



Email & Electronic Communication Usage Policy

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EFFECTIVE DATE: June 1, 2016

C3 INDUSTRIAL BLASTING & COATINGS, INC. (hereafter referred to as “C3 INDUSTRIAL” or “the Company”) has implemented the following E-mail and Electronic Communication Usage Policy.

Electronic mail and other electronic communications are considered an integral part of the corporate working environment. C3 INDUSTRIAL has established the following policy that governs the use of electronic mail and electronic communications at the workplace. C3 INDUSTRIAL reserves the right to amend these policies. An employee’s use of C3 INDUSTRIAL’s electronic communications system constitutes the employee’s agreement to abide by the policies governing the electronic communications system as set forth below, or as modified in the future. The following types of electronic communications are part of the Company’s electronic communications system and are the property of C3 INDUSTRIAL.

- Telephones, Company-provided cell phones, pagers, and voicemail facilities
- All electronic files, including e-mail accounts and email messages
- Fax machines, modems, and servers
- Company-supplied computers and software
- Network tools such as internet access

All messages composed, sent, or received through the electronic communications system are and remain the property of C3 INDUSTRIAL. They are NOT the private property of any employee and should not be considered private. C3 INDUSTRIAL reserves and intends to exercise the right to review, audit, intercept, access, print, read and disclose all messages created, received, or sent over the electronic communication systems for any purpose. Please note that even when a message is deleted, it is still possible to recreate the message; therefore, ultimate privacy of messages cannot be guaranteed to anyone.

Employees are not to access a file or retrieve any stored communication without authorization. Personal passwords may be used for purposes of security, but the use of a personal password does not affect C3 INDUSTRIAL’s ownership of the electronic information. C3 INDUSTRIAL may at its discretion override all personal passwords for any reason. The reliability of passwords for maintaining confidentiality cannot be guaranteed. You must assume that all messages may be read by someone other than the intended or designated recipient.

The use of the electronic communication system is reserved primarily for the conduct of company business. Employees may access the Internet or World Wide Web for non-business research or browsing during mealtime or other breaks, or outside work hours, provided that all other usage policies are adhered to, including but not limited to the C3 INDUSTRIAL Harassment Prohibition Policy. Each employee is responsible for ensuring that he or she uses his or her Internet access privilege in an effective, responsible, ethical, and lawful manner.

Any information about C3 INDUSTRIAL, its services, or other types of information that will appear in the electronic media about the Company must comply with the Company’s Social Media Policy.



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The electronic communications systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or other confidential materials without prior authorization. C3 INDUSTRIAL purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, C3 INDUSTRIAL does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. C3 INDUSTRIAL prohibits the illegal duplication of software and its related documentation. Employees may not install personal software in company computer systems.

As set forth in its Harassment Prohibition Policy, C3 INDUSTRIAL prohibits any form of unlawful employee harassment based on race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, disability, genetic information, past, present or future status in the Uniformed Services of the United States of America or any other status or characteristic that is protected by federal, state, or local law. As such, all electronic communications shall comply with C3 INDUSTRIAL's policy in regard to non-discrimination (EEO), policy against harassment, and non-solicitation and distribution. In no circumstance are the electronic communication systems to be used to create any offensive or disruptive messages, or any message that might constitute (or indicate the condoning or encouragement of) harassment, lewd, illicit, or illegal activities. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender specific comments, or any other comment that offensively address someone's race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, disability, genetic information, past, present, or future status in the Uniformed Services of the United States of America or any other status or characteristic that is protected by federal, state, or local law. Further, the electronic communication systems may not be used to solicit commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Employees learning of any misuse of the voicemail/e-mail system or violations of this policy shall notify their Manager or the Human Resources Department.

Employees may access only messages, files, or programs, whether computerized or not, that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, voicemail messages or other property of C3 INDUSTRIAL, or improper use of information obtained by unauthorized means, will be grounds for disciplinary action, up to and including termination of employment.

All electronic communication systems are to be used in a commercially reasonable fashion. No company-wide emails, voice messages, or faxes are to be initiated unless there exists a business necessity. All company-wide communication must be routed through the Human Resources Department for review and approval prior to distribution. Violation of the electronic communication usage policy will result in disciplinary action, up to and including immediate termination of employment.