



CONFIDENTIALITY POLICY FOR EMPLOYEES

Respecting the privacy of our employees, and our clients including their customers, itself is a basic value of the OI System Holdings, LLC and its companies (Office Interiors, OI-Tech, OI Construction, Military Storage Solutions, OI Graphics, Vitalize Interiors, OI Fleet Leasing, LLC). Personal and financial information is confidential and should never be disclosed or discussed with anyone without permission or authorization from the Managers or Officers of the OI Companies. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open, discussed with others, or shared.

Employees and Officers of OI System Holdings, LLC may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of OI System Holdings, LLC that such information must be kept confidential both during and after employment service. Employees, including Officers, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Any violation of these policies has a ZERO tolerance.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

ACKNOWLEDGEMENT

I have read the above policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service from the OI Companies.

Signature _____ Name _____ Date _____

PLEASE RETURN THIS DOCUMENT TO HR DEPARTMENT / PAM STALNAKER