



Communications Policy

Superior Road Products Ltd. (the “Company”) provides employees with a variety of communication systems to help them accomplish job responsibilities and further the Company’s mandate to provide the highest quality of services to our clients. The Company is committed to dealing with its clients, other companies and the general public with the greatest honour and integrity.

Users of any equipment should be aware that their conduct can reflect on the reputation of the Company as a whole and its employees. Employees must understand that these systems, including employee message systems, the Internet, voice mail, telephone, e-mail and computers (computer files and software) are to be used for business purposes and activities. While the Internet, telephone and e-mail are intended for business use, limited personal communication in a professional manner that is not disruptive to work is permitted.

Excessive personal use of any of these services, as determined by management, is strictly prohibited. Employees must understand that these systems, and all the information contained therein, are the property of the Company. They must further understand that these systems are neither private nor confidential. Please be aware that accessed or transmitted information may be seen or heard by individuals other than the intended party. The Company also reserves the right to inspect any information in its systems and the content of materials within or on Company-owned equipment and systems. While it is not the Company’s intention to monitor such systems unnecessarily, employees should not have any expectation of privacy or confidentiality with regard to e-mail, voicemail, text messaging, Internet usage or any information on computer systems owned or controlled by the Company.

The Company strives to maintain a workplace free of harassment and sensitive to the diversity of our employees. Any form of harassment or any conduct which has the potential of creating a hostile or discriminatory work environment is strictly prohibited. Therefore, the Company prohibits employees from using, accessing, storing or transmitting voice or electronic information over its communication systems in ways that could be found to be harassing, disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit or any racial or sexual images, messages and cartoons is strictly prohibited. Other such misuses include, but are not limited to: receiving or sending messages with ethnic or religious slurs, racial comments, offensive jokes, or anything that may be construed as harassment, showing disrespect, defamatory or is disparaging to others.

If an employee receives any unwanted or inappropriate information (i.e. information that may create a hostile environment or that could be considered to be of a questionable or suggestive nature) from others (whether in or outside the Company), employees receiving inappropriate information should advise the sender in a professional and direct manner that the employee does not wish to receive such information, and delete it from the system so that others do not inadvertently view the inappropriate material. If the sender is from within the Company, the employee should seek help from his or her immediate Supervisor, first. If it is not resolved at that level, Human Resources should be contacted.

E-mail and phones should not be used to solicit others for commercial ventures outside the Company's business. They should not be used to solicit for religious or political causes, outside organizations or other non-business matters. Employees also should understand that while email can be an informal mode of communication, it should be treated the same as any professional written communication. As a result, it could be read in the future by anyone including adverse third parties (such as in litigation). Employees should consider the statement they are making before sending an e-mail message.

Employees are prohibited from using other individual's access codes to gain access to another individual's e-mail and voicemail messages or any other programs without express authorization or permission. Information Systems can provide employees ways of authorizing others access without sharing their passwords. Copying or downloading any materials that are copyrighted, patented or considered the intellectual property of another party is prohibited.

To ensure the highest quality of service to our customers, the Company may, from time to time, monitor and/or record telephone calls on the Company's telephone equipment for training, quality control and other business reasons. To maintain the effectiveness and reliability of the Company computer network, installation of any hardware or software on network computers must be done by authorized Information Systems Department (IS) representatives, including any automatic Internet add-on installation (i.e. ActiveX). Inventories of hardware and software will be conducted periodically. Any PC installed with non-standard hardware or software will be disconnected from the network. Nonstandard software will be removed. Use of the various communication systems constitutes acknowledgment of this policy.

The Company understands that employees may participate in social media which includes any communication or posting on the internet whether or not associated or affiliated with the Company. Employees must ensure that the Company's and its clients' confidential information is not disclosed when an employee participates in any such social media or any other public communication unless authorized by a director with the Company. Employees must clearly state their views expressed are theirs alone and do not necessarily reflect the views of their employer, the Company. Employees should be respectful of others such as co-workers, clients, suppliers and competitors. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers or adversely affects customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action up to and including termination of your employment for cause. Honour the privacy rights of your co-workers by seeking permission before writing about or displaying internal Company events.

Engaging in any public communication using copyright material, unfounded or derogatory statements or misrepresentations may be grounds for discipline up to and including termination for cause. While employees are free to express opinion, identifiable particulars may cause loss of reputation. You are responsible for whatever you post on line or communicate electronically and therefore, you can face disciplinary action if your post creates a hostile environment at work, as determined by the Company.

Employees should notify their immediate Supervisor, the Information Systems Department or Human Resources upon becoming aware of violations of this policy. Violations of this policy are subject to disciplinary action, up to and including termination.

Employee's Name

Date