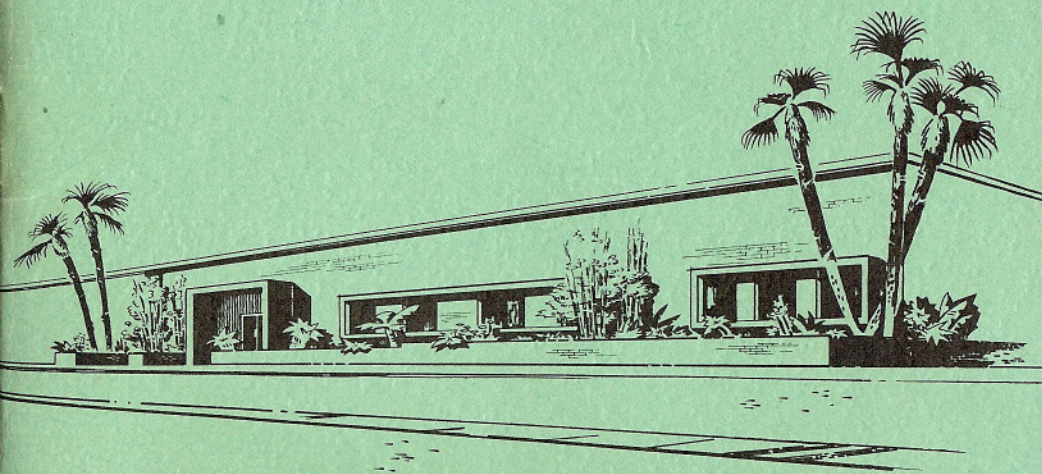


CARL A. SORENSEN



LIBRASCOPE

EMPLOYEES HANDBOOK



We are pleased to welcome you to Librascope. We hope that your work here will mean more than just a job and a paycheck. Librascope is interested in you as an individual, and offers you an opportunity for advancement and security, coupled with your responsibility to do your best job.

Your success and the success of all of us at Librascope depends on cooperative effort. We can work together most effectively if we know what to expect of each other.

You can expect of Librascope:

- ... an opportunity for advancement with a successful firm
- ... considerate treatment and a personal interest in you as an individual
- ... a reasonable expectation of steady work and good wages for years to come
- ... good working conditions which are constantly improving
- ... appreciation for work well done

Librascope expects of you:

- ... a good day's work for a good day's pay
- ... loyal support in our efforts to improve and expand
- ... quality workmanship; our ability to produce precision scientific instrumentation depends on our maintaining the highest standards of accuracy, workmanship, and appearance
- ... an interest in your job
- ... observance of our rules and regulations.

Our products have a great future. Our business is successful and expanding. As a Librascope employee, you share in our past accomplishments. We hope you will assist us in attaining our future goals.

Lewis W. Imm

LEWIS W. IMM
President

1 September 1957

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COMPANY HISTORY

Librascope was founded in May 1937 by Lewis W. Imm, to produce an Aircraft Weight and Balance Computer which he had developed while working as a Civil Aeronautics Authority engineer.

This invention was an analog device that computed an aircraft's total weight and center of balance while it was being loaded. It was an important invention because in it, Lewie Imm pioneered the use of levers for adding, multiplying, and dividing.

The lever principle, tremendously expanded and refined, became a distinctive feature of many subsequent Librascope computers.

In the years that followed, Librascope engineers developed additional instruments for the expanding aircraft industry, and by 1941, had designed a small, compact ballistic computer for antiaircraft use by the Navy.

In November 1941 Librascope was sold to General Precision Equipment Corporation, in order to gain the capital necessary to meet wartime production demands. By the end of World War II, the Company had established its reputation as a leading developer and manufacturer of precision fire control equipment.

Today, Librascope is one of more than twenty GPE firms engaged in the development and manufacture of precision products for industry and for the military.

During the early years of its existence, Librascope was located at 133 East Santa Anita Avenue, Burbank. The first unit of the present Glendale Headquarters, Building No. 1 on Flower Street, was occupied in 1949. Since then, in addition to the expansion in Glendale, a division plant has been established in Burbank, and Librascope has assumed operating control of a second firm: Precision Technology, Incorporated, of Livermore, California.

