

# **General Conditions for Hosted Services – January 2020**

These General Conditions for Hosted Services (hereinafter "GCHS") apply to all hosted services provided to the Customer by Linagora SAS, with the capital of 1 552 980 euros and registered office at Tour Franklin, 100 Terrasse Boiledieu, 92042 Paris La Défense Cedex, registered with the Registry of Trade and Companies of Nanterre (France) under number B 431 473 669, and/or any subsidiary of this company, hereinafter referred to as "Linagora", as described in the Particular Conditions, the Contract, the commercial proposal, the purchase order, the pro-forma invoice and/or any other document to which they are attached (hereinafter the "Particular Conditions").

These GCHS, as supplemented by the signed Particular Conditions to which they are attached, constitute the entire Contract between Linagora and/or its subsidiary to the Customer (hereinafter collectively referred to as "the particular Conditions take precedence over those of the GCHS.

#### **Article 1. Application Conditions**

- **1.1** The **Customer** acknowledges having read and accepted these **GCHS**.
- 1.2 The fact that Linagora does not enforce, at a given moment, any clause of these GCHS, can not be interpreted as a waiver of the right to enforce said clause at a later date.
- 1.3 Under no circumstances may any General Conditions or Particular Conditions of Sale, Purchase or other which may arise from the Customer be enforceable against Linagora, any provisions contrary to this unenforceability being acknowledged by the Customer as null and void. The present GCHS cancel any proposal, agreement or written or verbal commitment on the same object and which would be prior to its date of signature, except the possible purchase orders.
- 1.4 Linagora services are technical intermediary services for hosted applications and content, which may also include related services (hereinafter "Services").
- 1.5 The expression "Expert" hereinafter refers to the collaborators (associates, employees and/or subcontractors) of Linagora who are responsible for the implementation of the Services to be carried out for the Customer.
- 1.6 The present GCHS may be updated by Linagora, each new version of said GCHS being communicated for information to the Customer one (1) month before it becomes enforceable.

#### Article 2. Requirements for the service

- 2.1 The hosted services provided to the Customer by Linagora may, according to the terms of the Particular Conditions, also include additional services such as, in particular, auditis and studies (infrastructure, opportunities, impacts), module development or update, training or tutorials, assistance to document formalization, design, creation and maintenance of a platform, portal or Web site for the Customer, recovery, migration, conservation and/or exploitation of data and/or computer applications, computer hardware constituting the Customer system, management of backups and storage pursuant to the Particular Conditions, the updating of software and/or hardware for the hosted computer system.
- 2.2 Given the nature of the Services, Customer understands and agrees that Linagora is only required to perform the services described in the Particular Conditions under the constraints and assumptions provided in these Particular Conditions, and subject to prior provision to Linagora by the Customer of all required software and/or materials necessary for the performance of Services. Any delay in the provision of Services that would be attributable to the Customer in particular, failure to provide technical, human or other information necessary for the implementation of the project will be charged to the Customer
- 2.3 In order to perform the Services, Linagora may require access to Customer servers and software. Linagora is not responsible for the supply or availability of standard or specific equipment. These will be made available to the Expert by the Customer or instructed third parties under the expected conditions of hardware and software configuration, date, location, availability, compliance and proper function.

## Article 3. Service performance conditions

- 3.1 Linagora provides the Services to the Customer in accordance with the scope and terms of the Particular Conditions, professional quality and state of the art standards, within the context of a best-effort obligation.
- 3.2 Linagora undertakes, throughout the duration of the contract, to ensure the availability of the services offered to the Customer, within the following limitations:
- subject to the SLA and/or Particular Conditions, continuous access to the hosted service up to 99.95% over one year (target availability), except scheduled unavailability or maintenance, external event, fortuitous event, Customer or bank default, software failure of a Customer tool:

