

Green Commute Initiative Corporate Scheme Agreement

Green Commute Initiative Ltd of

71- 75 Shelton St, Covent Garden, London WC2H 9JQ (GCI)
and

Sample Employer

of High Street, Anytown TG12 2LQ (Employer) agree:

1. The Employer wishes to offer their employees a Green Commute Initiative scheme so they may benefit from the provision of a bicycle and associated safety equipment as a tax free benefit in kind under section 244 of the Income Tax (Earnings and Pensions) Act 2003.

Mechanism of delivery

2. The Employer will make their Employees aware they are making the GCI scheme available.
3. Each Employee wishing to take part in the scheme will visit an approved GCI supplier and select qualifying goods. The supplier will provide a quote for the desired goods. The value of the quote will determine the value of each Voucher required. Such quotes shall be entered into the GCI website.
4. The Employer may limit the value of Vouchers available to their Employees and the salary sacrifice period.
5. GCI will provide the Employer's scheme manager with access to GCI's portal where they may approve or reject employee applications at their sole discretion.
6. For each Employee accepted into the scheme, the Employer will purchase the relevant Voucher from GCI .
7. Upon acceptance of the application by the employer GCI will purchase the selected goods and hire them to the Employees under the Green Commute Initiative Hire Agreement and subsequent Extended Loan Agreement.
8. GCI will provide the Employer with electronic VAT invoice and copies of the signed Salary Sacrifice Agreements as soon as possible after the employee has signed the agreements.
9. Where the scheme is financed GCI will invoice the finance provider.
10. The Employer authorises Green Commute Initiative Ltd to issue Salary Sacrifice Agreements to its previously approved Employees on its behalf for electronic signing and that upon signing by the Employees such Agreements shall become binding on Employer and the Employee for the purposes of the scheme.

Payment terms

11. The Employer agrees to pay GCI's invoices Net Monthly (*Invoices issued in one month are payable by the end of the following month*) and further agrees to pay an additional 2% per month for any sums paid outside these agreed terms.

Miscellaneous

12. GCI will ensure that all goods provided by its suppliers are of merchantable quality and comply with all relevant legislation and regulations applying in the UK.
13. GCI will oblige its suppliers to use reasonable skill and care in providing services and to keep in force suitable product and public liability insurance.
14. GCI itself will keep in force suitable product and public liability and other relevant insurances.
15. GCI does not exclude liability for death or personal injury caused by its negligence in the performance of its obligations

under this Agreement.

16. GCI or the Employer are not liable for any consequential loss, loss of business and/or loss of profit which the other party may suffer as a result of any breach of this Agreement.
17. This is the whole Agreement between GCI and the Employer for the provision of Vouchers. No other terms will apply to this Agreement unless GCI have agreed to them in writing.
18. GCI reserves the right to cancel any particular Voucher if its value was entered incorrectly or the goods are not available at the Voucher price. GCI will refund the full cost of the Voucher to the Employer and shall have no further liability.
19. Where an employee cancels an application in line with the cancellation terms set out in the hire and salary sacrifice agreements or GCI's supplier is unable to supply the goods within a reasonable time, GCI will refund the cost of the voucher to the employer and shall have no further liability.
20. This Agreement is governed by English Law unless the Agreement is made in Scotland, in which case Scottish Law will apply.
21. This Agreement shall not confer any benefit on any third party and no person other than the Employer or GCI shall have any right to enforce any clause of the Agreement.
22. If any part of this agreement becomes unenforceable, the rest of the agreement will remain in full force and effect.
23. This Agreement shall be signed electronically and then becomes binding on both parties.

GDPR

24. GCI will fully comply with its GDPR policy. Copies available on request. GCI only passes information from the Employer or their Employees back to the Employer or their notified representative or the supplier of the goods required by the Employee. It does not pass on any information to any other entity.
25. GCI and the Employer agree not to pass any proprietary or intellectual property between themselves.

Code of Conduct

26. GCI only conducts business in an honest, open and ethical way. It does not support any form of bribery or corruption and will report any instances to the appropriate authorities. All GCI employees are obliged to report any such matters to GCI management immediately.
27. GCI complies with all UK employment law and endeavours to ensure that all its suppliers also comply. We treat all our employees and those of our customers in a just and ethical manner.
28. GCI does not discriminate on any basis other than merit.
29. GCI complies with the UK's Modern Slavery Act and endeavours to ensure our suppliers are also compliant.
30. GCI actively works to reduce emissions, waste and any other environmentally unsustainable activity. We actively promote green and particularly active travel amongst our employees and customers.