



# **YOUR JOB AT GILBERT'S**



**BY**

**THE FOUNDER-PRESIDENT  
AND CO-WORKERS**

**OF THE**

**A. C. GILBERT COMPANY**



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**WELCOME**

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## FOREWORD

THE PURPOSE OF THIS BOOK is to welcome you into The A. C. Gilbert family and make you feel at home. We believe that you will like it here and be proud to be one of us, because:

We try to make our work enjoyable as well as profitable, and we all plan to think up things together to make this come true. As a matter of fact, we consider ourselves as a team, not only working but playing together, for we realize that all work and no play makes Jack a dull boy.

We have as few rules and regulations as possible. As you will see, those we have are no more than are necessary in any plant of this size.

Our foremen are managers of their departments and treat those working with them fairly and squarely.

We sincerely hope that you will stay with us a long time. Some of our co-workers have been here as long as 35 years. Twenty have been here over 25 years; forty over 20 years, seventy over 15 years and a hundred over 10 years!

The Company's growth to its present size from a one-man organization is proof of the opportunities for advancement that it has to offer you.

We are small enough, however, to consider each co-worker as an individual and to appreciate his personal and family problems, and we hope that we shall never grow so large as to lose the personal contact and real friendship that we have now.

Signed: *A.C. Gilbert*  
and co-workers



# THE HISTORY OF THE COMPANY

WHEN YOU CAME TO US, you told us your history. Now we would like to tell you ours.

The life story of the founder of this business — A. C. Gilbert, Doctor of Medicine, Athlete, Olympic Champion, would read like a fairy tale if written in detail. His success is typical of the opportunities which this great country affords the young man with vision, patience, persistence and the desire to achieve the goal he sets for himself.

When he was only eleven years old, Mr. Gilbert became interested in magic tricks and soon developed such proficiency that he was able to put on shows that would do credit to a professional magician.

What started as a hobby was to prove of profound importance in shaping his life career and enabling him to start the business that now bears his name. While in college he was in great demand as a professional entertainer in clubs and theatres and by the time he received his degree, he had saved enough from his fees as a magician to provide working capital for his first manufacturing enterprise.

The class records will show that Mr. Gilbert graduated as an M.D. in 1909. But magic appealed to him more strongly than medicine and, renting a woodshed in Westville, he started to manufacture magic tricks under the name of the Mysto Manufacturing Company. It was a name well chosen — as evidenced by the fact that the magic tricks we manufacture today continue to carry the name “Mysto Magic.”

The name “Mysto Magic” was also prophetic as to the company's future growth. In an incredibly short time it had become the largest manufacturer of tricks and illusions for the world's famous magicians. Magic stores were opened in New York, Chicago and Philadelphia and a large mail order business was developed. Some of these early catalogs are still in the company's library.

Many Mysto Magic tricks and sets found their way into

the toy stores of America, and thus the name A. C. Gilbert soon became well known to the toy industry.

One day in 1912, while riding on the train to New York, Mr. Gilbert became interested in the girders being erected for the electrification of the New York, New Haven and Hartford Railroad. His vivid imagination saw the possibilities of developing a construction toy patterned after those girders — and thus was born the invention of Erector.

With characteristic energy Mr. Gilbert lost no time in transforming his new idea into reality, and Erector was on sale by the Christmas season of the same year. It was an instant success which became even more spectacular when — later — an electric motor was added that gave action to Erector models.

The electric motor, in turn, led to the development of Gilbert fans and other motor driven appliances. It is worth noting that these early fans had the first fractional horsepower motors to be wound with plain enameled wire.

The growth of the company is well reflected in the frequent moves to larger and larger quarters. The advent of Erector necessitated the purchase of a new plant on Foote Street. By 1915, when Polar Cub fans were introduced, this plant had become outgrown, and the company moved to Fox Street.

A year later the name of the firm was changed from Mysto Manufacturing Company to The A. C. Gilbert Company. It was during this period that A. C. Gilbert made his greatest contribution to the toy industry by bringing science down to the level of the boy.

He introduced a whole family of scientific and educational toys: Chemistry and Electrical Sets, Manual Training Sets, Science Sets on Light, Heat, Magnetism, etc. He personally toured the principal cities of the United States to impress upon the public the important part that these career building playthings and educational toys would play in the development of the American boy and the American engineer of the future.