- compensation through a credit note for any Service unavailability, notified by the Customer beyond this commitment, which is linked to a failure of the technical infrastructure (limited to software, machines and Linagora network only). This compensation is the only type of compensation the Customer may claim for such an unavailability;
- best effort to ensure stability of the Services quality, in accordance with the respective technical characteristics and limitations of each Service which is part of Linagora hosted services offer:
- prompt intervention for the restoration of the Services in the event of a hardware failure or a network incident due to **Linagora**, if possible within four (4) working hours after the identification of the incident causes by **Linagora**.
- 3.3 The Services are performed by Linagora on the basis of the documents validated by the Customer, translating into functional and technical terms the needs and hypotheses expressed by the latter.
- 3.4 Linagora provides the Services according to the schedule agreed between the parties, as from the date of signature of the contract or the receipt of any writing from the Customer which expresses his willingness to accept the Particular Conditions.
- **3.5** In no event shall **Linagora** be liable to perform **Services** beyond the agreed scope or the duration fixed for them.
- 3.6 At the end of the initial term of the Contract, the Contract shall be tacitly renewed for further terms of one (1) year, unless otherwise provided in the Particular Conditions.

#### Article 4. Go live and admission

- 4.1 The Customer commits to perform admission checks for the Services and/or deliverables provided by Linagora within eight (8) days. In the absence of any reservations notified to Linagora within this period, admission of these Services and/or deliverables will be deemed to be automatically acquired. Linagora undertakes to correct any notified non-compliance within this period, and to deliver again the Services and/or deliverables for admission under the same conditions.
- **4.2** Any go live, switch to production or effective use by the **Customer** of the **Services** and/ or deliverables for business purposes is tantamount to a tacit admission, and is entirely under the responsibility of the **Customer**.
- 4.3 All installations and switches to production carried out will be subject to admission checks, the aim of which is to check the conformity of the Services provided by Linagora and to verify the correct operation of the system in accordance with the terms set out in the Contract.

# Article 5. Pricing and financial conditions

- 5.1 The pricing and payment schedule appearing in the Particular Conditions have been drawn up on the basis of the needs and assumptions indicated by the Customer and the scope of the Services and the performance conditions described in the Particular Conditions. In the absence of a schedule in the Particular Conditions, Services of a duration equal to or greater than one (1) year are payable by annuity, in advance, and services of a shorter duration are payable at the beginning of each month, in advance. If nothing different is indicated in the Particular Conditions, pricing quotations are indexed to the Syntec Index and reevaluated at each Contract anniversary date.
- **5.2** Any modification, which is not stemming from **Linagora**, of any of these needs, assumptions, conditions, scope, duration or other details specified in the **Particular Conditions** will result in a price adjustment. Thus, any additional **Services** or **Services** in excess to the quantities ordered will result in a price supplement that will be billed to the **Customer**, which the **Customer** expressly accepts.
- 5.3 The Services are payable in euros thirty (30) days after the invoice date. Payment of the invoices must reach Linagora no later than eight (8) days from its due date. Any Services period started is due in full.

- 5.4 Any unpaid sum or any late payment may result in the immediate and unannounced suspension of the Service until the situation is rectified.
- 5.5 In the event of disagreement on all or part of an invoice, the Customer undertakes to pay without delay the undisputed part and to indicate, within fifteen (15) days of receipt of the invoice, the reason for its dispute. Any partial payment will first be applied to the non-privileged portion of the claim and then to the amounts for which the due date is the most overdue.
- 5.6 Any dispute notified after this period will not be taken into account by Linagora services. Any payment by compensation is excluded, unless expressly agreed between the parties. Linagora does not grant any discount for cash payment or at a date earlier than that resulting from these GCHS.
- 5.7 Any unpaid sum on the due date appearing on the invoice implies, from the day following the date of payment on the invoice, application of penalties equal to three (3) times the legal interest rate at the due date, in addition to a legal compensation of forty (40) euros in application of the article D. 441-5 of the French Commerce Code. These penalties are due upon simple request of Linagora.
- **5.8** All **Expert** accommodation and travel expenses will be charged at the actual cost in addition to the price of the **Services** on the basis of the **Linagora** expense grid. **Linagora** will make available to the **Customer** all the documents relating to these expenses.
- **5.9** In case the **Particular Conditions** are a purchase order, the pricing and the payment terms are normally indicated on the reverse side of this order.
- 5.10 Days during which an Expert was not able to work due to reasons attributable to the Customer are considered as days of effective work by the Expert.

