**From:** Sze Yan Li <szeyanli@webcor.builders.com>

**To:** <employees@webcor.builders.com>

**Date:** 2013/10/26 10:45

**Subject:** An Important Update to the Automated Monitoring System

Dear Webcor Employees:

At Webcor, we maintain our competitive edge through unique ideas that you have a part in developing. Using Webcor’s monitoring system, we have successfully ensured the safety of our confidential material and have prevented emails or instant messages that suggest illegal or otherwise inappropriate content. Webcor Builders is among the estimated 60 percent of U.S. companies with such monitoring systems in place. By doing so, we have also secured the value of our company name, which is often the sole factor in determining whether a customer purchases our services.

Due to your efforts, Webcor Builders maintains its standing as one of the leading construction contractors in the nation. With the continuous growth of our company and new emerging technologies, we wish to improve our monitoring systems to prevent the disclosure of company information to competitors in the industry. Therefore, on November 1, we will be expanding our automated monitoring system to include employees’ personal blogs. Please be assured that only what is stated in the policy will be observed when monitoring messages.

Webcor Builders embraces the freedom of expression. However, as employees, we all have a responsibility to protect the company’s intellectual property and public image. We appreciate your cooperation in keeping the company’s interest in mind. If you wish to know more about this update, please visit this link: http://www.e.webcor.com/policy.html#electronicmedia or feel free to reply to this email with any questions or concerns.

Sincerely,

Sze Yan Li

Chief Information Officer