Fortunately Mr. Gilbert has lived to see this ambition fulfilled and those of you who are associated with The A. C. Gilbert Company can feel proud that his contribution has been one of the greatest educational influences in America.

It was really fantastic the way the business grew and grew. As a result, the Company in 1917 acquired from the Maxim Munitions Corporation the present location at Peck Street and Blatchley Avenue. Many wings and new buildings have since been added to our first structure — and we still feel we are young enough and vigorous enough to grow a lot more.

Shortly after acquiring our present location, America entered the first World War, and we promptly turned our facilities over to the Government. We made a proud record in designing and producing important ordnance, including the Colt's automatic pistol.

We are fortunate in having a President who has proved himself both a far-sighted leader and a brilliant inventor. Mr. Gilbert has personally taken out 126 patents, which he assigned to the company. He also organized the Toy Manufacturers of the U. S. A. and was its first president.

In welcoming you here we believe you will find it inspiring to know something about Mr. Gilbert's philosophy and those associated with him. Our directors have been mostly men actively identified with the Company — men who have grown up with the business and lived its interesting history.

From the very inception of the business, money and profits were not the main objective. Profits are necessary in any successful business, but the dominating motive that has inspired Mr. Gilbert and his associates has been to carry out an ideal for the boys of America and to make Gilbert's a place in which people like to work.

Another tremendously important event in our history was the marriage that took place between The A. C. Gilbert Company and the American Flyer Company of Chicago, famous as one of the pioneer manufacturers of electric trains. The founder of that business, Mr. Coleman, was a lifelong

friend of Mr. A. C. Gilbert's, and it was this friendship that resulted in the two enterprises coming together.

The outstanding men of the American Flyer organization moved to New Haven and today are valued members of our organization. It is a tribute both to them and to the Gilbert workers that they so quickly felt at home with us and became regular members of our team in every way.

We hope and believe that you will have the same experience in joining us, and will soon feel that you are a full-fledged member of the Gilbert family.

In 1941 we celebrated the opening of the Gilbert Hall of Science in New York City. It was dedicated, with impressive ceremonies, to the Boys of America and ranks as the largest scientific exhibit of its kind in the world.

## WHAT WE MANUFACTURE

OUR MAIN PEACETIME PRODUCTS ARE:

Gilbert and Polar Cub Electric Fans and Appliances.  
Erector, Gilbert Chemistry Sets and other Gilbert Scientific and Educational Toys, American Flyer Trains and Equipment.

All of them are quality products made to high precision standards. We pride ourselves on precision craftsmanship — and no matter what your individual work is, you will be an active participant in maintaining our fine reputation.

The products which we make are nationally advertised and sold under the brand names mentioned above. These names have been famous from coast to coast for many years. You will find that when you tell your friends that you are working at "Gilbert's" that they will know the Company and its products.



### OUR "E" AWARDS

During World War II, our plant converted almost 100% to the manufacture of precision ordnance for the Army and Navy. You co-workers won the coveted Army-Navy "E"



Award three times for high achievement in the production of war materials.

These awards entitled us to fly the "E" flag with two stars over our plant, and every co-worker who was a part of the team was awarded the treasured "E" pin.

## **THINGS AT GILBERT'S THAT WILL APPEAL TO YOU AND HELP YOU**

Besides pioneering in inventing new products, our Company has also pioneered in many things to make our lives pleasanter. These include plans not only for our working hours but for our leisure hours as well. They make for convenience, comfort and better work, and they run the gamut from music on the loudspeaking system to free legal consultation, special arrangements for paying of bills to public utilities and the constructive use of our leisure time in sports and games.



### **MUSIC**

Our Company was one of the first in America to install a loudspeaking system to furnish us with music and special information during our working hours and rest periods.

### **REST PERIODS**

We were among the first to recognize the need for rest periods every morning and every afternoon. This is accompanied by music over the loudspeaking system.



## FREE MEDICAL CONSULTATION



We can all get free medical consultation advice from the Company attending physician, on Mondays, Wednesdays and Fridays between 12 M. and 1 P.M. Make your appointment to see him through your foreman or through the Company nurse.



## BLUE CROSS HOSPITAL SERVICE FOR YOU AND YOUR FAMILY



In case of illness, you receive the following for only 90¢ a month or husband and wife \$1.75 or \$2.00 a month for you and your family. Three weeks hospital care including ambu-



lance service, a semi-private room, nursing, x-rays, cardiograph, medicines, use of delivery room, care of baby for mothers, and many other vital medical services.



