

Purchase Order Terms and Conditions

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In these terms and conditions:

- (a) **Agreement** means an agreement between the Purchaser and Aussie Ergonomics™ for the supply of Goods or Services constituted by a Purchase Order, these Conditions and any agreed variation;
- (b) **Conditions** mean these terms and conditions of purchase;
- (c) **Date for Delivery** means the date for delivery of the Goods and/or performance of the Services as set out in the Purchase Order;
- (d) **Delivery Point** means in relation to Goods, the delivery address for the Goods as set out in the Purchase Order and in relation to the Services, the place for performance of the Services as set out in the Purchase Order;
- (e) **Goods** means the goods described in the Purchase Order;
- (f) **GST** means GST as defined by the Australian Taxation Office (ATO);
- (g) **Intellectual Property Rights** means any intellectual or industrial property right, whether protected by statute, at common law or in equity, including any patent, registered design, (whether or not registrable), invention, trade secret, right to confidential information, technical information, trademark or name, copyright or other protected right;
- (h) **Laws** includes any requirement of any statute, rule, regulation, proclamation, order in council, ordinance or by-law whether commonwealth, state, territorial or local in relation to environmental and occupational health and safety matters;
- (i) **Loss** means any loss, liability, costs (including legal costs at the higher of an indemnity or solicitor-client basis) or expense incurred by the Purchaser relating to this Agreement;
- (j) **Personal Information** means:
 - (a) Information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion; or
 - (b) Information or a document that relates to the affairs or personal particulars of another person (such as a company or a business), which is received or learnt from any source as a consequence of or in the performance of this Agreement.
- (k) **PPSA** means the *Personal Property Securities Act 2009* (Cth);
- (l) **Price** means the price payable by the Purchaser to Aussie Ergonomics™ as shown on the Purchase Order;
- (m) **Purchaser** means the business, representative of a business, or individual issuing the Purchase Order;
- (n) **Purchase Order** means the Purchaser's order accompanying these Conditions or otherwise placed or communicated with Aussie Ergonomics™ and including these Conditions;
- (o) **Representative** of a party means that party's director, or authorised officer;
- (p) **Services** means the services described in the Purchase Order;
- (q) **Specifications** means any technical or other specification relating to the Goods and/or Services referred to in the Purchase Order and details of which have been supplied by the Purchaser to Aussie Ergonomics™.
- (r) **Supplier** means Aussie Ergonomics™.

1.2 Interpretation

In the interpretation of these Conditions, unless the context or subject matter otherwise requires:

- (a) The singular includes plural and vice versa;
- (b) A reference to a party includes that party's executors, administrators, substitutes, successors and permitted assigns;
- (c) If a party consists of more than one person, the Agreement binds each of them separately and any two or more of them jointly; and
- (d) An obligation, representation or warranty in favour of more than one person is for the benefit of them separately and jointly.

2. AGREEMENT

2.1 Consideration

Aussie Ergonomics™ agrees to supply the Goods and/or Services to the Purchaser in accordance with the Agreement, and in consideration for this the Purchaser agrees to pay the Price to Aussie Ergonomics™.

2.2 Application

These Conditions apply to all Purchase Orders, and any terms and conditions implied by statute or otherwise are excluded to the extent it is lawful to do so.

3. BINDING TERMS AND CONDITIONS

3.1 Entire Agreement

The entire Agreement between the Purchaser and Aussie Ergonomics™ for the purchase of the Goods and/or Services by the Purchaser from Aussie Ergonomics™ is constituted by:

- (a) These Conditions;
- (b) Any other terms and conditions (including Specifications) incorporated by reference in the Purchase Order as long as Aussie Ergonomics™ has details of these terms and conditions;
- (c) Any other terms and conditions which are imposed by law and which cannot be excluded; and
- (d) Any agreed written variation.

For the avoidance of doubt, nothing in this clause is intended to exclude liability for fraud or fraudulent misrepresentation.

