



origin

Directive

Confidentiality and Privacy

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This directive outlines the methods which Origin directors and employees should use to define and manage private and confidential information.

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1. Purpose

Origin is committed to ensuring that all of its people preserve and respect the confidentiality of information relating to the company, its employees and its customers

The purpose of this directive is to ensure that Origin and all of its employees and directors adhere to these commitments.

2. Application

This directive applies to:

- all directors and senior management of Origin and its subsidiaries, and
- all employees of Origin and its subsidiaries.
(collectively employees).

3. Key document

This directive is a key document. It is an EMT Directive and has been reviewed and approved on that basis.

4. Security

All employees can view the document. It can only be revised and reissued by the Company Secretary or his delegate.

5. Confidentiality

Information is a valuable corporate asset and effective dissemination of information is critical to Origin's business success. Much of the information about Origin's business is confidential or proprietary.

Confidential information is information that Origin considers private and that is not generally available outside the company. Proprietary information is information that Origin owns, develops, pays to have developed or to which it has an exclusive right.

All employees must ensure that they do not disclose any confidential or proprietary information to third parties or to other employees who do not have a valid business reason for receiving that information.

An employee must not disclose to others or use for themselves any confidential or proprietary information they have originated or acquired in connection with their employment with Origin.

Confidential and proprietary information includes:

- Pricing information about Origin's products and services
- Methods by which Origin determines its pricing and bidding information
- Documents or records or other information concerning Origin's sales or marketing plans, exploration, production or development activities
- Documents, records or other information concerning Origin's business strategies, business results, exploration and production results, unannounced products or services, and financial results and data
- Customer and employee records
- Software or computer systems developed by Origin
- Data entrusted the company by a customer, supplier or a consultant
- Origin's copyright information or trademarks and plans for new trademarks

- The product of Origin's research and development such as inventions, patents, and engineering information
- Origin business processes, procedures and know-how
- Organisational information
- Any other information that could be used by a competitor to place Origin at a competitive disadvantage, and
- Any information concerning Origin which is not generally available and which may have a material effect on the price or value of Origin securities.

If it is necessary to provide confidential or proprietary information to third parties or other employees for valid business purposes, adequate precautions should be undertaken to ensure that such information is only used for those purposes and is not disseminated or misused to the detriment of Origin and is returned or destroyed when the purpose is complete. Such precautions include the obtaining of a confidentiality agreement or other undertaking. Employees should obtain advice from the Company Secretary or the General Counsel in relation to such confidentiality agreements.

Any information concerning Origin which is not generally available, which may have a material effect on the price or value of Origin securities is also subject to the requirements of the Origin *Continuous Disclosure Policy* and *Dealing in Securities Policy*. The release of such information should only be done in accordance with the provisions of the *Continuous Disclosure Policy*.

6. Privacy

Origin respects the privacy of individuals and is committed to compliance with laws that protect the collection and retention of personal information. Origin is committed to the management of personal information in accordance with the *Privacy Act* and the *National Privacy Principles*.

Origin may collect personal information about individuals, including name, address, date of birth and other relevant identification information in connection with the provision of products and services.

All such information is confidential and will not be disclosed to third parties except as may be permitted or required under the *Privacy Act*. Such information will not be sold, rented or leased to any other party and adequate security measures should be maintained to prevent unauthorised access or distribution.

Customers are to be given the access to correct or update their personal information and should be given the opportunity to opt out of receiving any offers of products or services.

All employment information collected shall be used strictly for purposes related to employment.

7. Other policies and directives

This directive does not allow the authorisation of any matter which may be otherwise prohibited by any other Origin policy or directive.

8. Accountabilities

The Company Secretary is accountable for:

- establishing and reviewing this *Confidentiality and Privacy Directive*
- communicating the directive to employees
- providing advice as to compliance with the directive, and

- maintaining guidelines for establishing compliance with the directive.

All employees are responsible for ensuring their own compliance with this directive. Any employee that is aware of any breach of this directive is encouraged to take action in accordance with Origin's policy on whistleblowing, *Dealing with a Serious Concern*.

9. Related documents

Employees must ensure they are familiar with all of the Company's policies. When reviewing this directive, your attention is drawn in particular to Origin's *Commitments, Values and Principles* and other policies, directives and guidelines that guide business conduct, including the *Continuous Disclosure Policy* and *Dealing in Securities Policy*. These documents can be found on the *Code of Conduct* page on the Origin intranet.

10. Compliance

Origin requires all of its employees to comply with this directive. Compliance with this directive will be periodically monitored by the Company Secretary or delegate and will be included in the scope of relevant audits and reviews. Any known or suspected instances of non-compliance will be reported to the Company Secretary for full investigation and appropriate disciplinary action.

Employees should be aware that breaches of this directive may result in summary dismissal and may also attract civil or criminal legal penalties.

Confirmation of adherence to this directive will also be sought via the *Management Questionnaire*.