

Code of Conduct

The Code of Conduct at Recovre

Recovre is determined to meet high moral and ethical standards in all its business dealings and expects that all employees will be committed to meeting these standards. These standards are underpinned by our core values. All employees are expected to demonstrate the values and behaviours demonstrated below:

- **ACCOUNTABLE**
We do what we say.
- **EXPERT**
We know our stuff.
- **FLEXIBLE**
We always find a way.
- **COLLABORATIVE**
Together we achieve more.
- **PASSIONATE**
We love what we do.

The Code of Conduct applies to all employees and contractors employed by Recovre and all employees and contractors are provided with a copy on commencement of employment. Failure to comply with the Codes terms can result in disciplinary action, including dismissal.

I am personally committed to demonstrating the standards set out in this Code of Conduct and ask that you join me in this commitment by:

- reading this booklet and become familiar with its contents
- demonstrating your agreement to our Code by signing the declaration at the end of this booklet
- applying the standards in the best interest of The Recovre Group.

If you have any questions in relation to the Code of Conduct please speak to your manager or contact People, Performance & Culture. We all have the responsibility to comply with the Recovre Code of Conduct and to make it our way of doing things each and every day.



Matthew Bacon
Managing Director - BSA

HOW WE DO BUSINESS

Fairness

Recovre employees should be committed to dealing fairly with customers, suppliers, other business associates and with each other.

Compliance

Recovre employees are expected to comply with all laws and regulations relevant to the company's business activity.

Ethical and honest conduct

Recovre employees should adhere to the standards of conduct contained in the Recovre Code of Conduct and should act ethically and honestly in reaching business decisions.

Standard of dress

Recovre expects employees to present themselves in a smart and professional manner, appropriate to their position in the company and consistent with prevailing standards of business dress.

FINANCIAL INTEGRITY

Recovre's financial books, records and statements shall properly document all assets and liabilities; accurately reflect all transactions of the corporation; and be retained in accordance with Recovre record retention policies and all applicable laws and regulations. No false entries shall be made on the books or records of the company for any reason. Documents must not be inappropriately altered nor should those, without the proper authority, sign them.

The use of company funds or assets for any unethical purpose is prohibited. Payment on behalf of the company must be approved and made on the understanding that it will be used for its stated purpose. No undisclosed fund or asset of Recovre shall be maintained or established for any purpose.

Political and charitable contributions

The Chief Executive Officer must consent to any political or charitable contributions from the company. These contributions are made in accordance with relevant Australian legislation.

Business agreements and contracts

Recovre expects its employees to compete fairly and ethically for all business opportunities. Employees involved in the negotiation of agreements and contracts shall ensure that all statements, communications and representations to customers are accurate and truthful.

Recovre is committed to meeting all of its contractual obligations. Appropriate approvals must be obtained prior to the execution of a contract. No 'side letters' modifying or amending contracts may be executed. Execution of such 'side letters' constitutes grounds for disciplinary action, including summary dismissal.

Recovre employees are expected to know, understand and honour the terms of the company's contractual obligations.

OUR CUSTOMERS

Recovre expects its employees to treat customers with courtesy and respect at all times in order to maintain positive relationships. It is expected that our employees will deal with customers in a consistent, prompt, professional and non-discriminatory manner, ensuring that, to the best of our ability, we commit to 'doing what we say'.

OUR SUPPLIERS

Recovre maintains open and frank business dealings with suppliers and strives to develop mutually advantageous relationships. The company's selection of suppliers will be based solely on the quality, price and service offered.

OUR COLLEAGUES

It is every employee's responsibility to treat everyone with courtesy and respect at all times and contribute to a workplace in which we respect each other's differences and perspectives.

Recovre actively supports the principle of equal employment opportunity regardless of race, religion, national origin, gender, age, physical disability, marital status or sexual orientation and expects its employees to practice and support this principle.

It is Recovre's policy to avoid discriminatory practices and for employment and career decisions to be made strictly on the basis of individual ability, performance, experience, and company requirements.

Recovre believes that every individual has the right to dignity and respect in the workplace. Therefore, any personal/sexual harassment, by whatever medium, is regarded by Recovre to be totally unacceptable, regardless of the perpetrator, and may lead to employment termination. Sexual harassment is defined as behaviour or conduct of a sexual nature that is uninvited, unwelcome and not reciprocated. Sexual harassment can be physical, verbal or visual and can occur between an employee and a co-worker, supervisor, manager, agent, client, service provider, consultant or contractor. All reports of sexual harassment are treated seriously by Recovre and will be investigated thoroughly and confidentially.

