



## Code of Conduct

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## Need Help?

[codeofconduct@peakwellsystems.com](mailto:codeofconduct@peakwellsystems.com)



## Our Expectations

Peak's integrity and reputation is central to everything that we do both now and in the future. It is vital then that we cherish and safeguard them.

This Code of Conduct supports the Peak Values and will help guide you in critical areas of business conduct to ensure that we comply with the law and maintain Peak's high levels of integrity. The Peak Code of Conduct (also known as 'The Peak Code') does not cover every conceivable situation. It sets out codes to help you make decisions and must be read in conjunction with more detailed Peak policies and directives. If you are in any doubt about how any of these should be applied, you should ask for advice from your Line Manager or the Business Support Manager.

Everyone that works for Peak must carefully read and understand the Peak Code; we are all individually accountable. Being accountable means we must each take a proactive approach to ethical, legal and compliance concerns by identifying, reporting and addressing them as necessary.

We understand that, in some cases, following the Peak Code may mean that we lose business or it reduces our profits. To win business we must always rely upon the strength of our people and our excellent products, and never break the law or undertake unethical practices to develop our business.

Trust your instincts. If it doesn't feel right, then it probably isn't! If you have reason to believe that a violation of the Peak Code has occurred or will occur, it is your responsibility to report it to your Line Manager, to the Business Support Manager, to me or the Code of Conduct reporting e-mail:

**[codeofconduct@peakwellsystems.com](mailto:codeofconduct@peakwellsystems.com)**

Failure to follow the Peak Code can expose Peak Companies and Peak Personnel to very serious consequences that may lead to criminal proceedings, fines, imprisonment and most certainly a loss of business and a damaged reputation.

You have the Board's assurance that we will follow the Peak Code of Conduct. We ask for your personal commitment to do so as well.

**Nigel Avern**  
Chief Executive

## Living our Values

At Peak we are committed to improve the performance of wells through advanced technology and this is the reason for our existence.

To deliver our mission and value to our customers, we have well-established company values that focus on People, Technology and Customers. We expect all employees to commit to the Peak Values as they are a timeless set of guiding principles. They define what we stand for and are of intrinsic value and importance:

### Safety

Everything we do will have safety at the core. We will always do our utmost to ensure the wellbeing of all Peak employees and our stakeholders.

### Excellence

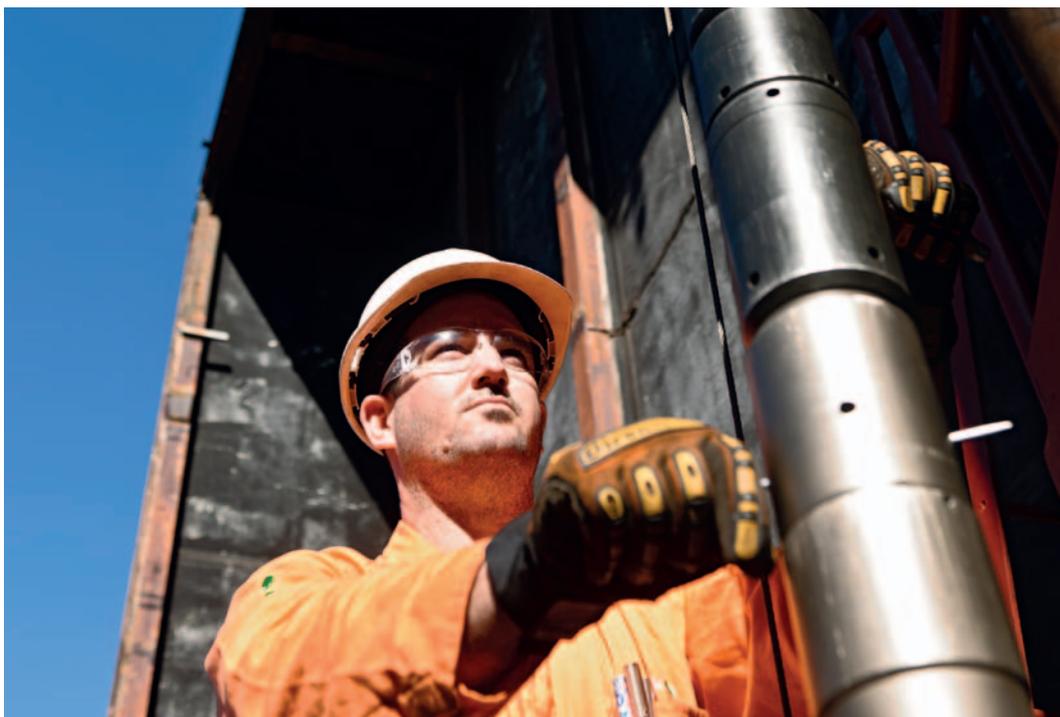
Striving for excellence in all parts of Peak's business makes us special. Superior downhole technology, innovative product development and exceptional customer service are paramount.

