



General

The Company has established guidelines and procedures to ensure the proper use of its electronic mail (E-mail) network and the Internet as well as to safeguard all information that is transmitted or received on it. The network, which consists of several E-mail systems, is an asset of Capral Aluminium Limited (Capral) and all communications conveyed by or contained within it are subject to this policy.

Each person who uses the Company's E-mail network should be aware that, in accordance with this policy, the Company reserves the right to monitor, access review and disclose all messages, documents and information transmitted or received on it, as deemed appropriate by the Company.

Each person is responsible for knowing and following the policy and guidelines for E-mail and Internet. Failure to comply may result in disciplinary action that could include termination of employment.

This policy applies to:

- All employees, advisors and agents of Capral and its subsidiaries who have access to the Company's E-mail network.
- All authorised third parties who, because of their business relationship with Capral, require use of and are granted direct access to the Company's E-mail systems.
- All of the Company's E-mail systems and data, in any form, including correspondence, attachments, bulletin boards, discussion or reference databases and archives.

Internet Access

Employees, advisors and agents of Capral who use external online communication services or access external networks (such as the Internet, World Wide Web, etc.) as part of their work responsibilities must follow the same policies and guidelines that apply to internal E-mail communication.

In addition, the following guidelines must be followed when using external online communication services as part of your work responsibilities:

- If a Capral computer (including laptops/notebooks) has the capability of connecting to the internal Capral Network then the Internet may only be browsed via the Network. This means that to browse the web remotely it is necessary to dial the Capral supplied connection and then access the web through the Capral network. **This is an Extremely important Internal Security Issue.**
- Confidential and/or sensitive information should not be communicated or transmitted through internal and external online systems unless approval is first received from the relevant General Manager. This applies to any information that has not been released publicly. Where confidential information is transmitted it should be labelled "confidential" at the beginning
- The Capral web site is the only site authorised to present information on the Internet. All requests to publish information on the Capral site is via the Company Secretary's office.

- Company-paid or Company-contracted accounts for online services may be used only for business purposes.
- Under no circumstances should a Capral computer have a personal Internet connection

Activities Prohibited on E-mail and Internet Systems

- The expression of personal beliefs or philosophies that violate the Company's policies or any government laws, ordinances or regulations;
- The use of chat rooms for non business purposes;
- The spread of "chain mail" or other frivolous communications;
- The visiting of Internet sites, sending or receiving material or the use of any language or reference that could be viewed as obscene, derogatory or racially, sexually or otherwise offensive to employees, customers, suppliers or competitors
- The solicitation of merchandise, services or opinions that do not directly relate to Capral's businesses;
- Copying or transmitting software and/or documents protected by copyrights in violation of its copyright.
- Use of the systems for personal gain or profit, or for gambling or illegal activities.
- Representing personal opinions as those of Capral.
- Downloading any software or electronic files without implementing virus protection measures that have been approved by Capral.
- Intentionally interfering with the normal operation of the PC or network, including the propagation of computer viruses.
- Revealing or publicising confidential or proprietary information which includes, but is not limited to: financial information, new business and product ideas, marketing strategies and plans, Company databases and the information contained therein, customer lists, technical production information, computer software source codes, computer network access codes and details of business partnerships.
- Examining, changing or using another person's files, output or user name without explicit authorisation.
- Other inappropriate uses of Internet/Intranet, E-mail or network resources that may be identified by Capral