



SMART CLINIC – PAY-AS-YOU-GO USAGE

SERVICE LEVEL AGREEMENT IN RELATION TO AD-HOC
OCCUPATIONAL HEALTH AND WELLBEING SERVICES V7.0

Many thanks for your interest in Smart Clinic. As a developing business, we really appreciate the faith that our customers put into us when they sign up to work with Smart Clinic. To ensure that our customers are getting what they expect, and more, we have put together a service level agreement which sets out exactly what you can expect from us, and what we may need from you to achieve this.

We make every effort to use plain English in everything we do, including our clinical reports, and hopefully this agreement should be no exception. We've worked on it to make it easy to understand and unambiguous. However, if you have any queries or would like anything clarifying on the agreement, we would be more than happy to talk you through it.

Once again, thank you for signing up to Smart Clinic. It's customers like you that make Smart Clinic the thriving, honest and ethical business we are today, and with your ongoing support we will be able to continue to provide our excellent service for many years to come.

1. Service agreement

This Service Agreement is effective from the date it was sent to you and replaces any other existing Service Agreements. Smart Clinic will be providing occupational health, wellbeing and related services to the employees of Your Organisation ('the employees').

Your Organisation, (hereinafter referred to as 'Your Organisation' or 'customer'); as a customer of APL Health Limited (company registered number 09419480), (hereinafter referred to as 'Smart Clinic').

By using your Smart Clinic account, you are confirming that you have the authority to make the financial management decisions relating to occupational health and wellbeing on behalf of Your Organisation, and you're agreeing to the terms of this agreement.

BACKGROUND

- (A) Smart Clinic is in the business of providing occupational health, wellbeing and related services.
- (B) Your Organisation agrees to obtain and Smart Clinic agrees to provide the Services to the Employees of Your Organisation on the terms set out in this agreement.

INTERPRETATION

There are definitions and rules of interpretation attached as Appendix A apply in this agreement.

By using Smart Clinic, you are agreeing to all charges and terms set out in this agreement.

2. Duties of Smart Clinic

Smart Clinic shall be obligated to offer the following remote services to members of staff included on the staff list via online questionnaire, telephone or our chosen video conferencing software, and for the prices set out in the following:

Management referrals

| Service | Price |
|--|-------|
| Occupational health assessment (nurse) | £140 |
| Occupational health assessment (physician) | £400 |
| Pre-placement screening (subject to organisation type) | £30 |
| Musculoskeletal assessments | £80 |
| Return to work questionnaire | £5 |
| Stress and mental wellbeing risk assessments | £20 |
| Cognitive function assessments | £290 |

www.smartclinicUK.com

Doc ref Word/HGC/175/v7 Smart Clinic, Smart Clinic UK and APL Health are trading names of APL Health Limited registered in England number 09419480. Registered with the Information Commissioner's Office number ZA119564. All telephone calls may be monitored or recorded for quality assurance purposes. Email communications may be monitored as permitted by United Kingdom Law.

Self-referral and therapy services

Access to employees is optional, and can be made available only to employees you choose to give access to.

| Service | Price |
|---------------------------------------|-------------------|
| Physiotherapy | £75 per session |
| Counselling | £75 per session |
| Anxiety management | £75 per session |
| CBT | £75 per session |
| Online CBT | £150 per course |
| Adult / youth mental health first aid | £325 per attendee |

Other

Other charges for ad-hoc work, not otherwise included in our day-to-day provision.

| Service | Price |
|---|---------------|
| Procurement setup (company director) | £100 per hour |
| Ad-hoc development work (PHP developer) | £90 per hour |
| Outsourced administrative work (client support administrator) | £50 per hour |

Please contact us if you require a cost estimate.

3. Procurement and onboarding

At Smart Clinic, if you opt for a pay-as-you-go service, there is no cost to setup your account, nor are there any ongoing management fees or retainers.

