



Interoffice Communication

To Ken Garing Personnel File
From J. A. DeBernardi
Date April 28, 1978
Subject Resignation

On this date I discussed with Mr. Garing his responsibilities related to confidentiality of information obtained while in CONOCO's employ. The following was pointed out to Ken:

- 1) All proprietary, confidential, or licensed information and data which he was exposed to while working for CONOCO cannot be used by him in the discharge of his new employer's job functions.
- 2) No written information, designs, reports, calculations, chemical information, manuals, etc. developed by him or to which he had access as a CONOCO employee are to be taken with him to his new job.
- 3) The use of his engineering training, skills, experience, and background are obviously not limited by his confidentiality responsibility to CONOCO, unless 1. above is violated.

I believe a clear understanding of the philosophy related to confidentiality was reached in our discussions.

A handwritten signature in dark ink, appearing to read "J. A. DeBernardi".

J. A. DeBernardi

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