This applies to all phases of the employment relationship.

PROFESSIONAL COMPETENCE

All employees and contractors are expected to:

- strive to attain and apply a high level of competence to the efficient conduct of the work entrusted to them
- improve their professional knowledge and skills in order that their performance will better serve others
- recognise their individual boundaries of competence and be forthcoming and truthful about their qualifications and professional experience
- seek to ensure that all who work with them have appropriate levels of competence for the effective discharge of their duties

- endeavour always to work in harmony with their colleagues and to encourage less experienced colleagues to attain and apply their own levels of acceptable professional competence.

CONFLICT OF INTEREST

A 'conflict of interest' describes any circumstance, which could cast doubt on an employee's ability to act with total objectivity with regard to Recovre or its representatives' interests. This includes actual, apparent and potential conflicts of interest.

All employees have an obligation to avoid financial, business, or other relationships which might be opposed to the interests of Recovre or which may conflict with the performance of their duties. Employees should conduct themselves in a manner that avoids even the appearance of conflict between personal and company interests. Examples of conflict of interest include, but are not limited to, the following:

- Employment by a competitor whilst employed by Recovre
- Placement of a business with a company in which the employee, or the employee's family, have a significant ownership interest
- Having a substantial ownership interest in a company which is a competitor with, or a supplier of, Recovre.

Employees considering actions that may result in a conflict of interest must advise their manager so that the potential conflict can be clarified and resolved.

Private employment

Recovre discourages employees from seeking additional employment outside the company, which may interfere with company commitments. Specifically, this means employment outside Recovre which:

- Could lead to a conflict of interest, such as working for Recovre customer, supplier or competitor
- Results in absenteeism, inability to meet job requirements or post job performance at Recovre.

The company does, however, recognise and support the involvement of employees as part-time volunteers to the Defence Force and other community services such as the State Emergency Services, Volunteer Bushfire Brigade and St. John's Ambulance Brigade.

Employees who may be considering employment outside the company must advise their manager so that the potential conflicts can be assessed.

PRIVACY & CONFIDENTIALITY

All employees joining Recovre are required to sign a declaration of compliance with the Recovre Code of Conduct, by which they remain bound during and after their employment with Recovre.

No employee or contractor may at any time, directly or indirectly, profit from confidential information obtained during the course of duties performed on behalf of Recovre. Confidential information includes, but is not limited to, marketing and sales plans, competitive analyses, business and financial plans and forecasts, legal actions involving the company, company contracts and agreements, prospective and existing customer and employee

information, software and other inventions developed or licensed by or for Recovre, computer systems and building security passwords.

Each employee must safeguard confidential company information by not transferring, publishing, using or disclosing information other than necessary in the ordinary course of business or as directed or authorised by Recovre. All reasonable measures must be taken to ensure that unauthorised third parties cannot access or peruse confidential company information or client records.

Employees need to be particularly sensitive to information regarding other employees (for example: speculating on the reasons for an employee's departure from the company) and avoid making comments or repeating information which could damage another's reputation. Such comments could expose the company and/or the individual to legal action for breach of confidentiality and/or defamation charges.

Unless specified otherwise by contract, all confidential or proprietary information that has been entrusted to Recovre by a third party must be treated as though it is Recovre confidential information.

Recovre also expects that employees will not seek out, intercept or otherwise monitor, information not explicitly intended for them unless this is a recognised part of their job function.

Client records

In the course of employment, employees may have access to client records that contain information which may be of a personal nature to a claimant or has been collected by the company to assist in the assessment of a claim. This information is confidential and should not be disclosed to an unauthorised third party. If in the course of their duties, employees are required to work on client records away from Recovre premises, e.g. at an alternate work location or from home, this activity must be conducted in a secure environment. All reasonable measures must be taken to ensure that unauthorised third parties cannot access or peruse these records. In addition, confidential work should not be undertaken in public locations, e.g. on public transport.

Unauthorised use of intellectual property of others

Recovre respects the intellectual property of others. As such, employees and contractors must not reproduce copyrighted software, documentation, or other materials without permission. Third party software in the possession of Recovre must not be copied unless such copying is consistent with relevant licence agreements, and management and data communications systems remain the property of Recovre. Recovre reserves the right to examine all data stored in or transmitted by its systems. As such, employees should have no expectation of privacy associated with the information they store in or send through these systems.

