

S. T. Wooten Corporation
Electronic Communications policy

Overview: S. T. Wooten Corporation (the "Company"), provides its employees with systems to generate, send and receive electronic communications so that they can work more productively. This means that many of our employees have access to one or more forms of electronic media and services, including without limitation computers, e-mail, external electronic bulletin boards, Usenet or newsgroups, FTP, on-line services and the Internet (individually or collectively, "E-Media," as appropriate). The Company encourages the use of these media and associated services because they can make communication more efficient and effective, and because they provide valuable means of accessing business information. However, an employee's improper use of E-Media can waste time and resources, and create legal liability and embarrassment for both Company and the employee. This Policy establishes rules governing employee use of Company-provided E-Media.

Applications: The Policy applies to all E-Media and related services that are:

- Accessed on or from the Company's premises; and/or
- Created, accessed, received, transmitted or stored using Company-provided equipment, or via Company-provided systems or services; and/or
- Utilized in a manner that identifies the user with the company.

Privacy: Employees should not have any expectation of privacy with respect to information accessed, downloaded, displayed, received, created, sent or stored using E-Media. All Employees should remember that E-Media and related services provided or made available by the Company are Company property, and are intended to be used to facilitate and support the Company's business. The Company expressly reserves the right to monitor, access, copy, print, review, read and store any files, messages or other communications (regardless of medium), which are covered by this Policy.

Use of E-Media:

- Acceptable Use:
 - Use the Company's E-Media in a professional manner for business purposes, with the Company's best interests in mind;
 - Use E-Media in a way that respects the proprietary information of others; and
 - Unless otherwise specifically authorized to do so, include the following disclaimer in any postings to public forums (e.g., Newsgroups, etc.): "The views, opinions and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by S. T. Wooten Corporation."
- Use Restrictions: Employees are strictly prohibited from using the Company's E-Media systems in connection with any one or more of the following activities:
 - Engaging in illegal, fraudulent, discriminatory, harassing or malicious conduct;
 - Accessing, receiving, downloading, displaying, sending and/or storing offensive, obscene, sexually explicit, threatening or defamatory material;
 - Engaging in any activity that is contrary to or in violation of any other Company policy;
 - Accessing, downloading, displaying, editing, executing, sending and/or storing pirated software or data;

- Engaging in the unauthorized copying and/or distribution of copyrighted material (e.g., software. Database files, documentation, articles, etc.);
- Communicating Company trade secrets with or other sensitive or confidential information;
- Permitting or facilitating an unauthorized access to the company's E-Media systems;
- Downloading or installing any software without the prior approval of the Company's IT Administrator;
- Engaging in annoying or harassing behavior, including, without limitation through the intentional distribution of any virus, worm, Trojan horse, trap door or similar disabling code;
- Attempting, whether or not successful, to (i) monitor or intercept the files or electronic communications or others; (ii) use someone else's account or identity without express authorization; (iii) obtain unauthorized access to an computer system; (iv) circumvent or defeat any security or auditing systems; and/or (v) knowingly disable or overload any computer system or network;
- Participating in activities on behalf of organizations with no professional or business affiliation with the Company;
- Distributing or storing chain letters, jokes, solicitations or offers, to buy or sell goods, or other non-business materials of a trivial or frivolous nature;
- Engaging in any activity that is contrary to the spirit of this Policy and/or the Company's best interests.

Personal Use: E-Media services and systems are provided by the Company for business use. Very limited or incidental use of such services for personal, non-business purposes is permitted; however, personal use must be infrequent, and must not (i) involve any prohibited activity; (ii) interfere with the employee's productivity; (iii) consume system resources or storage capacity on an ongoing basis; and/or (iv) deplete system resources, whether due to large file transfers, the accessing of streaming data, or otherwise.

Policy Violations: Any employee violating this policy is subject to discipline, up to and including termination in accordance with the provisions of the Company's personnel handbook. Further, employees using the company's electronic communications systems for defamatory, illegal, or fraudulent purposes, and/or who gain unauthorized access to confidential, non-public areas of the Company's computer system may be subject to civil liability and criminal prosecution.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand all of the information contained in the S. T. Wooten Corporation Electronic Communications Policy. Specifically, I acknowledge that I have no expectation of privacy in connection with any communication or information that I access, receive, download, display, send and/or store using the Company's E-Media systems, and confirm my understanding that all electronic communications sent, received or stored on or using the Company's E-Media systems are property of the Company. Finally, I specifically consent to the Company's monitoring, accessing, copying, printing, reviewing, reading and storing and files, messages or other communications (regardless of medium), which are covered by this Policy.

Employee Signature: _____ Date: _____

Printed Name: _____