Librascope is one of the oldest computer companies in the United States. From the beginning, the Company has had a successful history of development, production, and service, and has continuously been a leader in the field of automation. We are proud of the international recognition that has come to us, and of the reputation we have established in the development of electromechanical analog and digital computers and controls.

Today, in anticipation of the needs of tomorrow, Librascope is developing and producing advanced devices for both military and commercial purposes ... for aircraft navigation and control bombing ... for missile guidance ... for anti- and pro-submarine warfare ... for fire control on naval and ground equipment ... for computing and data handling, and for controlling processes in industry, commerce, agriculture,² and business.

YOU AND YOUR JOB

This pamphlet is designed to familiarize you with Librascope and to answer some of the many questions you may have about us. To further acquaint you with the Company, its products, its policies, and its people, you will be invited to attend a short orientation meeting early in your employment. There, you will have an additional opportunity to learn about Librascope. ✓

However, your principal source of information about the Company and your relationship with it will be your supervisor. He is there to guide and to assist you as well as to direct you in the performance of your duties.

PERSONNEL RECORD

Your record with the Company begins with your job application. It and other official records pertaining to you and your job become a part of a permanent file maintained by the Personnel Department.

This file is an important part of your personal record as a Librascope employee, and a promotion for you may depend upon information obtained from it.

As a result, your file must be kept up to date if you are to gain the maximum benefit from it. Inform the Personnel Department promptly of schooling completed, unrecorded skills or abilities you may have, and personal data such as change in address, telephone number, marital status, or dependents. ✓

PROBATIONARY PERIOD

Most new employees must serve a probationary period. Its purpose is to permit both you and the Company time to have a mutual look at one another. The job for which you have been hired determines the length of your probationary period, and your supervisor will tell you its length.

6 mo.

WORK SCHEDULES

✓ Our work week begins at 12:01 a. m. Monday and ends at 12:00 midnight Sunday. The normal work day is eight hours and the normal work week is 40 hours, Monday through Friday.

The normal work schedule for most production employees is as follows:

1st (Day) shift	7:30 a. m. to 4:00 p. m.
2nd (Swing) shift	4:30 p. m. to 1:00 a. m.

If you work either of these shifts, your regular lunch period is 30 minutes.

✓ The work schedule for most of the office and technical employees is 7:45 a. m. to 4:30 p. m. The lunch period for employees on this schedule is 45 minutes.

✓ All employees receive two 10-minute rest periods during their shifts. Coffee and snack bar facilities are open to employees at lunchtime and during their rest periods.

SHIFT PREMIUM

You will receive a shift premium of 10 percent of your base rate if you work the second shift.

OVERTIME

There will be occasions when you may be asked to work extra hours to assist us in meeting delivery schedules. When this occurs, every effort will be made to notify you in advance.

If you are an hourly-paid employee, you will receive one and one-half times your regular hourly rate for any hours in excess of eight in one day, or in excess of forty hours in one week.

If you are a salaried employee, you will receive overtime pay based on your base salary. Your supervisor will inform you what your overtime rate will be. ✓

All overtime must be authorized in advance by your supervisor. He will try to spread the added work load and extra pay among employees in the affected section in a manner consistent with efficient operation.

ATTENDANCE

The habit of regular attendance is as important to you as it is to the Company. Being on the job every day will guarantee you a full paycheck each week and will have a definite bearing on your opportunity for advancement. It also will help the Company maintain full production and will lessen scheduling difficulties.

Of course, there will be days when illness or a personal emergency prevents you from being on the job. When this occurs, you should notify your supervisor or the Personnel Department of the reason for your absence before the start of your shift. ✓

Remember, if you are absent three or more days and fail to notify either your supervisor or the Personnel Department, you will be considered to have resigned. ✓

TARDINESS

You'll be penalizing yourself, too, if you are late for work. Make allowances for heavy traffic, slow freights, dead batteries, and flat tires, and punch in on time.

On those occasions when you expect to be late reporting for work, notify your supervisor. You'll not only help him, but yourself too.

TIMECARD

Your paycheck is prepared weekly and reflects the hours worked as shown on your timecard.

Your timecard is your bill to the Company for services rendered. Your earnings and Company accounting records depend on it. Government auditors will review it. Keep it accurately and neatly. Your supervisor will explain to you its proper use on or before your first day at work.

