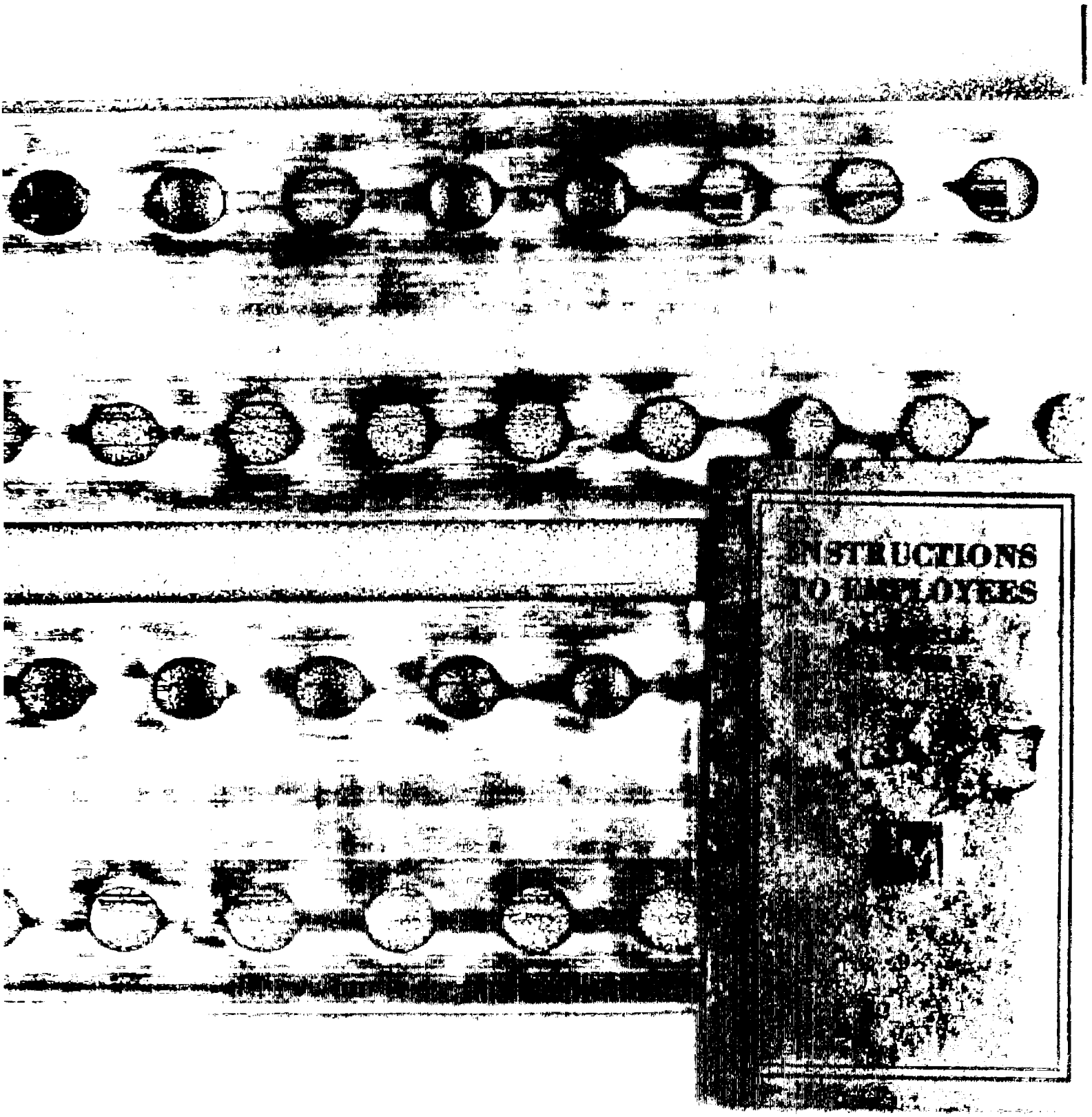


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Dispensary

The Plant Dispensary is located in the southeast corner of the Main Office Building, and is fully equipped, with a nurse in attendance during the day and subject to call at night for major accidents. The Company Physician spends two hours at the Plant Dispensary every morning—from 9:00 to 11:00, except on Sundays. He is subject to call at all hours.