### Respect

We are respectful to everyone, with no exceptions. There is no place for personal conflict at Peak. We are culturally aware and will maintain the highest levels of integrity at all times. At Peak, we are fair and just.

### Commitment

Through good teamwork, we can achieve more. We take ownership of both opportunities and problems and ensure they are dealt with promptly and effectively. When we make a commitment at Peak, we always deliver.



## Why do we have a Peak Code of Conduct?

The Peak Code of Conduct is designed to support Peak Values and to help us live those values as we work. It is a practical and clear guide to the behaviour that the company expects from every Peak employee worldwide. The Peak Code sets high standards for us, no matter what our positions are within the company or where we work in the world. It should guide and inform our everyday decisions.

## What are the Objectives of the Peak Code of Conduct?

- To ensure that Peak Companies and Peak Personnel comply with all laws and regulations applicable to our business activities in all countries in which they operate
- To ensure that Peak Companies and Peak Personnel conduct all our business activities with integrity and in an ethical manner
- To maintain and protect the reputation of our business integrity

## Who must comply with the Peak Code of Conduct?

The Peak Code of Conduct applies to all Peak Personnel engaged in Peak Companies worldwide.

This means all Peak directors, officers, employees, agency staff and contract workers ('Peak Personnel') must comply with domestic and applicable international law in all countries in which they represent Peak. Where local law or practice permits a lower standard than set out in the Peak Code, you must nevertheless comply with the minimum standards set out in the Peak Code.

We also expect all third parties with whom we do business to follow the principles set out in the Peak Code.

## What is Expected of Us?

Peak Personnel are expected to perform and work with honesty and integrity and comply with the applicable laws in the course of their business activities, whether or not specifically covered by this Peak Code of Conduct or any other Peak Policy.

As one of Peak's Personnel, you have a personal responsibility to observe the standards of the Peak Code and other Peak policies and directives, irrespective of whether these standards and requirements are also imposed by law.

In the case of Peak employees, violations or non-compliance with applicable laws or Peak policies will constitute grounds for disciplinary action including, where appropriate, termination of employment.

For non-employees, such as contractors, consultants or agents conducting business on behalf of a Peak Company, violations or non-compliance with applicable laws or Peak policies will result in the termination of any relationship with Peak.

## What happens if you do not follow the Peak Code of Conduct?

Whether knowingly or not, if you violate the Peak Code of Conduct and associated policies, you could be subject to company disciplinary action. More importantly, if you break the law, you may have personal liability so it is essential that you understand what is expected of you.

## How should Suspected or Actual Violations of the Peak Code be reported?

You must report any violations of the Peak Code of Conduct of which you become aware. If you know, or have a reason to believe there has been a violation of the Peak Code, associated policies, or applicable law, you must report the incident promptly and without delay.

### **If you know of or suspect there is:**

- a violation of any applicable local or international law, the Peak Code or any other Peak directive or policy; or
- any unethical behaviour related to Peak or its customers and suppliers; or
- any questionable accounting or breach of key internal controls.

