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April 21

## Keeping info inside the gate

by Careon, Andrea (NZAS)
Category: People

Our commercial competitiveness and reputation are vitally important and how we represent ourselves can make a big difference to how we are received by other business leaders, regulators, government agencies and ministers. It is important that we all work together to tell NZAS' story in the best way we can. So I think it is timely to remind you about keeping information inside the gate.

As an employee at NZAS what do you need to do to keep our information confidential? The answer to that is simple - never supply any NZAS information to a person outside our business without gaining approval. This includes sending site announcement emails to home addresses as well as storing company information on external services such as Dropbox or iCloud. It is also important that only those authorised to talk to the media do so. If you are ever approached by any reporters who would like to ask you for comment on NZAS matters, please refer them to myself, or the External Relations team (Jen Nolan and Andrea Carson). This includes commercially sensitive information such as costs, performance and capital spend.

If we all work together we can tell the NZAS story to the right people at the right time. I thank you for your help with this.

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