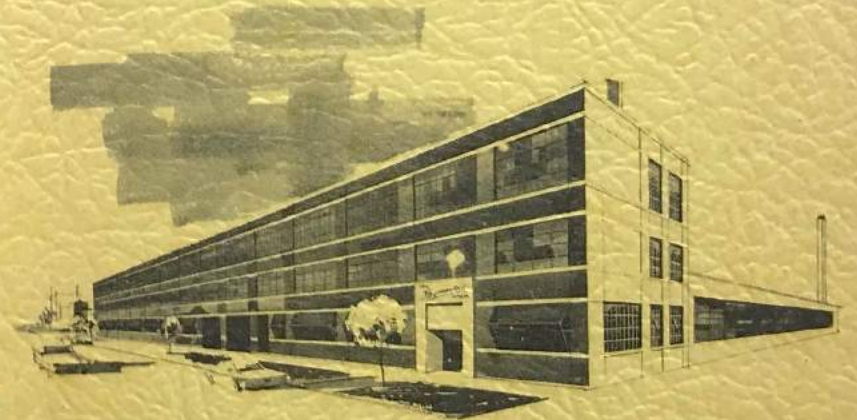


THE

Paymaster

CORPORATION



EMPLOYEE'S GUIDE

WELCOME TO THE PAYMASTER CORPORATION

We are pleased that you have decided to join our work force here at Paymaster, and hope our association will be a long and pleasant one for both you and the company.

This booklet will tell you some of the history of our company, our product, what our goals are and some of the rules we live by here at Paymaster.

When and if you should have any questions or problems, please contact your Foreman and he will be glad to assist you in any way he can. If your Foreman is not available, please contact your Personnel Office and they will be glad to help you.

We want you to know that we are very interested in you and in your progress here at Paymaster. The quicker you learn the faster will be your advancement. By giving your job all the ability and enthusiasm you have, you will derive satisfaction, both personal and material.

We are proud of the fact that we have given steady employment to our employees for over fifty (50) years and that a large percentage of our employees have been with us over ten (10) years.

Our growth has been steady and we will continue to grow and do even better, but we need the help and cooperation of all our employees to produce a quality product.

We wish to welcome you as an employee of "The Paymaster Corporation." We hope you will enjoy your work and that it will prove beneficial to you and to the company.

By Robert E. Lewis
PRESIDENT

HISTORY OF PAYMASTER

Here are some points of interest that you should know about "The Paymaster Corporation" and its growth.

Our company was founded on November 22, 1918. The original product produced was a checkwriting machine which bore the trade name "Checkometer." Our present line, which is known as "Paymaster," was originated in 1932.

OUR PRODUCT

The Paymaster Corporation manufactures several basic models of the checkwriter, with variations of all our models. This gives us a complete line in the checkwriter field. We have offices and sales personnel in all large cities in the United States and Canada plus many in foreign countries.



OUR GROWTH

"Paymasters" growth has been steady through the years which has caused us to move many times, due to lack of room for expansion and for production. Our last move was in 1956 when we moved to our present location. At that time, we were leasing space to two other companies in our building. They have since moved due to our need for more room for our continued growth, plus in 1974 we completed a three story addition to our present building.

OUR AIM

It is the hope and aim of the Paymaster Corporation to grow and for its employees to grow with it and to share in the results of this combined effort.

YOUR DEPARTMENT IS _____

YOUR CLOCK NUMBER IS _____

YOUR LOCKER NUMBER IS _____

YOUR FOREMANS' NAME IS _____

OUR PHONE NUMBER IS _____

CLOAK ROOMS

Cloak Rooms with individual lockers are provided for your convenience. The Personnel Department will advise you as to your locker number and its location. Please do not change lockers without permission of the Personnel Department.

PHYSICAL EXAMINATIONS

You will be requested to take a physical examination before you start work. Arrangements for this examination will be made for you by the Personnel Department with the Company doctor and will be paid for by the company.

