



PLAINTIFF'S EXHIBIT

BIR-853

January 18, 1993

TO: C. Patenaude
FROM: William F. McGonagle
SUBJECT: CORPORATE POLICY STATEMENTS

The Corporate Legal Department has requested that employees sign a Corporate Policy Statement pertinent to their particular position.

Enclosed is a copy of the booklet setting forth corporate policies regarding:

- ☐ Ethics in Business Transactions
- ☒ Conflicts of Interest and Misuse of Corporate Assets
- ☒ Material Non-Public Information
- ☒ Health, Safety and Environmental Protection
- ☒ An Employment Agreement to Communicate all Improvements and Inventions

I have checked the policies that require your signature.

These policies were originally adopted and implemented in part in 1975, and formally approved and adopted substantially in this form by vote of the Board of Directors on March 27, 1978. In order to comply with relevant regulations of the Securities and Exchange Commission, and as a matter of sound business practice, we must periodically issue this booklet to our employees.

It is important that you read this booklet. For each of the five policies, the booklet includes a perforated page for you to sign, tear out, and return to me. Your signature indicates that you have read and understand the policies and your obligations with respect to them.

Return the original signed statement(s) to me. I will, in turn, forward your signed statement(s) to the Office of the Corporate Secretary and a copy will be kept in your division personnel folder. Your copy of the statement(s) should remain in the booklet and the booklet should be kept by you for reference.

If you do not have any conflicts of interest, please be sure to write the word "NONE" on the Conflicts of Interest statement.

Enclosure

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