By using Recovre's computer systems, all employees and contractors consent to allow all information they store on Recovre systems to be divulged to law enforcement authorities at the discretion of Recovre management.

Remuneration Details

An Employee's salary and other elements of their remuneration package are confidential and it is a condition of employment that an Employee does not disclose this to past or present employees of Recovre.

Public comment and use of the company name

Employees may not make statements or comments to the press or other external bodies regarding the company, the company's business dealings or financial status or the company's customers unless directed or authorised by Recovre.

Employees are not authorised to use the company name, except in the ordinary course of business, without the express authorisation of Recovre.

Employees may not make presentations or offer commentary on behalf of the company at conferences, seminars or the like without written authorisation of management. A clear benefit to the company must be demonstrated when seeking approval to present or offer commentary on behalf of the company at a conference, seminar or the like.

References

Managers may, from time to time, be called upon to act as a referee for a former employee. It is company policy to not provide a prospective employer a reference relating to an employee or ex-employee. Recovre do not provide such references, but are able to provide Certificates of Service. Individual permission may be obtained from People, Performance & Culture on a case-by-case basis.

Gathering information on Recovre competitors

Recovre employees may make observations about competitors' services and activities if such observations are based on publicly available information. Recovre employees should not, however, specifically seek information about the company's competitors that is proprietary or gain information via unlawful or deceitful means.

GIFTS AND GRATUITIES

Giving gifts, gratuities and services

Recovre recognises that it is accepted business practice that entertainment and small tokens such as Christmas Cards, may be extended to prospective and existing customers.

Recovre employees may furnish meals, refreshments or entertainment appropriate to the circumstances in connection with business discussions. The furnishing of meals, refreshments or entertainment should not, however, violate the standards of conduct of the recipient's organisation or of any contractual agreement with a customer.

Beyond this, employees may not offer or give gifts, commissions, gratuities, or other payments, whether openly or secretly, to prospective or existing customers, or government officials.

Moreover, Recovre expects that employees will not offer or give secret commissions, hidden gratuities, or confidential payments to third parties who might influence prospects, customers, or government officials.

Recovre prohibits the provision of any service, accommodation or travel of any value whatsoever, unless rendered in conjunction with the performance of company business.

Receiving gifts, gratuities and services

It is expected that, at all times Recovre employees will strive to obtain the best service for the company at the most competitive price. As such, employees should not accept personal gifts or extraordinary hospitality which may influence, or appear to influence, a purchasing decision.

Recovre employees may accept meals, refreshments or entertainment, appropriate to the circumstances, on an infrequent basis in connection with business discussions. Every employee is personally responsible for ensuring that acceptance of such meals, refreshments and entertainment is proper and could not reasonably be construed as an attempt by the offering party to secure favourable treatment.

Recovre employees are not permitted to accept gifts of more than nominal value from individuals, companies, or representatives of companies who have, or seek business relationships, with Recovre. Nor is it permissible for employees to accept any service, accommodation or travel of any value whatsoever, unless rendered in conjunction with the performance of company business.

Excluding loans from recognised banks and financial institutions which are generally available at market rates and terms, a Recovre employee (or member of his or her family) may not accept from an individual or company doing, or seeking, business with Recovre any loan, guarantee of loan, or payment.

PROPERTY AND OWNERSHIP**Use of company resources**

Company property may not be sold, loaned, given away, or disposed of, without proper authorisation. All Recovre assets must be used for proper purposes during employment with the company. Improper use includes unauthorised personal appropriation or use of Recovre assets, data or resources (including computer equipment, software, photocopiers, facsimile machines, telephones, and vehicles), facilities, materials and supplies. Improper use includes, but is not limited to, the following:

- Using the company photocopier or facsimile machines for personal requirements without authorisation
- Using tool-of-trade company vehicles for excessive private mileage without express authorisation from the company
- Appropriating company stationery for personal use
- Use of company telephones for long distance calls of a personal nature
- Use of the email system and Recovre computer systems for personal use or for work not authorised by, or on behalf of, Recovre.

Intellectual property

While employed by Recovre, all intellectual property, generated by an employee or contractor, which is related to the affairs of Recovre, will become the property of Recovre intellectual property includes, but is not limited to: patents, copyrights, trademarks, inventions, computer software systems, programs and documentation.

