

### **Policy Statement**

The Company is committed to ensuring their correspondence is protected in relation to confidentiality, and protection from use by other parties. The Company also states that correspondence can be the sole opinion of the sender, and cannot be guaranteed free of any viruses or similar errors and problems. In line with our Policy – Environmental, there will also be a reminder to consider the environment before printing emails. This policy must be read in conjunction with all relevant and/or related Company policies and procedures.

### **Disclaimer**

All correspondence and any attachment(s) may be confidential and are intended solely for the use of the individual to whom it is addressed. The information contained and any attachment(s) must not be published, copied, disclosed, or transmitted in any form to any person or entity unless expressly authorised by the sender. If you have received anything in error you are required to delete it immediately and advise the sender.

The views and opinions expressed are those of the sender only. We do not warrant the accuracy of any information contained in the correspondence or any attachment(s), nor it's freedom of any viruses or similar errors or problems. It is the reader's responsibility to implement proper Internet and email security measures. We accept no responsibility for any liability for any damage or remedial action needed in respect to your use of correspondence.