WORKING HOURS

The regularly scheduled work week consists of forty (40) hours, worked in five (5) days of eight (8) hours each day from Monday thru Friday. Our regular schedule of hours are from 7:30 A.M. to 12:00 noon and from 12:30 P.M. to 4:00 P.M. A buzzer will sound at the start and end of each work period. Employees are expected to be at their work station at the starting time of each work period.



PERSONAL TIME

There are two (2) paid fifteen (15) minute rest periods each day for all employees. These rest periods are from 10:00 A.M. to 10:15 A.M. and from 2:15 P.M. to 2:30 P.M. All hourly paid employees are also allowed ten (10) minutes at the end of each

regular work day for a paid personal wash-up period. This wash-up period is from 3:50 P.M. to 4:00 P.M. A buzzer is sounded at the beginning and end of each rest period and the wash-up period. Employees are expected to remain at their work stations until this buzzer is sounded to start these periods and are also expected to have returned to their work stations when the buzzer sounds signifying the end of the rest periods.

ABSENCE FROM WORK

If for some reason you are unable to report for work, you are requested to call the Personnel Dept. and inform them of your absence as soon as possible. Calls may be made direct to the Personnel Dept. after 8:00 A.M. The telephone number is UP 8-9200. If you are unable to call between the hours of 8:00 A.M. and 3:50 P.M., or if it is necessary to call on a weekend or a holiday, there is an answering service that will take your call and will relay the message to the Personnel Dept. Be sure you state your name, clock number, department, reason for your absence and when you will return to work. Failure to report for a period of three (3) consecutive scheduled working days may call for an automatic termination of your employment.



CHANGE IN ADDRESS

If you have a change in home address or phone number, please contact the Personnel Department as soon as possible and inform them of this change.

RECREATION ROOM

Paymaster provides an air-conditioned recreation area where you may eat your lunch and relax on your rest periods and lunch hour. In this area are provided a T.V. set and complete line of vending machines.

PAYDAY

Your payroll week is the period from Monday through the following Sunday. You will receive your pay, by check, for the payroll week on the following Wednesday. Paychecks will not be mailed to you unless you request this to be done. This request may be made in advance of



the time the check is to be issued, or by phone or letter to the Personnel Department. Unclaimed pay checks will be held in the Personnel Department for a period of three (3) weeks and then turned over to the Payroll Department.

FIRST AID

First Aid is administered in our Personnel Dept. for treatment of headaches, simple scratches and bruises, by a trained employee. If you should be more seriously injured, you will be cared for by a qualified physician. All injuries you may receive, regardless of how minor in nature, must be reported to the First Aid Department at once.

HOSPITALIZATION INSURANCE

Membership in our hospitalization and doctors care insurance, is available to all full time employees. Application for this coverage must be made by you within 30 days of the date



that you are hired. If you should decide at a date later than 30 days after being hired, to join this plan, you will have to wait an additional period of 90 days. You also may be requested to take a physical exam at your cost, before you become insured. This same procedure must be followed if you add a dependent other than new born children, after a 30 day period from your starting date.

The following are some of the major items covered by our hospital and doctors insurance program:

- A. This plan will pay for all hospital bills incurred after the first \$25.00, which is paid by you, for a period of 120 days in the hospital.
- B. This plan will pay your doctor up to \$500.00 as per surgical schedule.
- C. This plan will pay you 50% of your average weekly earnings up to a total amount of \$60.00 per week for a period of 13 weeks, if you are absent from work due to sickness or accident.

D. Includes a \$4,000.00 life insurance policy.

E. Pays in full for all hospital charges for emergency First Aid treatment in a hospital within 24 hours of an accident.

F. Pays for X-Ray, or Laboratory examination either as an out-patient at a hospital, doctor's office or clinic, up to a total of \$50.00.

G. Pays \$5.00 per day for doctors visits in a hospital if no surgery is performed, for a total of 120 days.

H. Emergency First Aid out of Hospital, pays up to \$25.00 to doctor for services within 24 hours of an accident.

Paymaster will pay 100% of the cost of this plan for all eligible employees. Dependent coverage is available for members of employees families providing they are unmarried children over 10 days old and under 19 years of age if living with the employee. This also includes unmarried children under 23 years of age attending a college or university, full time, and dependent on the employee for support. Paymaster will pay a substantial amount of the cost of dependent coverage and the employee must pay the balance.



