

SECTION 2: DISCLOSURE COORDINATORS

Selection

The Disclosure Coordinators are selected from time to time by the CEO, CFO and General Counsel, on the basis of their familiarity with particular aspects of the company's public disclosures and reporting matters or on their ability to effectively monitor and coordinate such disclosures and reporting based on their positions within the company. Generally, the company will have a separate Disclosure Coordinator for (1) financial information/MD&A issues, (2) press releases, analysts conferences and related disclosures and (3) other company disclosure issues.

Responsibilities

Each Disclosure Coordinator is responsible, within his or her area of expertise, for:

- monitoring the status of the company's Disclosure Controls generally,
- serving as a "point person" for personnel to communicate issues or information that could impact the company's public disclosures,
- updating this Disclosure Controls manual from time to time as necessary or appropriate,
- with respect to each Form 10-K, Form 10-Q, Annual Report and proxy statement,
 - preparing and circulating a detailed time schedule,
 - circulating the applicable Disclosure Guidelines to those reviewing the document,
 - soliciting input from senior management on the assignment of tasks/responsibilities in connection with the preparation of the filing (and periodically updating and informing employees about those assignments), and
 - following up with others to make sure that assigned tasks have been completed on a timely basis and making sure that the document is filed on a timely basis,
- keeping informed regarding all of the company's public disclosures, and
- documenting the company's disclosure processes generally (e.g., records of Disclosure Committee meetings, maintenance of reporting checklists as appropriate).

Coordination with Investor Relations and Global Communications

The heads of the company's Investor Relations and Global Communications functions, and the other Disclosure Coordinators (if different), are responsible for consulting with each other and keeping each other informed with the goal of ensuring that there is consistency and accuracy regarding information being provided by the company to the public, securities professionals, employees and others and that the company is properly discharging its public disclosure obligations.