## **SAFETY COMMITTEE**

We are keenly interested in your personal safety. We operate under a safety program that aims to eliminate all accidents. The Safety Committee meets regularly and is composed of Department Safety Committee members. We all cooperate, and we ask your cooperation, not only in maintaining the standards of safe operation, but especially in bringing to the attention of the Safety Committee any condition which should be improved.

## **RECREATION**

Recreation at Gilbert's means a change of pace from the regular routine of work and an opportunity to relax. Working with machines does not mean that we have to live like cogs in a wheel. That is why we like everyone, men and women of all



ages, to participate in our recreational programs during their off hours. It is a program that will refresh you physically and mentally, and it is one of the best opportunities in the world to meet your co-workers, form lasting friendships and get the most out of the Gilbert team spirit.



## **ATHLETIC ASSOCIATION**

Interest in sports has always been high at Gilbert's. Our Athletic Association has always given a good account of itself.

The Athletic Association operates on the proceeds of the ice cream machines in the plant. Participation is voluntary, and any individual or group who wishes to start a new sport or take part in current sports should get in touch with the Personnel Department for further information.



## ANNUAL PICNIC



One of the great days of the year is the day of our Annual Picnic. There are games — music — good eats — and above all, good fellowship. It is a time to get better acquainted with people in other depart-

ments. The Personnel Department supervises it, our foremen take part in planning it.

## SERVICE DINNER



Every year a banquet is given for all co-workers who have a continuous service record of ten years or more. Music, entertainment, group singing and dancing are enjoyed, — the highlight of the evening being the presentation of bronze, silver, and gold emblems to all present in recognition of their faithful service.

## "LUNCHEON AT GILBERT'S"

Occasionally we have a variety show called "Luncheon at Gilbert's" to entertain us during the lunch hour. The en-



tire program is made up of volunteers from the plant. Ask the Personnel Department about participating, or see the special pamphlet about this event.

## **RECREATIONAL BUILDING**

As this booklet goes to press, our Recreational Building is being built. For further information see our supplementary booklet.



## **FREE LEGAL CONSULTATION**



To assist you with personal problems involving legal matters, an attorney offers free legal advice twice weekly. Consultation appointments may be made through your foreman.

## CREDIT UNION

The Erector Federal Credit Union is operated for and by the co-workers under a charter granted by the Farm Credit Administration. Its purposes are:

1. To promote thrift among its members.
2. To provide convenient credit for emergencies and for all productive or provident undertakings. We and our immediate families are eligible for membership which, however, is not compulsory.



## UTILITY SERVICE

We do not have to make special trips to The New Haven Gas and Light Company, The United Illuminating Company and The Southern New England Telephone Company to pay bills. Payments can be made right here in the factory every Thursday.

Take your bill with you and the exact cash to pay it. No partial payment will be accepted, and if there is any question about the bill, it must be taken to the public utility office itself.

## "THINK UP"

The Personnel Department will give you our interesting little book called "Think Up" which describes special awards you can win for contributing valuable new ideas. This is another of our "firsts", for we were pioneers in instituting a suggestion



system with rewards and we are egotistical enough to believe that it is the very best.

## **APPRENTICE TRAINING**

Apprentices are accepted in certain designated trades if they are high school or trade school graduates or have served sufficient time at the trade previously, to equal this rating. Ask the Personnel Department for details.

## **SOCIAL SECURITY AND UNEMPLOYMENT COMPENSATION**

The Personnel Department will give you any information you desire about the Social Security Act or Unemployment Compensation.

## **THE GILBERT NEWS**

Everyone receives a free copy of *The Gilbert News*, a magazine that tells us about things of interest in the plant. It is edited under the direction of the Personnel Department, but we all take part in its publication. We try to keep it full of interesting pictures and articles about sports and social events, and we are constantly trying to improve it. Your suggestions and contributions, particularly of photographs, are most welcome.



## **THE GILBERT HALL OF SCIENCE**

The Gilbert Hall of Science is located in New York City. There on display you will find every product we manufacture. All co-workers are welcome to see this thrilling exhibit.

