

Invitation to Quote

CGN2 Hot House Introducer

About:

The Create Growth Nottingham and Nottinghamshire (CGN2) programme is part of a funded initiative from the Department for Culture, Media and Sport (DCMS), in partnership with Innovate UK, supporting the development of businesses with high-growth potential in the creative and digital industries (CDI) sector and their ability to access investment.

This initiative is currently being delivered in 12 regions across England: Greater Manchester; East Anglia; North East; South West; South East; Nottingham and Nottinghamshire; East Midlands; Hull and East Yorkshire; West Midlands; West Yorkshire; Devon; Hertfordshire.

Support delivered through the CGN2 programme is led by Nottingham Trent University and the University of Nottingham, alongside other partners, including Nottingham City Council, Nottinghamshire County Council, Marketing Nottingham and NBV Enterprise Solutions.

Businesses accepted onto the programme have the opportunity to:

- Explore Immersive Technology with the VIP Studio at the University of Nottingham; and/or,
- Benefit from Business Growth Support from Nottingham Business School, Nottingham Trent University

Up to 15 selected businesses will be invited to join the 'Hot House,' an intensive support programme specifically designed to enhance their investment readiness. This focused initiative is at the heart of the Request for Quote (RfQ), which seeks expert providers to deliver this crucial element of the programme.

The journey for CGN2 participating businesses is summarised in Appendix 1.

Requirement:

The primary objective of Hot House is to facilitate interactions that lead to successful investment conversations, improve investment readiness, and deliver positive outcomes for participating businesses.

We are seeking a supplier to support the CGN2 programme partners in acting as a Hot House Introducer to investors and other influential figures within the Creative, Digital, and Innovation (CDI) sector. This may include, but is not limited to, angel investors, venture capital firms, private equity houses, current and former founders of high-growth SMEs, and leaders of larger corporates in the sector.

The supplier will be responsible for building strong relationships and fostering meaningful conversations at local, regional, national, and international levels. Additionally, they should facilitate further introductions within their network when they identify participant businesses that demonstrate both credibility and growth potential.

Purpose and Objectives:

Nottingham and Nottinghamshire traditionally attract a low level of seed, early-stage, venture and growth investment compared to other regions of the UK. However, we do have one of the fastest growing CDI clusters in the UK accounting for 11% of Nottingham's total GVA or £1.2bn per year. We are keen to resolve this inconsistency and put the sector at the heart of Nottingham and Nottinghamshire growth.

The primary goal of the supplier is to help selected Hot House participating businesses to be more prepared to secure investment, as well as raising the profile of the CDI sector and its businesses in the region.

A secondary goal for the supplier is around relationship building, as investment in this sector often stems from informal coaching and mentoring, and personal introductions.

Introducer Role Summary:

Support Access to Investment

Respond to the emerging investment needs of the participating businesses by delivering 1-to-many workshops and 1-to-1 support to these businesses around investment readiness, supporting participating businesses to develop one-page and full pitch decks, and facilitating peer learning sessions.

Facilitate Connections

Create connections that add value to all parties. These connections could lead to investment, client relationships or coaching and mentorship opportunities. The focus is on building long-term relationships that evolve into investment.

Building Relationships

The supplier should facilitate introductions that establish trust and credibility, ensuring both parties feel confident in engaging. These relationships should focus on creating value first, with the potential for investment and collaboration later.

Identifying Synergies

Identify synergies between businesses, influential individuals and organisations that can lead to investment, collaboration or other positive outcomes.

Offering Insight or Guidance

Provide guidance, coaching and mentoring on how to approach the relationship, and how to take advantage of the new connection.

Stakeholder Profiling and Relationship Mapping

The supplier will conduct engagement profiling and deliver comprehensive profiles to the partners. These profiles will outline the types of businesses that appeal to investors and influential leaders in the CDI sector, detailing their preferred communication methods, typical time commitments, and an assessment of the ease or likelihood of successful engagement.