PAYDAY

Thursday is payday for Librascope employees. The only exceptions are those weeks during the year when a holiday delays compilation of the payroll. When this occurs, you will receive your check on Friday. Such change in the pay date will be announced in advance.

You will receive your check on payday from your supervisor. It represents your earnings from Monday through Sunday of the previous work week. Thus, you will not receive a paycheck on the first Thursday you are here.

If you have any reason to believe there is an error in your check, consult your supervisor. If an error has been made, he will help you get it corrected.

If you are absent on payday, your check will be held for you by the Cashier in the Accounting Department.

PAYROLL DEDUCTIONS

When you receive your paycheck, you will already have "paid for" several things through the payroll deduction system. Some of these deductions are required by law. They are:

- Federal income (Withholding) tax
- Federal Social Security tax (FICA)
- California State Disability Insurance (SDI)

There are other deductions that you may authorize. They are:

- Group insurance premiums
- Librascope Credit Union loan payments and savings
- Librascope Aid Club
- U. S. Government Savings Bonds
- Union dues

The stub of your paycheck will show you exactly what deductions have been made. You will want to keep it as a permanent record.

WAGE AND SALARY DETERMINATION

Librascope has a comprehensive system for determining the wage or salary you receive. Our Wage and Salary Board has studied and weighed all aspects of your job or position.

Among the more important items it has considered in setting up wage rates are: working conditions, educational requirements, degree of responsibility exercised, physical and mental effort required, and specific skills used.

Our wage study does not end there. The Board regularly checks Librascope jobs, wages, and salaries against those in similar industries in the area. If an adjustment is in order, the Company will make it, for our policy has always been to pay fair and equitable wages and salaries.

We believe that cooperative good will and understanding between management and employees can accomplish much toward solving mutual problems relating to working conditions, accident prevention, waste reduction, improvements in manufacture, distribution, and other such matters.

The certified collective bargaining representative for certain employees in the Model Shop, Production, and Maintenance Departments is Precision Lodge No. 1600 of the International Association of Machinists, AFL-CIO.

GRIEVANCES

The Company believes that all of us have the right to air grievances arising from the work situation, including the right to appeal without prejudice. Therefore, the Company has established a formal grievance procedure for your use.

If you have a complaint, discuss it first with your immediate supervisor. If you are not satisfied with the result, see the next supervisor in line or a Personnel Department representative.

EDUCATION AND TRAINING

We have a very real interest in your efforts to improve your job effectiveness and to prepare yourself for advancement to a better position with the Company. We would like to provide every possible opportunity for you to further your ambitions for we know that a Company's progress depends in part on the progress of its employees.

ON-THE-JOB TRAINING

The core of our over-all program is on-the-job training. This is a continuous process that begins with your first day on the job. Prime responsibility for on-the-job training rests with your supervisor, since it is he who will work most closely with you in developing your skill and knowledge of your job.

Our on-the-job training is supplemented by specialized classes and seminars offered during working hours. ✓

EDUCATIONAL REFUND PLAN

Many of our employees supplement training with courses taken after working hours at local high schools and colleges. Much of this work is carried out under our Educational Refund Plan. ✓

Under the plan, all full-time employees with six months of continuous service with the Company are eligible to make application for reimbursement of tuition costs.

Application for reimbursement must be approved by your supervisor and submitted for final approval to an Educational Committee before enrollment. The Committee is composed of division representatives and the Training Director

APPRENTICE TRAINING

The Company maintains an apprenticeship program for the purpose of training young men in the skills of the General Machinist. This program is administered by the Librascope Joint Apprenticeship Committee operating according to standards approved by the State of California. Representatives of management, labor, and the State Division of Apprenticeship Standards serve on the Committee.

Candidates are admitted to the apprenticeship program upon action of the Committee. Upon completion of the four-year program, the apprentice qualifies as a journeyman. Further information on the program may be obtained from the Training Director in the Personnel Department.

FOR YOUR PROTECTION

GROUP INSURANCE

As a Librascope employee, voluntary group insurance is available to you at low cost. This valuable protection is carried with the Aetna Life Insurance Company.

It provides life insurance coverage; payment for doctor's calls; surgical, laboratory, x-ray and hospital expenses; and polio insurance for you and your family. Full details of this plan are included in the insurance booklet you received when you were hired. The Personnel Department will help you with any questions you may have.

