**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:

Due to your efforts, Webcor Builders maintains its standing as one of the leading construction contractors in the nation. With the continuous growth of the company and new emerging technologies, Webcor wishes to improve its monitoring systems to prevent the disclosure of company information to competitors in the industry. Therefore, on November 1, Webcor will be expanding its 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 maintains its competitive edge through unique ideas that you have a part in developing. Using its current monitoring system for email and instant messages, Webcor has successfully ensured the safety of our confidential material and has also protected employees from instances of sexual harassment or otherwise inappropriate behavior. In doing so, Webcor has also secured the value of its name, which is often the sole factor in determining whether a customer purchases its services. However, with the growing popularity of online blogs, the company realizes an increasing need to protect employees who use such technologies. While Webcor sympathizes with an employee’s wish to ensure their privacy and freedom of speech, please understand that such monitoring systems are not uncommon and that Webcor Builders is only among 60 percent of U.S. companies with similar policies in place.

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. Webcor appreciates your cooperation in keeping its interest in mind. If you wish to know more about this update, please visit this link: http://www.e.webcor.com/policy.html#emedia or feel free to reply to this email with any questions or concerns.

Sincerely,

Sze Yan Li

Chief Information Officer