To assist you with a speedy and efficient occupational health process, we have published all the information you will require to set Smart Clinic up as a supplier here:

<https://smartclinic.com/procurement-information/>

We recognise that some companies also have their own unique processes for setting up new suppliers. Although these are usually administrative, and can be completed by your organisation internally, if there is anything not covered within the procurement information link above, or that you would prefer us to complete instead of your organisation, we are able to do this.

The hourly cost for completing such information is set out in section 2 above, under the heading 'Procurement Setup'. By having an account with Smart Clinic or by making any such requests you are agreeing to this charge. Please also contact us if you require an estimate before doing so.

4. Smart Clinic shall be obligated to perform the following duties:

1. Use reasonable endeavours to provide the facilities and staff required to operate a professional occupational health and wellbeing service for your Organisation's Employees for the duration of this agreement.
2. Comply with all Applicable Data Protections Laws and further details can be found within our Data policy which can be accessed at any time via [our website](#). This Clause is in addition to, and does not relieve, remove or replace a party's obligations or rights under Applicable Data Protection Laws.

www.smartclinicUK.com

Doc ref Word/HGC/175/v7 Smart Clinic, Smart Clinic UK and APL Health are trading names of APL Health Limited registered in England number 09419480. Registered with the Information Commissioner's Office number ZA119564. All telephone calls may be monitored or recorded for quality assurance purposes. Email communications may be monitored as permitted by United Kingdom Law.

3. Provide usage reports accessed via your client area. If any additional statistics or data is required this can be provided on request for an administrative charge of £30 per hour, or a development charge of £90 per hour.
4. Ensure that all case decisions, which would incur further costs, which are not covered under the relevant agreement sections, are referred to Your Organisation for prior approval.
5. Engage in occupational health services with employees as instructed to do so, and support Employees with reasonable administrative queries relating to the occupational health services as required. All other queries, including disputes between Employee and employer, will be referred back to Your Organisation to manage.
6. Smart Clinic reserves the right to refuse a referral on the grounds of it being inappropriate, or not within the training and qualifications of the clinical professional.
7. In respect of Occupational Health referrals, attempt to make contact with the Employee within two working days and following successful contact, advise Your Organisation within two working days where an Occupational Health assessment has been arranged. Following completion of an Occupational Health assessment, provide the report to the Employee for approval within five working days of the assessment taking place.
8. In the case of an Occupational Health referral where initial contact was unsuccessful, attempt to contact the Employee on at least one further separate occasion over the next five working days.
9. Where Smart Clinic receives no further contact from the Employee following an attempt made in accordance with Clause 4 Paragraph 8, or where an Employee fails to attend an assessment or where an Employee withdraws consent, notify Your Organisation within one working day.
10. If Smart Clinic's performance of its obligations under this agreement is prevented or delayed by any act or omission of the Your Organisation, its agents or Employees, then, without prejudice to any other right or remedy it may have, Smart Clinic shall be allowed an extension of time to perform its obligations equal to the delay caused by Your Organisation.

5. Obligations of Your Organisation (and employees):

Your Organisation and clients shall be obligated to:

1. Provide Smart Clinic with relevant background information, as Smart Clinic may require, and instructions when referring Employees for services via your online client area.
2. Attend pre-booked appointments for management referral cases. Non-attendances, or Late Cancellations will remain chargeable at the full rate defined in Section 2. A Late Cancellation is an appointment that is cancelled by either Your Organisation or the Employee, less than one Working Day prior to the scheduled appointment time.
3. Handle all information lawfully and according to the Applicable Data Protections Laws.

6. Fees and services:

www.smartclinicUK.com

Doc ref Word/HGC/175/v7 Smart Clinic, Smart Clinic UK and APL Health are trading names of APL Health Limited registered in England number 09419480. Registered with the Information Commissioner's Office number ZA119564. All telephone calls may be monitored or recorded for quality assurance purposes. Email communications may be monitored as permitted by United Kingdom Law.