## Article 6. Obligations of the Customer

- **6.1** Any data, information, image and video, any file, sound, text, sign, signal, program, software, code, or element of any kind that would be exploited, disseminated, stored, transmitted, issued, collected, processed or made available, directly or not, by means of subscribed **Linagora Services**, are referred to generically as "**Content**".
- 6.2 The Customer discharges Linagora from any liability for the hosted and/or broadcasted Content, and undertakes to relieve and hold harmless Linagora against any third-party claim, regardless of nature, concerning this Content, including related intellectual property rights.
- **6.3** The **Customer** guarantees, this list not being exhaustive, that his use of **Linagora** services and/or any **Content**:
- does not present any direct or indirect security risk for Linagora, its partners, its other Customers and/or their personel;
- pursues lawful purposes in respect of the rights of third parties as well as all legal, regulatory and administrative provisions, particularly applicable in France, and in particular the legislation in force on the protection of personal date.
- does not participate in any way, directly or indirectly, in a harmful, deviant, abusive, illicit and/or repressed conduct by national or international legal or regulatory provisions, nor in the diffusion, the transmission or the making available of insulting or defamatory remarks, which may constitute provocation, apology and/or incitement to suicide, committing crimes and/or offenses, acts of violence or terrorism, the use, manufacture, distribution of illegal or illicit substances;
- does not imply or is likely to be related, directly or indirectly, to any activity or Content of a racist, xenophobic, revisionist, pedophine, pedopornographic nature, by apologizing or promoting their trivialization, or to the attack, introduction, fraudulent access to a third party computer system, or the illegal collection, processing, or transmission of data, to a computer breach or nuisance;

- does not constitute any infringement of **Linagora** intellectual property rights (in particular its trademarks, logos, visual design, etc.).
- 6.4 The Customer undertakes to act promptly upon receipt of any notice from any third party claiming that his or her rights have been infringed, regarding a hosted Content, including a notice sent in accordance with the provisions of the Law on Confidence in the Digital Economy known as LCEN (Law No. 2004-575, especially Article 6), in order to delete the contentious Content or to make access to it impossible. For this purpose, the Customer expressly acknowledges and agrees that any intervention on any Content is under its sole responsibility.
- 6.5 Linagora will only act instead of the Customer if the latter fails to meet its obligations. The Customer will not be entitled to any refund or compensation, and will not be exempt from liability to Linagora or third parties, nor of its obligation of guarantee and compensation in case of harm suffered by Linagora.
- **6.6** The **Customer** acknowledges that any item posted on the Web (text, image, sound, etc.) may be copied by users who have access
- 6.7 If a Content update is carried out by the Customer personnel, by subcontractors or by any other partner chosen by the Customer, the latter shall bear alone the consequences of any use not complying with the access management instructions of the Contents provided by Linagora and/or of an improper programming of the access to the Contents. Linagora will not be held liable in case the Customer Content becomes inaccessible as a result.
- **6.8** The **Customer** guarantees, in its own name and on behalf of its personnel or any third party chosen by it, the proper use of the update accesses provided to it and the non-disclosure of passwords and other parameters that enable to secure access to the server.
- 6.9 In case of breach of any of these provisions, and three (3) calendar days after a notice by any means, Linagora shall be entitled to suspend or discontinue all or part of the service without effect on any remaining sums due for hosting the service, and without the Customer being able to claim any compensation. The Customer shall remain liable to Linagora for the sums due from the period of suspension or interruption.

## Article 7. Intellectual Property

- 7.1 The Customer does not acquire any rights whatsoever to elements of Linagora intellectual property, such as product brands developed by Linagora and vice versa.
- 7.2 In the event that Contents appearing on the website are developed by Linagora on behalf of the Customer, the latter will not become the owner until the complete payment of the sums due for the creation of said Content. The raw documents (text, images, sounds, video, graphic charter, etc.) used in the composition of these pages remain the property of their respective owners.
- 7.3 The Customer remains owner of the content of its databases of products, of customer or any other database generated by its activity as part of the exploitation of the Services results.
- 7.4 Linagora acquires no rights to any of the Content stored by the Customer on its equipment as part of the Services, and is prohibited from reproducing, adapting, and/or translating in any form whatsoever these Content and information of any kind, which are entrusted to it by the Customer, apart from its normal service of safeguarding the contents of its equipment.
- 7.5 In the event of non-renewal or breach of contract, Linagora undertakes to destroy all original documents and databases as well as backup copies of the Customer website.

