**ELECTRONIC COMMUNICATION POLICY (“ECP”)**

All employees of Martin Concrete Construction, Inc., Martin Concrete of Tennessee LLC, Full Tilt Crane Services LLC, MC Ready Mix LLC, or any other Martin Construction Group-affiliated entity (“Martin”) are required to read, acknowledge, and agree to abide by this ECP as a condition of their employment.

 1. All information created or stored on Martin’s computer system(s) is solely the property of Martin.

 2. Intellectual property laws apply to all information available on Martin information systems and computer network(s).

 3. Duplication or transmission of such material may not be undertaken without express authorization from the Network Administrator.

 4. Employees must take reasonable measures to avoid the public disclosure of Company (Martin) information.

 5. Company (Martin) information should not be accessed, modified, or disclosed except by authorized employees in the course of their employment duties.

 6. Confidential and privileged attorney-client communications or work product may at times be transmitted or stored on Company (Martin) network(s) or other systems. Employees who receive or have access to such privileged information should not disclose or distribute such information, except as directed by legal counsel for the Company.

 7. Stealing, misappropriating, or removing company property from the premises is grounds for termination and/or prosecution.

 8. Employees may not use or disclose confidential information after their employment ends for any purpose whatsoever.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that I have read, acknowledge, fully understand, and agree to abide by this ECP as a condition of my employment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_