PLAINTIFF'S EXHIBIT

CT-823

GENERAL PERSONAL CONDUCT

AND

SAFETY RULES



CERTAIN-TEED PRODUCTS CORPORATION

CTD009802

GENERAL

Each employee of the Company has definite responsibilities in regard to his personal conduct and safety while working at his job and when on Company premises. Employees are expected to comply with the rules of personal conduct and safety as set forth in this booklet. Disregard or infraction of these rules will subject an employee to disciplinary action and possible loss of his job.

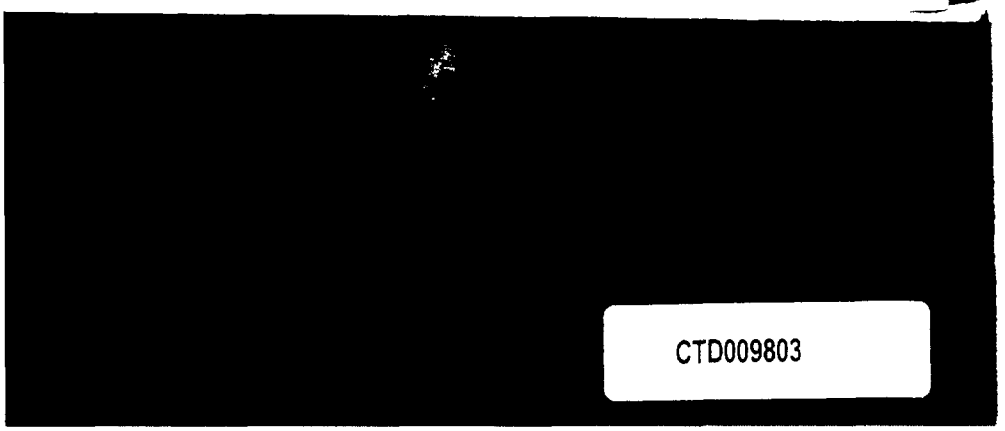
It is not expected that all situations or incidents which would be cause for disciplinary action have been covered in this booklet and in the event that an incident occurs which is not covered, the Company will determine the proper penalty.

In the case where an employee has received three letters of warning, the next offense of any kind will be cause for five days' suspension. Any offense following this suspension will be cause for discharge.

A period of one year without cause for disciplinary action will cancel an employee's previous disciplinary record and a subsequent infraction will be treated as the first offense.

This booklet has been prepared in order to insure uniformity of rules, to insure that employees know about and understand the practices to be used, and to gain cooperation in their implementation.

In the case where an employee represented by a union is involved, this booklet in no way abridges the right of appeal under the grievance procedure and is not intended to conflict or nullify any existing Union Contract or Agreement.



PENALTIES FOR INFRACTION OF COMPANY RULES

Certain acts or omissions constitute such serious violations of the Company Rules that the offending employee is subject to dismissal from the Company without receiving prior warning notices.

The following actions are cause for dismissal:

1. Falsifying employment application or other employee records.
2. Immoral or indecent conduct on Company premises.
3. Any act of sabotage or violations of U. S. Espionage Laws.
4. Sleeping on the job.
5. Deliberate damage of equipment, products or tools.
6. Refusing to carry out the instructions of your supervisor.
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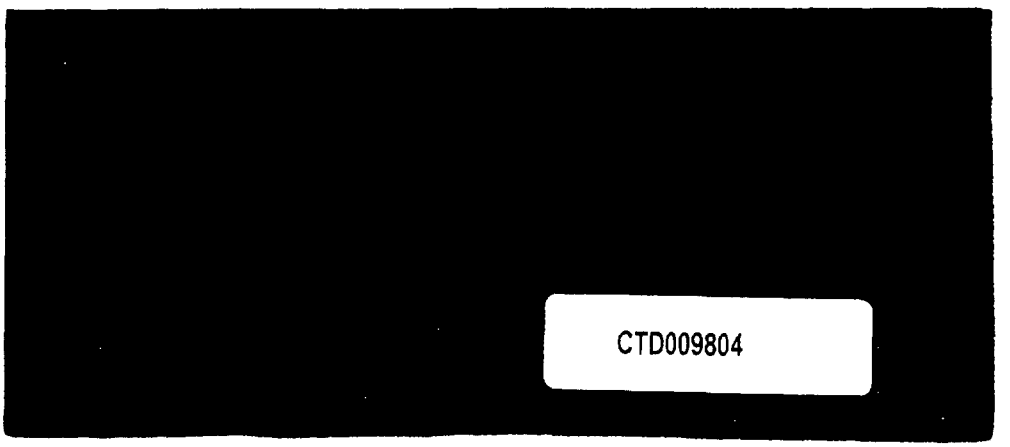
8. Bookmaking, betting or gambling on Company premises.



9. Bringing intoxicants or narcotics into the plant, or possessing or consuming them on Company premises.

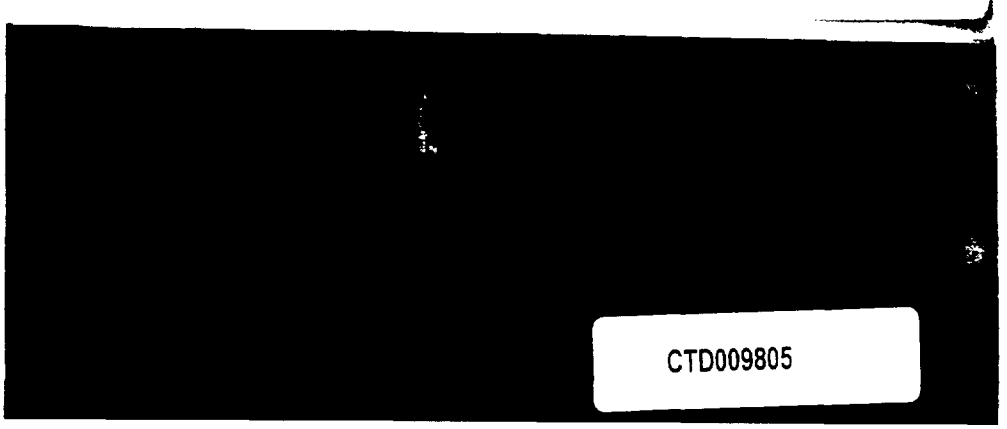
10. Stealing or removing from the premises without proper authorization, Company property or property belonging to fellow employees.