If you are a male employee, you may insure all your dependents or yourself through payment of a small monthly premium. Female employees may insure themselves and all dependents except their husbands. The major portion of the premium is paid by the Company. Should you elect to join the group plan, your coverage will begin on the first day of the calendar month following completion of three months' continuous employment with the Company. ✓

Protection against non-industrial personal injury and illness is also accorded you under terms of the California Disability Insurance Act. This Act provides automatic coverage for you as soon as you are hired.

Coverage under the Act includes weekly benefits for illness and non-occupational accidents along with certain benefits payable during hospital confinement. You are protected under provisions of this Act during your entire period of employment.

WORKMEN'S COMPENSATION

Coverage for any on-the-job injury you might suffer as a Librascope employee is automatically provided you under terms of the California Workmen's Compensation Law. It provides for medical care and hospital expenses arising from any accident you might suffer while on duty.

In order to protect your rights to compensation benefits, you must report injuries immediately to the First Aid office located in Building 1.

Should an on-the-job injury keep you from working for more than seven consecutive calendar days, you will be eligible for payment of compensation based on your average earnings. The maximum weekly benefit is currently \$40.00.

You will be eligible for compensation payments beginning on the eighth day of your disability. Payments are made weekly by our insurance carrier and will be discontinued only upon release by the insurance carrier's physician.

Because your compensation payments do not cover the first seven days following an industrial injury, the Company may pay you up to 40 hours' straight time pay pending the start of your compensation. This five-day payment is in addition to the regular six-day sick-leave pay granted hourly employees for ordinary illness.

SICK PAY - HOURLY EMPLOYEES

If you are an hourly-paid employee, the Company grants you six days with pay yearly to help you over those days when you are ill. Unused sick leave will be paid to you at vacation time. You will be eligible for sick-leave pay after you have been employed for three consecutive months.

SICK PAY - SALARIED EMPLOYEES

Upon the recommendation of your supervisor, if you are a salaried employee, your pay may be continued during sickness in accordance with the following schedules:

Length of Service	Weeks At		
	Full Pay*	Half Pay*	\$45.00**
More than 90 days but less than 1 year	1	1	24
More than 1 year but less than 2 years	2	2	22
More than 2 years but less than 3 years	3	3	20
More than 3 years but less than 4 years	4	4	18
More than 4 years but less than 5 years	5	5	16
More than 5 years but less than 6 years	6	6	14
More than 6 years but less than 7 years	7	7	12
More than 7 years but less than 8 years	8	8	10
More than 8 years but less than 9 years	9	9	8
More than 9 years but less than 10 years	10	10	6
10 years and over	13	13	--

*This figure includes any State Disability Insurance benefits.

**This is the weekly amount of State Disability benefit. It will be increased to \$50.00 on 1 January 1958.

UNEMPLOYMENT INSURANCE

As an employee of Librascope, you are insured under the California Unemployment Insurance program. This insurance costs you nothing. All contributions to the program are made by the Company. The program is administered by the California Department of Employment. Applications for unemployment compensation, and any additional information on benefits should be obtained through it.

SOCIAL SECURITY

Under terms of the Federal Social Security Act, the Company and all our employees are required to pay a tax which goes into a fund for the payment of Old Age and Survivors' Benefits. Both you and the Company are currently taxed at 2-1/4 percent on the first \$4200 of your wage or salary. Social Security tax deductions are made weekly from your pay check. You may obtain additional information on your rights and benefits under the Social Security Act through your local Social Security Board office or our Personnel Department.

SAFETY RULES

Your safety and that of your fellow workers is a matter of major concern to the Company and should be of greater concern to you. Every precaution is taken to make Librascope a safe place to work, and our Safety Committees are constantly on the alert to improve conditions.

Your cooperation in maintaining our excellent safety record is important both to us and to you. Should you observe any practice that might endanger you or a fellow employee, or note any defect in lighting equipment, floors, machinery, tools, etc., notify your supervisor or a member of any of the Safety Committees.

The following safety rules have been found necessary to prevent accidents. Read them frequently and observe them carefully.