### **you must report it immediately to either:**

- your Line Manager
- Business Support Manager
- CEO
- e-mailing the Code of Conduct helpline at: **[codeofconduct@peakwellsystems.com](mailto:codeofconduct@peakwellsystems.com)**

Peak does not tolerate intimidation, retribution or retaliation against any employee who reports a potential or actual violation, or provides further information during a review of a violation, if made in good faith. However, failure to promptly report knowledge of a violation of the Peak Code of Conduct or failure to assist or co-operate in the investigation of reported non-compliance may result in disciplinary action taken against you.

## Code of Conduct Helpline

**[codeofconduct@peakwellsystems.com](mailto:codeofconduct@peakwellsystems.com)**

If you know, or have a reason to believe there has been a violation of the Peak Code, associated policies, or applicable law, you must report the incident



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The following 18 Key Codes are designed to help you make the right decision in relation to critical business issues.

## Code 1

### Legal Compliance & Business Dealings

Always be honest and fair in business dealings and follow the law.

All Peak Personnel must comply with domestic and applicable international law in all countries in which they represent Peak. Where local law or practice permits a lower standard than set out in the Peak Code, you must nevertheless comply with the minimum standards set out in the Peak Code of Conduct.

All Peak Personnel must be honest in representing Peak when dealing with customers, government officials, the public, suppliers, competitors, shareholders and fellow employees or contractors.

We also expect all third parties with whom we do business to follow all the codes set out in the Peak Code of Conduct.

## Code 2

### No Bribery and Corruption

Never offer or accept a bribe of inducement.

At Peak we compete solely on the value of our products and our people. You must never offer or accept any bribe or inducement which may improperly influence or appear to influence your actions or those of a third party. You must not use a third party, such as an agent, adviser or business partner to pass on or accept a bribe. An improper payment to gain an advantage in any situation is never acceptable and exposes both Peak Companies and Peak employees to possible criminal prosecution and large civil fines or penalties. Acts or allegations of bribery can do serious damage to Peak's reputation.

Peak Personnel who are found to be giving or taking bribes or any other acts of corruption, will be subject to disciplinary action which may ultimately lead to dismissal and, if appropriate, criminal proceedings.

#### **No facilitation payments**

Peak makes no distinction between bribes and so called 'facilitation' or 'greasing' or 'enabling' payments to expedite or otherwise procure a transaction. Peak Personnel, agents, contractors and suppliers shall not make bribes or facilitation payments on behalf of Peak.

This includes payments to any government official in any branch of government (or anyone exercising governmental powers), political candidates or parties, officers or employees of any corporation owned or controlled by the government, any customer, or anyone else.

The ONLY exception to this would be in circumstances where there is a real and imminent threat to either the health, safety, personal security or welfare of any employee or a member of his or her family, a co-worker or loss of Peak's property. An example of this would be where a Government Official makes a demand for payment together with a threat that if payment is not made the person may be detained. If, after initially declining to make a payment, you decide to make the payment due to the threat, then this exceptional circumstance must be immediately reported in writing to Peak's Business Support Manager and the CEO. Peak will report situations where monies have been extorted from Peak Personnel to the proper authorities.

## Code 3

### Use of Business Partners, Agents and Third Parties

All contracts must clearly stipulate that improper or illegal payments are not to be made.

In certain countries, business practices prescribe the use of agents or similar third parties to represent Peak interests.

To minimise the risk of corruption, agents, intermediaries and suppliers must be carefully chosen because their improper conduct could damage Peak's reputation and expose Peak Companies and Peak Personnel to legal liabilities.

To minimise risk of corruption, we will only use agents, intermediaries and suppliers who comply with the law and who have been approved or are exempt under the terms of our Supplier Due Diligence Directive.

This directive requires detailed due diligence to be carried out on all high-risk third parties (such as agents and intermediaries). Certain other parties are categorised as low-risk and require more limited due diligence to be performed, or are exempt and do not require any due diligence to be carried out. You must familiarise yourself with the directive to ensure that business partners that you work with are approved or exempt.