11. Assisting any non-employee to illegally enter Company premises.

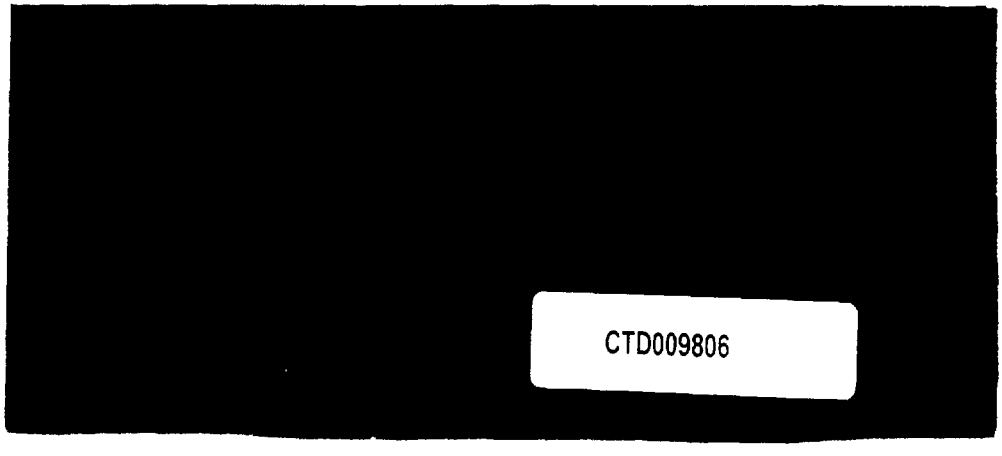
12. Removing from the premises or disclosing without authorization any blueprints, employee files, Company records or other confidential information.

The following actions are cause for warning notices, suspension without pay and/or discharge (WW-Written Warning, S-5, Suspension without pay for number of days indicated, D-Discharge):

Offense	Penalties 1st	2nd	3rd
13. Smoking in non-smoking areas.	WW to S-3	S-3 to D	D
14. Fighting on Company premises.	S-5	D	
15. Engaging in horseplay, practical jokes, scuffling, throwing objects, misuse of air hoses, or similar conduct.	WW to S-3	S-3 to D	D



Offense	Penalties 1st	2nd	3rd
16. Threatening, intimidating, coercing or interfering with the work of other employees, including the use of abusive language.	S-3 to S-5	D	
17. Wasting time, loafing or loitering during working hours.	WW	S-3	D
18. Punching another employee's time card or knowingly allowing another employee to punch your time card.	S-5	D	
19. Illegally entering the plant or Company premises.	WW to S-5	D	
20. Taking pictures or bringing photographic equipment into the plant without authorization.	WW	D	
21. Deliberate concealing of defective work or falsely reporting piecework or production time.	WW	S-3	D



	Offense	Penalties 1st	2nd	3rd
22.	Posting or removing any material from Company bulletin boards or displaying or distributing written or printed matter, posters or pictures without permission.	WW	S-3	D
23.	Leaving your work area or visiting another department without permission of your supervisor. Quitting early for lunch, or at the end of a shift, or for break or wash-up time, or leaving the plant during working hours without permission of your supervisor.	WW	S-3	D
24.	Carelessness resulting in excessive scrap or inferior work, breakage of tools or wasting materials or supplies.	WW to S-5	S-5 to D	D
25.	Soliciting membership or petitions on Company time, collecting funds, or selling or distributing merchandise without permission from management at any time.	WW	S-3	D

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Offense	Penalties 1st	2nd	3rd
26. Reporting to work while under the influence of alcohol or narcotics.	S-1	S-5	D

27. Unexcused absence or habitual lateness.

Offense	Penalty
Two unexcused absences in three months	WW
Next unexcused absence	S-3
Next unexcused absence	D
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Next lateness	S-3
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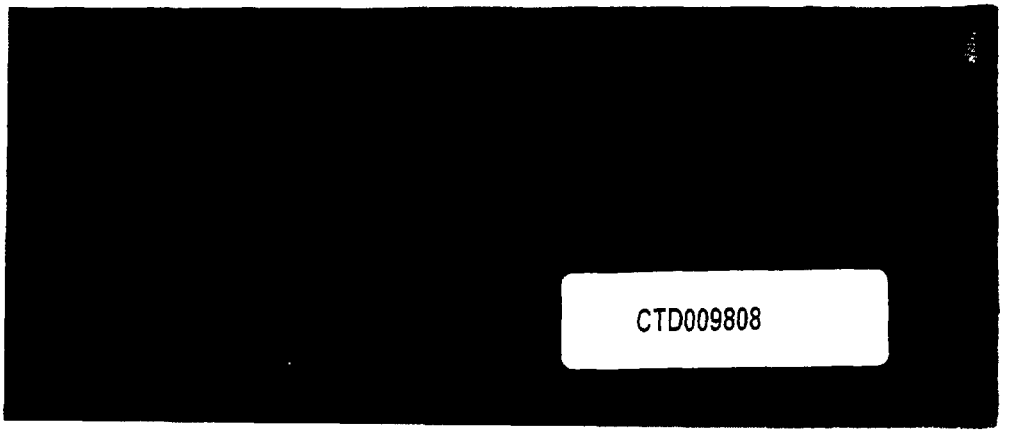


SAFETY RULES

The Safety Rules listed below will be enforced by written warning, suspension without pay or discharge, depending on the severity of the incident.

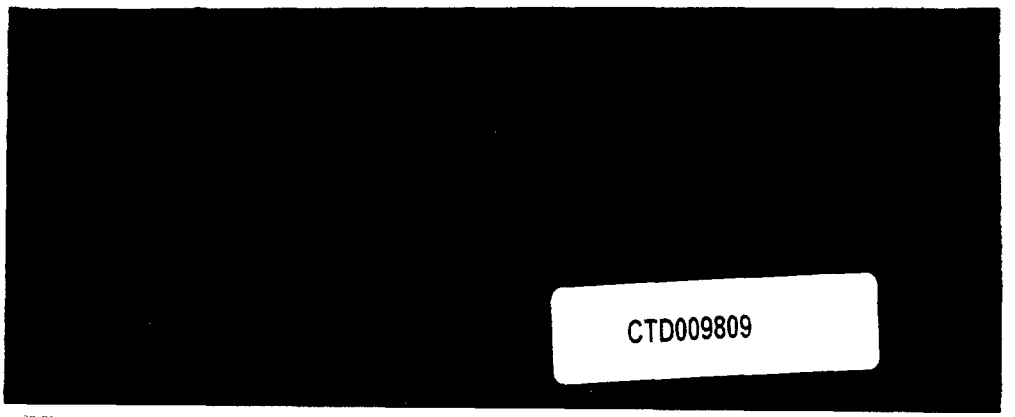
Safety is insured by vigilance and watchfulness. Employees must not trust to the care exercised by others when their own safety is involved. When in doubt, always take the safe course.

