

Headspace Core Order Form

1. Customer Information

Customer Company Name: The Guinness Partnership

Contact Name: Elizabeth Skelton

Email Address: liz.skelton@guinness.org.uk

Phone: +447736635477.

Billing Contact Name: Elizabeth Skelton

Billing Email Address: liz.skelton@guinness.org.uk

Bill to Address:

7th Floor, 350 Euston Road, Regents Place, London, NW1 3AX.

2. Services Information

Agreement Effective Date: Date of last signature below

Service Start Date: September 8, 2025

Initial Term: 12 Months

Payment Terms: Net 30

Billing Frequency: Annually

3. Customer Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Yes ☐

No ☒

PO Number:

VAT / GST ID:

4. Fee Structure

Product	Price	Quantity	Total Price (VAT excluded)
Headspace	PEPM £0.50	3,500	£21,000.00

5. Headspace Client Success Services

IMPLEMENTATION	
Headspace platform	Included
Family/Household Access	Up to 5
LAUNCH	
Pre-launch consultation	Included with bespoke launch plan
Communication Playbook	Customized (url, logo, QR)
Wellbeing surveys	Included
IMMERSION	
Headspace member newsletter	Included
Headspace admin newsletter	Included
Monthly Campaigns	Included
SUCCESS & MEASUREMENT	
Dedicated Client Success	Included
Business Reviews	Included
Engagement Reporting	Included
Member Support	Included

5.1 Engagement Events. If applicable, any engagement events provided to Customer (“Engagement Events”) must be scheduled at least six (6) weeks prior to the desired Engagement Event date; Headspace Client Success Representative shall confirm scheduling via email. Cancellations and requests for rescheduling must be made in writing to Headspace no fewer than ten (10) working days prior to an on-site Engagement Event date, or five (5) working days prior to a virtual Engagement Event. Scheduling is subject to Headspace availability. Customer shall be responsible for the full cost of travel and expense required from Headspace, if applicable.

6. Other Terms & Conditions

- 6.1. **Governing Terms & Conditions:** The Master Services Agreement between the parties dated September 3, 2020 ("Services Agreement") shall govern the Headspace products and services selected in this Order Form. Capitalized terms not defined in this Order Form have the meanings set forth in the Services Agreement.
- 6.2. **Data Processing:** If Customer provides an eligibility file that includes personal information (as defined under applicable law), the [Headspace Data Processing Addendum](#) (“DPA”) shall apply to the processing of such personal information by Headspace on Customer’s behalf and the parties agree to comply with such terms. The DPA is hereby incorporated by reference and may be updated by Headspace if required by Applicable Law.
- 6.3. **Pricing:** Following the Initial Term, upon Customer’s election to renew, Headspace will increase the fees in this agreement by up to 5%. Notwithstanding the foregoing, during the Initial Term, a mutually agreed upon approach to fees will be determined if the number of Eligible Members listed on the monthly eligibility file changes by +/- 7%. Fee adjustments will apply to the Customer’s total Eligible Member population.

7. Invoicing

The initial annual Fee will be invoiced on the Agreement Effective Date and is based on the Total Price identified in Section 4 of the Order Form. The ongoing Fee will be invoiced Annually, in advance, on the Service Start Date anniversary and, if applicable, is based

on the number of total employee headcount in the latest eligibility file. If no eligibility file is provided, renewal invoicing will be based on total employee headcount communicated to Headspace by Customer by email upon renewal.

Auto-Renewal

This Agreement begins on the Effective Date and shall continue for the Initial Term above. Unless otherwise stated on this Order Form, this Agreement shall automatically renew for consecutive twelve (12) month terms each a "Renewal Term" unless either Party gives the other notice of non-renewal at least sixty (60) days before the end of the Initial Term or the then-current Renewal Term. The entire period of the effective Agreement is called the "Term" and includes both the Initial Term and any Renewal Terms.

Headspace Inc.

Signature:  

Printed Name: **Andrea Grande**

Title: Head of Order Management

Date: **10/9/2025**

Customer:

Signature:  

Printed Name: Carol Morrison

Title: Senior Lawyer - Contracts

Date: 10/16/2025

Electronic Record of Contracts

This document was generated as a record of certain contracts created, accepted and stored electronically.



Summary of Contracts

This document contains the following contracts.

Title	ID
ORD (The Guinness Partnership and Headspace, Inc.)	cfccf328-d117-4170-9110-3de229f27318

Contract signed by:

Andrea Grande	Signer ID:	7e5a1747-33dc-4434-9bf6-2dd9def32581
	Email:	andrea.grande@headspace.com
Date / Time:	Oct 9, 2025 at 5:08 PM UTC	
IP Address:	172.126.69.214	
User Agent:	Mozilla/5.0 (Macintosh; Intel Mac OS X 10_15_7) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/140.0.0.0 Safari/537.36	

Elizabeth Skelton	Signer ID:	c2a1555a-f542-4b8e-aff3-da861d461291
	Email:	liz.skelton@guinness.org.uk
Date / Time:		
IP Address:		
User Agent:		

Carol Morrison	Signer ID:	e6735064-b218-4cd1-8bdc-8786b644f4cd
	Email:	carol.morrison@guinness.org.uk
Date / Time:	Oct 16, 2025 at 11:27 AM UTC	
IP Address:	193.39.31.2	
User Agent:	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/141.0.0.0 Safari/537.36 Edg/141.0.0.0	