All accidents, regardless of their nature, must be taken care of at once; that is, all injured employees must report immediately either to the Plant Dispensary or the Plant Nurse for first aid treatment. All subsequent treatments, in the cases that do not require the attention of the Plant Doctor, will be conducted by the nurse, who visits the various departments each afternoon.

Safety

It is hoped that each and every employee will cooperate with his building Safety Committee and his supervisor in preventing accidents.

Each building has a Safety Committee, which reports to a General Safety Committee, which meets once a month to discuss accidents and preventive measures.

It is important that every employee reports to his foreman any injury he may receive, regardless of how slight.

All safety rules must be strictly observed.

Where operations warrant the use of goggles or respirators, and the employee is so instructed to use them by his supervisor, it is absolutely necessary that he adhere to instructions.

Employees shall not remove or make ineffective any safe guards around or attached to machinery, unless for the purpose of making repairs. All safe guards so removed must be replaced at once.

Employees will not be permitted to ride on any moving object, such as hand trucks, electric trucks, etc., except in the performance of their assigned duties.

Employees should not use any machine or tool on which they have not been fully instructed by their foreman.

Suggestions or recommendations from employees in regard to safety measures, sanitation or good housekeeping are welcome.

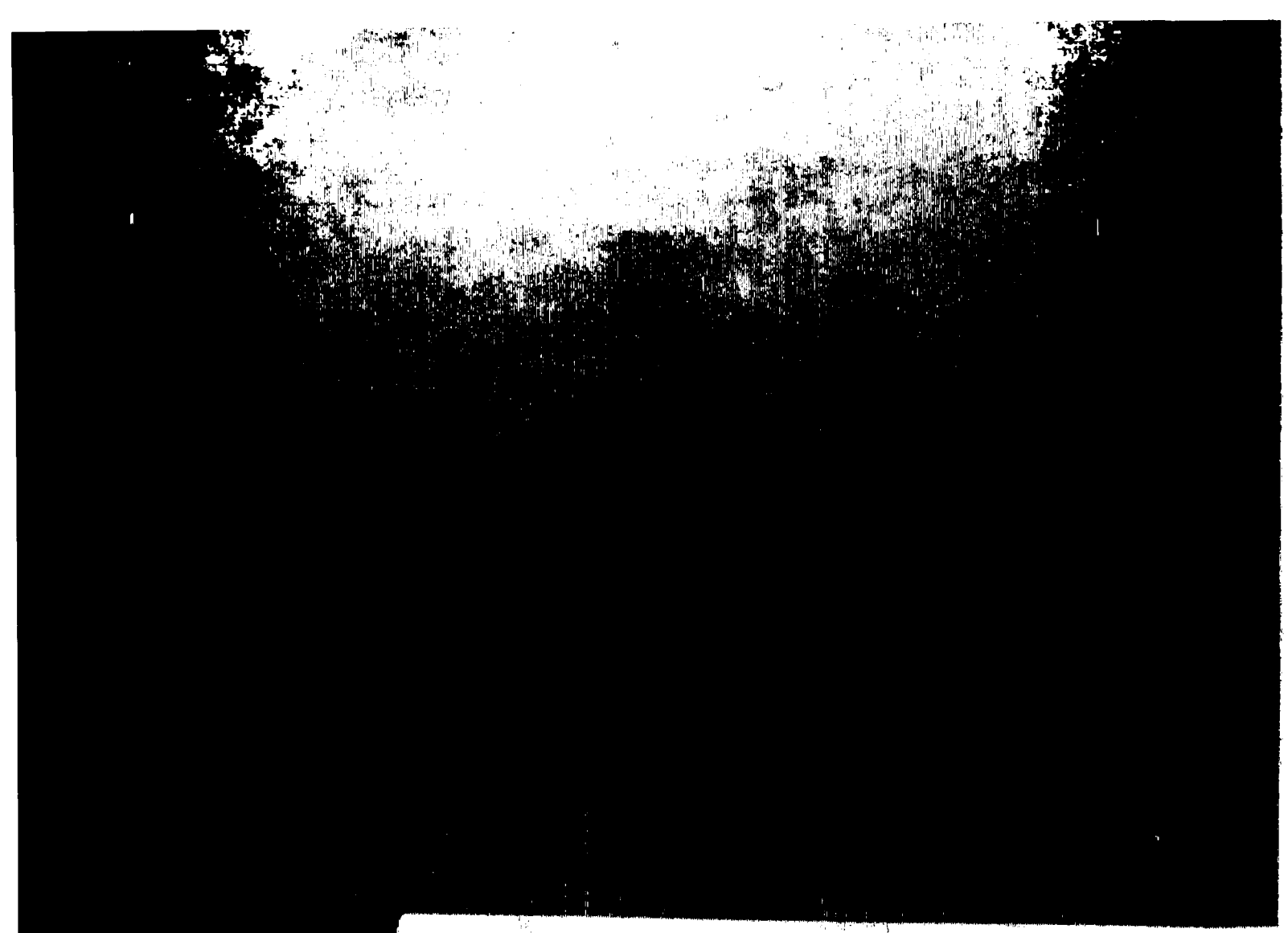
Plant Fire Signals