1. Smart Clinic shall charge fees only within prices listed in Section 2, unless otherwise agreed.
2. Smart Clinic reserves the right to review and amend prices for services once per year.
3. Your Organisation shall pay each invoice submitted to it by Smart Clinic within 30 days of receipt to a bank account nominated in writing by Smart Clinic.
4. Without prejudice to any other right or remedy that it may have, if Your Organisation fails to pay Smart Clinic any sum due under this agreement on the due date:
 - (a) Your Organisation shall pay interest on the overdue sum from the due date in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.
 - (b) Smart Clinic may suspend all or part of the Services until payment has been made in full.
5. All sums payable to Smart Clinic under this agreement:
 - (a) Are exclusive of VAT, and your Organisation shall in addition pay an amount equal to any VAT chargeable on those sums on delivery of a VAT invoice; and

Shall be paid in full without any set-off counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

7. Terms and renewal:

As these services are delivered on an 'ad-hoc' basis, there is no notice or termination period for either party relating to this agreement.

8. Archiving and transfer of data:

1. Smart Clinic shall store all documents for a minimum of seven years after closure of file/case.
2. If a transfer of medical records or transfer of data is necessary, we will work with your incumbent provider to accept the information in an appropriate format. Any costs charged by your incumbent provider must be met by you, the customer.
3. If in the future you wish to transfer your medical records held by us to another provider, we will charge an administration fee of £30 per record, to release these. Please see the data policy in the footer of our website (www.smartclinic.com) for more details.

9. Termination or changes:

1. Without affecting any other right or remedy available to Smart Clinic, Smart Clinic may terminate this agreement with immediate effect by giving written notice to Your Organisation if:
 - (a) Your Organisation fails to pay any amount due under this agreement on the due date for payment and remains in default not less than 7 days after being notified to make such payment; or
 - (b) Your Organisation commits a material breach of any term of this agreement; or
 - (c) There is a change of Control of Your Organisation.
2. On Termination of this agreement:
 - (a) Your Organisation shall immediately pay to Smart Clinic all of Smart Clinic's outstanding unpaid invoices and interest and, in respect of the Services supplied but for which no invoice has been submitted, Smart Clinic may submit an invoice, which shall be payable immediately on receipt;
3. Termination or expiry of this agreement shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination, including the right to claim damages in respect of any breach of the agreement which existed at or before the date of termination or expiry.

www.smartclinicUK.com

Doc ref Word/HGC/175/v7 Smart Clinic, Smart Clinic UK and APL Health are trading names of APL Health Limited registered in England number 09419480. Registered with the Information Commissioner's Office number ZA119564. All telephone calls may be monitored or recorded for quality assurance purposes. Email communications may be monitored as permitted by United Kingdom Law.

10. Force Majeure

1. Force Majeure Event means any circumstance not within a party's reasonable control including, without limitation:
 - (a) acts of God, flood, drought, earthquake or other natural disaster;
 - (b) epidemic or pandemic;
 - (c) terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo, or breaking off of diplomatic relations;
 - (d) nuclear, chemical or biological contamination or sonic boom;
 - (e) any law or any action taken by a government or public authority, including imposing an export or import restriction, quota or prohibition;
 - (f) collapse of buildings, fire, explosion or accident; and
 - (g) non-performance by suppliers or subcontractors; and
 - (h) interruption or failure of utility service
2. Provided it has complied with Clause 10 Paragraph 3, if a party is prevented, hindered or delayed in or from performing any of its obligations under this agreement by a Force Majeure Event (Affected Party), the Affected Party shall not be in breach of this agreement or otherwise liable for any such failure or delay in the performance of such obligations. The time for performance of such obligations shall be extended accordingly.
3. The Affected Party shall:
 - (a) as soon as reasonably practicable after the start of the Force Majeure Event, notify the other party in writing of the Force Majeure Event, the date on which it started, its likely or potential duration, and the effect of the Force Majeure Event on its ability to perform any of its obligations under the agreement; and
 - (b) use all reasonable endeavours to mitigate the effect of the Force Majeure Event on the performance of its obligations.
 - (c) If the Force Majeure Event prevents, hinders or delays the Affected Party's performance of its obligations for a continuous period of more than 2 weeks, the party not affected by the Force Majeure Event may terminate this agreement by giving 7 days' written notice to the Affected Party.