## HOLIDAYS

Under normal conditions the Company observes the following holidays:

New Year's Day	Fourth of July
Good Friday	Labor Day
Memorial Day	Thanksgiving Day
Christmas Day	

## EVERYBODY IS INTERESTED IN PAY

We know the main reason you work here is for pay, so let's discuss it.

**PAY GROUPS:** We are classified into three general pay groups:

1. Salaried employees, such as office workers
2. Straight hourly employees
3. Piece work employees

**WAGE LEVEL:** It is the Company's creed to pay the prevailing wage rate or higher in this area for similar work.

**OVERTIME:** We get time and one-half for all work performed over eight hours in one work day, or 40 hours in one work week (whichever is greater). We get double time on the seventh consecutive work day in our work week, but only if all seven days fall within the same week. We also get time and one-half on all legal holidays.

(This is a summary of Executive Order No. 9240. For further information, see the Personnel Department.)

We get a 10% bonus for all time worked on a regularly scheduled night shift.

**TIME OF PAYMENT:** We are paid for work performed during any week not later than the following Friday. No payment will be made in advance of the regular pay day





except to those who have been dismissed or by the personal approval of the Works Manager or Personnel Director.

**ERRORS:** If there is an error in your pay check, please don't be impatient about it. Our clerks try to be as careful as possible, but occasionally they do make mistakes. If you think one has been made, see your department head at once.

**WHEN ABSENT FROM WORK ON PAY DAY:** Go to the Employment Office for your pay, if you are absent from work on pay day. But do not go to your department or to any part of the plant without a pass.

**FINAL PAY:** Any person dismissed will receive his final pay at once from the Personnel Department.

**DRAWING PAY BY PROXY:** If you are absent owing to sickness or some other good reason and cannot be present at the regular paying-off time, the Paymaster will accept a written order signed by you, as authority to give the pay to the person you designate. The Paymaster, however, reserves the right to withhold payment whenever there is any doubt about the identity or character of the person who presents the order.

## VACATIONS



Our Company believes in vacations and wants us to have them, but emergencies, particularly in wartime, occasionally upset vacation schedules and plans.

If you have been here continuously for a year or more, you are entitled to one week's vacation with pay. If you have been here six months, one half week's vacation with pay.

Vacation pay is based on a forty-hour week.

## **REWARDS RATHER THAN PENALTIES**

Our Company likes to reward co-workers who demonstrate special skill, ability and resourcefulness in their jobs. Our system of rewards is made as definite and clear-cut as possible, so that you will know in advance just what you can expect for specially meritorious work and services. Two main types of extra rewards are offered.



**REWARDS FOR IDEAS:** The "Think Up" book which you have received is chock-full of opportunities for you to earn extra money, simply through ideas. Don't fail to read it from cover to cover.

**REWARDS FOR EXTRA WORK:** Most all of us have a chance to do piece work. Piece work rates are set so that you can make considerably more than your day rate. Of course, not all jobs lend themselves to piece work.

## **WHO CAN WORK HERE**

We have no age limits here at Gilbert's, except those prescribed by law.

All new co-workers are considered as temporary for one month. This is a get-acquainted period which will enable both of us to see if we are going to get along happily together. The strain a co-worker is under during his first month is always appreciated and taken into consideration in being classified for future work.

## QUALITY OF WORK

A Company is known by the quality of its products. Since our beginning we have insisted on the best of materials, workmanship and finish in everything we manufacture. This is why we have been able to develop our business and hold our customers.

We must all continue to cooperate as a team to maintain our high standards.



## PREVENTING WASTE

Gilbert's can only operate and provide satisfactory employment when it can sell its products at a profit.

All of us have a personal interest in preventing waste because little leaks amount to big losses, thereby increasing costs or destroying profits, and resulting in less employment.

All co-workers can do their part for the company and for themselves through careful workmanship, preventing accidents and fires, saving materials and supplies, taking good care of tools and machines, conserving light, water and power and helping in many other ways to prevent waste.

## REQUESTS AND GRIEVANCES

In keeping with the organization's spirit of teamwork, the management respects your right to express yourself about unsatisfactory conditions affecting your employment. In presenting any grievance, problem or request pertaining to your work at any time; you can feel sure that it will be given careful and considerate attention.

*If you have a grievance, take it up this way:*

1. With the manager of your department (your foreman or forelady).

2. If no satisfactory adjustment is made or explanation given within twenty-four hours, take it up with the Personnel Department.

