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In order to enable some employees to work from home or otherwise away from the Company's premises, the Company may provide them with designated items of office equipment. Office equipment may include computer hardware and software, laptop, printer, scanner, telephone, fax machine, answer machine, mobile or smart phone, PDA, GPS equipment, desk, chair, filing cabinet or any other item of office equipment. If you are provided with any items of office equipment, you agree that you will be responsible for ensuring they are properly looked after and stored and otherwise kept safely at all times. You will be required to pay to the Company the reasonable replacement cost of any item of office equipment which is lost or stolen whilst under your control due to your negligence or deliberate or reckless act or omission. By signing your contract, you agree to provide your written consent for the Company to deduct a sum equal to the reasonable replacement cost from your wages, as defined in section 27 of the Employment Rights Act 1996, should an item of office equipment be lost or stolen whilst under your control due to your negligence or deliberate or reckless act or omission.

The Company reserves the right to require you to return any item of office equipment at any time during your employment for any reason whatsoever, including, but not limited to, the withdrawal of any privilege of working from home and/or working away from the Company's premises. You have no contractual entitlement to the use of the office equipment and therefore withdrawal of its use at any time does not entitle you to claim any form of damages or compensation. In addition, on the termination of your employment for any reason, you must promptly and without unreasonable delay return any items of office equipment and, in any event, this must take place by no later than any date specified to you at the time by the Company. Any items of office equipment must be returned in the same condition as provided to you, subject to reasonable wear and tear. If an item of office equipment is damaged whilst under your control, reasonable wear and tear excepted, you are required to pay to the Company the cost of repairing the damage. In certain circumstances, this may include the replacement cost of the office equipment if it cannot in the Company's reasonable opinion be repaired. By signing this contract, you agree to provide your written consent for the Company to deduct a sum equal to the reasonable cost of repairing the damage to the affected equipment or replacing the item of damaged equipment (as appropriate) from your wages.

It is your responsibility to return office equipment to the Company, whether this be by demand of the Company or in the event of the termination of your employment for any reason. You agree that failure to do so will entitle the Company to withhold any wages due from the Company to you up to the current market value of the equipment not returned.

Any office equipment is provided for your exclusive use in connection with your employment with the Company. Use of the office equipment for personal and private purposes or for any use other than for the Company's business is prohibited. If you are discovered using the equipment for personal or private purposes, this is a disciplinary matter. A deliberate, negligent or reckless failure to take proper care of an item of office equipment, resulting in it being lost, damaged or stolen, is also a disciplinary offence.

On the termination of your employment for any reason, you must also promptly and without unreasonable delay return to the Company all keys, security passes, swipe cards, credit or charge cards, disks, papers, books, manuals, files, memos, reports, contacts lists, business cards (both your own and those you may have collected from existing or prospective clients, customers or suppliers of the Company), plans, computer print-outs, computer passwords, documents, account records and any other items (whether in eye readable or machine readable form) which may be in your possession, custody or control and which are the property of the Company or which otherwise relate in any way to the business or affairs of the Company and you must not retain any copies, extracts or summaries of the same or any part thereof. You must also, if requested by the Company, confirm in writing your

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compliance with your obligations under this clause. You also undertake to return to the Company forthwith any such property that may come into your possession or control after the termination of your employment.

Reviewed:- 14<sup>th</sup> October 2025

S.L.Pickles  
Director  
Serendipity Healthcare Ltd.