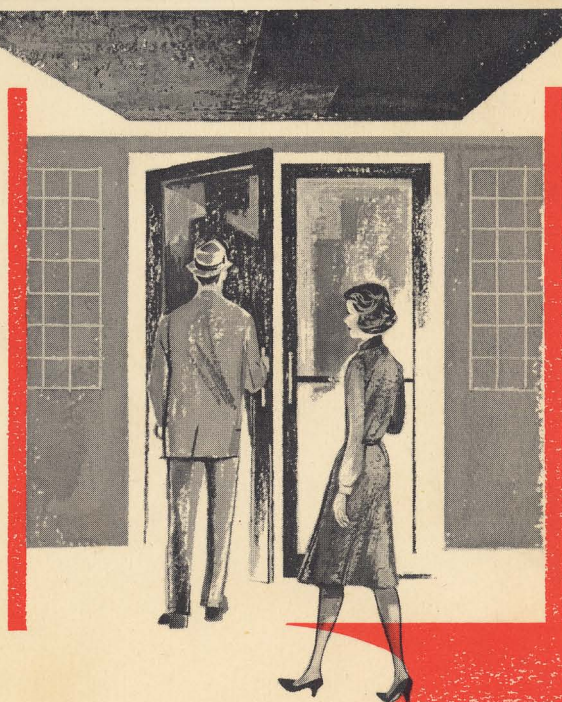


your life at

LIPTON





W E L C O M E

to Lipton!

We of Lipton would like to offer you our congratulations and sincere welcome.

All Liptonites are selected because we believe they have something special to offer our organization. We are pleased that you have decided to build your future with Thomas J. Lipton, Inc.

For many years Lipton has been known for the friendly, cooperative atmosphere prevailing in our dealings with each other, our customers and our neighbors. We feel sure you will find with us opportunities to succeed, pleasant working conditions and security for you and your dependents.

Your success in any job depends on your interest, ability and application to the work at hand.

Best wishes for your success.

W. Gardner Barker

President



*to you who are entering the
Lipton family,*

WELCOME!
*to those who are old-timers,
we're glad you're with us.*

A NEW JOB in a new place surrounded by hundreds of new faces can be strange and confusing. But Lipton employees are known for their friendliness and good fellowship, so we want you to feel at home and be one of our family.

If after reading through this booklet (and we suggest that you save it for future reference) there are still questions in your mind, feel free to discuss them with your supervisor or department head; or stop in at the Personnel Department. They will be glad to help you in any way they can.

We hope that our older employees will also find this booklet useful. It may refresh your memory on many company policies and procedures which you've forgotten—or perhaps never really knew about.

It is our sincere wish that your job with Lipton will be one of increasing satisfaction. We at Lipton want you to work *with* us, since it is only through working together that all of us can count on good jobs with good pay.

So again we say, we're glad you're here!

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YOUR COMPANY takes its name from a man who won everlasting fame in the field of food merchandising and the realm of international sports, Sir Thomas Johnstone Lipton. From errand boy in his parents' grocery store in Glasgow, Scotland he rose to prominence and fortune through hard work, a dogged kind of perserverance and a business head that buzzed with fresh and courageous ideas. His motto was "there's no fun like work."

Thomas J. Lipton, Inc. has its administrative offices and home plant in Hoboken, New Jersey. We began, however, in Chicago. About 1890 Sir Thomas decided to enter the tea trade in America, and having already established a meat packing house in Chicago in 1883 to take care of meat requirements for his British food shops, it was logical for him to use his Chicago Headquarters as a springboard for this further expansion of his business.

The original agents hired by Sir Thomas were the forerunners of our present branch plants and sales divisions. There are branch plants in Albion, New York (here they produce Soup Mixes), Streator, Illinois (tea packing),

San Francisco, California (tea packing), Galveston, Texas (tea packing), Suffolk, Virginia (tea packing) and Kansas City (Wishbone Salad Dressings). Our Canadian branch is known as Thomas J. Lipton, Ltd., with plants in Toronto (tea packing) and Montreal (Soup Mixes). We have ten sales division offices located in these cities: Boston, New York, Baltimore, Atlanta, New Orleans, Dallas, Cleveland, Chicago, Kansas City, and San Francisco.

Although Lipton Tea is the largest selling brand of tea in the United States, we have come a long way from the tea packing days of Sir Thomas. True to the spirit of our founder whose boyhood dream of a "Lipton shop in every city in Scotland" was more than realized, Lipton follows a plan of expansion and research in a constant effort to add new products to the Lipton line of fine foods. Our most recent addition is Lipton Instant Tea.

Lipton entered the soup business in September 1940 when we purchased control of Continental Foods, Inc., a small company engaged in the manufacture and sale of dry soup mixes. In June 1950, Continental Foods merged with Lipton and the name "Continental" was dropped, except for some of our export markets where Continental is still used as a trade name for our soups.

At the present time, we manufacture Lipton Chicken Noodle Soup, Lipton Tomato-Vegetable Soup, Lipton Onion Soup, Lipton Beef Vegetable Soup, Lipton Green Pea Soup and our newest, Lipton Mushroom Soup.