One long blast of the whistle will indicate a fire. Fire signals indicating location of a fire are shown on the "Fire Notice" which is posted throughout the Plant.

Insurance

After an employee has been [illegible] for the Company for a period of six [illegible] is eligible to participate in the [illegible] Insurance Plan. You can obtain [illegible] formation relative to this Plan [illegible] at the Personnel Department.

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Smoking is strictly forbidden in all factory buildings except in the Machine Shop of "B" Building, Moulding Room at north end of the Magneto Dept., and on the ramps in Building "H", where smoking will be permitted between 12:00 and 12:30 noon. Smoking is allowed during noon hour outside of the buildings at the north and south ends.

Employees are forbidden to visit other departments during working hours except when delegated to do so by their supervisor.

Employees are not permitted to bring visitors into the buildings or grounds at any time.

Employees have the right to challenge any visitors or other employees smoking or carrying cameras in the buildings or on the Company premises.

Employees are not permitted to enter the factory grounds other than during working hours.

All automobiles kept on the Company premises must be registered with the Captain of the Manville Plant Police Department.

The speed limit for automobiles entering the Company premises is not to exceed 10 miles per hour.

Repairmen, when completing a job, whether new work or repairs, shall remove all materials left over as well as all tools and equipment used, any old machinery or equipment also may be obsolete.

Holidays Observed

The following holidays are observed by Manville Factory:

