



## INFORMATION SECURITY POLICY

WellDrill recognises the importance of information security. WellDrill's goal is to ensure all information, systems, facilities, programs, data and networks are secure.

We will achieve this by:

- Identifying and preventing or reducing the risks that have the potential to cause loss or damage to information;
- Providing instruction, training and supervision to improve employees understanding of information security, including safe and efficient work practices;
- Ensuring access to Client information and data is only for the purposes of communicating with the Client and the services provided for the Client;
- Controlling write access to documents held within Health, Safety, Environment and Quality Management System to uphold document control principles and prevent loss of IS assets;
- Ensuring access to individual Personnel Files and Finance files are password protected restricted to personnel according to job descriptions;
- Ensuring access to Ostendo with MYOB is password protected with hierarchy of access and restricted to personnel according to job description;
- Maintaining a current, valid contract with an external service provider.

All employees are expected to:

- Adhere to this Policy at all times;
- Be aware of the information security awareness training in WellDrill induction
- Actively protect WellDrill and its' Clients information.

A handwritten signature in black ink, appearing to read "Peter Chegwidden".

**PETER CHEGWIDDEN**  
Managing Director

Date: 11.09.2017