MAJOR MEDICAL INSURANCE

The Major Medical insurance plan for which you are eligible, is a \$100.00 deductible plan with coverage of up to \$100,000.00 maximum for any one covered condition. If you enroll with the dependent coverage of the basic hospitalization plan, then your dependents may also be covered under our Major Medical plan. Paymaster will pay 100% of the cost of this plan both for the employees' coverage and that of the employees' dependents.

SAFETY RULES

We have attempted to do everything possible for your safety, however there are a few rules that you are requested to follow to insure your safety.

- 1A. Safety glasses shall be provided to all employees, and must be worn at all times except when in the Recreation Room, washrooms and offices.

Those employees wearing prescription glasses shall pay for their own examination. A form provided by the First Aid Dept. shall be filled out by the employee's doctor and returned to the First Aid Dept. Upon receipt of this completed form, Paymaster shall at their expense have a pair of safety glasses made for the employee. If for any reason an employee leaves the employment of Paymaster in less than a three month period from receipt of prescription safety glasses, the cost of the glasses provided shall be deducted from their final paycheck. Each employee is allowed one pair of prescription glasses per year. Glasses lost, damaged, etc., are the responsibility of the employee, and must be replaced at the employees cost.

For those employees wearing plain safety glasses, a maximum of one pair of glasses shall be provided every six months. Employees who lose or damage their glasses must replace them at their cost. Glasses damaged in the employees line of duty shall be replaced by Paymaster at no charge to the employee. For an employee to have their glasses replaced for any reason, the old pair must be turned in to the First Aid Department.

- B. You are requested **not** to wear rings, bracelets or gloves when working on any type of machinery. Also proper footwear and no long loose garments should be worn.
- C. Employees having long hair must wear protective caps when working on machinery. These caps will be provided by the First Aid Department.
- D. Running and horse play are dangerous and we request you refrain from such action.
- E. Under no condition are you to oil, grease or clean any machine while it is in motion or turned on.
- F. Before you start any machine, make a visual inspection to see if all guards are in place.



Never run a machine without proper guards.

- G. All injuries regardless of how minor in nature must be reported to the First Aid Department.
- H. You are not allowed to smoke while operating a machine.
- J. Know your machine well. Be able to stop it fast. Respect your machine, as it obeys your commands.
- K. Know the location of the nearest fire extinguisher and how to operate it. Know what type of fire it is to be used on.
- L. All safety hazards should be reported to your foreman or the Personnel Office at once.
- M. Good housekeeping must be maintained at all times. This is to be done both at your work station and in your locker area. Germs can hurt you as much as misused machines and tools.
- N. Watch for fire hazards at all times and report such to your foreman or Personnel Department at once.
- O. Employees are not to gather around their machines or in a machining area to take their rest period breaks or their lunch period.

Failure to comply with safety rules may call for disciplinary action and can be cause for your dismissal.

WAGE ASSIGNMENTS & GARNISHMENTS

You are urged to keep your financial affairs in such shape that wage assignments or garnishments will not be served. These are very troublesome and expensive to handle and should be avoided. Two or more wage assignments or garnishments within a one year period of time shall call for disciplinary action, and may be cause for termination.

JURY DUTY



If you receive a Jury Summons, contact the Personnel Department at once. If it is necessary for you to serve on Jury Duty, Paymaster will pay you the difference between your average hourly rate and that which you receive for Jury Duty pay, up to a maximum of two (2) weeks per calendar year. If you fail to report to the Personnel Department prior to serving on Jury Duty, you will not be eligible for Jury Duty pay.

MILITARY LEAVE OF ABSENCE

Employees who are required to serve on annual or active duty for training with a reserve military unit or those in a reserve unit who are called upon to serve in an emergency, will be paid the difference between their average hourly rate and that pay he receives from the military. In no case will an employee be granted this pay for a period of more than two (2) weeks each calendar year.