3. If you still feel the adjustment or the explanation is unsatisfactory, take it up with the Works Manager. He will render a decision within five days on receipt of the request for a conference. In presenting your problem, you are not only helping yourself, but you are helping all of us to do a better job. No one will ever be discriminated against.

### **"THOSE OLD TIME CLOCKS"**

The time clock seems to be the only way of keeping track of comings and goings in an organization as big as this. Look on the time clock as your friend — not as your foe. After all, its chief purpose is to keep a record of the hours and minutes for which *you are to be paid* — not the hours and minutes you miss.



When coming to work and returning from lunch, punch your time card **IN** and put it in the **IN** rack. When leaving for lunch or at the end of your shift, punch it **OUT** and put it in the **OUT** rack.

If you fail to punch your card, you must get written approval on the card from your foreman before the time can be allowed. If you have to leave before the end of your shift, be sure to see your foreman and punch your time card as he instructs.

Do not punch your card earlier than ten minutes before starting time and not later than ten minutes after quitting time. Never, under any circumstances, punch the card of another co-worker, because this is a falsification of payroll records.

## RULES OF THE GAME



Just as there are rules governing a baseball, football or basketball game, so there are rules governing the operation of a business. The regulations at Gilbert's are merely to keep things running smoothly and fairly for all of us as a team. As you read them over, you will see that they

are no more than what your own judgment and common sense will approve.

The following acts might result in your being temporarily laid off or dismissed either after a warning, or immediately without a warning, depending upon the character of the offense and at the discretion of the management.

**1.** Intimidation of, or the use of profane, abusive or threatening language toward co-workers or supervisory executives; threatening bodily injury to others.

**2.** Insubordination of any kind including, among other things, refusal to perform any task, duty or job within reason, assigned to him by your supervisor, or refusal to obey his instructions.

**3.** Habitual tardiness, irregular attendance without satisfactory excuse, overstaying leave of absence without notifying the Company, continued unsatisfactory production or reporting production falsely.

**4.** Removal of safety devices or guards on machines or equipment without authorization. Handling or tampering with any other co-worker's time card, any Company production records, rate cards, blue prints, or tampering with your own time card.

**5.** Spoilage of work, willfully or through carelessness; avoidable waste, defective workmanship, violation of safety rules, defacing or damaging or destroying Company property such as buildings, equipment, tools, materials or supplies or injuring others through carelessness or negligence.

**6.** Removal from the premises without proper authorization any property belonging to the Company or to another co-worker.

**7.** Conviction of a crime indicating low moral standard.

**8.** Interference with the rights of any co-worker, with his work, or with his tools, machine, work place, materials or other personal property or that of the Company being used by a co-worker.

**9.** Willfully delaying or causing to be delayed, production on one's own machine or operation, or that of any other co-worker.

**10.** Bringing in or drinking intoxicating liquor on the plant premises, or reporting for work under the influence of liquor. Gambling of all kinds is prohibited by State law.

**11.** Visiting other departments in the plant except, of course, upon Company business, or unless authorized to do so by the supervisor of your department.

**12.** Engaging in work other than Company work. (This is because our pay is, naturally, for work performed for Gilbert's.) This also includes soliciting or selling of tickets, circulating of petitions on Company property, unless authorized by the management.





## **COLLECTIONS**

Collections by co-workers for flowers, wedding gifts, etc. are voluntary at all times. Your standing is not impaired by refusing to contribute.

To make a collection, first obtain permission from your foreman, and then from the Personnel Department. Then keep an accurate list of the money received and get a receipt for whatever you buy. Turn both the list and the receipt over to Personnel where it will be kept on file for future reference.

We do not approve collections or the purchase of gifts for foremen or others in supervisory positions.

We have no collections for charitable organizations within the factory. Instead, we invite the voluntary participation of us all in the Gilbert Charity Fund. We expect everyone to join by contributing 50¢ or more per month. This money is kept in a special fund, and a group of co-workers made up of one member from every department in the plant governs its allotment to all charitable organizations. Among those receiving gifts from the Gilbert Co-Workers' Charity Fund in the past are: The Community Chest, The Red Cross, The Gaylord Farm Sanatorium and many other local organizations.

## **MESSAGES**

Public phone booths are furnished for us. During working hours ask permission to use them from your foreman.

The Personnel Department will deliver to us, messages of an urgent nature.