Successful Outcomes:

Securing investment for the participating businesses is the primary goal for the supplier.

For supplier

- Up to 15 one-page/full pitch decks produced.
- Up to 20 approaches to investors on behalf of participating businesses.
- Up to 20 workshops or 1-to-1s held for/with participating businesses.
- Supporting at least 5 funding/investment requests from participating businesses by 31st March 2025.

However, success might also include broader outcomes, including:

For founders

- Access to other commercial funding.
- Email exchanges between founders and influential individuals and organisations.
- In-person or virtual conversations.
- Informal coaching or mentoring.
- Secondary introductions that lead to broader opportunities within influential networks.
- Access to equipment, resources, software or platforms.

For partners

- New relationships formed with ongoing potential to support future business support projects in our region.
- A better understanding of what works and what does not work for CDI sector businesses in the region providing evidence to influence future strategy to support the sector.
- Securing guest speakers for fireside chats or Q&A sessions, either in-person or virtual, who have direct experience in securing investment, successful exits, or providing capital. These speakers should aim to inspire participants, raise aspirations, and share valuable insights from their own journeys.

Partners' Obligations to the Supplier:

Establish Credibility of Business Founders

To build trust quickly between the supplier and participating businesses, all Hot House businesses selected will have already engaged in elements of the broader CGN2 support programme.

They will have participated in a rigorous diagnostic process, gained a clear understanding of their value proposition, and identified their total addressable market. They will have also interrogated and refined their business models, explored alternative strategies, and demonstrated early market traction or a proven need for their offerings. Additionally, they will have assessed their leadership strengths, with a clear action plan to address any areas for improvement. Some will have already secured grant funding from Innovate UK.

Provision of Ongoing Programme Support to Founders

Ongoing peer group support, group workshop support, access to experts to support the development of growth strategies, marketing, and financial and operational planning.

PR Opportunities

According to the suppliers' preference.

Other Information:

Supplier Experience

- Formal business coaching or mentoring qualifications are not required, but candidates must demonstrate extensive knowledge of the investment opportunities available to businesses in the creative and digital sector at a local, regional, national and international level, along with experience of working with investors and securing investment for businesses in this sector and scaling such businesses.
- Candidates should have proven credibility as a business leader or investor, with the confidence to leverage and expand their professional network. They should be comfortable with proactive outreach and possess the gravitas to open new opportunities.
- The chosen supplier should be prepared to flex their offer to deliver a co-designed programme of activities appropriate to creative and digital sector businesses.

The programme partners also have existing relationships with local, regional, and national business support organisations which they will leverage for the benefit of the supplier.

Engagement Duration

From 15th November (at the latest) to 31st March 2025.

Budget

Up to £24,999 (inclusive of VAT).

Terms and Conditions

All quotations must be in accordance with the **Nottingham Trent University standard conditions of contract for the purchase of goods and services** (Appendix 2)

Supplier Code of Conduct

NTU will **not** conduct any form of business with suppliers who do not meet the **NTU Supplier Code of Conduct**, which can be found at the end of this form (Appendix 3).

Award Criteria

Quotes will be evaluated on the basis of best price-quality ratio using the criteria and weighting in the table below:

Criteria	Weighting
1. Professional & Technical Capabilities Knowledge & Experience Strength of Existing Network Professional Abilities Communications Skills	60% 20% 20% 10% 10%
2. Delivery Conditions Ability to work with the University and wider project partnership to agreed timetable for delivery of services. Ability to travel and deliver to Nottinghamshire as required	10%
3. Price	15%
4. Sustainability	5%
5. Equal Opportunities	10%

Next Steps

If you are interested in quoting, please supply

- A brief overview of how you would approach the task
- A brief biography or CV to include major, relevant achievements
- References or testimonials

- **Evidence of Commitment to Sustainability**

You must provide a sustainable development policy that demonstrates a firm commitment to promoting sustainable development. Any indication that sustainability and CSR issues will be addressed within the delivery activity will be welcomed and scored accordingly.