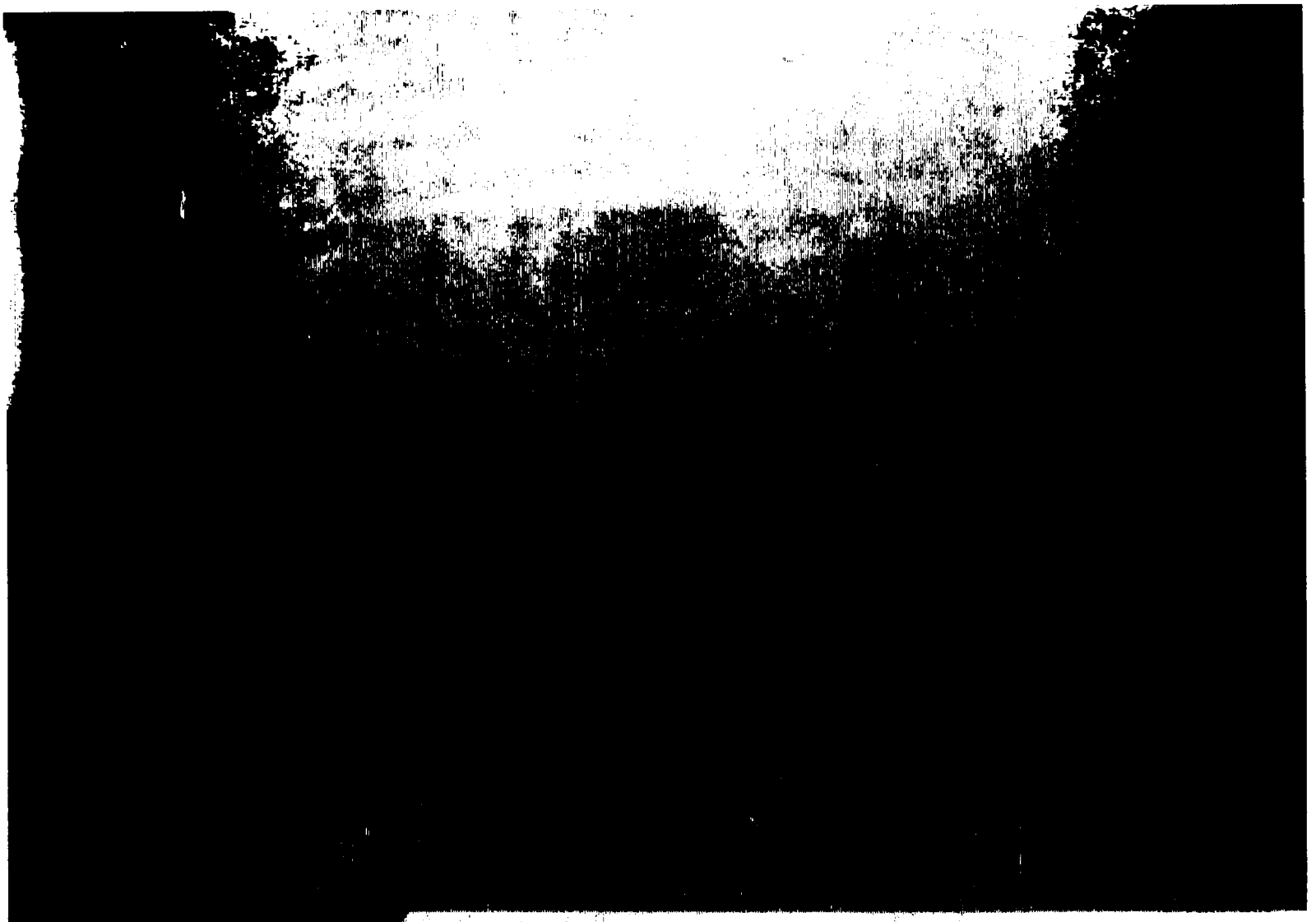
New Year's Day	January 1st
Lincoln's Birthday	February 12th
Washington's Birthday	February 22nd
Memorial Day	May 30th
Independence Day	July 4th
Labor Day	First Monday in Sept.
Columbus Day	October 12th
Election Day (Presidential)	Tues after 1st Mon. in Nov
Thanksgiving Day	Last Thurs in Nov
Christmas Day	December 25th

Sanitation

Since the sanitation of the plant depends on the cleanliness of those working in the departments, employees are expected to refrain from any practices that do not tend to keep the buildings and grounds in a clean and sanitary condition. We expect all employees to cooperate with the committee in the various buildings to keep the buildings and surrounding grounds outside the buildings in a clean and sanitary condition.

Therefore, do not throw rubbish, such as lunch papers, fruit peelings or other kind of waste on the floor or through the windows. Use receptacles provided for this purpose.

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When this leave is for personal business, it is necessary that the employee register his time card "out" when he leaves and register it "in" on his return.

Employees must notify the Employment Office of any change in address.

Washing up or making other preparations to leave before the prescribed stopping time will not be permitted.