If injured, no matter how slightly, tell your foreman and get first aid attention at once. A slight injury may cause blood poisoning. If the foreman is not immediately available, go to the First Aid Room and report to the foreman after the injury has been treated.

Order and cleanliness are important factors in preventing injuries, sickness, and fire. Place oily waste, food scraps, waste paper, old clothes, etc. in cans provided. Keep corners, lockers, bench drawers and out-of-the-way places clean.

Never fail to use the safeguards provided, and under no circumstances remove a safeguard unless you are authorized.

Report to your foreman, safety inspector, or safety committeeman the observance of dangerous practices or any defects in lighting equipment, floors, tools, machines or other equipment which may cause an injury.



When you complete a job, never leave tools, scrap or materials lying about or overhead. Never allow boards with nails sticking up to lie around. Remove nails or bend them down.

Do not set in motion any machinery without first seeing that no one is in a position to be injured.

Never distract or annoy another worker unnecessarily as it might cause an accident.

Running in any part of the plant is prohibited except in emergency.

Goggles and respirators must be worn in places where they are required.

Never start to operate any machine, crane, tractor, elevator, lift truck, or other piece of moving equipment unless you are authorized to do so.

Never attempt to enter or leave an elevator while it is in motion.

All openings in ground or floors should be guarded to prevent anyone falling into them.

Only authorized persons may enter the power house or substations.

Before doing any work where there is danger of coming into contact with electric wires or

CTD009810

equipment, notify your foreman. Avoid touching any loose or misplaced electrical wires. Consider them all dangerous.

Piling material and equipment in front of, against, or on top of fire apparatus, fire doors, sprinkler valve houses, watchman's stations, electrical equipment, valves, etc. is forbidden. Keep fire lanes, aisles, stairways and roads clear of obstructions.

Do not go on an overhead crane runway unless your duties require it, and then not until the craneman has been notified.

Employees are prohibited from riding on any lift, hook, chain or cable sling suspended by a crane.

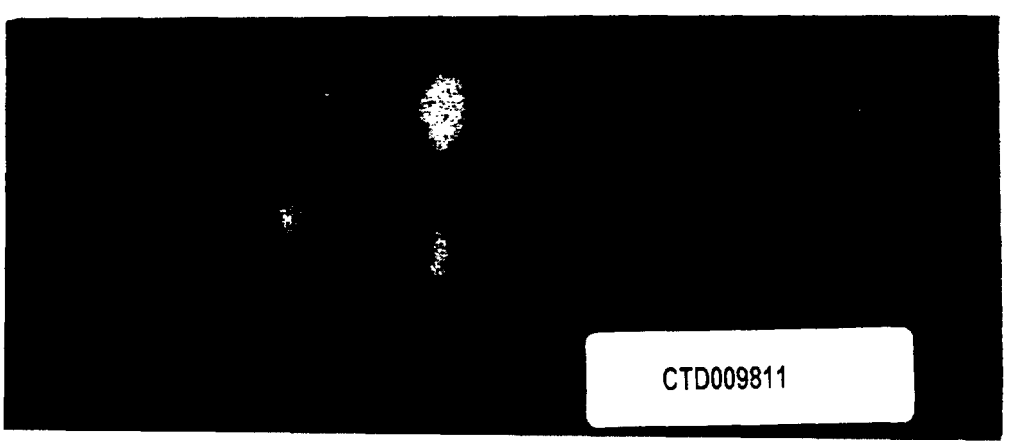
When loads are carried overhead, always try to keep from under them.

Pile material safely, use proper blocking, and never exceed a safe height. Never stand pallets on end.

Material must never be piled less than five feet from the nearest rail of any railroad track.

Wearing loose or torn clothing or finger rings around machinery is strictly forbidden.

Employees must not fool with compressed air. It may enter the body and cause injury or death.



When using grinding wheel, wear goggles, unless wheel has protective unbreakable glass shield attached to equipment, and see that tool rest is adjusted close to wheel.

Never attempt to remove anything from your own or your fellow workman's eye. Go to the First Aid Room.

Do not look at arc welding as it will cause sore eyes.

Know the locations of fire exits, alarm boxes, and fire fighting equipment in your department.

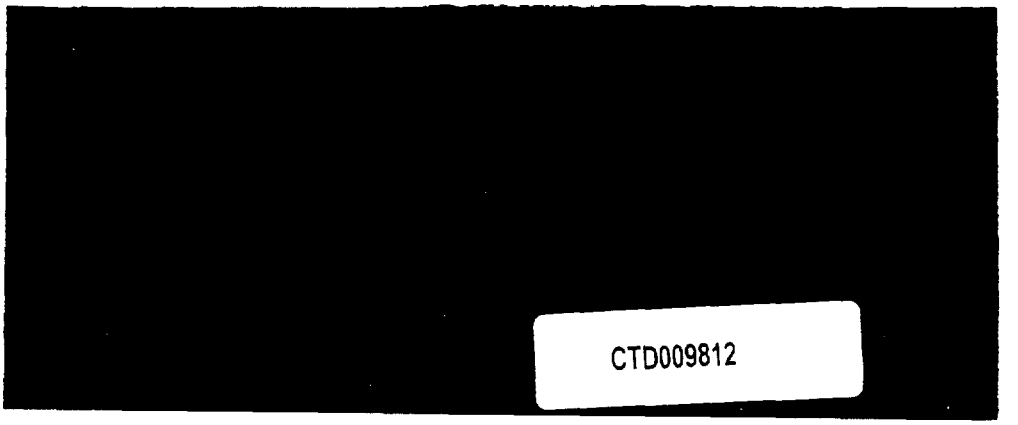
In case of fire notify the nearest supervisor.

Employees must not use any of the fire fighting equipment for any purpose other than that of fighting fire unless permission is granted.

Cross railroad tracks at regular crossings only, and before doing so STOP, LOOK AND LISTEN. Never take short cuts over dangerous places.

Employees are forbidden to climb over, between or under cars unless duties require them to do so, and then only when proper warning signal is displayed for train crew.

Unauthorized employees are forbidden to ride on engines, cars, cranes, transfer tables, elevators, automobiles, trailers, trucks, or other moving bodies.