3.2 Precedence

These Conditions shall apply to all contracts for the purchase of Goods and/or Services by the Purchaser from Aussie Ergonomics™ to the exclusion of any other terms and conditions or any other materials which Aussie Ergonomics™ may purport to apply or which are endorsed upon any correspondence or documents issued by Aussie Ergonomics™, irrespective of their date of communication to the Purchaser, except to the extent that Aussie Ergonomics™ terms and conditions are agreed to in writing and signed by the Purchaser.

3.3 Acceptance

Acceptance of a Purchase Order by Aussie Ergonomics™ will occur on the earlier of:

- (a) Aussie Ergonomics™ written acceptance being received by the Purchaser; or
- (b) Ten business days after the Purchase Order is sent by the Purchaser to Aussie Ergonomics™, provided Aussie Ergonomics™ has not rejected the Purchase Order within that period.

4. PRICE

4.1 Price of Goods and/or Services supplied

The Price specified in the Acceptance of a Purchase Order is fixed, and is not subject to increase. The price includes all costs of testing, inspection, packing and freight

and delivery to the Delivery Point as specified in the Purchase Order.

4.2 GST

The Price at which the Goods and/or Services are provided by Aussie Ergonomics™ to the Purchaser excludes (unless otherwise stated or agreed in writing) GST, if applicable.

4.3 Freight

Unless otherwise stated or agreed in writing, Aussie Ergonomics™ is responsible for freight and delivery to the Delivery Point as specified in the Purchase Order.

5. PAYMENT

5.1 Payment Terms

(a) Payment for Services supplied by Aussie Ergonomics™ to the Purchaser will be tendered within five business days after Aussie Ergonomics™ invoice for those Services, issued in accordance with clause 5.2, is received by the Purchaser.

(b) Payment for Goods to be supplied by Aussie Ergonomics™ to the Purchaser must be in advance of the delivery of Goods ordered, and no more than five business days after Aussie Ergonomics™ invoice for those Goods, issued in accordance with clause 5.2, is received by the Purchaser.

5.2 Invoices

Aussie Ergonomics™ will provide the Purchaser with a GST compliant tax invoice for the Goods and/or Services provided under this Agreement.

Each invoice will include:

- (a) A reference to the Purchase Order number;
- (b) A reference to the item number;
- (c) A description of the delivered Goods or performed Services;
- (d) The Price relating to the Goods and/or Services, broken down to reflect the same Price components on the Purchase Order; and
- (e) The amount of any applicable GST.

6. DELIVERY AND PERFORMANCE

6.1 Delivery of Goods and Performance of Services

(a) Aussie Ergonomics™ will ensure that the Goods and/or Services are delivered or performed (as applicable) at the Delivery Point on the Date for Delivery. Should any change in the Date for Delivery (or dates) be proposed by Aussie Ergonomics™ for any reason, immediate written notice will be given to the Purchaser who may, acting reasonably, accept or reject such proposal.

(b) If the Purchaser rejects a proposal to change the Date for Delivery then Aussie Ergonomics™ may terminate the agreement. If Aussie Ergonomics™ terminates the agreement on the grounds given under 6.1(a), and the Purchaser has paid a deposit, Aussie Ergonomics™ will refund the deposit to the Purchaser within five business days. This clause does not limit other rights or remedies available to the Purchaser under this Agreement.

7. TITLE AND RISK

7.1 Title

Property in the Goods passes to the Purchaser on delivery of the Goods by Aussie Ergonomics™.

7.2 Risk

The Supplier bears all risks of loss and damage (excluding loss or damage caused by the Purchaser) to the Goods and/or Services until delivery of the Goods and/or Services to the Purchaser.

7.3 Final inspection and acceptance

Notwithstanding any prior inspections, usage or payments, all Goods may be subject to:

- (c) Final inspection which may include measurement, testing or examination; and
- (d) Acceptance at the Purchaser's facility within a reasonable time (but not more than three business days) after receipt of the Goods and/or Services.

7.4 Date of acceptance

Acceptance of the Goods and/or Services by the Purchaser will occur on the earlier of:

- (a) The date upon which the Purchaser notifies the Supplier in writing of acceptance; or
- (b) If the Purchaser has not rejected the Goods and/or Services under clause 7.5, three days after receipt of the Goods and/or Services.