Recovre employees and contractors must protect the company's intellectual property at all times and are required to sign a declaration to this effect upon joining Recovre.

HEALTH & SAFETY

Recovre is committed to:

- Providing a safe and healthy working environment for all employees and other persons who enter onto or use our premises as a place of work
- Striving to continuously reduce risks associated with workplace hazards found in Recovre
- Providing appropriate resourcing in line with the importance attached to occupational health and safety.

In realising these commitments, Recovre will comply with all relevant Acts and Regulations to promote a workplace that is safe and without risk to health. In the absence of specific legislation, the most appropriate standards will be maintained.

Occupational Health and Safety is both an individual and shared responsibility. The success of our health and safety policy and progress depends on the commitment and cooperation of all employees. Employees and Contractors are required to cooperate and actively contribute to the health and safety of themselves and others within the workplace.

All new employees, contractors and visitors will receive appropriate induction into the workplace, occupational health and safety procedures, safe work practices specific to their job and also their general responsibilities in contributing to a safe and healthy workplace.

All persons are expected to cooperate to ensure knowledge and implementation of occupational health and safety principles. Occupational Health and Safety Committees and Representatives throughout Recovre will ensure effective representation and consensus on health and safety issues. Recovre will ensure that appropriate consultation arrangements are in place to enable employees to contribute to the decision-making affecting their health, safety and welfare at work.

Recovre will integrate continuous improvement into its occupational health and safety performance by taking appropriate action to monitor employees' health and safety at work and the conditions of the workplaces under its control. Auditing of occupational health and safety systems compliance will be an ongoing activity.

Recovre's Occupational Health & Safety Policy and related procedures and programs will be monitored and reviewed regularly to reflect our changing business environment and continuous improvement in occupational health and safety.

To find your local OH&S representative, please contact your Manager.

Employee Travel

All employees and contractors will receive the Recovre 'Safer Vehicle & Safer Driving Policy' regarding occupational health and safety procedures and also their general responsibilities in contributing to safe travel for employees using private vehicles, hire vehicles or office 'car pool' vehicles and are required to comply with these policies at all times.

Use of drugs and alcohol

Smoking is not permitted in any Recovre premises, nor is the consumption of drugs whilst on Company premises or conducting Company business. Consumption of alcohol on company premises is only permitted when authorised by the employee's manager. Conducting Company business whilst intoxicated, whether on company premises or not is prohibited.

ANTI-DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity (EEO) means the absence of discrimination or less favourable treatment in employment based on an attribute, such as a person's sex, age, race, disability, etc – in other words, a 'fair go' for all Employees.

Recovre promotes diversity in the workplace, recognising and allowing all Employees to contribute their knowledge, skills and abilities to the workplace irrespective of characteristics such as: *sex, age, marital status, pregnancy or potential pregnancy, parental status, breastfeeding, race, colour, nationality, ethnic or national origin, physical/mental impairment/disability (past, present or future), lawful religious belief, lawful political belief, industrial activity, physical features, carer status, sexual orientation, personal association with person identified by reference to one of the above attributes, or any other ground prohibited by State or Federal anti-discrimination legislation.*

ANTI-BULLYING & HARRASSMENT

Bullying will not be tolerated under any circumstances. Bullying behaviour is not only restricted to employees but it may involve anyone with whom employees of the business come into contact in the ordinary course of their employment whilst at work. Bullying may be active or passive, direct or indirect, physical or psychological but it does include:

- Unacceptable language and rudeness
- Coercive behaviour directed against someone including their property
- Unreasonable teasing
- All forms of intimidating behaviour including physical assault or threats
- Marginalising or ignoring someone
- Any form of demeaning behaviour whether business or personal which serves to denigrate the individual being attacked
- Abuses of authority.

PROCEDURE – CODE OF CONDUCT

Employees facing an ethical issue

Employees who are faced with a business situation, which poses an ethical or moral dilemma, should refer to the Recovre Code of Conduct for guidance. If any employee is in doubt, he/she should seek advice from their Manager or other relevant formal sources within the company before taking any action which may compromise personal or company ethical standards.

Handling a breach of company ethical standards

Employees who have knowledge of any non-compliance with this Code, or of any unethical practices within the company, should report this immediately to their Manager or if necessary, to the next level of management. Apart from issues which are primarily management issues (such as standards of dress); the Manager must report the situation to People, Performance & Culture. Where appropriate, the employee may report the incident directly to People, Performance & Culture.

