POLICY FOR THE PROTECTION OF INFORMATION IN ENGINEERING STANDARDS

The Company's competitive position is dependent upon maximum dissemination and use within the Company of its technical information. The following safeguards are not intended to discourage the use of Engineering Standards for any necessary Company business.

1. DISTRIBUTION

1.1 General

1.1.1 Distribution of Engineering Standards to persons both within and outside the Company shall be guided by two basic questions: (1) Does the person **have the right** to know the information? (2) Does the person **need to know** the information?

1.2 Distribution Within the Company

1.2.1 Registered sets of standards, sections or combinations of standards, will be distributed upon written request, approved by supervision and forwarded to the Standards Section.

1.2.2 Individual copies of single use (green sheet) standards, in the Engineering Standard, Standard Engineering Specification, and Maintenance and Construction Procedure categories, will be supplied Company employees upon their request.

1.2.3 Requests for **complete sections of single use (green sheet) standards,** usually containing all the standards know-how on a particular subject, will be considered when accompanied by reasons for the request and countersigned by supervision or persons familiar with security measures. Requests for complete sections are discouraged since no records are maintained of their distribution. Most sections now are available in registered sets.

1.2.4 Requests for **Individual Design Standards,** including **"DG" Standards,** will be considered when requests are accompanied by reasons for use and are countersigned by supervision or persons familiar with security measures. When **Individual Design Standards** are issued, they will be given a serial number and registered in the recipient's name.

1.3 Distribution Outside the Company

1.3.1 Vendor Contacts

1.3.1.1 Engineering and Procurement groups throughout the Company should continue to use appropriate standards and specifications in vendor contacts. Standards information should be limited to that which vendors have the right to know and need to know in the performance of Company work. **Design Standards are not to be sent to vendors.**

1.3.2 Customer Contacts

1.3.2.1 When information in standards is desired to design equipment for the handling of a Du Pont product on a customer's plant, Engineering Standards, as such, should not be used as the means of communication. The preferred practice is to extract only that information which is applicable and insert it in sales or service bulletins or in manuals with an appropriate disclaimer clause. Use of information for this purpose should be made after approval of the departmental Engineering Standards Committee representative and the Engineering Standards Committee Chairman.

1.3.2.2 Where Standard Engineering Specifications are written specifically to cover Du Pont products, these specifications may be released to customers after proper clearance is obtained in the manner of paragraph 1.3.2.1. Company protection should be provided by the insertion of a disclaimer clause by the sales group requesting the specifications.

1.3.3 Miscellaneous

1.3.3.1 Other areas in which requests are made for release of standards information outside the Company include national standardization bodies, city or state regulatory bodies, papers published by Du Pont personnel, etc. Such requests must be approved by the departmental Engineering Standards Committee representative and the Engineering Standards Committee Chairman.

2. REPRODUCTION

2.1 As a general policy, **Engineering Standards should not be reproduced.** Individual copies are available as noted in 1.2.2. Occasionally delivery time or other factors may make it desirable to reproduce standards locally. This can be done with prior approval of a responsible individual appointed by plant management to serve as the Plant Standards Coordinator. The Chairman of the Engineering Standards Committee shall be notified of the names of Plant Standards Coordinators. Design Standards, including "DG" Standards, are restricted "FOR DU PONT USE ONLY" and reproduction is prohibited.

3. SECURITY CLASSIFICATION

3.1 Engineering Standards, Standard Engineering Specifications, and Maintenance and Construction Procedures carry a note in the left-hand margin which states: "This document is the property of E. I. du Pont de Nemours and Company. The technical information hereon may not be used nor reproduced without the permission of Du Pont."

3.2 Design Standards, including **"DG" Standards,** carry under the title block the following statement: "FOR DU PONT USE ONLY – This document is the property of E. I. du Pont de Nemours and Company The technical information herein may be disclosed only to those Company employees who need it in the performance of official duties. Reproduction or disclosure to others is prohibited."

3.3 Registered books of standards are assigned the security classification "FOR DU PONT USE ONLY"

PLAINTIFF'S EXHIBIT
DUP-257