11. Confidentiality and references:

1. Each party agrees not to disclose to any third-party individuals or organisations the details of Your Organisation's individual service level agreement or the Charges agreed within. Further information can be found on the '[non-disclosure of commercially sensitive information section](#)' of our website.
2. Smart clinic may disclose the other party's confidential information:
 - (a) To its employees, officers, representatives, contractors, subcontractors or advisers who need to know such information for the purposes of exercising Smart Clinic's rights or carrying out its obligations under or in connection with this agreement. Smart Clinic shall ensure that its employees, officers, representatives, contractors, subcontractors or advisers to whom it discloses the other party's confidential information comply with this Clause 11; and
 - (b) As may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.
3. No party shall use any other party's confidential information for any purpose other than to exercise its rights and perform its obligations under or in connection with this agreement.
4. Subject to this Clause 11, each party is permitted to use their respective logos and website links to promote the relationship between both parties. It also gives each party permission to share the contact details of any 'Administrators' with third parties for the purposes of providing a reference to prospective commercial partners or clients.

12. Limitation of liability

1. Smart Clinic has obtained insurance cover in respect of its own legal liability for public and professional liability claims not exceeding £5 million and liability for medical malpractice and professional indemnity claims not exceeding £10 million. The limits and exclusions in this clause reflect the insurance cover Smart Clinic has been able to arrange and Your Organisation is responsible for making its own arrangements for the insurance of any excess loss.
2. References to liability in this clause 12 include every kind of liability arising under or in connection with this agreement including but not limited to liability in contract, tort (including negligence), misrepresentation, restitution or otherwise.
3. Nothing in this clause 12 shall limit Your Organisation's payment obligations under this agreement.

13. Health surveillance

This agreement relates to Absence Management Services, also known as 'case management'. It also includes wellbeing and therapy support for The Employees. It does not include any Statutory Health Surveillance support or advice relating to safety critical work, and this does not fall within the responsibility of Smart Clinic as part of this agreement. If you believe Your Organisation may require health surveillance, or you are unsure, please contact Smart Clinic.

14. Governing Law

This agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales

15. Jurisdiction

1. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this agreement or its subject matter or formation.
2. This agreement has been entered into on the date stated at the beginning of it.

Appendix A – DEFINITIONS

Absence management services: Occupational health management referral services as referenced in section 2.

Administrators: Those listed on the Smart Clinic admin client area as having administrative permissions.

Applicable Data Protection Laws:

- a) To the extent the UK GDPR applies, the law of the United Kingdom or of a part of the United Kingdom which relates to the protection of personal data.
- b) To the extent the EU GDPR applies, the law of the law of the European Union or any member state of the European Union to which the Supplier is subject, which relates to the protection of personal data.

Charges: The total charges for the Services as listed in section 2.

Clinical Professional: An individual with clinical training, such as a nurse, doctor, physiotherapist, counsellor, cognitive behavioural therapist or other medical professional.

EAP: Employee assistance programme

Employees: Those employees of Your Organisation who have valid contracts of employment as at the Date of this agreement.

Late cancellation: An appointment that is cancelled or rescheduled with less than one Working Day (eight working hours) of notice

Minimum Headcount: The total number of Your Organisation's Employees as declared by Your Organisation as part of this agreement, representing the entirety of your Employees.

Non-Attendance: An Employee does not answer for their remote appointment, or appear in person for face-to-face appointments at the time, or within 15 minutes of the scheduled time, irrespective of reason.

Staff List: List comprising of Your Organisation's Total Headcount to include as a minimum the Employee's first name, last name, email and date of birth.

Statutory Health Surveillance: A system of ongoing health checks for employees who are exposed to occupational hazards such as noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

Total Headcount: The total number of Your Organisation's Employees as shown in the Staff List.

VAT: value added tax chargeable in the UK.

Working Day: Monday to Friday, 9am to 5pm, excluding bank holidays.