



PRIVACY AND CONFIDENTIALITY POLICY

Morgan Marine Pty Ltd (MM) respects the privacy of personal and proprietary information and is committed to managing all confidential information in a responsible and disciplined manner.

Confidential information may include but is not limited to any information that is proprietary to MM, any information of personnel information, contractual documentation, commercial value, financial documentation, personnel information, medical data, or customer and supplier lists.

Confidential information shall not to be removed from Company premises without written consent from management.

MM shall comply with all applicable statutory legislation, regulations, standards and any other requirements to which the Company subscribes.

All MM personnel are required and expected to respect and maintain confidentiality at all times and shall not divulge or discuss proprietary information, internal documentation, personal details or any other confidential information.

All personal information shall be collected for lawful purposes necessary for MM' activities and shall be used in respect of the purpose only and in accordance with the National Privacy Principles, which govern the collection, use, disclosure, storage and security of personal information .

All reasonable steps shall be taken to protect the security of confidential information to avoid its misuse, loss, unauthorised access, modification or disclosure.

MM shall initiate disciplinary action as necessary for any violation of this policy .

Andrew Morgan
Director
28 May 2013