## Article 8. Maintenance

**8.1** In order to cover the evolution of IT environments and the needs of the Services functional evolution, **Linagora** can operate in particular:

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- by transmission of patches or new versions;
- by remote maintenance: by on-premise intervention.
- 8.2 The transmission of patches or new versions will be done on the most appropriate support depending on the means implemented by the Customers.
- 8.3 Linagora reserves the right to modify at any time the characteristics of its technical infrastructures and the choice of its suppliers. These modifications must, however, make it possible to offer performances at least equivalent to those provided at the time of signing this Contract.
- 8.4 Linagora may temporarily discontinue the Service for the purpose of maintaining its server centers. These interruptions will take place at the times of the day the least detrimental to European and American network traffic. Any such interruption of Service will be notified beforehand by Linagora to the Customer by e-mail or telephone. Linagora will endeavor to minimize the duration of these scheduled interruptions. These scheduled scheduled interruptions. interruptions are not taken into account in the SLA availability calculation.
- 8.5 In the event of total unavailability of the Service due to technical malfunctions under the responsibility of Linagora or its usual subcontractors, **Linagora** will conform to the deadlines provided in the **Particular Condi**tions or the applicable Service Level Agreement to find a solution. Interruptions of service for which the Customer has been previously notified by Linagora, as well as those which have been repaired within the agreed time, are excluded from the scope of this clause.
- 8.6 The moment of resolution of a malfunction within the meaning of article 8.5 of these GCHS means the application of a solution or workaround by Linagora, regardless of any delay due to technical constraints. In particular the following delays are not into account in the time period for solving a malfunction:
- the delay required for the intervention of third parties;
- the delay expended for Customer to provide additional information required for solving the malfunction:
- the delay required for the effective restart of dedicated, pooled or shared network equipment or virtual machines from the launch of the operation itself:
- the delay of propagation, deployment and/or installation from the launch of the last correction operation.

## Article 9. Termination

- 9.1 Linagora may proceed to the immediate termination of this contract without notice or compensation of any kind, all owed sums in consideration of the period covered remaining due to Linagora and, in addition to the com pensation for any damage caused, being immediately due in case of:
- failure to comply with Articles 6 and 7 of the GCHS:
- non-compliance with payment conditions;
- non-compliance with the laws and regulations in force:
- non-respect of Linagora intellectual property rights; breach of the confidentiality of the information
- exchanged between the parties;
- Customer cessation of activity, judicial recovery or judicial liquidation proceedings, or bankruptcy.
- 9.2 In case of early termination of services for reasons other than those listed in Article 9.1, the **Customer** agrees to pay **Linagora** for the amount of Services and/or deliverables pro-vided in proportion to their progress, and to cover any costs of reversibility and/or return of materials and data.
- 9.3 Each party may terminate the Contract by given written notification to the other party of its intention to terminate it. This notification must be sent at least four (4) months before the anniversary date of the Contract by registered letter with acknowledgment of receipt at the head offices of the other party. Otherwise, the Contract will be automatically renewed for a further 1-year term.

## Article 10. Absence of guarantee

**10.1** The use of the products and services made available to the **Customer** is under its sole responsibility. Linagora does not make any commitment regarding the implementation of the results of the Services. Linagora makes no commitment that the **Services** are

fit for a particular purpose, nor that the Services comply with or will enable the Customer to achieve any general or specific objective. such as a productivity gain.

#### Article 11. Liability and insurance

11.1 Linagora liability towards the Customer is limited to the direct damages caused by a breach by Linagora of its contractual obligations. No indirect damages, such as loss of productivity, image, investment, files and data, or failure to achieve expected gains and / or savings, can result in **Linagora** liability.

11.2 The total amount Linagora may pay for unavailability and/or liability penalties for any cause or any reason whatsoever, is limited, in aggregate, to the amount received by Linagora for a year of benefits, excluding Under penalty of foreclosure, the time limit for action against Linagora may not exceed one (1) year from the date of knowledge of the damage.