## **EXPERIMENTAL ROOM**

Our experimental and engineering work is, many times, of a very secret and confidential nature. Consequently, no one is allowed to enter the Experimental Room.



## PASSES

If you want to come into the plant at any time other than your regular working hours, get a written pass from your foreman, Assistant Works Manager or the Personnel Department.

If you want to leave the plant during working hours, obtain permission and a pass from the head of your department and leave it at the guard's office.

To take a package, parcel or other item (except a purchase for which you have the sales slip) from the premises, get a pass okayed by your department head, and present it to the guard.

## APPEARANCE OF PLANT



The best work is done in a neat shop. Therefore we expect everyone to keep his place of work, machinery or other Company property that he uses in a clean and orderly condition. We do not like to see the walls, posts and machinery

marked or pasted with pictures and we consider it a violation of the spirit of our team.



## FOR YOUR SAFETY

*For your safety we have a modern first aid room which is attended by a qualified Registered nurse at all times, and for your safety, the following regulations must be observed:*

**1.** Report all injuries, *no matter how small they may be*. Notify your foreman as soon as possible.

**2.** Wear suitable work clothes.

**3.** Always inspect stock boxes and skids for unsafe features before using them.



**4.** Do not permit anybody to administer first aid outside of the first-aid room. For instance, incorrect removal of a particle from the eye may prove fatal.

**5.** Understand the hazards of your work. Whenever in doubt, ask your foreman to instruct and help you.

**6.** Before starting any machine, see that it is in good working order and that all safety guards are in place. Do not operate any machine without safeguards where safeguards have been provided.

**7.** Do not operate any press, machine or other equipment without the consent of the foreman in charge, unless it is part of your regular duties.

**8.** Never clean, oil, repair or make adjustments to machines while in motion.

**9.** Report at once any unsafe conditions to your foreman or Safety Committee member who will take the necessary means to correct them.

**10.** Bring to the foreman's attention all worn, loose or defective tools at once, before you get hurt. They are always dangerous.

**11.** If your machine develops a defect, report it at once. Do not attempt to repair it unless it is part of your duties.

**12.** If, in the course of your day's work, you notice one of us working in an unsafe manner, call his attention to the safe way of doing that work.

**13.** Never ride on shop trucks.

**14.** If your work involves the use of freight elevators, obtain instructions and take a test from the Safety Supervisor and receive an elevator pass. When riding do not interfere with elevator operators.

**15.** You *must* wear your goggles if you have a hazardous job and as recommended by the safety inspector or your foreman.

**16.** Women must wear approved hair covering when operating any and all machinery.

**17.** You must wear other safety equipment when your department head instructs you to do so.

**18.** Rest periods are not always the same in all departments, and co-workers at rest periods should not talk or interfere with other operators who are working because it only leads to serious accidents and the spoiling of work.

Remember: *Careful men and women are efficient.*  
*Careless men and women are not!*

## FIRE PREVENTION



**1.** Smoking in buildings or on the premises is prohibited by request of the Insurance Company, except in certain exempted localities.

**2.** We must keep all aisles and passageways leading to fire-pails, fire extinguishers and exits unobstructed to prevent injury and loss of life in case of fire. Receptacles are provided for waste and other refuse. Keep inflammable material away from radiators.

### **Evacuation instructions for employees during fire drill or actual fire:**

Here are the signals and announcements you will hear over the factory loudspeaker:

#### **A. IN A TEST DRILL:**

- 1.** "Attention Everybody!"
- 2.** "Test Fire Drill! Test Fire Drill!"
- 3.** A long blast of the horn.
- 4.** "Test Fire Drill! Test Fire Drill!"
- 5.** Announcement of location of imaginary fire.

(During a regular test drill only co-workers connected with the department having an imaginary fire will evacuate.)

### **In case of actual fire:**

1. A long blast of the horn.
2. The Telephone Operator will call the New Haven Fire Department.
3. The location of the fire will be announced.

### **How to evacuate a building:**

1. Stop work.
2. Put chairs or other obstructions on top or under benches to clear passageways.
3. Form a line promptly, two abreast, in the usual egress aisle and wait for instructions from your group leader.
4. At the command "March," march in a rapid, orderly manner from the building, two abreast, not crowding upon the couple immediately in front. Preserve this interval in the line and retain formation until dismissed or until the line has returned to the building.

