

## Guidance: Obtaining Permission to use the NEPO logo

Use of the North East Procurement Organisation (NEPO) logo is arranged as follows:

1. Written permission to use the NEPO logo must be obtained. Please make your request to [comms@nepo.org](mailto:comms@nepo.org). When forwarding your request you must include an email address for your named contact.
2. On approval of your request, NEPO will email the logo in electronic format to your named contact. The logo must not be modified or altered in any way and must appear in its original colour and shape. A change in size can be made. A reverse logo will be provided, for use only when the background colour does not allow use of the colour version.

## General Guidance:

3. You will not use the logo for any purpose which is obscene, blasphemous, defamatory, in breach of any laws, statutory or regulatory requirements or any political purpose
4. If NEPO becomes aware that the logo is being used in breach of the guidelines, you will be issued with a written notice explaining why your use of the logo is considered not to be compliant and requesting that steps are taken to remedy the way in which the logo is being used. You will then be required to confirm in writing the steps that you have taken to ensure that your use of the logo is compliant with the guidelines. You must provide us with this confirmation within 20 working days of the date of our notice.
5. If you fail to follow the requirements of our written notice, NEPO will be entitled to revoke your use of the logo upon further written notice. Upon receipt of this notice, you must immediately remove all copies of the logo from your materials at your own expense and must cease using the logo for any purpose whatsoever.

## NEPO Local Authority/ Associate Member Usage:

6. Use of the NEPO logo will be awarded for the duration of your NEPO membership. Should your membership be terminated no further use of the logo will be authorised and you must remove all copies of the logo from your materials at your own expense.



## Supplier Usage:



7. The NEPO Logo and NEPO Supplier Logo must be restricted to use for a specific purpose involving current trade between NEPO and the supplier in question. It must not be used in general promotional materials by suppliers.
8. No further use of the logo will be authorised after a supplier has ceased trading with NEPO.
9. You must ensure that each of your subsidiaries (if any) shall comply fully with the obligations set out in this document as if they were a party to this agreement. Any breach of this guidance by any of your subsidiaries shall be deemed to be a breach by you.
10. Sub-contractors must approach NEPO direct if they wish to use the NEPO logo, as per the above guidance.

Updated: March 2022