7.5 Rejected Goods or Services

The Purchaser may, within three days of delivery of the Goods and/or performance of the Services at the Delivery Point, reject any Goods and/or Services which do not comply strictly with the Agreement. Once the Goods and/or Services are rejected, the Purchaser, in the sole discretion of Aussie Ergonomics™, must provide within three business days:

- (a) In the case of either Goods or Services, a precise description of any issues the Purchaser claims to be non-compliant with the purchase order; or
- (b) In the case of non-functional Goods, a precise description of any faults, and items to be replaced for the Purchaser's satisfaction; or
- (c) In the case of Services, a precise description of any errors or mistakes, and a precise description of Services to be re-supplied.

Title and risk in the rejected Goods vests in the Purchaser. The Purchaser must, at its own cost, remove from the rejected Goods any of the Purchaser's intellectual property or any other distinguishing features such as tags or stickers.

If the Purchaser has rejected any Goods and/or Services reasonably and in accordance with 7.5(a-c), the Supplier will refund any payment within 14 days.

7.6 No Waiver

The Purchaser's acceptance does not waive rights. If the Purchaser accepts any Goods and/or Services, this does not extinguish any of the Purchaser's rights if the Goods and/or Services do not comply with a term of the Agreement.

8. SUPPLIER WARRANTIES

8.1 Warranties relating to Goods

The Supplier warrants that the Goods:

- (a) Are safe and free from risk to health and safety and compliant with all relevant laws;
- (b) Are and will remain free from any Security Interest (as that term is defined in the PPSA), or any other security, charge or encumbrance;
- (c) Are free from all defects or faults;
- (d) Are of acceptable quality;
- (e) Are clearly and durably labelled identifying the Goods and including any appropriate and correct warning and instructions;
- (f) Are fit for the purpose for which purchased (as communicated by the Purchaser before the Purchase Order or as should be reasonably understood by the Supplier of the Goods who is experienced in such technical and specific matters relating to the Goods and the purpose they are intended for);
- (g) Match the description and the Specifications referred to in the Purchase Order;
- (h) Comply with any representations, descriptions, samples or other specifications (including the

Specifications) including quality, function, performance or design;

- (i) Comply with all legislation, regulations and other governmental requirements in Australia relating to the Goods including those relating to manufacturing, packaging, labelling and transportation; and
- (j) Include any applicable Supplier's warranty that passes to the Purchaser.

8.2 Warranties relating to Services

The Supplier warrants that the Services:

- (a) Shall be performed by personnel that are suitably qualified, experienced and hold all requisite licences and authorisations necessary to conduct the Services;
- (b) Shall be performed in compliance with all policies and procedures of the Purchaser (as are applicable to the provision of the Services and notified to the Supplier from time to time); and
- (c) Shall be provided with due care and skill, with the same or higher level of care and skill as would reasonably be expected of a person qualified and experienced in the supply of the same or similar Services, taking all necessary care to avoid loss or damage.

9. INTELLECTUAL PROPERTY RIGHTS

- (a) The Supplier warrants that the Goods and Services, and the Purchaser's reasonably foreseeable use of them will not infringe the Intellectual Property Rights of any person. The Supplier indemnifies the Purchaser against breach of this warranty.
- (b) The Purchaser will own all Intellectual Property Rights arising from performance of the Services. The Supplier assigns such rights to the Purchaser and agrees to execute any document reasonably required by the Purchaser to evidence or perfect such ownership.
- (c) The Supplier grants the Purchaser a licence of all Intellectual Property Rights owned by the Supplier and not assigned under clause 9(b) to enable it to use, modify, maintain and repair the Goods and enjoy the benefit of the Services.

10. CONFIDENTIALITY

The Supplier ensures that its Representatives keep confidential all information supplied by the Purchaser or relating to this Agreement (**Information**), and not use or disclose that information except to fulfil its obligations under this Agreement. The Information supplied remains the property of the Purchaser and the Supplier will not disclose the Information without prior written consent of the Purchaser. This clause does not apply to Information which is lawfully obtained from a third party, is public knowledge, is already known or is otherwise independently developed by Representatives of the Supplier who have not been exposed to the Information.

