



Information Management Policy

Objective

INPEX contributes to the creation of a brighter future for society through our efforts to develop, produce and deliver energy in a sustainable way. We are actively supporting a cleaner energy future, as detailed in our [INPEX Vision 2035 – Realizing a Responsible Energy Transition](#) which describes our roadmap for the next decade to deliver global growth and reliable, lower carbon energy.

It is essential for INPEX to protect information, in any format as an asset to meet operational, contractual, statutory and regulatory requirements. Information Management (IM) describes the means by which an organisation creates, collects, organises and uses information. INPEX recognises that information management governance and process direct the business to ensure that information is accessible, reliable and secure.

Strategy

To accomplish this, INPEX will:

- Treat information, including intellectual property, developed by, or for, or through INPEX joint ventures as an INPEX asset with appropriate corporate governance in place
- Manage information from its creation or acquisition through to its use, distribution, storage, accessibility, communication and archiving/destruction, for as long as it is required to support business activities, audit, joint venture agreements, statutory or regulatory requirements
- Assign ownership and responsibility for information to ensure the requirements of this Policy and related Standards, Processes and Procedures are adhered to
- Develop company-wide Standards, Processes and Procedures that address methods to manage and protect information contained in paper files, electronic documents, computer databases, software programs, communication systems and information storage facilities
- Make every INPEX employee responsible and accountable for appropriate security, access and retention of any specific information records
- Protect the privacy and property rights of others and properly handle information obtained and used by staff members under a confidentiality or license agreement
- Ensure that every INPEX employee understands the implications of information mismanagement and misuse, including the potential costs and risks
- Report incidents and assist in investigations relating to information mismanagement and misuse
- Ensure personnel providing services to INPEX through a third party organisation are required to act in accordance with this Policy and its related practices with respect to their use of INPEX assets
- Promote a culture to protect and preserve INPEX information by providing appropriate training and guidance in order to assist Staff and contractors to adhere to this Policy

Application

This policy applies to all INPEX controlled activities in Australia and related project locations. It will be displayed at all company workplaces and on the Intranet and it will be reviewed regularly.

Tetsu Murayama

Managing Director, Country Chair Australia