- **Evidence of Commitment to Equal Opportunities**

You must provide a copy of your equal opportunities statement which acts as a public commitment to promoting equality in-line with the Public Sector Equality Duty (Equality Act 2010). It is expected that all visual and written materials used and discussion during the workshop will positively reflect equality and diversity. Please indicate how you will address this requirement. Failure to do so will be reflected in the scoring process. For further information please refer to Annex 4

Please submit your proposal and any supporting documents to - elizabeth.morley@ntu.ac.uk

Submission Deadline and Decision Date

Deadline for responses: Midnight on Wednesday 6th November 2024

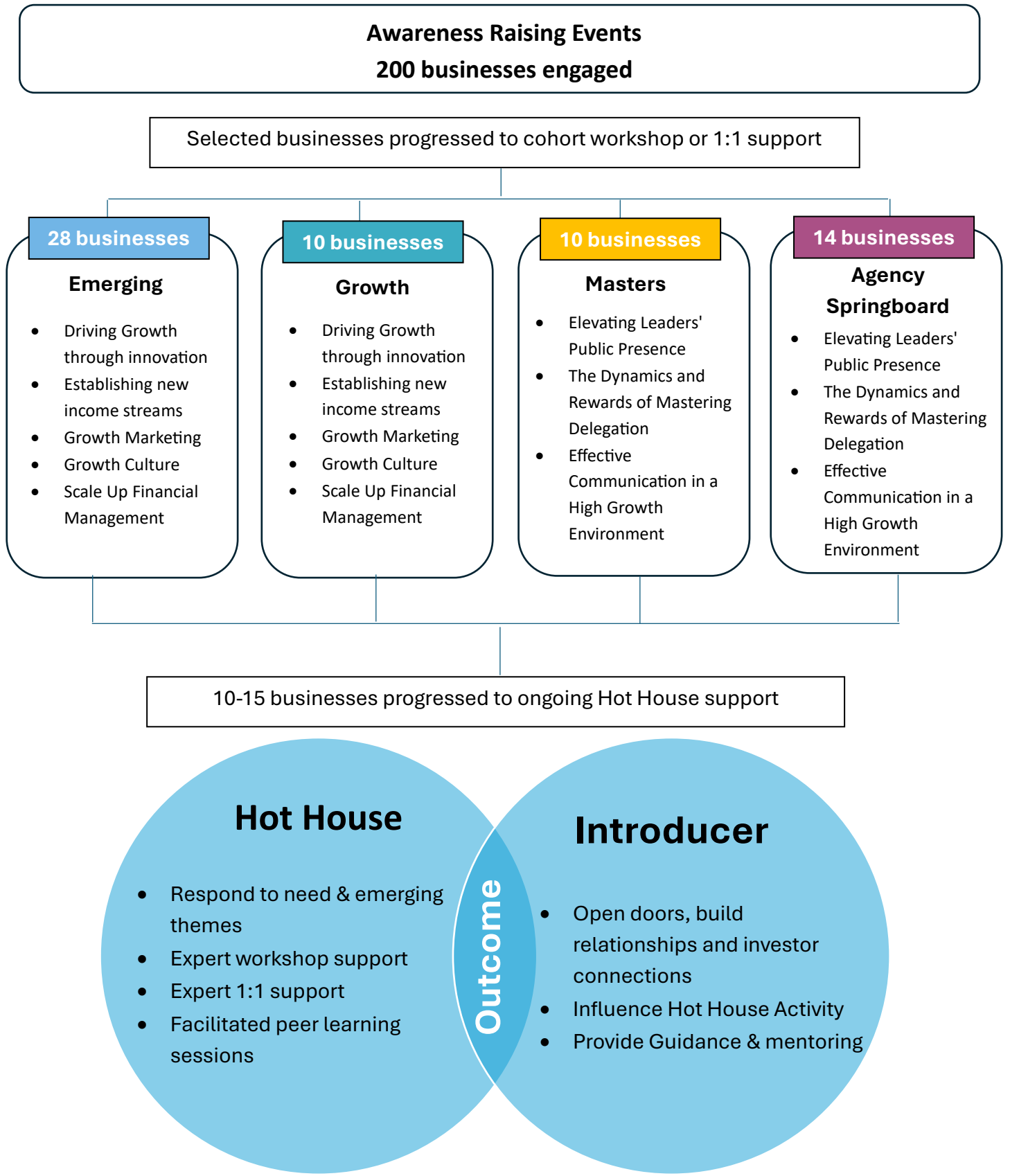
Decision Date: Suppliers will be notified if they have been successful by 5pm on Monday 11th November 2024.