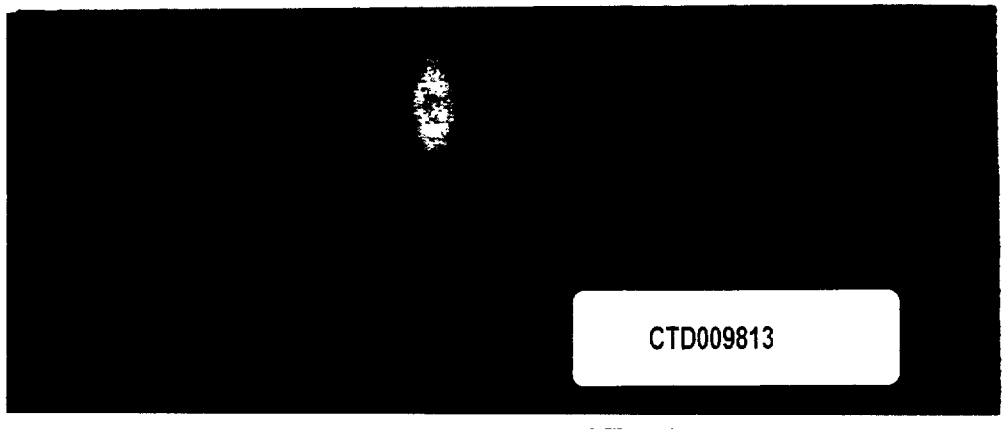


If any careless and dangerous practices of motor vehicle drivers are observed, employees are requested to report number of vehicle. If an outside vehicle, give name of concern and license number.

Notify the Company of any change in your address. This is important in case of accident, sickness, or notification to report for work.

All machinery valves and electrical equipment which have been so designated must be "locked-out" before maintenance or repair work is attempted.

Do not ride forks of fork-lift trucks. Do not operate fork-lift trucks which are not in proper working condition.



THE FOLLOWING IS AN EXPANSION OF RULE 17 FOR THE HOURLY GROUP AT AMBLER - -

Consistent with the over-all purpose of this booklet, this particular rule is set down in more detail in order that there can be uniform practice throughout the three Plants. It is not intended that present practices be changed, but rather that flagrant abuse be stopped. There will obviously be some variation of this rule for particular operations.

General Rules Regarding Lunch Times, Break Periods, Wash-Up Time and Starting and Quitting Times - - -

Employees must be at their place of work at the starting times for their shifts, at the end of Break Periods and at the end of Lunch Periods.

Break periods will consist of ten (10) minutes during the first four hours of the shift and ten (10) minutes during the second four hours of the shift. Break Periods and Starting Times will vary between departments and will, therefore, be determined for individual departments.

Lunch Period for day workers will be forty-five (45) minutes starting at 12:00.

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Wash-Up Time for non-continuous operations will be ten (10) minutes at the end of working hours and five (5) minutes prior to Lunch Period (this does not apply to Break Periods). Employees will remain on their jobs until authorized Wash-Up Times.

CTD009814

GENERAL PERSONAL CONDUCT

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CERTAIN-TEED PRODUCTS CORPORATION

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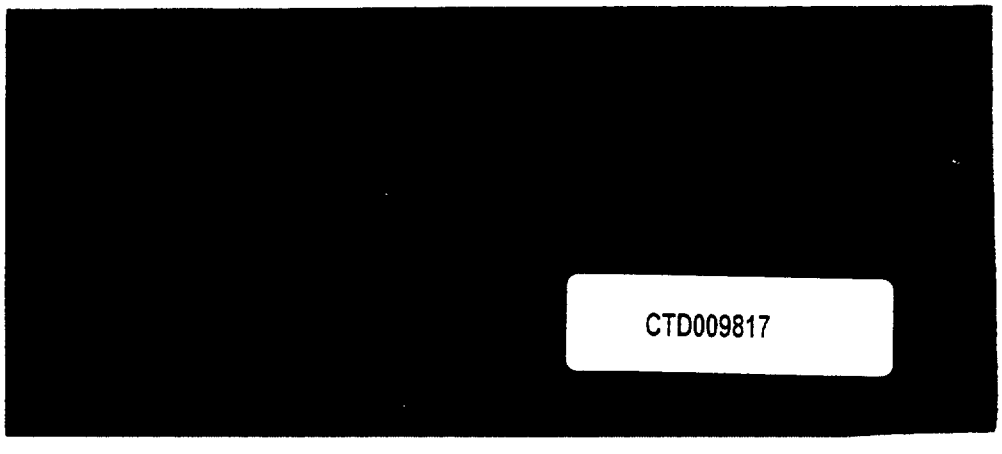

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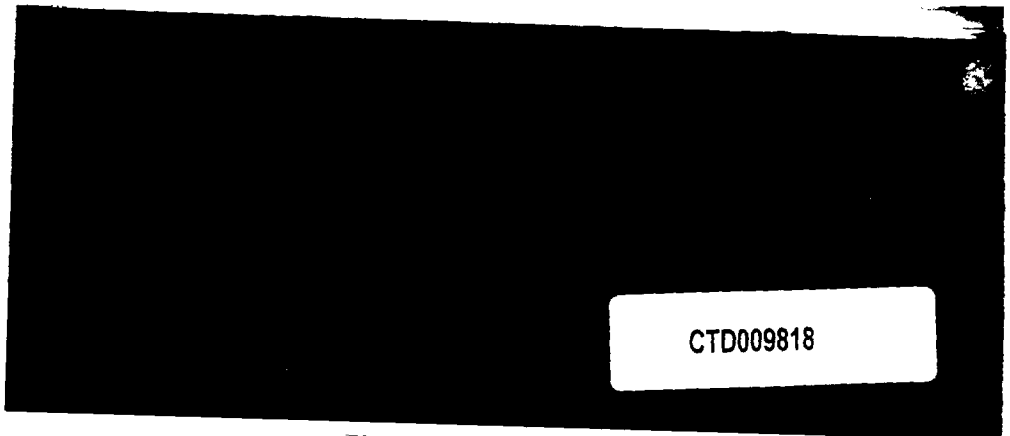

Offense	Penalties 1st	2nd	3rd
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17. Wasting time, loafing or loitering during working hours.	WW	S-3	D
18. Punching another employee's time card or knowingly allowing another employee to punch your time card.	S-5	D	
19. Illegally entering the plant or Company premises.	WW to S-5	D	
20. Taking pictures or bringing photographic equipment into the plant without authorization.	WW	D	
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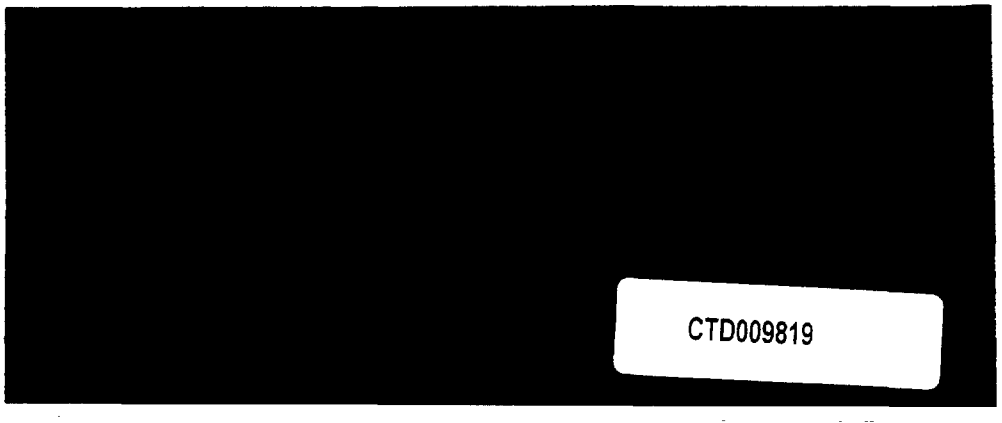