All contracts between Peak and its partners, agents and third parties must clearly stipulate that improper or illegal payments are not to be made, including any form of facilitation payment. Business partners, agents, intermediaries and suppliers must be given a copy of this Peak Code of Conduct and asked to confirm their acceptance and compliance with the terms that apply to it.

The following are examples of high risk business partners who will ALWAYS be subject to due diligence, and in respect of whom particular caution must be exercised pending completion of necessary due diligence:

- a sales agent
- a supplier who interacts as an intermediary with any government agency or body (for example, anyone responsible for customs clearance, obtaining permits, licenses or visas or for liaison with tax authorities)
- an import/export agent or freight forwarder.

Due diligence must be thorough and include checks on corporate probity (business conduct, legal standing), financial robustness and health and safety practice.

**All contracts between Peak and its partners, agents and third parties must clearly stipulate that improper or illegal payments are not to be made**

## Code 4

### Conflicts of Interest

Recognising and avoiding conflicts of interest.

Peak Personnel must avoid conflicts of interest between their private activities or personal interests and Peak's interests. You must not accept (directly or indirectly) any personal payments, services or loans from a competitor, customer, supplier or contractor of any Peak Company.

Peak Personnel owe Peak their loyalty and should avoid any interest, investment or association that interferes with the independent exercise of sound judgement in Peak's best interests. In particular, you or a family member\* may not carry on business with Peak through some other company, partnership or sole trader without prior permission from Peak.

Conflicts of interest are prohibited unless approved in advance by the Board. If you think you may have a conflict of interest you must promptly disclose this to your Line Manager. Many conflicts of interests can be resolved in a mutually acceptable way, but they must be dealt with. Failure to disclose a conflict may lead to a disciplinary action.

\*Family members include (but not limited to) your spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law. Adopted, half and step members are also included in family members.

## Code 5

### Gifts and Hospitality

Use your good judgement.

Gifts and/or entertainment whether given or received by Peak Personnel must not place the recipient under any obligation and should not be capable of being misconstrued.

Gifts and/or entertainment, whether given or received by Peak Personnel, must:

- be nominal
- only given or accepted if within the bounds of recognised business practice
- be related to a business purpose
- not be intended to influence a business transaction.

Cash gifts are never acceptable.

Peak Personnel must not offer or accept a gift or entertainment from or to any customer of Peak, or from or to any person or company having current or prospective dealing with Peak such as a supplier or contractor, if the gift or entertainment is worth more than a nominal value.

Nominal value is considered to be US\$500 when in relation to non-government organisations. Nominal value is considered to be US\$100 when in relation to a Government Official or governmental organisation. In all situations, the gift or entertainment must be of a nature which does not allow it to be re-sold.

Peak recognises that there may be situations where it is culturally appropriate to receive something from a customer or supplier that exceeds the nominal value. Where it is a gift or entertainment (for example golf or other sporting event) with a related business purpose. They should never be given as a bribe or received with the impression that they are a bribe. In such situations you must obtain written permission of the CEO.

## Code 6

### Political Donations

Peak will conduct its activities in a manner that ensures its interests are not compromised by inappropriate political activity or statements.

Peak Companies (or their agents or representatives) must not make any donations intended to procure political influence on behalf of Peak. Peak funds and resources may not be used to contribute to any political party or political candidate.

## Code 7

### Export Controls and Economic Sanctions

Always follow export controls and sanctions.

The UN, the European Union as well as Australia, UK and US (and other countries) impose restrictions on exports and sanction dealings with certain countries, entities and individuals. Serious penalties – fines, revocation of permits to export and even imprisonment – can apply when these laws are broken.

The combination of export controls and economic sanctions means there are frequently restrictions on:

- exports and re-exports of goods, technology and software source codes to specific countries, entities and individuals, and for certain end-uses
- disclosure of certain technology and software source codes to nationals or a prohibited country
- involvement of nationals of the country imposing sanctions in any business dealings with the sanctioned country or with persons in the sanctioned country
- new investments or other transactions with a sanctioned country, persons in the sanctioned country and sanctioned individuals.