Queries

If you have questions about the opportunity and would like to arrange a video conferencing call with the key members of the project delivery team before submitting a proposal please email elizabeth.morley@ntu.ac.uk

Appendix 1

Create Growth Nottingham and Nottinghamshire (CGN2) Participant Journey



Emerging Growth Cohort early wins: £499k of Innovate UK unmatched grant funding secured by 10 businesses

Appendix 2

Copy of Supplier NTU Terms & Conditions

The Company has agreed to provide Services to the University upon the following terms.

In consideration of the mutual rights and obligations contained in this Agreement the Parties **HEREBY AGREE AS FOLLOWS:**

1. Definitions:

Authorised Personnel: means the individuals employed by the Company who will undertake the Services.

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

Charges: the charges payable by the University for the supply of the Services in accordance with clause 7 and Schedule 1.

Commencement Date: DATE

Confidential Information: means all confidential information (however recorded or preserved) disclosed by a Party to the other Party whether before or after the date of this Contract in connection with this Contract, including but not limited to:

- (a) the terms of this agreement or any agreement entered into in connection with this agreement; and
- (b) any information that would be regarded as confidential by a reasonable business person relating to:
 - i. the business, assets, affairs, customers, clients, suppliers, plans of the disclosing Party; and
 - ii. the operations, processes, product information, know-how, designs, trade secrets or software of the disclosing Party.

Contract Period: DATE

Control: shall be as defined in section 1124 of the Corporation Tax Act 2010, and the expression change of Control shall be construed accordingly.

Deliverables: all documents, products and materials developed by the Company 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: patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

Services: the services, including any Deliverables, to be provided by the Company under the Contract as set out in Schedule 1.

University Materials: has the meaning set out in clause 4.2.10.

2. Interpretation:

- 2.1 A reference to a statute or statutory provision is a reference to it 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.
- 2.2 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.

3. Basis of contract

- 3.1 The Company will provide the Services from the Commencement Date for the Contract Period subject to earlier termination in accordance with this Agreement.
- 3.2 This Agreement applies to the exclusion of any other terms that the Company seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

4. Supply of Services

- 4.1 The Company shall meet any performance dates for the Services notified to the Company by the University.
- 4.2 In providing the Services, the Company shall:
- (a) co-operate with the University in all matters relating to the Services, and comply with all instructions of the University;
 - (b) perform the Services with the best care, skill and diligence in accordance with best practice in the Company'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 Company's obligations are fulfilled in accordance with the Contract;
 - (d) ensure that the Services and Deliverables will conform with all descriptions and specifications, and that the Deliverables shall be fit for any purpose expressly or impliedly made known to the Company by the University;
 - (e) provide all equipment, tools and vehicles and such other items as are required to provide the Services;
 - (f) use the best quality goods, materials, standards and techniques, and ensure that the Deliverables, and all goods and materials supplied and used in the Services or transferred to the University, will be free from defects in workmanship, installation and design;
 - (g) obtain and at all times maintain all necessary licences and consents;
 - (h) comply with all applicable laws, statutes, and regulations from time to time in force;
 - (i) observe all health and safety rules and regulations and any other security requirements that apply at any of the University 's premises;
 - (j) hold all materials, equipment and tools, drawings, specifications and data supplied by the University to the Company (**University Materials**) in safe custody at its own risk, maintain the University Materials in good condition until returned to the University, and not dispose or use the University Materials other than in accordance with the University 's written instructions or authorisation;

- (k) not do or omit to do anything which may cause the University to lose any licence, authority, consent or permission on which it relies for the purposes of conducting its business, and the Company acknowledges that the University may rely or act on the Services;
- (l) not hold itself out as having authority to bind the University;
- (m) comply with any additional obligations as set out in the Services.

