

EMAIL RE: **CONFIDENTIAL INFORMATION/TRADE SECRETS**

Team,

I hope everyone is enjoying the year! We have many more projects lined up this year and have a plan to take our Company to the next level. As such, we need to stay ahead of the industry and protect the company information we share with each other on a daily basis.

We all have our Employee handbook to guide us, but as a reminder please keep all communication regarding such topics as Suppliers, Specifications, our Processes, Formulas, Business Know-How, Distribution Sources, Financial Information, Bill of Materials, Business Methods, Personnel Information, Machinery, Tools (and other information that is intended to be a secret) confidential between you and the Company as those topics are Trade Secrets.

As Henry Ford once said, "Coming together is a beginning. Keeping together is progress. Working together is success." So, let's keep building on our success.