If your work involves the sale, shipment, electronic transfer or disclosure of technical information, software, goods or services across national borders between Peak, or with third parties, you are required to keep up-to-date with applicable rules and regulations. Peak's Business Support Manager should be contacted in the event of any doubt.

Peak will not conduct business with any entity that is blacklisted by the Australian, UK or US Governments.

Current and up-to date export controls, sanctions and blacklists can be checked at:

[http://www.dfat.gov.au/icat/UNSC\\_financial\\_sanctions.html](http://www.dfat.gov.au/icat/UNSC_financial_sanctions.html)

<http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/export-controls-sanctions/country-listing/>

<http://www.bis.doc.gov/complianceandenforcement/liststocheck.htm>

**Serious penalties – fines, revocation of permits to export and even imprisonment can apply when these laws are broken**



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## Code 8

### Competition & Anti-trust Regulations

Always competing fairly and ethically.

Peak Companies are encouraged to compete vigorously for business, but always fairly and in compliance with the law and on the merits of our products.

Competition or anti-trust laws apply to every level of business in many of the countries in which Peak operates. The laws apply not only to Peak Companies, but also our competitors, suppliers and customers. It is important to be aware of the laws, not only to avoid infringement, but also to ensure that suppliers or customers are not engaging in anti-competitive activities that could damage Peak's business.

Peak will only use information that has been obtained fairly and legally to understand issues affecting its business, customers, suppliers and competitors. Although laws may differ from country to country, the following examples illustrate some of the most common illegal competition and anti-trust activities:

- price fixing and bid rigging
- agreements between competitors regarding which suppliers or customers they will not deal with
- agreements between competitors not to compete for certain customers or accounts, or in certain geographic areas
- agreements between competitors to reduce production or output.

## Code 9

### Equal Opportunities for Employees

We are committed to ensuring mutual respect and tolerance in the workplace.

Any employee with responsibility for recruiting, evaluating and promoting shall do so based on job requirements (e.g. qualifications, experience) and merit. Merit includes an individual's skills, performance, capability and other job-related criteria.

Peak will not tolerate any form of harassment or abuse in any Peak workplace, towards Peak Personnel or others. Peak is committed to ensuring that you are able to work in an environment which is free from harassment including victimisation and bullying and in which Peak Personnel treat each other with mutual respect and dignity. Peak does not tolerate any behaviours such as violence and intimidation, lawful discrimination including on the basis of race, religion, national origin, sexual orientation, gender or age.

**Peak does not tolerate any behaviours such as violence and intimidation, lawful discrimination including on the basis of race, religion, national origin, sexual orientation, gender or age**

## Code 10

### Substance Abuse

Peak will provide a safe and productive work environment by ensuring that the workplace is free from any form of substance abuse.

You should be fit and ready to carry out your work duties at all times while at work or on Peak business.

You are prohibited from being at work or on Peak business while impaired by drugs or alcohol or with illegal drugs present in your system. The use, possession, sale or distribution of illegal drugs and the misuses of legal drugs or other substances is prohibited.

Except where authorised by Peak Management, alcohol consumption is not permitted within a Peak workplace or worksite.

## Code 11

### Quality, Health, Safety and the Environment

Doing the job right, first time, every time.

The long-term business success of Peak depends upon our ability to continually improve the quality of our products and our service delivery. By meeting or exceeding customer expectations every time and all the time, we demonstrate our commitment to quality. Our progressive approach to quality must be understood, shared and practiced every day as the Peak way of doing business.

Managers are responsible for ensuring that Peak Personnel have the right environment and awareness to prevent breaches of quality.

Each employee is individually responsible and accountable for quality within his or her area of activity. Each of us is also responsible for adhering to company policies, standards, procedures and work instructions.

