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Policy: The release of financial, statistical, or other information that may be of a confidential nature to the Company should be controlled. Individual requests should be referred to the CFO, Controller, or appropriate manager for disposition.

Purpose: To provide a means for the control of information to banks, investors, investment houses, media, credit bureaus, or other agencies and organizations.

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The CEO (Chief Financial Officer) is responsible for safeguarding all company information and determining the appropriate level of detail for release.

The Controller is responsible for assuring effective control of informative requests.

The Human Resources Manager shall oversee all responses to all reference requests.

The Credit Manager shall oversee all responses to all credit inquiries.

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1.2 If the request is by telephone or a personal visit to our office, the requester should be referred to the CFO or the Controller. If either is unavailable, the requester should be asked to provide their name, company, telephone number, and address, if possible. Also, they should be asked the reason for the request and a brief

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Bonnie Biafore



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