5. University remedies

5.1 If the Company fails to perform the Services by the applicable dates, the University 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 Company;
- (b) to refuse to accept any subsequent performance of the Services which the Company attempts to make;
- (c) to recover from the Company any costs incurred by the University in obtaining substitute services from a third party;
- (d) where the University has paid in advance for Services that have not been provided by the Company, to have such sums refunded by the Company; or
- (e) to claim damages for any additional costs, loss or expenses incurred by the University which are in any way attributable to the Company's failure to meet such dates.

5.2 These Conditions shall extend to any substituted or remedial services provided by the Company.

5.3 The University's rights under the Contract are in addition to its rights and remedies implied by statute and common law.

6. University's obligations

6.1 The University shall:

- 6.1.1. provide the Company with reasonable access at reasonable times to the University's premises for the purpose of providing the Services where necessary;
- 6.1.2 provide such information to the Company as the Company may reasonably request and the University considers reasonably necessary for the purpose of providing the Services.

7. Charges and Payments

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

7.1 The Company shall invoice the University in accordance with Schedule 1. Each invoice shall include such supporting information required by the University to verify the accuracy of the invoice, including but not limited to the relevant purchase order number

- 7.2 In consideration of the supply of the Services by the Company, the University shall pay the invoiced amounts within 30 days of the date of a correctly rendered invoice to a bank account nominated in writing by the Company.
- 7.3 All amounts payable by the University 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 Company to the University, the University shall, on receipt of a valid VAT invoice from the Company, pay to the Company 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.
- 7.4 If the University fails to make any payment due to the Company under the Contract by the due date for payment, then without limiting the Company's remedy under clause 11, the University shall pay interest on the overdue amount at the rate of 2% per annum above the National Westminster Bank PLC base rate from time to time. Such interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. the University shall pay the interest together with the overdue amount.
- 7.5 In relation to payments disputed in good faith, interest under this clause is payable only after the dispute is resolved on sums found or agreed to be due, from the due date until payment.
- 7.6 The Company shall maintain complete and accurate records of the time spent and materials used by the Company in providing the Services and shall allow the University to inspect such records at all reasonable times on request.
- 7.7 The University may at any time, without notice to the Company, set off any liability of the Company to the University against any liability of the University to the Company, whether either liability is present or future, liquidated or unliquidated, and whether or not either liability arises under the Contract. Any exercise by the University of its rights under this clause shall not limit or affect any other rights or remedies available to it under the Contract or otherwise.
- 7.8 It is mutually agreed and declared that no relationship of employer and employee is created hereby and that accordingly:
- (a) the Authorised Personnel have no right to sick pay, holiday payments, pension or sickness benefit or any other advantages or privileges enjoyed by employees of the University;
 - (b) the Company is liable for making appropriate deductions and payment of all employment related taxes or levies payable in respect of all its activities and those of the Authorised Personnel;
 - (c) the Company will indemnify the University and keep it indemnified against all claims and demands which may be made on the University in respect of taxation on earnings payable in respect of the Company or the Authorised Personnel.

8. Intellectual property rights

- 8.1 This Agreement does not transfer any interest in Intellectual Property Rights. All Intellectual Property Rights developed or created by a Party pursuant to the Services shall be owned by that Party (**Created IPR**).
- 8.2 Each Party grants to the other Party a non-exclusive, personal, royalty-free licence during the Contract Period to use its Created IPR in relation to delivering the Services to the extent necessary for the other Party to carry out its obligations in relation to the Services.