We are committed to continual quality improvements, with regular audits and promptly addressing any non-conformances to ensure lessons are properly embedded within Peak to avoid reoccurrence. Customer feedback is always addressed in a timely and appropriate manner.

#### **Relentless Commitment to HSE**

Peak will conduct its business in a manner that prevents harm to people or the environment as a consequence of what we do. We are committed to creating a culture where prevention of harm is a priority for everyone.

Each of you is personally responsible and accountable for maintaining a safe and healthy workplace by ensuring that all applicable health and safety rules and policies are adhered to. Any workplace accidents, near-misses, unsafe practices and conditions must be reported to your Line Manager.

Managers are also responsible for ensuring safe systems of work are implemented effectively to ensure harm is prevented.

## Code 12

### Fraud and/or Theft

Peak will not tolerate Fraud and has Systems to detect it.

Peak will not tolerate fraud and has established procedures to prevent, detect, report and investigate suspected fraud. Fraud generally involves some form of deceit, theft, trickery, or making of false statements, breach of trust and guilty intention with the object of obtaining money or other benefit. A fraudulent act can have significant consequences for Peak and the individuals involved.

Fraud includes, but is not limited to:

- dishonesty or fraudulent act
- embezzlement
- forgery or alteration of business documents
- misappropriation of Peak, customer, supplier or contractor assets
- conversion to personal use of cash, supplies or any Peak asset
- unauthorised handling or reporting of Peak business transactions
- falsification of Peak company records or financial statements
- misrepresentations about Peak products or services
- failure to disclose information when there is a legal duty to do so.

If you suspect that fraudulent activity may have occurred you must immediately report such suspicion to the Business Support Manager or the CEO.

### Money Laundering

Peak will not condone, facilitate or support money laundering. Peak will comply with all relevant national and international laws and regulations covering money laundering. Money laundering is a generic term used to describe the process by which individuals or companies try to conceal illicit or illegal funds (including the proceeds of crime) within their business in order to make these funds look legitimate. Money laundering legislation is designed to assist and protect legitimate businesses from being used by criminals for such a purpose. Many of the countries in which Peak has operations have some form of anti-money laundering legislation. The legislation may place criminal corporate liability on Peak Companies as well as criminal personal liability on any Peak Personnel involved. You must report any suspicious transactions, activity or incidents of money laundering to the Business Support Manager or the CEO.

Examples of suspicious transactions could include:

- any transaction where you don't know or cannot verify the parties to the transaction
- a willingness by one party to pay above market price
- payments made in currencies other than specified in the invoice
- payments made by someone not a party to the contract (unless approved)
- payments to/from an account other than the normal business relationship account
- requests to make an overpayment
- requests for payments to an overseas jurisdiction unconnected with the transaction or requesting party.

## Code 13

### Confidentiality

Peak Personnel must protect confidential information, propriety information and trade secrets in their possession.

Confidential information includes all proprietary or non-public information that might be of use to competitors or other third parties, or harmful to Peak or Peak Personnel or customers or suppliers if disclosed.

Confidential information usually includes:

- technical information concerning products and services, new product development, manufacturing, engineering designs, drawings and layouts, software code, know-how, pending patent applications, inventions disclosure statements and the like.
- non-public business information such as non-public financial information, employee information (including e-mail lists), analyses, forecasts, customer and supplier lists, strategic and operating plans, corporate plans, audit materials or reports, legal opinions and advice, information regarding litigation and proposed transactions and the like.

Confidential or commercially sensitive information can come to you in many forms – in conversation, paper copy, or electronically – and can relate to any part of our business or our business partners' activities. The release (intentional or inadvertent) of any confidential information to third parties without appropriate controls and/or protection may damage Peak and its partners and, in some cases, may violate the law.

You must not disclose to third parties any confidential information without authorisation. If your work requires you to discuss such information with outsiders, such discussions must only occur with the protection of a written confidentiality or non-disclosure agreement. These agreements can be provided by the Business Support Manager.