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24. Carelessness resulting in excessive scrap or inferior work, breakage of tools or wasting materials or supplies.	WW to S-5	S-5 to D	D
25. Soliciting membership or petitions on Company time, collecting funds, or selling or distributing merchandise without permission from management at any time.	WW	S-3	D

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CTD009820

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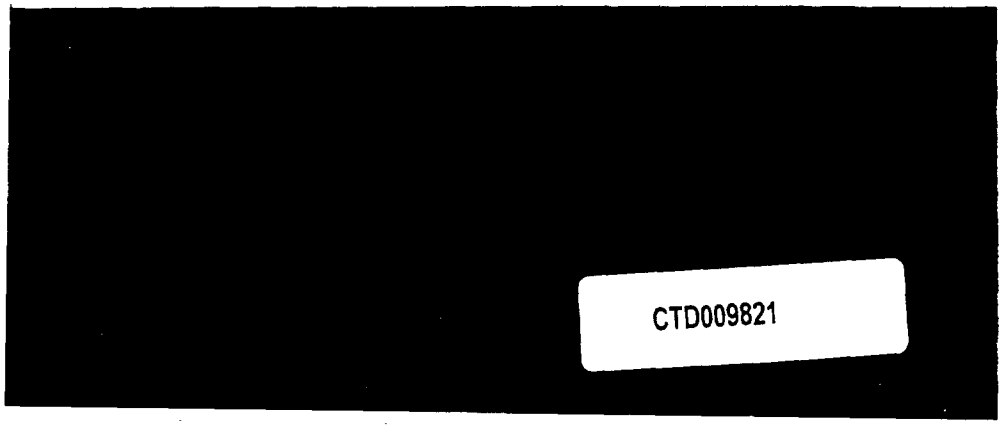

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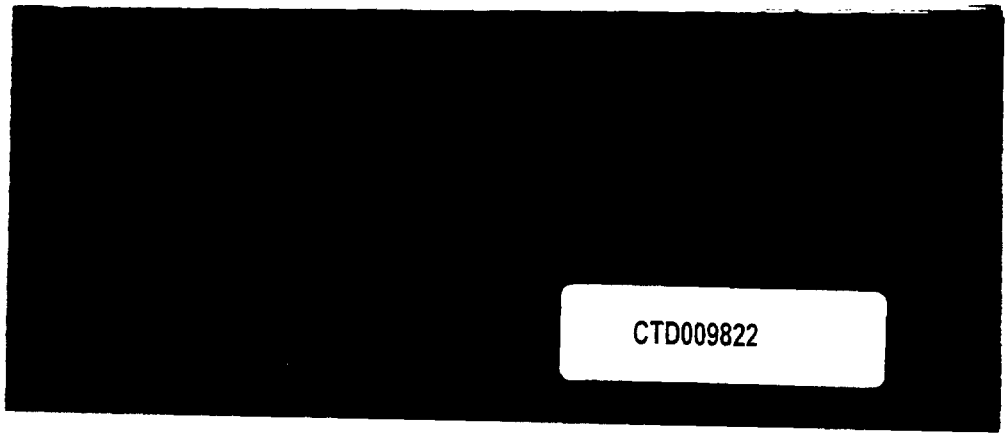

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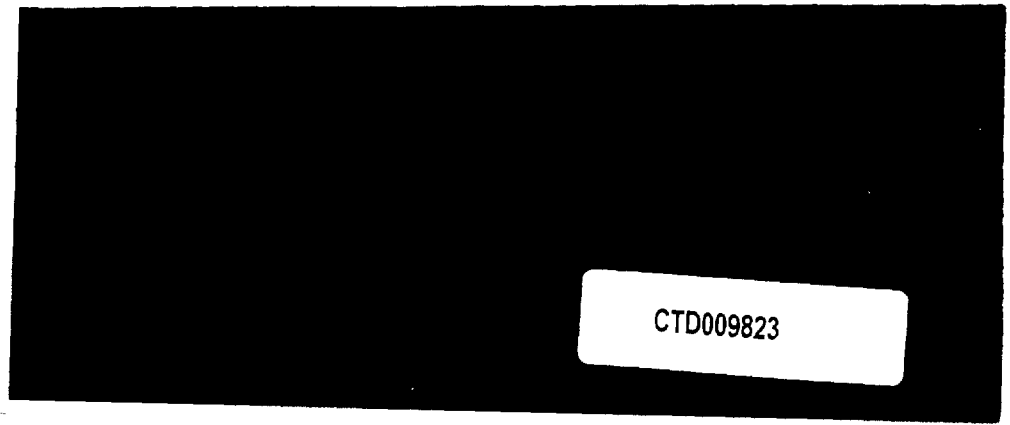

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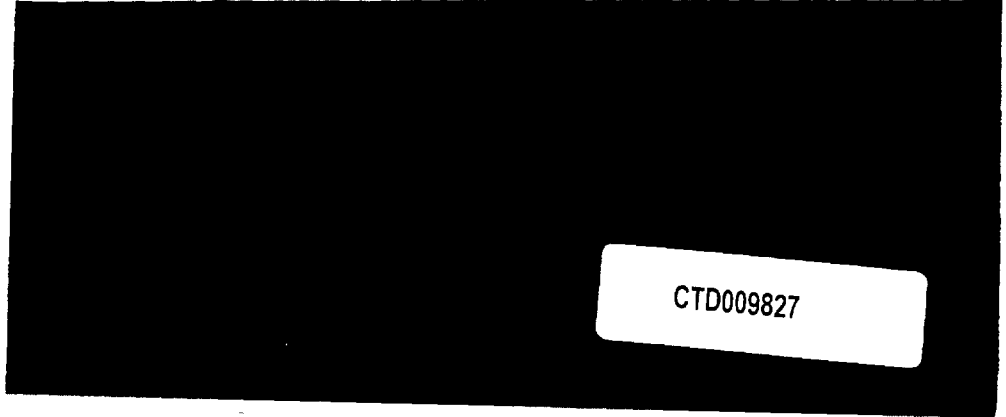