8.3 Upon the termination of this agreement, a Party licensed to use Created IPR under clause 8.2 shall cease to use that Created IPR and shall return any physical embodiment of the Created IPR (including any copies) in its possession or control to the other Party.

8.4 Each Party shall immediately give written notice to the other Party of any actual, threatened or suspected infringement of any Party's Intellectual Property Rights (including Created IPR) used in connection with a Project of which it becomes aware.

9. Indemnity

9.1 The Company shall have liability for and keep the University indemnified against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other professional costs and expenses) suffered or incurred by the University as a result of or in connection with any claim made against the University 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 Company, its employees, agents or subcontractors.

9.2 This clause 9 shall survive termination of the Contract.

10. Insurance

10.1 During the term of the Contract, the Company shall maintain in force, with a reputable insurance company, professional indemnity insurance and public liability insurance to cover the liabilities that may arise under or in connection with the Contract and shall, on the University's request, produce both the insurance certificate giving details of cover and the receipt for the current year's premium in respect of each insurance.

11. Termination

- (a) Without affecting any other right or remedy available to it, the University may terminate the Contract:
- a) with immediate effect by giving written notice to the Company if:
 - b) there is a change of Control of the Company; or
 - c) the Company's financial position deteriorates to such an extent that in the University's opinion the Company's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy; or
 - d) the Company commits a breach of clause 4.2.8;
- 11.2 for convenience by giving the Company one months' written notice.
- (a) Without affecting any other right or remedy available to it, either party may terminate the Contract with immediate effect by giving written notice to the other party if:
 - (b) the other party commits a material breach of any term of the Contract which breach is irremediable or (if such breach is remediable) fails to remedy that breach within a period of 30 days after being notified in writing to do so;
 - (c) the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a

solvent restructuring), being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business; or

- (d) the other party suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business.

11.3 Termination of the Contract shall not affect any of the parties' rights and remedies that have accrued as at termination, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination.

11.4 Any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination shall remain in full force and effect.

12. Consequences of termination

12.1 In the event that notice to terminate the Contract has been given by either party for any reason, the Contract shall not terminate until all booked Services have been completed and/or delivered.

12.2 On termination of the Contract for any reason, the University shall pay to the Company any outstanding unpaid invoices in respect of the Services, and in respect of the Services supplied but for which no invoice has been submitted, the Company may submit an invoice.

12.3 The Parties shall, within a reasonable time, return to the other Party all equipment and/or materials of that Party.

13. Confidentiality

13.1 Each party undertakes that it shall not at any time during the Contract, and for a period of five years after termination of the Contract, disclose to any person any confidential information concerning the business, affairs, customers, clients or suppliers of the other party, except as permitted by clause 13.2.2.

- (a) Each party may disclose the other party's confidential information:

- (b) to its employees, officers, representatives, subcontractors or advisers who need to know such information for the purposes of carrying out the party's obligations under the Contract. Each party shall ensure that its employees, officers, representatives, subcontractors or advisers to whom it discloses the other party's confidential information comply with this clause 13.2.3; and

13.2 as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

13.3 Neither party shall use the other party's confidential information for any purpose other than to perform its obligations under the Contract.

14. General

14.1 **Force majeure.** Neither party shall be in breach of the Contract nor liable for delay in performing, or failure to perform, any of its obligations under the Contract if such delay or failure result from events, circumstances or causes beyond its reasonable control.