11. WORK ON THE PURCHASER'S PREMISES

If any Services are to be performed on the Purchaser's premises, the Supplier will comply with all applicable Laws and all of the Purchaser's then current policies and procedures (as notified to the Supplier) including, without limitation, the Purchaser's then current safety and other applicable policies (as notified to the Supplier).

12. INDEMNITY AND RELEASE

The Supplier indemnifies the Purchaser, its affiliated companies, and their Representatives, successors, and assigns and holds them harmless from and against any and all claims, suits, actions, liabilities, loss, judgments or damages, whether ordinary, special or consequential arising directly or indirectly from or in connection with:

- (a) The acts, negligence, omissions or wilful misconduct of the Supplier;
- (b) A breach of any of the Supplier's warranties or any other term of the Agreement;

(c) A claim that any Goods or Services supplied to the Purchaser infringe upon or misappropriate the Intellectual Property Rights of another person; or

(d) A claim of any lien, security interest or other encumbrance made by a third party.

The indemnity in this clause is reduced to the extent that the Purchaser has caused or contributed to such claims, suits, actions, liabilities, loss, judgments or damages.

13. TERM AND TERMINATION

13.1 Term

This Agreement shall commence and end on the dates specified in the Purchase Order unless otherwise terminated earlier in accordance with the remainder of this clause 13. Clauses 11, 13.2 and 17 survive termination of the Agreement.

13.2 Without cause

The Purchaser may, at any time on the provision of reasonable written notice, terminate the Purchase Order for Services, in whole or in part, without cause, upon written notice to the Supplier. Following receipt of such notice by the Supplier, the Supplier shall, to the extent specified by the Purchaser, stop all work on the Purchase Order, and cause its suppliers and subcontractors to stop work.

If the Purchaser terminates the Purchase Order under this clause, the Supplier will be entitled to claim, by written notice to the Purchaser, any non-recoverable costs that the Supplier properly and directly incurred prior to the date of termination for the purpose of fulfilling the Purchase Order.

13.3 With cause by the Purchaser

The Purchaser may terminate the Purchase Order immediately, in whole or in part, if the Supplier:

- (a) Fails to make delivery of the Goods or perform the Services within the time specified in that Purchase Order;
- (b) Fails to replace defective Goods or Services in accordance with these Conditions;
- (c) Breaches a term of the Agreement that cannot be remedied, or for a breach capable of remedy, fails to remedy said breach within 14 days written notice by the Purchaser; or
- (d) Becomes insolvent, files or has filed against petition in bankruptcy, or makes an assignment for the benefit or creditors.

13.4 With cause by the Supplier

The Supplier may terminate the Purchase Order immediately, in whole or in part, if the Purchaser:

- (a) Fails to make payment for the Goods or Services within the time specified in that Purchase Order or in this Agreement;
- (b) Breaches a term of the Agreement that cannot be remedied, or for a breach capable of remedy, fails to remedy said breach within 14 days written notice by the Supplier; or
- (c) Becomes insolvent, files or has filed against petition in bankruptcy, or makes an assignment for the benefit or creditors.

14. THE PURCHASER'S PROPERTY

All drawings, Specifications, artwork, data, material, supplies, equipment, tooling, dies, moulds, fixtures and patterns furnished or paid for by the Purchaser, shall be the Purchaser's exclusive property, and shall be used by the Supplier only in performance of the Purchase Order. Such property, while in the Supplier's custody and control, shall be held at the Supplier's sole risk and, upon the Purchaser's request, shall be returned to the Purchaser in good condition, normal wear and tear accepted.

15. SUBCONTRACTING, ASSIGNMENT AND ADVERTISING

The Supplier must obtain the Purchaser's written consent before it:

- (a) Subcontracts any obligation under the Agreement; or
- (b) Assigns, charges or encumbers this Agreement or any rights under this Agreement; or
- (c) Advertises or publishes anything concerning the Agreement.

16. INSURANCE

During the period of the Agreement, while the Supplier has the risk in the Goods and unless or until the Purchaser takes delivery and risk and title in the Goods, the Supplier will, at its own expense:

- (a) Maintain appropriate insurance in relation to public liability and product liability with a reputable insurer for \$20,000,000;
- (b) Maintain appropriate insurance in relation to professional indemnity with a reputable insurer for \$5,000,000; and
- (c) Maintain workers' compensation in accordance with applicable legislation.