### **What not to do:**

1. Don't run.
2. Don't lag behind, breaking up the column.
3. Don't scream or make unnecessary noise.
4. Don't laugh or talk.
5. Don't cause confusion.
6. Don't remain in the toilet or dressing room.
7. Don't return for clothing.
8. Don't try to use the elevator.
9. Don't attempt to leave your place in the line until you are dismissed.
10. Don't attempt to leave the building except in accordance with drill regulations.
11. Don't fail to assist in carrying out instructions.

- 12.** Don't fail to ask your foreman any questions regarding rules and regulations that you are in doubt about.

## **ILLNESS AND ABSENCES**

If an employee is ill or unable to report for work, he or she will please telephone their foreman, and if unable to reach him, call the Employment Department. Failure to carry out this procedure within a three day period may cause the individual to be released.

If, however, an employee is absent two full consecutive weeks, he or she will be dropped from the payroll, subject to the discretion of the foreman. The foreman shall make a written report, to the Works Manager, giving full details, when an exception is made in the above two weeks' ruling.

## **EMPLOYMENT AND TERMINATION**

The Company believes in providing steady employment to the greatest number of persons possible for the longest number of hours in a work week.

The extent to which this can be done depends upon the amount of business the Company has on hand or can secure, as well as other factors, such as availability of materials.

When an increase in the working force is necessary, promotions are based on the following: ability, experience, loyalty, efficiency, length of continuous service, and other qualifications of the co-worker to do the available work.

Where ability, skill, efficiency, qualification and deportment are comparably equal, length of service in the department will be a determining factor. The above factors are also taken into consideration when it is necessary to decrease the working force. When an increase in the working force is being made, consideration is given first to former co-workers who have given the most satisfactory service in the past and who qualify for the available job.

Termination of employment occurs when you leave the



service of the Company. As we have said previously, we want you to stay as long as possible, but sometimes terminations cannot be avoided. We believe, however, that most of them can.

Co-workers themselves make most of the terminations. Perhaps they do not like their jobs or perhaps there are certain conditions at home that force them to change. They leave; they go somewhere else and they have to begin again. Most co-workers who do this do not stay long and leave before they get used to the job, and they change too often for them to get ahead. We offer this advice: *Do not become too easily discouraged here.*

Look through this book thoroughly. You will find many things in it that will serve you and will make a hard place in your way seem easier.

If you must leave, however, the courteous and considerate thing to do is to give one week's notice.

The management dislikes to make terminations but sometimes it is necessary. If a co-worker is dismissed for breaking rules, it is a black mark on his record, which could have been avoided by studying and following the rules in this book.

The manager of your department may dismiss you. You will then go to the Personnel Department and have a frank talk (because you have invested time and the Company has invested money in you), and Personnel may find that you are better adapted to some other department. If we decide, however, that it is best to make a termination, it will be done in the Personnel Department.

On leaving the Company's service, either through layoff, dismissal, voluntary quitting, leave of absence, transfer or other reason, turn in or account for any Company property in your possession and obtain a clearance slip. If you have an elevator pass, turn it in to the foreman. After that you will receive the final payment of your wages.

Be sure and turn in your badge before you leave to your foreman, guard or Personnel Department.



## PROMOTION



We like to, and it is our practice, to promote from within our own ranks. When vacancies occur, present co-workers are given first consideration, and promotions are made on the basis of the skill and ability the position requires. If these facts are considered equal among several eligible co-workers, then Service Records will govern the choice.

In circumstances where special technical ability and experience are required, the Management may find it necessary to go outside the organization to fill that particular job.

## PURCHASE OF COMPANY PRODUCTS

You are entitled to a discount from the regular retail price on Company products for your personal use only.

Your time clerk has catalogs and prices. Place your orders with him, and show your sales slip to the guard when you leave the factory.

If you wish, the time clerk will deduct the amount of your purchase from your pay.

## **LOST AND FOUND ARTICLES**

Send notices of lost or found articles to the Personnel Department at once. They will be posted on the bulletin boards or announced over the loudspeaking system.

## **CHANGE OF ADDRESS**

Report any change of address immediately to Personnel, or write it on a piece of paper and drop it into a suggestion box. This will help you in many ways, if you happen to be sick or injured. Also, the Company has to mail us our income tax slips.

## **CAR PARKING**

Parking lots have been provided. See Personnel Department for information as to where you can park.

Lock your car. Company not responsible for personal property left in car.