

INFORMATION TECHNOLOGY

ConvaTech has established IT and communications systems and facilities directed at ensuring that ConvaTech employees are able to perform their assigned business functions and responsibilities effectively and efficiently.

The IT systems and facilities covered by this policy include servers, desktop computers, laptop computers, communications equipment, photocopiers, telephones, facsimile machines, and audio visual equipment such as TV monitors and projectors.

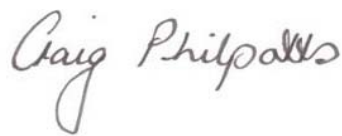
Procedures, instructions and guidelines have been documented to ensure system and facilities control for key issues such as:

- Software purchase and use
- E-mail use
- Internet use
- System security (Passwords and Access levels)
- Disposal of redundant equipment (Safe and environmentally responsible disposal)
- Business Continuity

All normal use of these systems and facilities by employees in achieving ConvaTech business objectives is allowed.

Subject to approval and conditions detailed in IT Work Instructions, limited personal use of the ConvaTech IT and communications system and facilities is allowed provided that it is not excessive, does not interfere with normal work routines, does not involve ConvaTech in significant expense, does not expose ConvaTech to legal action or risk bringing ConvaTech into disrepute, and does not relate to running a private business.

All use by non-employees such as consultants, contractors, and service providers, is subject to the same restrictions as for employees



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