NEW EMPLOYEE FEE

Paymaster will give you a \$25.00 cash bonus for bringing a new employee to work here at Paymaster. This bonus will be paid to you if the new employee is hired and stays a period of 30 days or more.

WEDDING GIFT

Paymaster will give you a \$25.00 cash wedding present, if you have been employed for two (2) years or more at the time of your marriage.

BIRTH OF A CHILD

Paymaster will give you a \$25.00 savings bond for the birth of a child, if you have been employed two (2) years or more.

COFFEE

Free coffee, tea, and hot chocolate are provided by Paymaster for you on your lunch period. These beverages are served from our vending machines and you are urged to enjoy as much as you wish, with your lunch.



REST PERIODS

Paymaster realizes it does us all good to pull our nose away from the "Grindstone" so to speak, so a fifteen (15) minute rest period in the morning and another in the afternoon have been provided. The morning rest period is from 10:00 A.M. to 10:15 A.M. and the afternoon period is from 2:15 P.M. to 2:30 P.M. Nobody is requested to work during these rest periods unless they wish to do so. A buzzer will signal the start and end of each rest period. Employees are requested to remain at their work stations until this buzzer is sounded and are expected to have returned to their work station when the buzzer is sounded for the end of the rest period.

SICK BENEFITS

For you to qualify for any payments for sick benefits, you must have been employed for a period of 90 days or more. Protection will become effective following 90 days of continuous employment. If after this time you become sick or are injured, you will receive 50% of your average weekly wage up to a total of \$60.00 per week, for a period of 13 weeks. Sick benefits commence on the 8th day of absence due to sickness and on the 1st day due to an accident occurring away from the plant. All injuries received in our plant are covered under the "Workmens Compensation Plan."

PREGNANCY BENEFITS

If after an employee has completed 270 days of service, and at the advice of their doctor they are instructed to leave work due to pregnancy, Paymaster will issue to the employee 35% of their average weekly wage for a period of six weeks. For those employees who become pregnant and wish to continue working, this may be done as long as the employee's doctor authorizes the employee to work in a written statement to this fact, and forwarded to the First Aid Department.

DEATH BENEFITS

After you have completed six (6) months of service, Pay-

master will give you a life insurance card indicating that you are covered by our life insurance policy. This policy is in addition to the life insurance that is a part of our hospitalization plan. You are not required to contribute toward the cost of this additional insurance in any way. The following is a schedule of free life insurance coverage:

Employed 90 days to 1 year	- \$1,000.00
" 1 year to 3 years	- 2,000.00
" 3 years to 5 years	- 3,000.00
" 5 years or more	- 4,000.00

Employees who pass away while actively employed, will have earned Vacation pay at time of death paid to their beneficiary as indicated on Company Life Insurance Card.

FUNERAL LEAVE OF ABSENCE

If an immediate member of your family passes away, you will be eligible for a funeral leave of absence. The following shall be considered immediate members of ones family:

Wife - Husband - Child - Sister - Brother
Mother - Father - Mother In-Law - Father In-Law
or Grandparents of you or your spouse.

A funeral leave shall be for a period of three (3) days, for which you will be paid for at your average hourly earnings. If you need not take a full three (3) days off work at the time of death of one of the above members of your family, you will still receive three (3) days wages. All time absent in excess of three (3) days will be at your expense.

ELECTION DAYS

You will be provided with time off from work as allowed in the Illinois Election Code for all elections.

WORKMENS COMPENSATION

Safety is one of the most important parts of your job here at Paymaster. We expect you to work in a safe manner and you can expect Paymaster to provide you with a safe place to work. If you should become injured while you are at work, you are covered by Workmens Compensation insurance. The cost of this insurance is paid for by Paymaster. You pay nothing for this protection.

