

SCHEDULE 2

Rule 4

Directions to be included in the Code of Conduct

Visitors will be responsible for the security of documents produced to them.

Visitors will be responsible for the safe handling of documents produced to them.

Visitors will bring only items specified in the Code of Conduct into the search room and reading room.

Visitors will extend respect and courtesy to others in the Office.

Visitors will abide by all health, safety and safeguarding requirements of the Office.