

To: All Employees
From: Marisa Langlois, CCO
Subject: Agriflex Email Policy
Date: October 21, 2018

Good afternoon,

Business today could not be conducted without email. It's how we communicate within and without Agriflex — it's how we get stuff done. The average worker spends a large portion of each workday reading and writing emails, so misuse or abuse of email can lead to a huge amount of lost productivity.

This memo is meant to serve as a reminder of some important points of Agriflex's email policy. Please see the full policy in Section 13.5 of the employee handbook.

All emails, whether intended for someone outside of Agriflex or for a fellow employee, must embody Agriflex's corporate value of *respect*.

- Email should be professional and courteous in tone.
- Email must not contain any illegal, libelous, or offensive statements.
- All statements meant to harass, sexually harass, or otherwise harm or intimidate are prohibited.
- The way you present yourself in your emails serves as reflection of Agriflex.

Email is for business purposes, not for personal use.

- Personal use includes, but is not limited to, personal or private conversations, non-work-related email newsletters, and use of your company email address for personal matters, such as online banking.

All email is company property.

- The company has the right to retrieve email that has been deleted.
- Make no assumption of privacy when writing email.

Employees who violate email policies are subject to disciplinary measures or termination.

Any questions or concerns about Agriflex's email policy should be directed to the compliance office. Thank you for your cooperation.