



May 10, 2004

To All Employees:

One of the most critical challenges our company faces in maintaining our success is preventing losses caused by unethical, illegal or unsafe acts. Each of us shares the responsibility of meeting this challenge, and each of us must challenge ourselves to do so.

The most effective way to maintain an ethical, honest company is also the most simple, "doing what's right" every day by avoiding and reporting inappropriate behavior.

"Doing what's right" brings out the best in you, your co-workers, and your company. This is why we are introducing a program designed to bring out the best in all of us by giving us the resources and encouragement to enjoy the benefits of Doing What's Right.

Utilizing printed awareness materials and regular discussions of important issues, the Doing What's Right program will focus on making honesty and ethics an everyday part of the job by making the right decision in your own actions and by reporting inappropriate acts to management.

While speaking to your supervisor is the most effective way to report unethical behavior, we realize it is not always possible. Therefore, we have arranged, with a company called The Network, to provide a special number for employees who want to speak up, but prefer to remain anonymous. This service is available 24 hours a day, 7 days a week, and allows you to speak up without fear of retaliation.

Within the United States, call Toll Free: (888) 310-6801

Outside the United States, call Collect: (770) 613-6376

You know the difference between right and wrong, and you know that "doing what's right" is the most basic, and most important way to ensure that our company lives up to its commitment to doing business ethically and honestly. However, we can't do the job alone. Please join us in making the program a success. You'll be "doing what's right" for everyone.

Sincerely,

The Leadership Team