11.3 Linagora only commitment is to the Customer. As a result, the Customer undertakes to guarantee and hold Linagora harmless from any third-party actions, such as the Customer subsidiaries or the Customer customers in relation to the Services provided.

11.4 Linagora certifies that it has taken out an insurance policy with a reputable insurance company established in France for all the pecuniary consequences arising from its civil professional, tort and/or contractual liability for bodily, material and immaterial damage caused to the Customer and/or to any third party in the context of the performance of the

11.5 Linagora can not be held liable for piracy by a third party, for the transmission or recep-tion by the **Customer** of malicious programs by any means (e-mails, FTP, etc.), despite all the security precautions taken by Linagora.

11.6 Linagora undertakes to implement all appropriate measures to ensure reasonable availability of the hosted services. However, because of the characteristics of the distributed network that is Internet, Linagora can not be held responsible for the slowdowns or difficulties of access to the provided **Services** from other sites in the world or of external slowdowns. Linagora responsibility ends at the output of IP routers installed in its facilities.

# Article 12. Force majeure - fortuitous case

12.1 In the event that a fortuitous event or force majeure event occurs during the contract, the performance of the **Services** will be suspended. In the event that this situation persists for more than fifteen (15) days, each party may terminate the contract by registered letter with acknowledgment of receipt sent to the other party. Force majeure events are defined in article 1218 of the French Civil Code. Fortuitous event means, besides those usually accepted by the courts, any event having two of the following characteristics: irresistible, unpredictable, or external,

## Article 13. Experts

13.1 Regardless of the assignment duration, no **Expert** may in any case be legally assimilated to an employee of the **Customer**. When performing the Service on Customer premises, the Expert follows the schedule and timetable of the latter, within the limit of the legal working hours, except in the case of a special agreement between the parties.

13.2 The parties certify and declare upon their honor that the **Services** will be performed in accordance with Articles L 1221-10 et seq., L 3243-1 et seq. and L 8221-1 and L 8221-2 of the French Labor Code.

13.3 The Customer undertakes to refrain from directly or indirectly make any offer of employment to an employee or Expert of Linagora, except with the express written permission of the latter, even if the application for employ-ment has been made by the employee or the Expert. This commitment runs throughout the duration of the Service and for the twelve (12) months following the termination of the contractual relationship.

**13.4** Failure to comply with Article 13.3 may entail for the **Customer** the obligation to pay to **Linagora**, as compensation, the equivalent amount of the gross monthly remuneration received by the employee or the Expert during the twelve (12) last months before his departure. For simplification purposes, the employer social security contributions rate is evaluated at a percentage of 50 %.

#### Article 14 Assignment and subcontracting

14.1 The Contract may not be assigned by the Customer without written agreement een the parties. Linagora reserves the right to assign its obligations under the contract to one of its subsidiaries or one of its affiliates

14.2 Linagora may subcontract all or part of the Services to one of its subsidiaries, one of affiliates or to a third party, upon prior written notification to the Customer.

#### Article 15. Confidentiality

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- 15.1 Unless required by a judiciary, tax or accounting authority, the parties and their affiliates undertake to keep confidential during the performance of the Services and after expiration of the contract, until they fall into the public domain:
- the Particular Conditions, their content and
- any information and/or documents to be disclosed by the parties during the performance of the services and for which the recipient party would not have known before the performance of the services, or that would not have been legitimately disclosed by a third party.

#### Article 16. Personal data

16.1 The parties undertake to respect the legal and regulatory provisions in force relating to data processing, files and liberties, in particular the January 6, 1978 #78-17 law as modified by the August 6, 2004 #2004-801 law, as well as the #2016/679 European Parliament Council Regulation (EU) on the protection of individuals with regard to the processing of personal data and on the free movement of such data. Each party undertakes to comply with all the formalities required (declarations, authorization reguests, etc.) by the Commission Nationale de l'Informatique et des Libertés (CNIL), the French Data Protection Authority, or any other competent body, and to respect the rights of data subjects (including rights of information, access, rectification and deletion of data), in particular, concerning the processing of personal data for which the **Customer** is responsible. The Customer remains solely responsible for the choice of the Services and ensures that the Services have the characteristics and conditions required to proceed with the processing of personal data, envisaged in connection with the use of the Services, taking into account the existing regulations, especially when the **Services** are used to process sensitive data (e.g. health data).