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GENERAL PERSONAL CONDUCT

AND

SAFETY RULES



CERTAIN-TEED PRODUCTS CORPORATION

CTD009828

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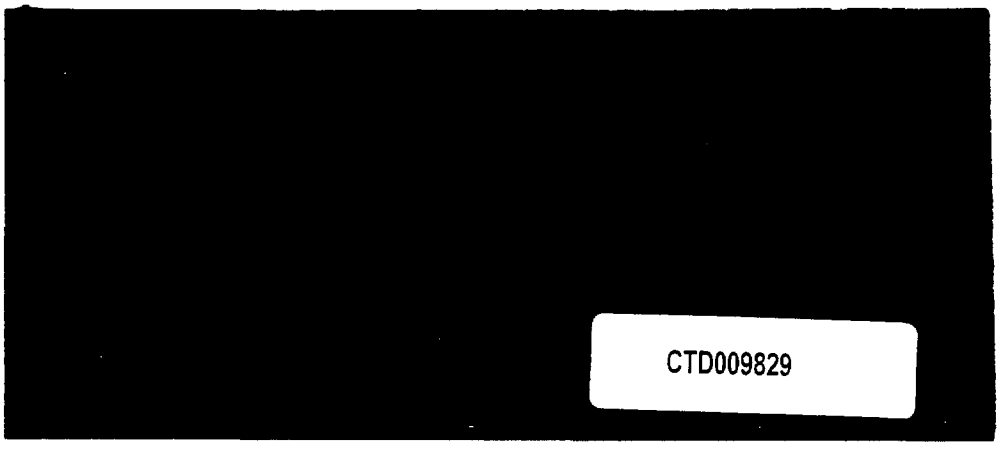

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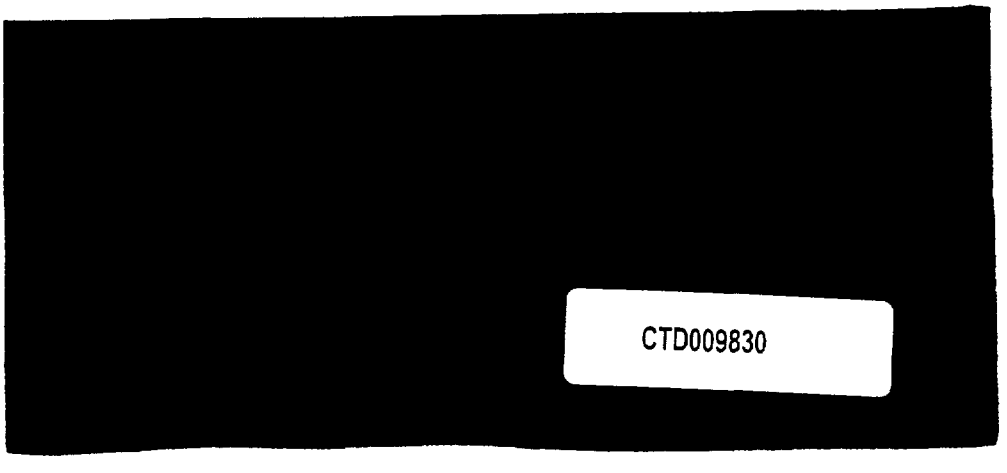
7. Unauthorized possession or use of firearms, explosives, or the carrying of concealed weapons on Company premises.

8. Bookmaking, betting or gambling on Company premises.



9. Bringing intoxicants or narcotics into the plant, or possessing or consuming them on Company premises.

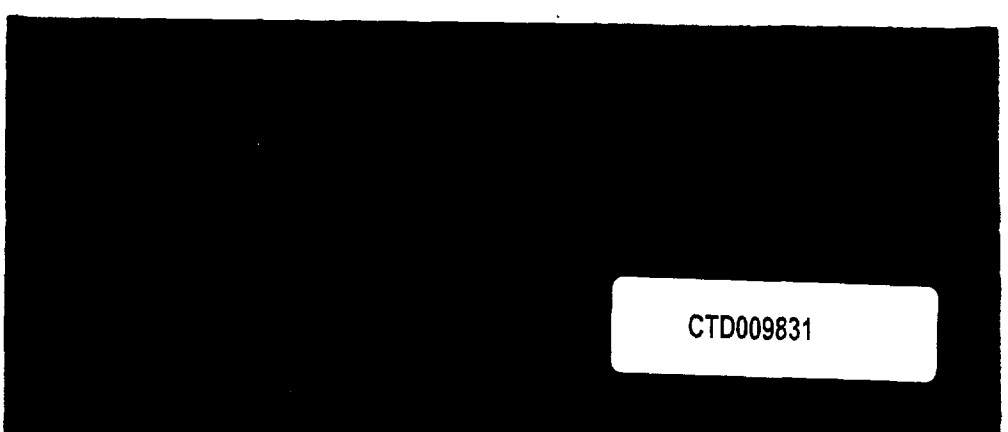
10. Stealing or removing from the premises without proper authorization, Company property or property belonging to fellow employees.

11. Assisting any non-employee to illegally enter Company premises.

12. Removing from the premises or disclosing without authorization any blueprints, employee files, Company records or other confidential information.

The following actions are cause for warning notices, suspension without pay and/or discharge (WW-Written Warning, S-5, Suspension without pay for number of days indicated, D-Discharge):

Offense	Penalties 1st	2nd	3rd
13. Smoking in non-smoking areas.	WW to S-3	S-3 to D	D
14. Fighting on Company premises.	S-5	D	
15. Engaging in horseplay, practical jokes, scuffling, throwing objects, misuse of air hoses, or similar conduct.	WW to S-3	S-3 to D	D



Offense	Penalties 1st	2nd	3rd
16. Threatening, intimidating, coercing or interfering with the work of other employees, including the use of abusive language.	S-3 to S-5	D	
17. Wasting time, loafing or loitering during working hours.	WW	S-3	D
18. Punching another employee's time card or knowingly allowing another employee to punch your time card.	S-5	D	
19. Illegally entering the plant or Company premises.	WW to S-5	D	
20. Taking pictures or bringing photographic equipment into the plant without authorization.	WW	D	
21. Deliberate concealing of defective work or falsely reporting piecework or production time.	WW	S-3	D