14.2 **Assignment and other dealings.**

- (a) the University may at any time assign, transfer, mortgage, charge, subcontract or deal in any other manner with all or any of its rights or obligations under the Contract.
 - (b) the Company may not assign, transfer, mortgage, charge, subcontract, declare a trust over or deal in any other manner with any or all of its rights or obligations under the Contract without the prior written consent of the University.
- 14.3 **Entire agreement.** The Contract 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.
- 14.4 **Variation.** No variation of the Contract shall be effective unless it is in writing and signed by the parties (or their authorised representatives).
- 14.5 **Waiver.** A waiver of any right or remedy is only effective if given in writing and shall not be deemed a waiver of any subsequent breach or default. A delay or failure to exercise, or the single or partial exercise of, any right or remedy shall not:
 - (a) waive that or any other right or remedy; or
 - (b) prevent or restrict the further exercise of that or any other right or remedy.
- 14.6 **Severance.** If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of the Contract.
- 14.7 **Notices.**
 - (a) Any notice or other communication given to a party under or in connection with the Contract shall be in writing, addressed to that party at its registered office or such other address as that party may have specified to the other party in writing in accordance with this clause, and shall be delivered personally, or sent by pre-paid first class post or other next working day delivery service or commercial courier.
 - (b) A notice or other communication shall be deemed to have been received: if delivered personally, when left at the address referred to in clause 14.7.1; if sent by pre-paid first class post or other next working day delivery service, at 9.00 am on the second Business Day after posting; if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed.
 - (c) The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action.
- 14.8 **Third parties.** No one other than a party to the Contract shall have any right to enforce any of its terms.
- 14.9 **Governing law.** The Contract, 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.

- 14.10 **Jurisdiction.** Each party irrevocably agrees that the courts of England shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

Appendix 3

NTU Supplier Code of Conduct

Nottingham Trent University (NTU) conducts its business to the highest standards of honesty and integrity and expects the same of its suppliers. We value business relationships with suppliers that support the NTU Procurement Strategy, which has targets in the areas of Sustainability, Commercial, Research, and Employability (SCoRE). Policy and Guidance.

This code of conduct sets out what we expect of you as a supplier to NTU. It summarises our expectations for the social, ethical and environmental performance of all suppliers, and the principles described form a key part of our supplier selection and evaluation process.

NTU will seek to terminate any contract on performance grounds if a supplier or subcontractor is found to have violated this Code of Conduct.

NTU suppliers are expected to comply with all legislation applicable in the countries in which they operate, as amended from time to time. In particular, we expect NTU suppliers to:

- Work in a manner consistent with the Ten Principles of the UN Global Compact;
- Comply with the requirements of the Modern Slavery Act 2015;
- Have programmes in place to prevent fraud and corrupt business practices, complying with the Bribery Act 2010;
- Operate a Health & Safety Policy that protects the health, safety and welfare of all concerned with the provision of goods or services;
- Meet the requirements of the Equality Act 2010 in their employment practices and service delivery;
- Keep sensitive information confidential and comply with all contractual terms, non-disclosure and confidentiality agreements. This applies to personal data regulated by the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018, as well as to NTU proprietary information;
- Meet the requirements of the NTU Sustainable Purchasing Policy, while operating an appropriate environmental management system, such as ISO 14001; and adhere to the Sustain Supply Chain Code of Conduct.
- Meet the requirements of NTU guidelines on gifts and hospitality.
- As a general principle, NTU expects its suppliers to carry out all work in line with the agreed contract terms and conditions for purchase orders and subcont.

Annex 4

Commitment to Equality, Diversity and Inclusion

Nottingham Trent University is firmly committed to sustaining a highly effective learning and working environment characterised by fairness, equality of opportunity and the valuing of diversity. The Equality, Diversity and Inclusion Team aims to embed equality and inclusivity throughout the organisation, enabling the University to excel in equality, dignity and diversity practice. The University is committed at the highest level to ensuring that equality, diversity and inclusion remain at the heart of all that is done at NTU.

All suppliers are expected to review our EDI policies and Supplier Code of Conduct and confirm that they operate their business in line with NTU's approach.

For further details please visit <https://www.ntu.ac.uk/about-us/equality-diversity-and-inclusion> and <https://www.ntu.ac.uk/business-and-employers/procurement/how-to-do-business-with-ntu>, where you can see the Supplier Code of Conduct and other important information for suppliers.