Drinking or having in your possession intoxicating liquors while on duty will be the cause of immediate discharge.

The following offenses will not be permitted and might be the cause of discharge:

Operating elevators with guards or doors out of place.

Running machines with guards removed.

Defacing Company property.

Removing posted signs or bulletins.

Spitting on floors, in corners or in drinking fountains.

Profanity.

Repeated tardiness or absence without adequate excuse.

Sleeping during working hours.

Insubordination.

General Rules

We reserve the right to inspect any and all lunch boxes, packages, bundles or coats when they are carried off the premises.

Company property; i.e. finished goods, semi-finished goods, raw materials, tools, scrap materials, or equipment should not be taken off the premises without a regular "Cash Sale" order.

Stealing Company property or that of a fellow workman will be the cause of immediate discharge and any other action that the Company sees fit to take.

Employees are cautioned against leaving money or valuables in lockers or in their clothing when not in use. All personal property allowed to remain in lockers, whether locked or unlocked, or in their clothing, shall be at employee's risk.

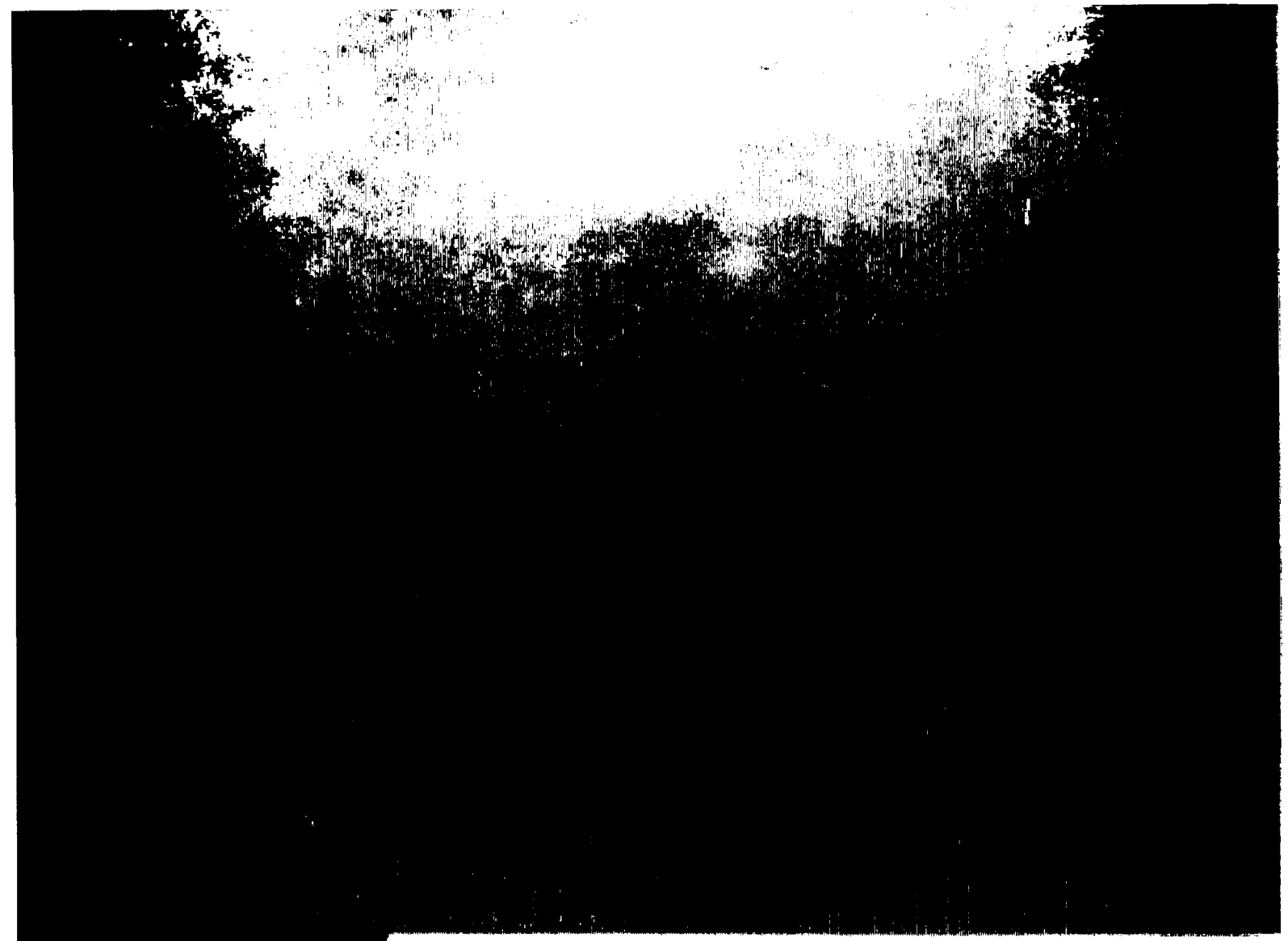
Employees are requested, when any valuables are missing, to report same to their building superintendent at once.

