

Record Retention and Destruction Policy

We retain records created or received during our business for as long as they are legally required to be maintained or necessary for the operational requirements of the Company.

We will:

- Create and maintain authentic, reliable and usable business records, capable of supporting the company's requirements for as long as they are needed.
- Retain records for the period required by law or for such longer period as is needed to meet Company operational requirements or comply with agreements with customers and suppliers.
- Store information so that it is both secure and retrievable.
- Dispose of or destroy records that are not required to be retained.
- Fully comply with all laws and regulations with respect to record management

The term "records" is to be interpreted broadly to include documents, drawings, reports, meeting minutes, work papers, letters, calculations and data contained in models and databases which are produced or received by any staff member or contractor during service to the Company, regardless of the medium in which they exist.

The responsibility for application of this policy rests with us all.

Chris Ashton
Chief Executive Officer

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