1. Walk; Don't Run.
2. Keep desk and file drawers closed when not being used.
3. Be sure cigarettes are blanked out; smoldering cigarettes may cause a fire.
4. Keep aisles clean and clear. This applies to all fire doors, exits, and entries. Keep your workplace clean and orderly.
5. Observe the 10 mile an hour speed limit on company property when operating trucks, automobiles, or any other vehicles.
6. Remove chips with a brush, hook, or stick. Use of hands, rags, or air hoses for this purpose is extremely hazardous.
7. Do not clean any part of a machine while it is running.
8. Use all safety devices provided for the job; operate your machine only when proper safety guards are in place and in correct working condition.
9. Wear clothing appropriate for the job to which you are assigned.
 - A. Do not wear rings, neckties, or loose clothing around machines.
 - B. Female machine operators must have the hair completely covered.
 - C. Safety Shoes with metal toe caps provide protection against material dropped in handling, or other falling objects. These shoes are furnished by the company upon recommendation of the employee's supervisor.

D. Closed-toe shoes must be worn by manufacturing personnel.

10. Learn the safe way to lift and avoid strains. Bend your knees, keep your back straight, and push upward with your legs. Ask for help when the load is excessive.

A. No female employee shall be required or permitted to lift or carry any object weighing in excess of twenty-five (25) pounds.

11. Safety glasses must be worn if your job is one in which an eye hazard is involved. These glasses are furnished by the company.

12. Keep away from machinery or equipment which is not part of your job.

13. If injured, report immediately to your supervisor and then to First Aid. In emergencies, report directly to First Aid.

14. Horseplay and practical jokes cause many accidents. This type of activity is strictly forbidden.

15. Learn the location and proper use of fire extinguishers and equipment in your department.

16. Do not talk to machine operators while they are working. Such distraction can cause an accident.

SAFETY PAYS - PREVENT ACCIDENTS

FOR YOUR INFORMATION

HOLIDAYS

The following holidays are observed by Librascope: ✓

New Year's Day	Independence Day
Good Friday	Labor Day
Memorial Day	Thanksgiving Day
Christmas Day	

You will receive eight hours' straight time pay for the above holidays. Should any of them fall on Sunday, the following Monday will be observed as the holiday.

VACATIONS

We believe that both you and your work will benefit from a regular yearly vacation.

If you are a salaried employee, you will be eligible for one week's vacation with pay after completing six months of continuous service and an additional week upon completing 12 months of continuous service. ✓

You will be eligible for two weeks' vacation with pay each calendar year thereafter until you complete ten years of continuous service. You then become eligible for a vacation of three weeks with pay during the calendar year in which you complete your tenth year and each year thereafter. ✓

If you are an hourly paid employee, you will receive an annual vacation with pay based on your full-time continuous service as shown in the following schedule:

Less than 7 months of service	No vacation pay
7 months of service	8 hours' pay
8 months of service	16 hours' pay
9 months of service	24 hours' pay
10 months of service	32 hours' pay
11 months of service	40 hours' pay
12 months of service	48 hours' pay
13 months of service	56 hours' pay
14 months of service	64 hours' pay
15 months of service	72 hours' pay
16 months of service	
but less than 10 years	80 hours' pay
10 years or more of service	120 hours' pay

You must take your vacation with the calendar year, as vacation time cannot be accrued. If the Company observes a holiday during your vacation period, you may take an extra day with pay. Your vacation normally will start as of Sunday midnight and you must take your days of vacation consecutively unless the permission of your immediate supervisor is obtained.

JURY DUTY

If you are called for Jury Duty, the Company will pay you the difference between your regular straight-time rate of pay and the amount you receive from the Court. Notify your supervisor when you receive notice to report for such duty.

LEAVES OF ABSENCE

In cases of maternity, illness, or for unusual reasons, you may be granted a leave of absence without pay at the discretion of the Company. All requests for leaves of absence

must be in writing and must be approved by your supervisor and the Personnel Department before they can be granted.

If you overstay a leave of absence without obtaining additional approval, or if you accept gainful employment during an authorized leave of absence, you may, at the Company's discretion, be terminated.

MILITARY SERVICE

If you are drafted or volunteer for service in the Armed Forces of the United States, you will be granted a military leave of absence.

When you return from service, you will be reinstated to your former position or a similar position without loss of seniority or status, unless the Company's circumstances have so changed as to make it impossible or unreasonable to do so.

You must, of course, have been honorably discharged from the service, be physically able to do the work, and apply for reinstatement within 90 days of your discharge.