16.2 The terms "processor", "personal data", "processing of personal data", and "data subject" have the meaning given to them by

16.3 The Customer remains data controller. and is solely responsible for the processing of personal data made for his own account within the framework of the Services, whether by himself, by **Linagora** or by third parties. Regarding the processing of personal data made by Linagora on behalf of the Customer as part of the performance of the Services, Linagora is data processor and acts on the sole instructions of the Customer.

16.4 Linagora takes, under the conditions set out in the Contract, all necessary precautions to preserve the security and confidentiality of the personal data to which it has access, in particular to prevent them from being distorted, damaged, or accessed by unauthorized third parties. In this regard, Linagora undertakes in particular not to access or use Customer data for purposes other than the requirements for performing the **Services**. **Linagora** is committed to setting up:

- physical security measures to prevent access hy unauthorized persons to the infrastructures on which the Customer data is stored;
- identity and access checks via an authentication system and a password policy;
- an authorization management system that limits access to the premises to only those people who need to access them in the context of their duties and scope of their activities;
- security personnel to ensure the physical security of the Linagora premises;
- a physical and/or logical means of isolating each Customer system from that of the other
- authentication processes for users and administrators, as well as protection measures for management functions;

- in the context of support and maintenance operations, an authorization management system implementing the principles of least privi-lege and need-to-know;
- processes and devices to trace all actions performed in its information system, and to carry out the reporting actions in the event of incident impacting Customer data, accordance with enforceable regulations.
- 16.5 The Customer ensures the security of the resources, systems and applications that it deploys in the context of Services use, and remains in particular responsible for the implementation of flow filtering systems such as firewalls, for the update of systems and software deployed, for the management of access rights, for resources configuration, etc. Linagora will not be responsible for security incidents related to the use of the Internet, in particular in case of loss, alteration, destruction, disclosure or unauthorized access to data or information of the Customer.
- 16.6 Assuming that personal data stored by the Customer as part of the Services would be transferred outside the European Union to a country of destination considered by the European Commission as not providing a suffilevel of data protection to personal nature. Linagora will put in place a contract with the non-EU data processor in accordance with the standard contractual clauses adopted by the European Commission.
- 16.7 Within the framework of the Services, the Customer is informed, understands and accepts that Linagora collects the personal data of the Customer. This data is subject to automated processing under the conditions provided by law for the purpose of:
- managing of the relationship between the Customer and Linagora (billing, support and maintenance of the Services, commercial management, archiving, telephony, quality improvement, security and performance of the services, recov
- complying with the regulations applicable to Linagora (in particular legal obligations for the retention of connection and user identification
- 16.8 Linagora undertakes to refrain using any collected data for purposes other than those mentioned above. **Linagora** may, however, be required to communicate them to judiciary and/ or administrative authorities, particularly in the context of requisitions. In this case, and unless a legal provision or an injunction from a competent authority forbids it, Linagora agrees to inform the Customer and limit the communication of data to those expressly required by said authori-
- 16.9 Data processed for the purpose of managing the relationship between the Customer and Linagora consists in information such as surname, first name, postal address, email addresses, telephones and the function of **Customer** employees and is kept by **Linagora** throughout the duration of the Contract and up to the following thirty-six (36) months. Login and user identification data is retained by Linagora for twelve (12) months after Contract termination. Other personal data collected and pro-cessed by **Linagora** to comply with its legal obligations are kept in accordance with applicable

## Article 17. Miscellaneous provisions

In the case of difficulty of interpretation resulting from a discrepancy or contradiction between one of the titles appearing at the head of the clauses, and one of the clauses, the concerned title will be declared non-existent.

If one or more stipulations hereof are held or declared void pursuant to a law, regulation or final decision of a competent court, any other stipulations shall remain in full force and scope.

#### Article 18. Governing Law and Attribution Jurisdiction

- 18.1 The contractual relations between Linagora and the Customer are subject to French law.
- 18.2 In the event of a dispute concerning the execution or interpretation of this document, jurisdiction shall be expressly attributed to the Commercial Court of Nanterre notwithstanding the plurality of defendants, warranty claims, emergency procedures, protective measures, in a summary procedure or by petition.

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