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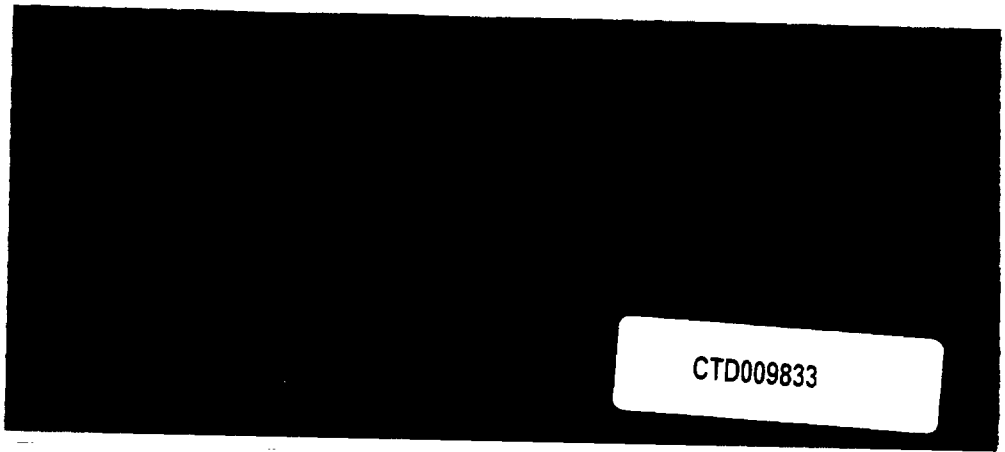
Offense	Penalties 1st	2nd	3rd
22. Posting or removing any material from Company bulletin boards or displaying or distributing written or printed matter, posters or pictures without permission.	WW	S-3	D
23. Leaving your work area or visiting another department without permission of your supervisor. Quitting early for lunch, or at the end of a shift, or for break or wash-up time, or leaving the plant during working hours without permission of your supervisor.	WW	S-3	D
24. Carelessness resulting in excessive scrap or inferior work, breakage of tools or wasting materials or supplies.	WW to S-5	S-5 to D	D
25. Soliciting membership or petitions on Company time, collecting funds, or selling or distributing merchandise without permission from management at any time.	WW	S-3	D



Offense	Penalties 1st	2nd	3rd
26. Reporting to work while under the influence of alcohol or narcotics.	S-1	S-5	D

27. Unexcused absence or habitual lateness.

Offense	Penalty
Two unexcused absences in three months	WW
Next unexcused absence	S-3
Next unexcused absence	D
Late to work five times in three months	WW
Next lateness	S-3
Next lateness	D

(An unwarranted number of excused absences or pattern absenteeism even though reported, will be subject to disciplinary action).

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SAFETY RULES

The Safety Rules listed below will be enforced by written warning, suspension without pay or discharge, depending on the severity of the incident.

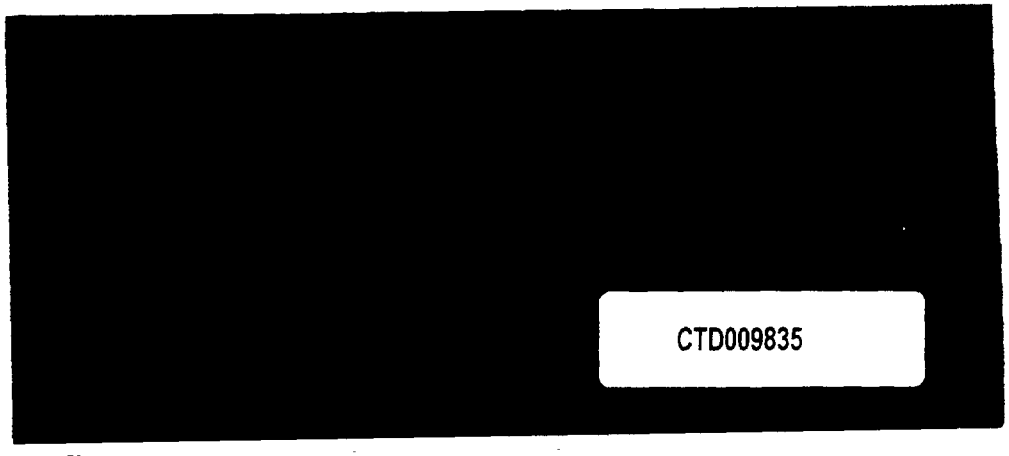
Safety is insured by vigilance and watchfulness. Employees must not trust to the care exercised by others when their own safety is involved. When in doubt, always take the safe course.

If injured, no matter how slightly, tell your foreman and get first aid attention at once. A slight injury may cause blood poisoning. If the foreman is not immediately available, go to the First Aid Room and report to the foreman after the injury has been treated.

Order and cleanliness are important factors in preventing injuries, sickness, and fire. Place oily waste, food scraps, waste paper, old clothes, etc. in cans provided. Keep corners, lockers, bench drawers and out-of-the-way places clean.

Never fail to use the safeguards provided, and under no circumstances remove a safeguard unless you are authorized.

Report to your foreman, safety inspector, or safety committeeman the observance of dangerous practices or any defects in lighting equipment, floors, tools, machines or other equipment which may cause an injury.



When you complete a job, never leave tools, scrap or materials lying about or overhead. Never allow boards with nails sticking up to lie around. Remove nails or bend them down.

Do not set in motion any machinery without first seeing that no one is in a position to be injured.

Never distract or annoy another worker unnecessarily as it might cause an accident.

Running in any part of the plant is prohibited except in emergency.

Goggles and respirators must be worn in places where they are required.

Never start to operate any machine, crane, tractor, elevator, lift truck, or other piece of moving equipment unless you are authorized to do so.

Never attempt to enter or leave an elevator while it is in motion.

All openings in ground or floors should be guarded to prevent anyone falling into them.

Only authorized persons may enter the power house or substations.

Before doing any work where there is danger of coming into contact with electric wires or

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equipment, notify your foreman. Avoid touching any loose or misplaced electrical wires. Consider them all dangerous.

Piling material and equipment in front of, against, or on top of fire apparatus, fire doors, sprinkler valve houses, watchman's stations, electrical equipment, valves, etc. is forbidden. Keep fire lanes, aisles, stairways and roads clear of obstructions.

Do not go on an overhead crane runway unless your duties require it, and then not until the craneman has been notified.

Employees are prohibited from riding on any lift, hook, chain or cable sling suspended by a crane.