You must never use Peak's confidential information for personal gain or for the benefit of persons outside of Peak.

You must not steal third parties' confidential information, nor make use of any confidential information unless Peak has a legal right to do so.

## Code 14

### Intellectual Property (IP)

Protecting Peak's Treasures.

Intellectual property rights including patent rights, copyright, design rights, database rights, trademarks in all inventions, documents, logos, designs and computer programs created, devised or undertaken by Peak belong to Peak. Peak will own the copyright or the IP rights in all of the work that Peak Personnel create on behalf of Peak. Peak will respect the valid intellectual property rights of third parties and will not knowingly infringe such rights.



## Code 15

### Financial and other Records

We maintain proper records to meet our financial, legal, regulatory and operational objectives and requirements.

All Peak company accounts and records must be recorded in a manner that clearly identifies and describes the true nature of business transactions, assets or liabilities and properly and promptly classifies and records entries in conformity with generally accepted accounting principles and standards.

Accounting records must be retained for as long as required by law or generally accepted practice.

## Code 16

### Data Privacy

Peak Companies will comply with relevant data protection legislation affecting the acquisition, maintenance and use of personal data, whether such information is held electronically or otherwise. Peak Personnel with access to personal data must only use it for the purpose for which it was collected and must adhere to high levels of confidentiality when using it.

## Code 17

### Personal Use of Social Networking & Third-Party Websites

Peak generally views personal and social forum websites and weblogs positively, and it respects the right of employees to use them as a medium of self-expression. However, employees are not authorised to represent the company on such web platforms. If you choose to identify yourself as a Peak employee or to discuss matters related to the company in a social web space, some readers may view you as an actual spokesperson for the company, even though your web activity is a personal project and personal expression.

If you identify yourself as a Peak employee, following the Peak Code of Conduct, applicable policies will help you avoid miscommunication. You should ensure that your profile and related content are consistent with how you want to present yourself to colleagues and customers. The Peak brand is best reflected by its people, and what you publish may reflect on all of us.

Good judgement is expected and these social sites should not be used for personal communication of non-work-related activities during office hours.

## Code 18

### Use of Computer Resources

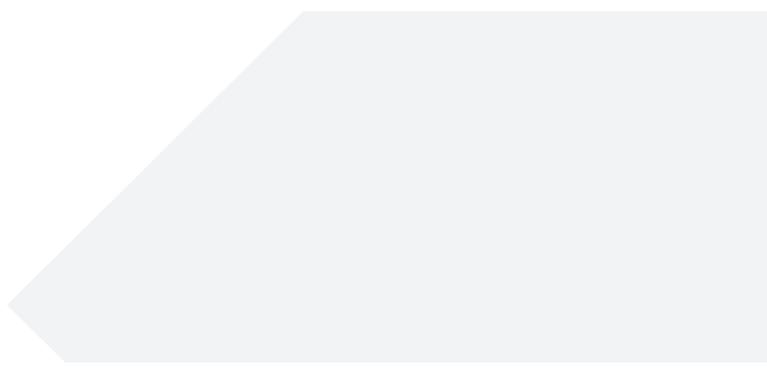
Computer hardware, software and information stored on Peak's IT systems are Peak property.

Peak's computer resources, including e-mail and internet systems, are provided to help you carry out your work. Limited personal use is acceptable if for a *bona fide* purpose, does not interfere with your work and must comply with company's computer use policies. For personal reasons you must apply high ethical standards and comply with applicable laws and regulations.

You should have no expectation of privacy regarding the use of Peak's computer resources. Unless prohibited by law, Peak reserves the right to access and disclose all information contained on our computers, USB flash drives, portable hard drives or wireless devices such as phones, PDA's or smart phones at any time for any reason.

At all times, use good judgement and do not access downloaded data from the internet, send e-mails or instant messages or store any information that you would not want to be seen by others.





[info@peakwellsystems.com](mailto:info@peakwellsystems.com) | [www.peakwellsystems.com](http://www.peakwellsystems.com)