

RULES

**THE
FAYSCOTT LANDIS
MACHINE CORP.**

DEXTER, MAINE



JULY 1, 1969

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The laws of this State protect your life and **your** property and surround your home and **your** family with a wall of decency, order, safety and security. That you may be safe and secure and that you may enjoy decent and orderly surroundings also at your work, these rules are being published.

Many of the rules deal with your safety and the safety of your fellow employees. The careless worker and the worker who takes chances have brought great misery to themselves, to their innocent fellow workers and to their families. Can anyone restore the missing limbs, the sightless eyes? Does money pay for the suffering and pain? Who can bring back the worker who has gambled with his life—and lost?

The conditions covered by the safety rules are the situations which often lead to serious accidents. For instance, smoking in the factory has caused fires. One remedy would be to prohibit all smoking in the shop. Yet, the Company is applying rules which will not prohibit but will only limit smoking according

to the chances of fire breaking out in different places and at different times. Because smoking in the foundry does not increase the chance of fire there, smoking is allowed during most of the working hours. On the other hand, since smoking near paint or excelsior or wood packing cases is always dangerous, no smoking is ever allowed near such materials. In some departments which handle inflammable materials, smoking is allowed only in special places. We know that each intelligent worker will measure these necessary precautions against the tragedy and the losses they try to prevent and will act as a safety committee of one.

Related to the safety rules are the rules which foster clean and congenial surroundings and protect you from disorder, brawling, offensive acts and immoral conduct. These rules will have your support because you consider decency and good order as necessary to living within the factory as it is essential to life outside the factory.

Then there are the rules covering honest and efficient service. Our jobs depend on our customers' willingness to buy our machines at our prices. If the machines are not good in

quality, if deliveries are too long delayed, if prices are too high, the customer will go elsewhere for his machinery. The worker who does poor work hurts our reputation with the customer. The worker who is breaking tools or stalling on the job or ducking out to loaf, is falling down on our promises of delivery to the customer. The worker who is always trying to get something for nothing is cheating the customer who has to pay the cost of such dishonesty. The worker who doesn't think of the customers who purchase our product, is destroying your jobs and cancelling the security of your livelihood.

We are a team—about five hundred strong—and if we are to win, we must succeed as a team. These rules are some of the signals for team play. The fellow who disregards the rules interferes with our scoring a success and must be disciplined. For the good of the team, for the welfare of every worker of the Fayscott Corporation—let's observe the rules.

Required Reporting of Illness

1. Except in the case of an injury received on the premises and reported to the First Aid room, or of illness requiring leaving the plant

after reporting to First Aid room, all absence due to accident or illness necessitating loss of work days must be reported to and a statement signed at the employment office within three working days after return to work.

2. Failure to comply with the foregoing will result in the lost time credit not being applied toward vacation pay.

3. Before leaving the premises on account of illness or injury a report must be made at the First Aid room.

Successive Wage Attachments

1. Any employee whose laxness in his obligations results in more than one wage attachment proceeding against the Company will be discharged.

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The following practices, acts or omissions are forbidden and are subject to discipline:

Dishonesty

1. Misrepresenting or falsifying to the Company any facts pertinent to securing employment with the Company.

2. Except in cases of recognizably honest mistakes: punching another employee's time card; falsifying any time card or time keeping record or work ticket; or giving false information to anyone whose duty it is to make such records.

3. Making any false statement to the Company with intent to obtain monetary awards or other benefits under such false pretenses.

4. Loafing, idleness, deliberate "soldiering" on the job, or reading papers or periodicals in washrooms or elsewhere on the Company's premises during working hours.

5. Leaving the employee's regular work place or leaving his department (except for health purposes) during working hours without permission of the Foreman.

6. Visiting other departments, except with the Foreman's permission or in respect to assigned work; or interfering in any way with the work of others.

7. Washing up or otherwise stopping work before the stopping signal.

8. Stealing, or having in possession without permission of management, any tools, materials, blueprints or other property belonging to the Company or belonging to another employee.

9. Refusing to permit guards or other duly authorized persons to inspect parcels or packages.

10. Giving a Company badge or other identification to any person not entitled to it, or assisting any non-employee to enter the Plant without the Company's permission

11. Leaving the factory during working hours without permission and punching out.

12. Failing to be in own department when the bell rings for the shift to start.

13. Refusing inspection of tool boxes by supervisors or guards when taken in or out of the plant for any reason.

14. Engaging in repair work or manufacturing on Company property, other than Company business, without permission from management.

Violence or Disorderly Behavior

15. Wilful destruction of the property of the Company or of another employee.

16. Fighting with, or attempting the bodily injury of, any person on the Company's premises.

17. Using profane language toward a fellow employee and thereby creating a disturbance.

18. Engaging in gambling on the Company's premises.

19. Engaging in grossly immoral conduct on the Company's premises.

Negligence and Improper Behavior

20. Habitual unexcused lateness or habitual absence from work.

21. Habitual or repeated negligence resulting in the breakage of tools or abuse of equipment; or wasting of materials or supplies; or frequent negligence resulting in excessive scrap or inferior work.

22. During working hours, buying or selling of any kind, taking orders for private sales, selling tickets, soliciting money or soliciting

memberships, collecting, engaging in raffles, circulating papers of any kind, such as petitions.

23. Posting or distributing pictures, posters, notices or literature on the Company's property without the Company's express written authorization. (This rule does not prohibit the distribution of Union check-off cards or other Union data on the Company's premises provided such distribution does not take place during working hours and does not result in the littering of the Company's premises).

24. Defacing machinery, walls or other Company property with malicious or obscene intent.

Disobedience or Insubordination

25. Failing to carry out any reasonable order by an authorized management representative when such order does not conflict with the collective bargaining agreement between the Company and the Union.

26. Refusing to work on jobs assigned by Foreman or other authorized Management representatives.

Disregard of Health and Safety Rules

27. Failure to report promptly to the Company, sickness or injury arising out of or suffered during the employee's work.

28. Appearing for work or working on the Company premises after having partaken of intoxicating liquors.

29. Drinking any intoxicating beverage or taking narcotics while on the Company's premises.

30. Possessing alcohol or alcoholic beverages on the premises at any time.

31. Wrestling, fooling, running or engaging in horse-play on the Company's premises, or throwing objects about or out of the Company's premises.

32. Removing guards (and failing to replace guards) or other safety devices from any machines without specific permission of the Foreman; or failing to replace guards removed with the Foreman's permission.

33. Using an air hose playfully or negligently.

34. Failing to wear safety glasses or goggles or safety shoes when ordered to do so on specific jobs.

35. Wearing loose clothing near moving machinery.

36. Failing to keep the employee's bench, machines, and the area around his machine, clear and in a tidy condition.

37. Entering upon Company property except on their regular shift or by permission of the management.

38. Entering or leaving the parking lot other than at prescribed entrance and exits.

39. Parking motor vehicles on Company property other than in prescribed parking lots without permission of management.

40. Smoking in prohibited places or at prohibited times:

(a) *Smoking is prohibited* anywhere in the plant within fifteen minutes before the quitting time of any shift.

(b) *Smoking is prohibited at all times* in the following places:

1. Box Shop
2. Pattern Shop
3. Paint Shop
4. Steel Storage Building.
5. Truck Garage
6. Within 20 feet of any paint dipping tank or spray painting equipment.
7. All other departments where posted.
8. Apprentice schoolrooms.

(c) Smokers are required to extinguish discarded matches, cigarettes, cigar butts, and pipe tobacco.

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Dexter, Maine