Fighting in the buildings or on Company's property shall be sufficient cause for dismissal of all parties concerned.

Reading of newspapers, books or magazines during working hours, or permitting them to lie around on desks or benches is strictly forbidden.

The sale of tickets or other articles, the circulation of subscription lists or the solicitation of contributions is prohibited unless by the written approval of the Factory Manager.

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Payment of wages earned is made by check, and it is expected that these checks be cashed within a reasonable time—not to exceed 90 days.

Working Rules

All employees must register their own time cards. Registering time cards for other employees will be sufficient cause for discharge of all parties interested.

Employees punching in late will have their time figured from the next even quarter-hour. Those punching out early will have their time figured from the last quarter-hour. Employees failing to punch their card will be penalized one quarter-hour.

All employees working on an hourly basis will be paid for the actual time worked and not the time recorded on the time cards.

Employees on a piece work basis will be paid according to set standard piece work rates established covering the operations, based on material produced and accepted by the Inspection Department. All materials rejected will be discounted from production, and operators will not get paid for any materials rejected.

Time cards are not to be taken from the racks by employees.

Leave of absence should be arranged for in advance.

In the case of sickness or other causes, which will not permit employees to report to work, it should be reported as early as possible to their supervisor. Employees absent from their work without reason for ten (10) days will be dropped from the payroll. Employees absent for more than two (2) weeks are subject to a re-examination by the Plant Physician.

No payment of wages will be made in advance of regular pay-day.

Overtime—Regular overtime hours will be from 6:00 to 9:00 P.M. One half hour will be allowed for supper from 5:30 to 6:00 P.M.

Employees, who work two or more hours overtime, will be paid for one half hour supper time.

Lunch will be provided for employees who work two or more hours overtime when requested to do so without notice.

When employees resign notice of [illegible] before that they are to work [illegible] expected that they will [illegible]

Employees are expected to [illegible] three (3) days notice [illegible] before leaving the Company.

Employees will not be [illegible] the plant during [illegible] unless signed by the [illegible]

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General Policy

The Company intends that its employees be treated fairly. If you have any complaints or suggestions to make at any time having to do with your work, working conditions or anything that might affect the health of employees, we want you to feel free to speak to your supervisor about it.

Induction

When you are selected by the Employment Department to fill a certain position, before you can be finally accepted, you must pass the physical examination by the Plant Doctor, who determines whether or not you qualify for the job in question. After acceptance, you are sent to the interested department and referred to the foreman, who will assign you a clock number and see that you are instructed as to your work, factory rules, safety, etc.

An Employment Card, filled out at the time of hiring, is kept in the Personnel Department covering the personal history of each and every employee.

Methods of Pay

Pay-Day for employees on hourly and piece work rates is Friday of each week. The working week is computed from Monday morning until Sunday night. Wages earned during that week are payable the following Fri-

Johns-Manville, Instructions to Employees, Manville Factory (1930s)
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