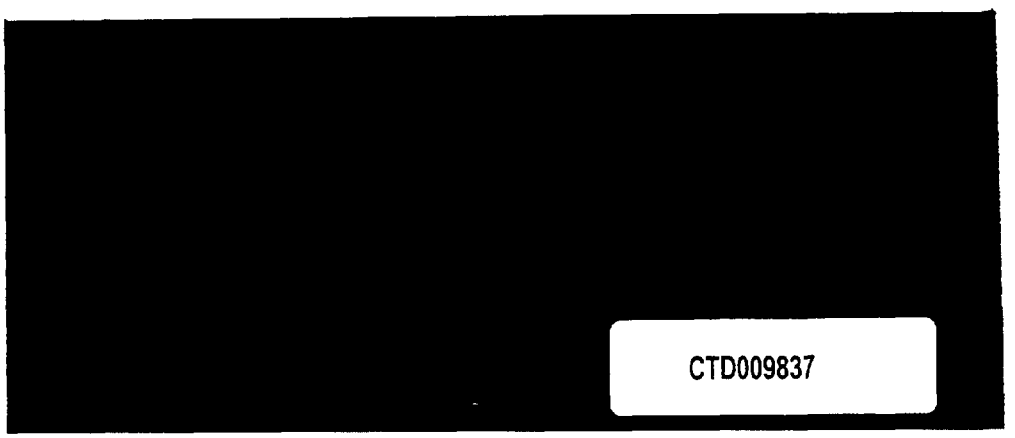
When loads are carried overhead, always try to keep from under them.

Pile material safely, use proper blocking, and never exceed a safe height. Never stand pallets on end.

Material must never be piled less than five feet from the nearest rail of any railroad track.

Wearing loose or torn clothing or finger rings around machinery is strictly forbidden.

Employees must not fool with compressed air. It may enter the body and cause injury or death.



When using grinding wheel, wear goggles, unless wheel has protective unbreakable glass shield attached to equipment, and see that tool rest is adjusted close to wheel.

Never attempt to remove anything from your own or your fellow workman's eye. Go to the First Aid Room.

Do not look at arc welding as it will cause sore eyes.

Know the locations of fire exits, alarm boxes, and fire fighting equipment in your department.

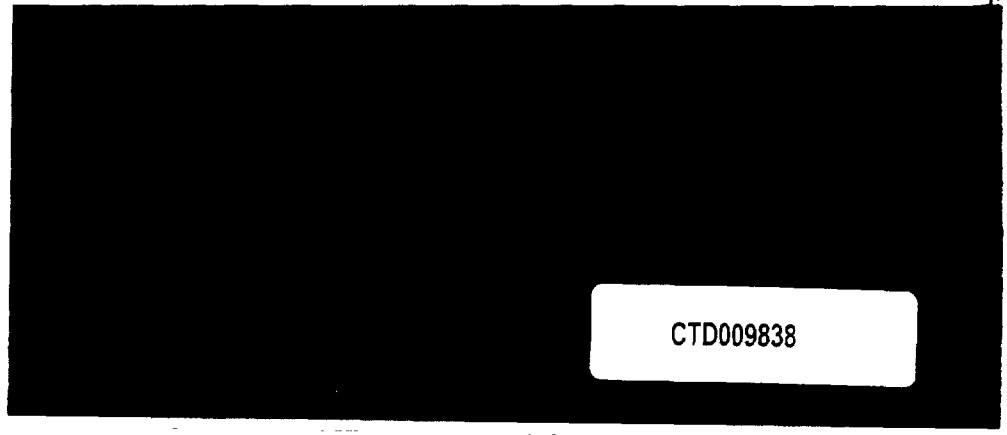
In case of fire notify the nearest supervisor.

Employees must not use any of the fire fighting equipment for any purpose other than that of fighting fire unless permission is granted.

Cross railroad tracks at regular crossings only, and before doing so STOP, LOOK AND LISTEN. Never take short cuts over dangerous places.

Employees are forbidden to climb over, between or under cars unless duties require them to do so, and then only when proper warning signal is displayed for train crew.

Unauthorized employees are forbidden to ride on engines, cars, cranes, transfer tables, elevators, automobiles, trailers, trucks, or other moving bodies.

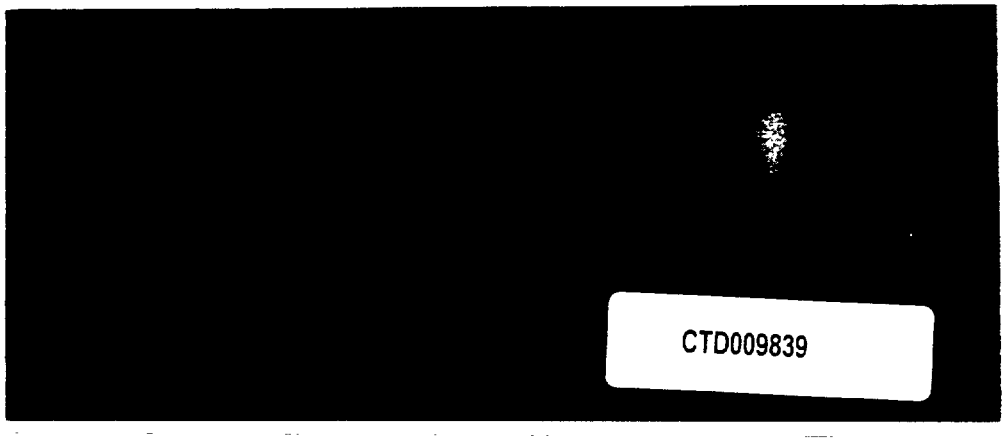


If any careless and dangerous practices of motor vehicle drivers are observed, employees are requested to report number of vehicle. If an outside vehicle, give name of concern and license number.

Notify the Company of any change in your address. This is important in case of accident, sickness, or notification to report for work.

All machinery valves and electrical equipment which have been so designated must be "locked-out" before maintenance or repair work is attempted.

Do not ride forks of fork-lift trucks. Do not operate fork-lift trucks which are not in proper working condition.



THE FOLLOWING IS AN EXPANSION OF RULE 17 FOR THE HOURLY GROUP AT AMBLER - -

Consistent with the over-all purpose of this booklet, this particular rule is set down in more detail in order that there can be uniform practice throughout the Plant. It is not intended that present practices be changed, but rather that flagrant abuse be stopped. There will obviously be some variation of this rule for particular operations.

General Rules Regarding Lunch Times, Break Periods, Wash-Up Time and Starting and Quitting Times - - -

Employees must be at their place of work at the starting times for their shifts, at the end of Break Periods and at the end of Lunch Periods.

Break periods will consist of ten (10) minutes during the first four hours of the shift and ten (10) minutes during the second four hours of the shift. Break Periods and Starting Times will vary between departments and will, therefore, be determined for individual departments.

Wash-Up Time for non-continuous operations will be ten (10) minutes at the end of working hours and five (5) minutes prior to Lunch Period (this does not apply to Break Periods). Employees will remain on their jobs until authorized Wash-Up Times.