As soon as People, Performance & Culture have been advised, they will be responsible for directing all aspects of an investigation and will advise management as to its progress. Local management should take no further action of an investigative nature.

Employees should not be interrogated, dismissed or advised of potential investigations until People, Performance & Culture have been notified and instructions have been received.

During an investigation, it may be deemed necessary for Recovre to suspend an employee from their duties, on full salary.

COMPUTER AND INTERNET

Policy

All employee and contractors are granted use of Recovre computer systems and Internet facilities, based on their acceptance and adherence to the Recovre Code of Conduct. As such, the company reserves the right to withdraw access to Recovre computer systems, the Internet and the facilities thereon in the event of a breach or suspected breach of any of the conditions in the Recovre Code of Conduct. Recovre may initiate disciplinary proceedings against users in respect of any breach, which may result in dismissal.

Intentional misuse or corruption of information resources is a direct violation of Recovre's Code of Conduct. Recovre will pursue criminal and civil prosecutions of violations when appropriate.

General

Intellectual Property

The computer software systems developed or used by Recovre have been designed and developed at a cost to the company. Such systems, and all ancillary documentation and information in relation to them, constitute intellectual property owned by Recovre or the person who has authorised Recovre to use them.

Employees and contractors are required to protect the intellectual property of Recovre and where an employee or contractor is using a system under license from another person, he/she must observe the requirements of the licensor.

Systems security

Employees and contractors must not delete, rearrange, access or otherwise use stored information in the company's computer systems other than within the scope and course of the proper and diligent performance of his/her duties or services.

Where an employee or contractor has been provided with a password to facilitate access to the company's computer systems or computer stored data, the employee shall not disclose the password or allow it to become known to any person, including Recovre employees and agents.

Employees or contractors must not install software (that is not licensed by Information Systems) on PCs or Networks. This applies to all software including shareware, screen savers and games. Computer games must not be played on corporate equipment.

Internet

Recovre owns the Internet access. Employees do not own their Internet access. Employees may only use the Internet and Recovre computer systems for work on behalf of and authorised by Recovre. If a Recovre employee generates non-authorised material, disciplinary action will be taken.

Employees must ensure that any equipment connected to the Internet and Recovre computer systems is not left in such a manner that unauthorised users can gain access to the Internet or Recovre computer systems. Access must be logged off, or unplugged when Internet is not in use.

If at any time employees feel that their rights as a user are violated, or if employees are aware of other users who misuse the Recovre computer and Internet facilities, they must report the incident promptly to their manager or People, Performance & Culture.

Email

- Recovre reserves the right to monitor (i.e. read) any email on its facilities, including any which may have been marked as private or personal
- All users must return any received email, which was not intended for them (e.g. incorrectly addressed email) to the sender, stating the reason for return
- All messages sent by email must conform to professional standards of written communication
- All users must adhere to local, State, Federal and International laws and regulations, as well as the regulations of any interconnected networks, when using the Internet and Recovre computer systems
- Users must not make adverse comment about any individual, company or its products or services in an Internet communication
- Users must not forward internal communications or material to any person who is not a Recovre employee without a manager's permission
- Recovre logos and trademarks must only be used with management's authorisation
- Users must not post someone else's message without obtaining the writer's approval, as this may constitute an infringement of copyright
- Users must not transmit software or other copyright material via email unless they know that the recipient is authorised by the copyright holder to store and use the material.

Use of Internet/Email/Social Networking Sites in office

Employees who are utilising the Recovre internet for private use including social networking sites during working hours should keep their use to a reasonable level. Any level of personal use that interferes with an Employee's work efficiency would be considered unacceptable.

Employees should understand that when they post content to the internet that could identify them or their colleagues, they should do so in a manner that is consistent with their contract of employment and Recovre's Code of Conduct.

Use of Social Networking Sites out of office and out of office hours

Social networking sites i.e. Facebook, are just another way of people interacting in the workplace, and Employees need to be aware that their behaviour on any social networking sites towards another employee is no different to their behaviour in the office and should be in line with Recovre's Code of Conduct.

Employees should be aware that if their out-of-work activity causes potential embarrassment for Recovre or detrimentally effects Recovre's reputation then Recovre is entitled to take disciplinary action.

Any behaviour that is not consistent to the behaviours outlined in this policy and Recovre's Code of Conduct will be viewed as gross misconduct.