MILITARY RESERVE TRAINING

If you are a member of the active military reserve and are ordered to active duty to discharge training obligations such as summer encampments, cruises, schools, etc., the Company will pay the difference between your base rate (on a 40-hour week basis) and the pay and allowances paid by the Government for service during the period.

Your supervisor will inform you of the procedure to follow if you are ordered to report.

TURN
IN
AFTER
CRUISE
(020528
AND
CHECK)

PARKING

✓ The main Librascope parking lot provides space for approximately 750 autos. All numbered spaces are reserved and have been assigned either to employees who have completed five years of continuous service with the Company or to other authorized personnel. A restricted parking area for visitors only is located at the east end of Building 3. If you do not have an assigned parking space, you may park in any unnumbered space other than those reserved for visitors.

CANTEEN

✓ For your convenience, an independently operated canteen is located between Building 1 and Building 2.

It is open before and after work, during rest periods, and during the lunch hour. Reasonably priced hot lunches are available during the noon hour; snacks are available at other times.

TECHNICAL LIBRARY

✓ A reference and technical library is maintained for your use in Building 3.

SERVICE AWARDS

In recognition of employee loyalty and service, Librascope President Lewis W. Imm established the Libravets, an informal organization of employees with five or more years of service. Librascope service pins and certificates are awarded annually to employees for 5, 10, 15, and 20 years of continuous service, and after five years' service, they are eligible for reserved parking spaces in the Company's parking lot.

THE PRECISIONEERS

✓ When you join Librascope, you automatically become a member of our employee social and recreation organization, the Precisioneers. Employee-governed and directed, the Precisioneers sponsors a wide variety of social, recreational, and service activities each year.

The yearly social calendar includes dances, picnics, and parties for you and your family. On the athletic front, the Precisioneers sponsors softball, basketball, bowling teams, and provides support for golf, table tennis, horseshoes, fishing, and many other sports.

Numerous hobby clubs operate under the direction of the Precisioneers. These include camera, flying, rock and gun clubs, and a Bible study club.

The Precisioneers also operates a store within the plant. Through wholesale buying, the store offers employees many items at attractive prices. Employee activities are supported by a five-percent markup on all items sold through the Precisioneers store.

The cigarette, candy, and gum vending machines in the plant are also operated by the Precisioneers with profits being channeled into employee activities.

AID CLUB

✓ Most of us belong to the Librascope Aid Club. By authorizing a payroll deduction of a dollar or more a month, we are able to meet collectively our individual civic obligations. At the same time, the club eliminates the need for the several annual charity drives within the plant.

Members elect their own committee to manage the Aid Club and vote annually to determine apportionment of funds to recognized charities. Eighty percent of the funds is apportioned to these charities and twenty percent is set aside each year to assist those of our employees who may be in dire financial need through circumstances beyond their control.

Authorization to start, change, or discontinue your contribution can be made at any time through the Personnel Department.

LIBRASCOPE BLOOD BANK

✓ Another valued activity of our employees is their maintenance of a blood bank. In cooperation with the Red Cross, hundreds of us give blood annually for the needs of our employees and members of their immediate families.

Should you or a member of your family become ill or injured, tell the doctor or the hospital that you work at Librascope. Blood will then be made available free of charge by the Red Cross, day or night, from your Company bank.

✓ CREDIT UNION

Librascope employees have established a Credit Union which provides a convenient savings and loan facility. The Librascope Employees' Credit Union operates under a federal charter and California State laws and supervision. It is underwritten by the Credit Union National Association and is owned and managed by Librascope employees.

You may join by paying a fifty-cent application fee. Savings accounts may be opened immediately through purchase of shares costing five dollars each. Shares may be purchased for cash or through payroll deduction. Earnings are distributed to shareholders on a proportionate basis.

Loans at moderate interest rates also are available to employees through the Credit Union. You may borrow to pay off old bills; to meet taxes or medical expenses; for home repairs, vacations, education, automobiles; and for many other purposes. Loans can be repaid conveniently through payroll deductions.

Additional information on the Credit Union may be obtained at the Credit Union office located near the Personnel Department in Building 2. The office is open Monday through Friday from 11:45 a.m. to 12:30 p.m. and from 4:00 to 4:45 p.m.

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SECURITY AND PLANT PROTECTION

Librascope is engaged in many vital development and production projects associated with the national defense effort. The ultimate success of many of these projects and the Company's future as a Department of Defense contractor depend in part on our keeping information about our work out of the hands of potential enemies.