SUGGESTIONS

Paymaster welcomes your suggestions on safety, your work station or machines, new ideas for production etc. Suggestion Boxes are in the plant along with forms which you may use to explain your suggestions. A committee reviews these suggestions and those that have merit are processed and put into effect and the employee is given a cash reward. If you have a suggestion be sure to fill out a form and place it in the Suggestion Box. Many times a new employee can see an improvement that we have been overlooking.

CHRISTMAS BONUS

For many years Paymaster has given all of it's employees a Christmas bonus. The amount of this bonus is determined by your length of service and your average hourly earnings. All employees receive a bonus regardless of how little service they may have. Christmas bonuses are as follows:

- Each employee receives a turkey regardless of their length of service.
- Employees who have less than six months service will receive ten (\$10.00) dollars.
- Employees who have more than six months service but less than one year, will receive twenty (\$20.00) dollars.
- Employees having more than one year of service will receive one (1) weeks salary, based on their average hourly earnings.

CHRISTMAS SAVINGS CLUB

We have a Christmas Savings Club here at Paymaster which you may join by signing a deduction card in our Personnel Department. There are five (5) plans available. There are \$2.50, \$5.00, \$10.00, \$15.00 or \$20.00 per week. Should an emergency arise during the year, you may withdraw a part, or all, of your savings by requesting them through your Foreman. If you should discontinue your savings, you must wait until the following year to begin another account. Your account will automatically be discontinued if you withdraw savings three times in one year. You will receive a check for the total amount of your savings in your account, early in December.



HOLIDAY PAY

After you have been employed a total of 30 days you will be eligible for holiday pay. This pay is based on your average hourly earnings. The following are a list of the paid holidays:

New Year's Day - 1/2 Day Good Friday - Memorial Day - Independence Day - Labor Day - Thanksgiving Day - Friday following Thanksgiving - 1/2 day before Christmas - Christmas Day, plus a floating holiday, which will be designated each year by Management, to best suit the wishes of the employees and Management for that year.

There is a total of eight (8) full days and two (2) one half day holidays each year.

You must be at work both the scheduled work day before a holiday and the scheduled work day following a holiday or you will lose that holiday pay.

WASH UP TIME

Hourly paid employees are allowed ten (10) minutes at the end of the work day, to wash up and change their clothes before going home. A buzzer will be sounded at (10) minutes before the end of the work day to signal the start of the wash up period.

LUNCH PERIOD

Your lunch period will be from 12:00 noon to 12:30 P.M. No one is allowed to work during this time. Paymaster has available for your use, a clean recreation room with tables and chairs where you may eat your lunch, obtain free coffee, tea, hot chocolate and sit and relax while you enjoy your lunch in comfort.



SMOKING

The rules on smoking here at Paymaster are few and simple. We do not allow smoking in our Paint Dept., carton storage area and flammable liquid room at any time. We also request, for your own safety, you do not

smoke while operating any type of machine. Violation of these rules can be cause for your dismissal.

SERVICE AWARDS

For each five (5) years of service, you will earn a service award. The following are a list of awards that will be given:

5 years - Silver Pin	25 years - Watch plus
10 years - Gold Pin	\$100.00 bond
15 years - Gold Pin w/ruby	30 years - \$300.00
20 years - Gold Pin w/diamond	35 years - \$350.00
plus \$50.00 bond	40 years - \$400.00

VACATIONS

This is the part of the year that all of us look forward to most. Here at Paymaster, you begin to build toward your vacation the day that you are hired. The following is a schedule of how you earn your vacation time:



Length of Cont. Service as of June 1st	Paid Hrs.	Length of Cont. Service as of June 1st	Paid Hrs.
5 months	12	14 months	48
6 months	16	15 months	52
7 months	20	16 months	56
8 months	24	17 months	60
9 months	28	18 months	64
10 months	32	19 months	68
11 months	36	20 months	72
12 months	40	21 months	76
13 months	44	22 months	80

When you have completed ten (10) years of service on or before June 1st, you will have earned three (3) weeks vacation. After completing twenty (20) years of service on or before June 1st, you will have earned four (4) weeks vacation.

