

Proprietary Information Protection Plan

Project SPA

Documents

1. Originator has only one file copy of documents relating to Project SPA. This file copy will be maintained in a safe. Employees may not have any project documents in files in their work areas. Employees who originate Project SPA documents should transmit them to safes as soon as possible and should not retain or transmit copies.
2. Employees who need access to documents maintained in the master file should contact originator. No copies may be made of documents maintained in the master file without authorization from the originator.
3. All Project SPA documents should be locked in the safe at the end of the day or locked in the employee's desk when the employee is away from his or her work areas.
4. At no time should Project SPA documents be left unattended or in plain view.
5. All Project SPA documents must be stamped "RJR SECRET - ADDRESSEE ONLY". The following procedure must be used when transmitting Project SPA documents.
 - a) Secret documents must be placed in double sealed envelopes.
 - b) Secret documents must have two copies of a completed RJR Form 2838 affixed to the inner envelope before transmittal. The recipient will sign the original copy and return it to the sender who will retain the original for his or her files. The other copy of RJR Form 2838 should be retained by the recipient.
6. Employees should not keep routine handwritten notes regarding Project SPA. If a matter is sufficiently important that notes must be kept, the notes should be translated into a more carefully considered written document and the notes upon which the document is based and any drafts of the document should be destroyed. These documents should be deposited in a shredder. The written document should be transmitted to the safe as soon as possible and the originator should not maintain any copies.

COMPUTER-BASED INFORMATION SYSTEMS

1. Word processors and PC's must be independent, stand-alone units. Otherwise, documents should be typed on a typewriter.

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COMPUTER-BASED INFORMATION SYSTEMS (cont)

2. When using PC's or word processing equipment, the operator must make sure the screen is not visible to others. If the operator is interrupted while typing a Project SPA document he or she should not leave the document visible on the screen. An operator must "Log-off" of the screen when leaving it unattended.
3. The data disk with the documents or files relating to Project SPA must be stored in the safe when not in use. Periodically, these disks and files should be reviewed and outdated correspondence should be deleted.
4. Any Project SPA information or data maintained on a computer-based system must be reviewed by S. N. White and must receive special security controls (e.g., General Ledger and Accounts Payable).

ORAL COMMUNICATIONS

1. Employees should not discuss any aspect of Project SPA with any other person except those employees who have been authorized and approved to work on the project.
2. If an employee is not certain whether another employee has been authorized to work on Project SPA or is not sure what degree of knowledge another employee has regarding Project SPA, the employee should check with S. N. White prior to any communication.
3. Project SPA must not be discussed in the presence of employees who are unaware of the project. Employees must pay particular attention when they discuss Project SPA to avoid being overheard.
4. With the exception of people who have signed confidentiality agreements (advertising agency personnel, packaging consultants, name consultants, and outside patent and FDA attorneys), Project SPA must not be referred to or discussed in the presence of any non-employees. Exceptions may be made only when authorized by R. A. Kampe.
5. No additional employees may be exposed to the Project SPA concept or informed of Project SPA without the approval of R. A. Kampe.

PHYSICAL ENVIRONMENT SECURITY

1. Marketing Planning offices will be secured as recommended by E. F. McCarthy (RJRN Security). Other areas where work involves Project SPA should be reviewed by S. N. White to ensure that security controls are in place (e.g., Accounts Payable).
2. All Project SPA office areas will be placed on a daytime cleaning schedule.
3. RJRN Security (E. F. McCarthy) will assist in maintaining security controls for Project SPA.

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