

6-4 Use of Social Media

Michigan Gutters Inc. respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Michigan Gutters Inc. interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar sites, during work time or at any time with Michigan Gutters Inc. equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an email also cannot be disclosed in a blog, website or social networking site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar sites or on someone else's, if the employee mentions the Michigan Gutters Inc. and also expresses either a political opinion or an opinion regarding the Michigan Gutters Inc's actions that could pose an actual or potential conflict of interest with the Michigan Gutters Inc, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Michigan Gutters Inc's position. This is necessary to preserve the Michigan Gutters Inc's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar sites. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Michigan Gutters Inc policies apply equally to employee social media usage.

Michigan Gutters Inc. encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and or social networking site is received and often misunderstood by readers. Employees must use their best judgement. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

6-5 Personal and Company-Provided Portable Communication Devices

Michigan Gutters Inc-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by

applicable law. This includes the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Michigan Gutters Inc's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and emails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Michigan Gutters Inc-provided or personal device, employees must comply with applicable Michigan Gutters Inc guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Michigan Gutters Inc-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is discharged, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Michigan Gutters Inc information and personal data (such as contacts, emails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Michigan Gutters Inc information. This is the only way currently possible to ensure that all Michigan Gutters Inc information is removed from the device at the time of termination. The removal of Michigan Gutters Inc. information is crucial to ensure compliance with the Michigan Gutters Inc's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Michigan Gutters Inc-issued device, the Michigan Gutters Inc's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Michigan Gutters Inc business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using and PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

6-8 Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.