The third and fourth vacation weeks of those employees who have earned them, will be scheduled by management. Every effort will be made to schedule an employee's 3rd and 4th week so as to benefit both the employee and the company.



TIME CARDS

Your time card is very important to both you and to the company. It is from your time card that the Payroll Department will figure your weekly pay check. The following rules regarding your time card have been issued, and must be followed:

- A. You are requested to be at your work station and ready for work at the start of the regular scheduled work period.



- B. You must not punch your time card earlier than fifteen (15) minutes before the start of the work period, or later than fifteen (15) minutes after the end of the work period.

- C. You must punch out a "Noon Punch Out Card" if you leave the company property while on your lunch period. These cards may be obtained at the timekeeper's desk or from your Foreman.

You are requested to fill out this card completely and upon leaving the company property, you are to punch out this card where so indicated. This card is then left in a designated place and upon your return you are to punch back in, in the designated place. The card is then turned over to the timekeeper or to your Foreman. Employees who return late when leaving the company property at lunch period, shall be treated the same as those employees who report late for work at the beginning of a working period.

- D. You must never punch out another employee's time card or "Noon Punch Out Card." Violation of this rule may be cause for your immediate dismissal.
- E. Overtime will be worked only if authorized by special approval of your Foreman. Without this approval you may not work beyond your regular scheduled hours.
- F. You will be penalized in multiples of three (3) minutes for all tardiness. Employees who are excessively tardy or absent from work shall be subject to disciplinary action. It is the employee's responsibility to contact the Personnel Department and notify them as to the reason for being tardy or absent.

REFRESHMENTS

Coffee, Tea and Hot Chocolate plus soft drinks may be purchased throughout the work day, in our recreation room area. Free Coffee, Tea and Hot Chocolate are provided for all employees at the noon lunch period.

SOLICITATIONS

Oral solicitation by employees during working time is prohibited in any area of the plant.

Distribution or circulation of literature by employees is prohibited in work areas during working and non-working times.

Outside solicitors are not to be given access to Company premises for solicitation purposes.

TELEPHONES

Pay telephones are located throughout our plant. These phones are for your use but are not to be used during working hours. These phones are for use before starting work, on rest periods, lunch hour and after the scheduled work period.

All incoming, personal calls, will be directed to the Personnel Department. In the case of an extreme emergency, the Personnel Department will contact your Foreman and have you take this call in the Personnel Department. For all other calls, the Personnel Department will take a message and this will be delivered to you thru your Foreman.

WAGES & MERIT RATINGS



All jobs here at Paymaster have been studied and are classified. This explains all duties which are required to perform this job. Each job is rated according to skill, knowledge, responsibility, hazard, etc., with each being given a point value. The total points for each job places this job in a "Labor Grade," and each Labor Grade has a rate range. All employees are paid in accordance with the rate range for their job classification.

New employees progress will be reviewed by their Foreman at least once every three (3) months until the employee has reached the top of their

rate range. Employees who have reached the top of their rate range will continue to be reviewed every six (6) months. These reviews will be recorded on the employees cardex card and will be consulted when an employee is being considered for a promotion, job transfer, etc.

All ratings, both for new employees and those who have reached the top of their rate range, will be discussed with the



employee by their Foreman. The Foreman will explain his reasons why he has rated the employee as he has and will answer any questions the employee has regarding their rating report. The employee will be requested to sign this rating report acknowledging their Foreman's rating.

Each employee is guaranteed an hourly base rate depending on their job classification. If an employee is working on a bonus system, which is in effect on a majority of production operations, they may earn more than their guaranteed rate by putting forth extra effort.

SHIFT PREMIUM

If an employee is requested to work on a shift that is 25% different than their standard working hours, other than overtime, they will be paid at the rate of ten (10) cents per hour extra.

OVERTIME

Employees will be paid at the rate of time and one half for all hours worked in excess of eight (8) hours per day or forty (40) hours per week. All overtime must be authorized by your Foreman.

