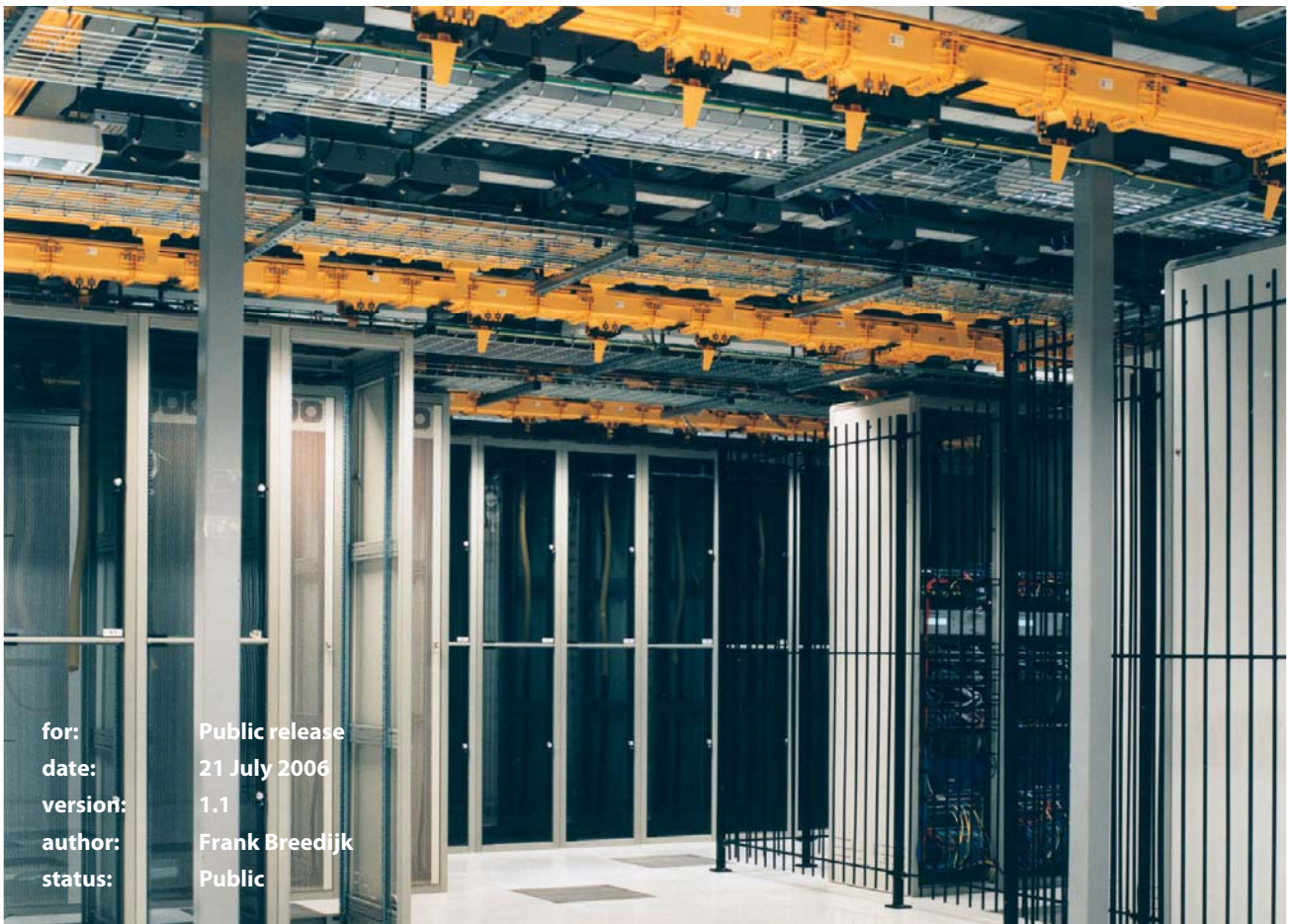


SCHUBERG PHILIS

Code of Conduct

Schuberg Philis Data Center Code of Conduct



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MISSION CRITICAL OUTSOURCING

Table of contents

1 Introduction	3
2 Rules of conduct	3

1 Introduction

The data center is of paramount importance to guarantee our clients a level of service of the highest order, like they expect. Schuberg Philis resides in a specifically designed data center facility. This facility provides camera surveillance and security passes, allowing for restricted and controlled access to any area of the building. The data center is managed on a 24 x 7 basis throughout the year. In order to maintain the security and smooth operation of the data center, Schuberg Philis expects all employees, visitors and thirds parties to comply with the "Rules of Conduct" for the data center.

2 Rules of conduct

- All Customers, business partners, and Schuberg Philis employees agree to adhere to and abide by all security and safety measures established by Schuberg Philis.
- All Customers, business partners, and Schuberg Philis employees shall conduct themselves in a professional manner at all times.
- Customer employees and/or representatives shall not interfere with or use, without authorization, any property or equipment of any other Schuberg Philis customer.
- Customer employees and/or representatives shall not misuse or abuse any data center facilities or third party equipment or property.
- No children are permitted in the data center at any time.
- No food or liquids are permitted in the data center.
- Smoking is prohibited in the entire building at all times.
- Customer employees and/or representatives shall keep their area free at all times of debris, paper, cardboard, packaging materials, and other refuse by placing such items in the containers provided or in a designated area for removal. Excess equipment shall only be stored in rack space leased by the Customer. Equipment or supplies are not permitted to sit on the data center floor, cage floor or on the ventilated tiles. All open floor space shall remain open and not used for storage of any items. Packing and unpacking of equipment is only allowed in the loading bay.
- Customer employees and/or representatives shall store all loose items and unused wire in a noncombustible container (e.g., cabling, nuts, bolts).
- To ensure integrity and maintenance of inventory records/control Customer employees and/or representatives must log all incoming and outgoing hand-carried equipment at the Access Point prior to entering the data center.
Note: Customers may decline participation in the Schuberg Philis inventory program. A signed declaration declining is on file.
- Customer employees and/or representatives shall not block access to any exits, fire alarm boxes, and fire-extinguishing equipment.
- Customer employees and/or representatives shall not store any paper products or other combustible/flammable materials of any kind in the data centre (other than equipment manuals).
- Customer employees and/or representatives shall not bring any Prohibited Materials into any Schuberg Philis data center, including:
 - Photographic or recording equipment of any kind—NO active cameras are permitted
 - Weapons
 - Explosives

- Hazardous materials
- Alcohol, illegal drugs, and other intoxicants
- Electro-magnetic devices that could interfere with computer and telecommunications equipment
- Radioactive materials
- When shipping items to Schuberg Philis, Customers shall have 72 hours from time of receipt at the Point of Access to claim and relocate said items to their designated Co-Location Area.
- No drilling, welding or other hot, dusty or wet works are allowed.
- The use of mobile phones that use the GSM900, GSM1800, DECT or UMTS network is allowed.