Prohibited Activities

- Harassment via Recovre's computer and networks is strictly prohibited. Users must not engage in electronic 'stalking' or other forms of harassment, including the sending of harassing, obscene or threatening messages
- Users must not produce and/or forward emails, which contain jokes, stories, or pictorial material which could be considered offensive, obscene, discriminatory, illegal, pornographic or contrary to EEO (Equal Employment Opportunity) principles, to recipients either internal or external to the group. Chain letters and pyramid letters are also not permitted
- The retrieval or sending of offensive or pornographic material from the Internet or a Recovre computer is considered an extremely serious matter. Systems Security's decision is final as to what constitutes such material
- Users must not attempt to intercept or otherwise monitor any network communications not explicitly intended for them, with the exception of IT or People, Performance & Culture staff whilst performing Internet security, monitoring or support functions
- Users must not attempt to access another user's account or send email using a false identity
- Users must not subscribe to automated news or list services which are not approved by IT
- Employees may not take any deliberate action which damages or disrupts a computing or network system or causes a disruption to anyone else's ability to use Recovre's computer or network systems or the Internet by any method whatsoever
- Employees may not introduce computer viruses. Anti-Virus checking must be performed on all floppy discs and material downloaded from the Internet prior to use.

Laptop

- Your laptop must at all times be connected to your laptop security cable with your key stored in a safe place out of view of other staff
- Your security cable must be placed around/through a permanent structure.

Transporting Laptop

- Ensure that your laptop is transported in your car boot or out of sight if you do not have a closed car boot
- Never leave your laptop in your car overnight
- Wherever possible, lock your laptop away while you are at home or store out of sight.

Recovre Code of Conduct. (Employee copy)

Declaration of compliance.

I, _____, have received a copy of the Recovre Code of Conduct. I have read the Code of Conduct and understand what Recovre expects of its employees and contractors. I hereby undertake to:

- i) read and understand updates to the Code of Conduct communicated to me from time to time during my employment;
- ii) conduct myself ethically and with honesty;
- iii) read, understand and abide by Recovre policies and procedures which will be made available to me on commencement of employment and may be updated from time to time; and
- iv) raise any queries I may have regarding the Code of Conduct or Recovre procedures with my Manager or People, Performance & Culture.

If, at any time during my employment, I am provided with access to Recovre Computer Systems (including but not limited to systems allowing me access to the Internet, Intranet, World Wide Web, email, computer hardware and other electronic systems), I understand that:

- i) I must use Recovre Computer Systems responsibly and appropriately, respecting the rights of other Users and complying with all contractual and licensing agreements;
- ii) any access of Recovre Computer Systems granted to me is solely for the purpose of assisting me in performing my role and as such, I will limit my personal use of Recovre Computer Systems in accordance with Recovre policy;
- iii) Recovre will monitor all usage of Recovre Computer Systems, including any communication that may have been marked as private or personal, shareware borrowed, emails sent/received and what I view on the Internet.

I agree to abide by the Recovre Code of Conduct and understand that any breach of the Code of Conduct will be viewed as serious and will lead to disciplinary action, including the possibility of termination of my employment.

Employee's Signature

Date

Recovre Code of Conduct. (Recovre copy – Please return this page).

Declaration of compliance.

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- i) read and understand updates to the Code of Conduct communicated to me from time to time during my employment;
- ii) conduct myself ethically and with honesty;
- iii) read, understand and abide by Recovre policies and procedures which will be made available to me on commencement of employment and may be updated from time to time; and
- iv) raise any queries I may have regarding the Code of Conduct or Recovre procedures with my Manager or People, Performance & Culture.

If, at any time during my employment, I am provided with access to Recovre Computer Systems (including but not limited to systems allowing me access to the Internet, Intranet, World Wide Web, email, computer hardware and other electronic systems), I understand that:

- i) I must use Recovre Computer Systems responsibly and appropriately, respecting the rights of other Users and complying with all contractual and licensing agreements;
- ii) any access of Recovre Computer Systems granted to me is solely for the purpose of assisting me in performing my role and as such, I will limit my personal use of Recovre Computer Systems in accordance with Recovre policy;
- iii) Recovre will monitor all usage of Recovre Computer Systems, including any communication that may have been marked as private or personal, shareware borrowed, emails sent/received and what I view on the Internet.

I agree to abide by the Recovre Code of Conduct and understand that any breach of the Code of Conduct will be viewed as serious and will lead to disciplinary action, including the possibility of termination of my employment.

Employee's Signature

Date