The Librascope Security Officer is charged with the responsibility for seeing that security standards are met and maintained. He can do this only with wholehearted cooperation from you and your fellow employees.

Our security regulations, like our safety regulations and other rules of conduct in the plant, are primarily matters of common sense. The basis for all standard Company security practices is the Industrial Manual for Safeguarding Classified Information prepared by the Department of Defense.

CLEARANCES

Our security system is based on the "need to know" principle. Simply stated, this means that if in the interest of national defense your job requires you to have access to and knowledge and possession of classified information, you have a "need to know." This "need to know" is, however, limited to that information necessary to the satisfactory prosecution of your work.

Before you can have access to classified information, you must be cleared. That is why you were fingerprinted and why some of you were asked to fill out a U. S. Government Personnel Security Questionnaire (P. S. Q.) before or subsequent to your employment. Your level of clearance - "Confidential," "Secret," or "Top Secret" establishes the category of classified information to which you may have access.

✓ YOUR BADGE

When you first join the Company, you are given a temporary badge which allows you to enter the Company area. Within a few days you will receive your permanent badge. Your badge identifies you as a Librascope employee and designates those Company areas to which you may have access.

You must wear your badge on entering and leaving the Company area, and at all times while inside. Wear your badge in plain sight, preferably upon the upper part of your body.

PROPERTY PASSES

✓ If you find it necessary to take unclassified Company or personal property out of the Company area, you must obtain a package pass signed by your supervisor, listing the material removed.

No classified materials can be taken from the Company area unless authorization is granted by the Librascope Security Officer.

WHAT'S NEW

We want to keep you posted on the latest news about the Company, as well as on other matters that may affect you and your job. Your supervisor will be your best source of information in this respect. We have, however, several additional means of passing important news and information along to you. When the message is personal, we often write to you.

BULLETIN BOARDS

Rules and regulations as well as official notices affecting your job are posted on the Company bulletin boards.

You will find news and announcements of employee activities on the Precisioners' bulletin boards.

Union notices and announcements are posted on the union bulletin boards.

Make it a point to read all notices at least once a week. Don't depend on hearsay or rumor to keep you posted. If you wish to place a notice or announcement on the bulletin board, contact the Personnel Department first for the necessary authorization.

THE LIBRAZETTE

We think you'll enjoy reading the Librazette, our monthly employee publication. In it you will find pictures and stories about you and your fellow employees; about Company products and personalities; and about other companies in the General Precision Equipment Corporation organization.

HOW YOU CAN HELP

For the best interests of all of us, and for efficient operations throughout the Company, certain rules of good conduct are necessary. You should read these rules carefully and be guided by them, for their violation may result in appropriate disciplinary action ranging from reprimand to discharge.

We expect our employees to:

1. Maintain proper standards of workmanship and productivity.
2. Comply with instructions of their supervisors, plant protection officers, and other proper authorities.
3. Report for work regularly and on time, and notify their supervisor before the start of their shift if unable to report for work.
4. Observe Company schedules for rest and lunch periods.
5. Remain in the plant during working hours unless authorized to leave.
6. Return to work after an authorized leave of absence.
7. Observe plant traffic and parking regulations.
8. Observe safety rules and procedures.
9. Comply with security regulations.
10. Obtain proper authorization before removing Company blueprints, records, or other property.

11. Use reasonable safeguards while protecting Company property and equipment.
12. Observe the property rights of fellow employees and the Company.
13. Maintain work and job records and all other Company records accurately and honestly.
14. Refrain from fighting, horseplay, or other disorderly conduct on Company property.
15. Report to work free from the influence of liquor or drugs and remain that way while on the job.

PERSONAL PHONE CALLS

Your assistance in keeping Company telephone facilities available at all times for Company business will be appreciated both by our customers and by your fellow employees. For your convenience in placing outside calls of a personal nature, pay telephones are located near the main gate and at the rear of Building 3. Incoming personal calls must be restricted to emergencies only.

PERSONAL MAIL

Your cooperation in having all personal mail, including magazines, directed to your home will be appreciated by our Mail Room. Outgoing mail and inter-office correspondence is picked up regularly by messenger. A stamp-vending machine is available for your use in the Mail Room located in Building 3.

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