of the Services covered by the Order.

## Confidentiality

The Supplier shall keep confidential any documents or other information whatsoever obtained from Kodak in relation to the Order or obtained whilst on Kodak premises and shall not disclose the same save on a confidential basis only to such of its employees and sub-contractors who require the information for the performance of the Order. This obligation shall remain in force for a period of five years from the completion of the Order unless expressly agreed otherwise in writing. All drawings supplied by Kodak remain the copyright of Kodak and shall be returned on the completion of the Order.

## Data Protection

The Supplier consents to the processing and transfer to other countries of personal data by Kodak under applicable data protection laws.

## Termination

Kodak reserves the right to terminate this contract by immediate written notice to the Supplier in the event of any breach or non-observances of the terms of the contract or if the Supplier goes bankrupt or being a company enters into receivership or into a composition or arrangement with its creditors or goes into liquidation (other than for the purpose of amalgamation or reconstruction) whether voluntary or compulsory.

## Law

This contract shall be governed by the English law and the English courts shall have exclusive jurisdiction in the event of any dispute.

Supplier shall comply with all legal requirements including, but not limited to, labour and environmental protection laws, regulations, standards, codes, ordinances and directives applicable to Supplier's manufacture or distribution of Goods sold to or Services provided for Kodak. This obligation includes, but is not limited to,

- complying with all applicable health, safety, environmental, hazardous materials transportation, labeling and packaging requirements,
- providing health, safety or environmental data or information deemed necessary by Kodak to support sales, distribution or use of products in their intended markets,
- maintaining all site permits including, but not limited to, air and water discharge permits necessary to perform its obligations under the Agreement, and
- complying with all applicable waste management and disposal requirements.

## Customs-trade Partnership Against Terrorism Compliance

is applicable if this Order involves Goods or materials being exported to or shipped within the United States. Suppliers will maintain membership of and/or take security measures consistent with the requirements of the Customs-Trade Partnership Against Terrorism ("C-TPAT") program. Certificate of membership or documentation that appropriate security measures are being implemented shall, upon request be provided to Kodak. Kodak and its nominated representatives shall, subject to the reasonable business security requirements of suppliers, have the right to audit Suppliers' compliance with all of their obligations to comply with security measures required by the C-TPAT program.

## Data Privacy

To the extent a Supplier accesses, collects or receives any personal information as a data processor or service provider for Kodak, the Supplier shall comply with Kodak's <https://www.kodak.com/content/products-brochures/Company/Kodak-Privacy-and-Security-Terms.pdf>. The Supplier will comply with all privacy laws applicable to it and promptly notify Kodak of any circumstances that may prevent it from complying with any privacy law. In the event of a security breach, the Supplier will notify Kodak of any security breach within twenty-four (24) hours of determining a security breach impacts any Kodak personal information. This notification must be made via email to [WW-CISO-Mail@kodak.com](mailto:WW-CISO-Mail@kodak.com).