

Peningo's Employees and/or Peningo's Subcontractors Employees Agreement to On Premises Guidelines

Peningo's Employees and/or Peningo's Subcontractors Employees working at Peningo's Clients premises agree to:

General Business Activity Restrictions:

- *Not to conduct any non-Client related business activities on those premises.
- *Not to attempt to participate in Client's benefit plans or activities.
- *Not to send or receive non-Client related mail through Client's mail systems.
- *Not to sell, advertise or market any products or distribute printed, written or graphic materials on Client's premises without Client's written permission.

Safety and Security:

- *Not bring weapons of any kind onto those premises.
- *Not manufacture, sell, distribute, possess, use or be under the influence of controlled substances (for non- medical reasons) or alcoholic beverages while on those premises;.
- *Not have in their possession hazardous materials of any kind on those premises without Client's authorization.
- *Acknowledges that all persons, property, and vehicles entering or leaving those premises are subject to search;
- *Agree to remain in authorized areas only (limited to the work locations, cafeterias, rest rooms and, in the event of a medical emergency, Client's medical facilities).

Asset Control:

In the event that a Peningo employee and/or Peningo's Subcontractors Employees has access to information, information assets, supplies or other property, including property owned by third parties but provided to Peningo employee and/or Peningo's Subcontractors Employees by Client's Personnel Peningo employee and/or Peningo's Subcontractors Employees agree to

Not to remove Client or Client's Customer's Assets from Client or Client's Customer's premises without Client's authorization.

- Agrees to use such Assets only for purposes of the assignment.
- Agrees to only connect with, interact with or use programs, tools or routines that the Client agrees are needed to provide Services.
- Agrees not to share or disclose user identifiers, passwords, cipher keys or computer dial port telephone numbers.
- In the event the Client Assets are confidential, agrees not copy, disclose or leave such assets unsecured or unattended.

- Client may periodically audit Peningo employee and/or Peningo's Subcontractors Employees data residing on Client's information assets.

Employee Signature

Date

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