ATTENDANCE

One of the most important assets Paymaster has, is its employees. You can add to this value by being a good employee, and one of the most important points in being a good employee is your attendance record. When you report late for work it puts an extra burden on your Foreman and fellow employees. Always try to be on time. If you are late, call the Personnel Department and inform them, and tell them what time you expect to arrive. If you are going to be absent, inform



your Foreman as far in advance as possible. If you can not tell him in advance, such as sickness, emergencies, etc., please call the Personnel Department as early as possible and inform them as to the reason for your absence and when you will return to work. You may call our switchboard anytime of the day or night. Our number is UP 8-9200. Please ask for the Personnel Department and give them your message. If it is necessary for you to call after 4:00 P.M. or before 8:00 A.M., there is an answering service that will take your message and forward this to the Personnel Department when the office opens. Always make sure to state your name, your department, your clock number, the reason for your absence or tardiness and when you will return to work.

Employees who are absent twice in one month or are late four times in one month, shall have a violation placed against them in their Personnel File. Three such violations in a row shall call for a three day suspension without pay. Four violations in a row shall call for a five day suspension without pay, and a fifth violation shall be cause for termination of employment.

LENGTH OF SERVICE INCREASES

A "Length of Service Increase" is granted to all employees at the completion of three (3) years service, again at the end of six (6) years service and a final increase at the end of nine (9) years service. For those employees who are paid on an incentive basis, these increases will be at the rate of four (4) cents per hour. Those employees being paid on a straight hourly rate will receive five (5) cents per hour.

PROBATIONARY PERIOD

We wish to remind new employees that you are on a probationary period for 90 days. After you have completed this probationary period, your seniority will be calculated from the day you were hired.

PENSION PLAN

A Pension Plan is provided for all members of Paymaster. This plan is paid for by the Company and there is no cost to the employee. A separate booklet explaining the Pension Plan will be given to you by the Personnel Department.

LEAVE OF ABSENCE

Leave of absence is granted by discretion of management only. For sickness and accident a medical leave of absence may be granted for a maximum of one year. Personal leave of absence may be granted for a maximum of 90 days. No loss of length of service will be deducted for a medical leave. **ALL** days in excess of the first thirty (30) days shall be deducted on a personal leave of absence.

YOU ARE A MEMBER OF PAYMASTER

We feel you have joined a group of people who can hold their heads high and be proud of our company, product and fellow employees. We also feel you are well on your way in your own position with Paymaster for you have impressed us favorably enough to be hired.

From this point on, your future with Paymaster lies mostly in your hands. It is up to you to pitch in and do your job as well as you possibly can and to cooperate and help your fellow employees to the best of your ability.



EMPLOYEE GRIEVANCE PROCEDURE

In an effort to establish the smoothest working relationship possible among employees of the Paymaster Corp., a regular system for settling possible grievances has been instituted.

Provision has been made through this grievance procedure to help remedy any situation which may result in dissatisfaction.

Your Company makes a constant and continuous effort to see that all its employees are treated with consideration and fairness and are satisfied in their relationship with each other.

From time to time, problems or difficulties may arise. Your management wants to know about these problems. It also wants the person who supervises you directly to know about them, and for this reason it asks you to take problems to your department head first.

He will make every effort to solve your problem equitably.

If you should ever encounter a problem and want help, here are the steps you may take:

1. Talk the matter over with your department head and supervisor and expect an answer within a few days. This is the first of three steps, and you owe it to yourself, as well as the Company, to bring up your questions. The Company intends to treat everyone fairly.
2. If you haven't received an answer from your department head and supervisor within a reasonable time or if you do not feel the answer was satisfactory, go to the plant manager and talk it over.
3. If still you do not think you have been given a fair and helpful answer state your difficulties in writing as fully as possible and give this statement to the manager of employees relations and personnel who will take it up with the president. The manager of employees relations and personnel will notify the plant manager and employee of the president's decision. In no case will an employee be denied final access to the president if he desires to pursue his complaint further.

If you follow these steps, no one may criticize you, penalize you, or discriminate against you in any way. You may freely report any attempt at such treatment to the management.

NOTES

This employee guide supersedes ALL previous employee guides dated September, 1973