

COMPUTERS AND ELECTRONIC COMMUNICATIONS POLICIES

Livonia Chrysler Jeep ("The Dealership") has established the following policy that governs the use of computer and telephone systems at the workplace, including computer operating systems (office and laptop computers), software, equipment, accessories, computer files (both diskette and hard drive), telephone operating systems, telephone equipment, e-mail and other electronic communications. An employee's use of The Dealership's computer operating systems, software, equipment, accessories, computer files (both diskette and hard drive), telephone operating systems, telephone equipment, email and other electronic communications are set forth below, or as modified in the future.

Property Rights

The computer operating systems, software, equipment, accessories, computer files (both diskette and hard drive), telephone operating systems, telephone equipment, e-mail and other electronic communications are the sole and exclusive property of The Dealership. In addition to the system hardware and software, all electronic files and electronic messages, including e-mail and voice mail messages, are the property of The Dealership, whether composed, received or sent by the employee.

Business Use

All computer operating systems, software, equipment, accessories, computer files (both diskette and hard drive), telephone operating systems, telephone equipment, e-mail and other electronic communications are to be used exclusively for business purposes, meaning that the use of such equipment and systems must be job-related. Employees are prohibited from using Company computer operating systems, software, equipment, accessories, computer files (both diskette and hard drive), telephone operating systems, telephone equipment, e-mail and other electronic communications for any non-business use.

All software applications loaded on Company owned personal computers must be used for Company business be properly licensed and approved by the Network Administrators prior to installation. Changes to the configuration of or relocation of company owned personal computers are prohibited without prior approval of the Network Administrators.

Use of E-mail and Voice Mail

Employees are prohibited from using e-mail and voice mail for their personal use. Further, all employees are aware that e-mail and voice mail may be monitored and that no employee has any right of privacy in The Dealership's computer system, equipment, accessories, computer files (both diskette and hard drive), telephone systems, telephone equipment, e-mail or other electronic communications from or to The Dealership's computer equipment or accessories.

Business Form

E-mail and voice mail messages reflect The Dealership image. They should be composed in a professional manner that is similar to messages sent on Company letterhead. Employees should keep in mind that electronic files, including both e-mail and voice mail messages, are subject to discovery and may subsequently be used in litigation involving The Dealership or the employee. Therefore, it is expected that employee

statements in electronic messages, including both e-mail and voice mail, will reflect favorably on The Dealership and on the employee.

Confidential Information, Trade Secrets or Proprietary Information

The Dealership prohibits the communication of confidential information or trade secrets, including copyrighted materials, proprietary financial information and other similar materials, outside The Dealership without partner approval. Sending or uploading of proprietary information is prohibited without prior authorization. The Dealership also prohibits the introduction of proprietary information or computer software licensed to another company or individual into The Dealership computer system.

Confidentiality

Employees are expected to respect the confidentiality of messages sent to others. Employees may not access or view e-mail or voice mail messages that are not distributed to them.

Derogatory or Offensive Messages

Messages that contain foul, inappropriate or offensive language or which may be considered offensive to others, such as racial, ethnic, sexual, religious or harassing slurs is expressly prohibited.

Monitoring

Because all messages are the property of The Dealership, employees should not expect that messages are private. All computer files, regardless of the medium (diskette, hard drive, CD, etc.) on which they are stored, e-mail communications and voice mail messages, are subject to inspection or monitoring at any time without notice to any employee. In addition, employees should be aware that deleted files may be retrieved and read by The Dealership. The Dealership reserves the right to retrieve, monitor or review any messages in The Dealership system and may disclose such messages for any purpose without notice to the employee and without seeking permission of the employee. Passwords must be disclosed to the partners and the Network Administrators.

Solicitation Prohibited

Employees may not use e-mail or voice mail systems to solicit in any way. Employees may not use the systems to proselytize for religious, political or other causes.

Internet

Internet access is provided for Company business use only. Internet users have a responsibility to use the Internet appropriately in conducting the business of The Dealership. Misuse of the Internet can result in disciplinary action, including termination. Some examples of behavior that could result in disciplinary action are:

- Illegally downloading electronic files, including those that may be copyrighted;
- Downloading, transmission and possession of pornographic, profane or sexually explicit materials;
- Sending threatening messages/files;

- Sending racial, ethnic, religious, sexually harassing or offensive messages/files;
- Sending chain letters through e-mail;
- Attempting to access any computer system without proper authorization;
- Sending or posting proprietary or company confidential information;
- Using company time or resources for personal gain.

Notice of Violation

Employees who observe violations of these policies shall notify a partner immediately.

Policy Changes

The Dealership reserves the right to modify or change the policies set forth above to comply with applicable law, to meet changing circumstances or for any other reason. Any violation of the foregoing may result in loss of access privileges and/or additional disciplinary action up to and including termination of employment.

Signature of Acknowledgement

Date

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