

### Information Technology ("IT"), e-mail and Internet

The Company is committed to ensuring that high standards are achieved and maintained in the information held on the IT systems and processed by the Company.

You will be authorised to gain access to certain computer systems and, within those systems, certain programs and data. You must not attempt, alone or in concert with others, to gain access to data or programs to which you have not been authorised to gain access (see below).

You will be issued with a password. You must not write down the password.

You must not use any modem link to access any other computer or bulletin board or information service except with specific prior authority from the IT Manager and must not download any file.

You must not connect any piece of computer equipment to any network or other item of computer equipment without authority.

You will be held responsible for any action taken against the Company in respect of any breaches of copyright and, if you are discovered to have breached this condition in any way you may be liable to dismissal without compensation.

The Internet has been installed by the Company in order to increase the efficiency of information searches. You should follow these guidelines when using the Internet, the Company's electronic mail system ("e-mail"), voicemail ("voicemail") and facsimile equipment ("fax"):

The e-mail, fax equipment and voicemail systems are the Company's property and have been installed by the Company solely to facilitate business communications. Although you have an individual password to access certain systems, your e-mail and voicemail messages are accessible at all times by the Company. These systems may be subject to periodic unannounced inspections by the Company, and should be treated like other shared filing systems.

All messages composed, sent or received on the e-mail, fax or voicemail systems are and remain the property of the Company and may be disclosed within or outside the Company without your permission. They are not your private property. Back-up copies of e-mail and voicemail may be maintained and referenced by the Company at any time for business reasons.

Because the Company provides the e-mail and voicemail systems to assist you in the performance of your job, you should only use them for official Company business. While the Company recognises a certain amount of incidental and occasional personal use of email, voicemail and fax may occur, these messages will be treated the same as other messages, and should not be considered as private. The Company prohibits related uses of its software and business equipment, including but not limited to facsimiles, computers and copy machines, except incidental and occasional use. The Company reserves the right to access and disclose as necessary all messages sent over its e-mail (including those which access the Internet through the Company's computers) or stored in the fax or voicemail

systems, without regard to content. Therefore, you should never use e-mail, fax or voicemail to transmit any messages you would not want read or heard by a third party.

You may never use the Company's e-mail, fax or voicemail systems to transmit inappropriate messages that are seen as insulting, obscene, sexually explicit, degrading, disruptive or offensive by other persons, or harmful to morale, or contrary to the Company's business interests. Examples of inappropriate transmissions include, but are not limited to:

- sexually-explicit messages, cartoons or jokes;
- ethnic, sexual, religious or racial slurs;
- any other message that can be construed to be offensive or the harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability or religious or political beliefs;
- any communication which disparages the Company or its business.

The Company's e-mail system must not be used to send (upload) or receive (download) confidential information in an unauthorised manner without prior authorisation from the IT Manager.

Access to the Internet is granted based on legitimate business requirements. You should avoid downloading information on the Internet that is not job specific or business-related. In particular, you should not download, retain or display any materials that are derogatory, obscene, defamatory and/or harassing or could be construed as such. Any accidental or unintended accessing of such sites should be reported immediately to the IT Manager. Also, time used to survey the Internet should be reserved for business needs and concerns.

You should not install electronic games, or other software applications to your computer systems without prior authorisation from management.

You should also be aware that while there are certain safeguards to prevent unauthorised access, the Company's e-mail system, the Internet and the Company's fax and voicemail systems are not totally secure, and access by unauthorised persons is possible. The privacy of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.

While employed by the Company, you will have access to confidential information as a result of electronic communications on e-mail, fax and/or voicemail. The same duty of non-disclosure of confidential information applies with respect to these electronic transmissions as with all other the Company files, records, lists and documents. Unauthorised disclosure of any confidential information by use of the e-mail, fax or voicemail systems is strictly prohibited and will subject you to disciplinary action, up to and including termination of your employment.

You are prohibited from the unauthorised use of the passwords and encryption keys of other employees to gain access to any other employee's e-mail management. Employees are not authorised to retrieve or read any e-mail, fax or voicemail messages that are not sent to them. Any exception to this policy must receive prior approval from the Company's senior management.

If the Company discovers that you are misusing the e-mail, fax or voicemail systems, you will be subject to disciplinary action, up to and including termination of your employment.