The Supplier will, upon the Purchaser's request, provide the Purchaser with certificates of currency with respect to these insurance policies.

17. RECOVERY OF MONIES

Any debt due from or moneys payable by the Purchaser to the Supplier whether under this Agreement or otherwise may be deducted by the Supplier from any moneys paid to the Supplier under this Agreement. The Supplier is entitled to recover from the Purchaser any balance that remains owing after deduction.

18. DISPUTE

- (a) Without affecting the rights of the Purchaser or of the Supplier at law or under any relevant or applicable statute, any dispute in connection with this Agreement must be resolved, at first instance, by discussion between a Representative nominated by the Purchaser and a Representative nominated by the Supplier.
- (b) If the Representatives fail to resolve the dispute, the dispute shall be referred to mediation. The mediator and the process will be agreed upon by the Supplier and the Purchaser.
- (c) Notwithstanding the existence of a dispute, the Supplier may elect to continue to perform its obligations under this Agreement.

19. RELATIONSHIP

The Supplier is an independent contractor of the Purchaser. Nothing in these Conditions constitutes any other type of relationship between the parties.

20. WAIVER

A waiver by either party:

- (a) In respect of a breach of a provision of the Agreement by the other party will not constitute a waiver in respect of any other breach of that or any other provision; and
- (b) Is not effective unless it is in writing, and only relates to the specific purpose for which it is given.

21. NO LIMITATION OF STATUTORY RIGHTS AND SEVERANCE

Nothing in this Agreement has the effect of or is taken to have the effect of excluding, restricting or modifying the provisions of any relevant or applicable statute. If it is determined that a word, phrase, sentence, paragraph or clause is unenforceable, illegal or void, then it is severed and the other provisions of this Agreement remain operative.

22. VARIATIONS

22.1 Variation

The Purchaser may, prior to delivery of Goods or performance of the Services, direct the Supplier in writing to add, omit, amend, supplement or replace any Purchase Order Specification or these Conditions. The Supplier must, within 7 days of such direction, advise the Purchaser in writing if it accepts the variation to the Purchase Order. If the Supplier rejects the variation or fails to advise the Purchaser within the specified period, the Purchase Order shall be terminated unless otherwise agreed between the parties.

22.2 Price

Where a direction for a variation would result in variation to the Price, the Supplier must immediately advise the Purchaser in writing of the varied Price (which must be determined by the same method of pricing for the provision of the original Goods and/or Services). A variation to the Price is not effective unless it is communicated to the Purchaser in writing and accepted by the Purchaser.

22.3 Agreement

If, in the opinion of the Supplier, a direction for a variation is likely to prevent the Supplier from meeting its obligations under the Agreement, it must immediately notify the Purchaser. The Purchaser will decide whether the variation will take effect and notify the Supplier of its decision in writing and may, in its discretion, modify the Agreement to the extent required to enable the Supplier to deliver the variation.

23. PRIVACY

The Supplier collects Personal Information for the purposes of performing its obligations under this Agreement. By executing this Agreement the Purchaser consents to the Supplier using the Personal Information to perform its obligations under this Agreement. The Supplier will use that Personal Information in accordance with its Privacy Policy. The Purchaser may contact the Supplier to gain access to and request correction or amendment to the Purchaser's Personal Information. The Supplier may disclose the Purchaser's Personal Information to:

- (a) Third parties that are associated or connected with it, giving effect to the transaction contemplated under the Agreement and the performance of the Purchaser's obligations under this Agreement; and
- (b) The Supplier's Related Entities (as defined in section 9 of the Corporations Act 2001).

Where the Supplier has been requested to extend credit to the Purchaser, the Purchaser:

- (c) Agrees that the Supplier may disclose the Purchaser's Personal Information to investigate the credit worthiness of the purchaser, including (without limitation), conducting a credit check at any time, making enquiries with persons nominated by the Purchaser as trade references, its bankers or any other credit providers (**Information Sources**);
- (d) Authorises the Information Sources to disclose to the Supplier any relevant information.