IMPERIAL TOBACCO LIMITED
VISITORS POLICY (BAT GROUP)

In August 1993, BAT Industries circulated a note to Operating Group Companies covering "Visits to Group Companies".

Imperial Tobacco Limited ("ITL") has voluntarily agreed to participate in the BAT policy. The following ITL policy will apply in respect of any ITL employee visiting a BAT Group Company and any employee from within the BAT Group visiting ITL.

Employees (from ITL or BAT Group Companies) proposing to make a visit should in advance of the proposed visit inform both the Chief Executive Officer of his/her operating group company and the Chief Executive Officer of the operating company which he/she proposes to visit using the attached form providing the following details:

1. Persons involved
2. Date of visit
3. Company to be visited
4. Purpose of the visit
5. Name of person(s) requesting that the visit be made
6. Any other relevant information.

Approval from the Chairman of ITL must be obtained prior to all such visits. Except in emergency situations, when there is no possibility to obtain advance approval, no visit should be undertaken unless the Chief Executive Officers of both companies have both approved the visit in advance.

The responsibility for obtaining approval rests with the persons requesting the visit and the visitors within their respective companies. It is the responsibility of ITL employees arranging for such visits to inform the Secretary of such approved visits.

The Secretary of ITL will, within 10 days of the end of each month, submit a list of all approvals which have been given to employees of ITL in respect of such visits to the Chief Executive Officer of Imasco, with a copy of the list addressed to the Secretary of BAT Industries at Windsor House.

September 1993

APPROVED
ITL-MANAGEMENT COMMITTEE
25 OCT 1993
MIN. NO. 1
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