In February of 1957, Lipton purchased the Wishbone Salad Dressing Company of Kansas City, Missouri, makers

of Wishbone Italian, French, Russian style, and Cheese Dressings, and Hot Dog and Hamburger Sauce.

On August 1, 1958 Wishbone Products Company, Inc., a wholly-owned subsidiary was merged into Thomas J. Lipton, Inc., with all operations completely integrated.

Of the great tea merchants of modern times, Sir Thomas Lipton was probably the most colorful and internationally famous. His regular challenges for the famous America's Cup, the most prized trophy of the yachting world, and his failure to win it with any of his five Shamrock yachts, endeared him to all Americans. His keen business acumen was matched only by his good sportsmanship.

The courageous and enterprising spirit of a sea-going grocer has carried over into the operation of Thomas J. Lipton, Inc.

Lipton's success story is not the result of the doings of any one genius, however. Rather it is the result of an unusual kind of teamwork that prevails throughout all our offices, plants and sales divisions. The *Lipton spirit* is an enviable and unmistakable factor in the success of the Lipton Company. We're proud of this spirit and hope that you, as a newcomer, will soon feel its effect.

PREPLACEMENT PHYSICAL EXAMINATION

Before you are actually taken into the Lipton Family you are given a physical examination. Such an examination assures you, as well as us, that you are able to carry on the duties that will be required of you. And since we are a food processor, it is of the utmost importance that those who work around and with our products be in a good state of health.

THE FIRST DAY

Your department head or supervisor will extend his own welcome to you and tell you all the specific things you should know about your job. Your supervisor will introduce you to a fellow employee who will be your "sponsor" for the day. He or she will help you get off to a friendly start. You will have lunch "on the house" in the cafeteria that first day.

Just remember that your supervisor once had a "first day" too. He remembers how confusing it all was, so don't be afraid to ask questions about anything you don't understand. He is responsible for you and your work, and you're responsible to him.



WAGE AND SALARY SURVEYS

Before we discuss your wages and salaries we would like you to know that wage and salary sur-

veys are made regularly of prevailing wages and salaries for similar plant and office jobs in leading companies within a 20 mile radius of Hoboken. Lipton wages and salaries are equal to the average paid by these companies.

PAY—PLANT

If you are on the *hourly payroll* (plant employee), you will be paid each Friday for the week ending the previous Saturday at midnight. Because of the number of employees, it takes our payroll department just about a week to figure out your time sheets and make up the payroll. For your convenience, your wages are distributed in your own department.

Your pay is figured from the work hours shown on your time card. Our normal work day in the plant is 8 hours and our work week is 40 hours.

PAY—OFFICE

Office employees work a 35-hour week and are paid on Friday for the week ending the following day (Saturday).

PAY—SEMI-MONTHLY

If you are on the semi-monthly payroll, you will be paid by check on the 10th and the 25th of each

month. If either of these dates falls on a weekend or a recognized holiday, checks will be given out on the day before the holiday or weekend.

PAY ERRORS

The Personnel Department will tell you which payroll you are on when you begin your job. If you find an error in your pay, report it at once to your foreman or department head.

OVERTIME

Hourly paid employees are paid time and one-half for working in excess of 8 hours in one day or 40 hours per week. They are paid time and one-half for Saturdays or Sundays when regular work schedule is Monday through Friday.

Pay for overtime is figured on basic hourly rate plus appropriate shift differential, if applicable, multiplied by time and one-half.

Shift differential applies to actual hours worked each day independent of hours worked any other day.

Work started before 12 noon shall not be eligible for 2nd shift differential and work started before 10:00 p.m. shall not be eligible for 3rd shift differential.

Employees working overtime into the next shift, shall continue to receive the shift differential, if any, applicable to the shift on which they started to work.

Office employees receive straight time pay for the 5-hour interval between their actual working

time (35 hours) and the 40-hour week. Employees must work 1 hour or more beyond daily schedule to qualify for additional straight time or overtime pay. For hours worked in excess of 40 hours, the rate is time and one-half of the regular rate.

ABSENT ON PAY DAY

If you are absent on pay day, you can pick up your pay at the Cashier's Cage on the 6th Floor west, upon return to work. Those paid semi-monthly can get their salary check from the Treasurer's office on the 12th floor.

Should you lose your pay check, notify the Treasurer's office immediately so that payment can be stopped and a new check issued to you.

PAYROLL DEDUCTIONS

Each time that you get your pay you will notice that certain deductions have been made. We are required by law to make deductions for Federal income tax, Social Security and State unemployment insurance. Temporary Disability Insurance, required by law, is also deductible. There are other deductions that you may have authorized such as Group Insurance, Health Care Plan, Savings Bonds and Credit Union.

Remember that the deduction for income tax is determined by the number of dependents you have, so be sure to report to the Personnel Department to fill out another withholding card when a change occurs.

HOURS AND SHIFTS

Our standard work day for the plant is 8 hours and our work week 40 hours. The regular hours are:

First Shift—7:00 a.m. to 3:30 p.m.

Second Shift—3:30 p.m. to 12:00 midnight

Third Shift—12:00 midnight to 8:30 a.m.

The law requires that female employees may not begin their work day before 7:00 a.m., nor may they work after 12:00 midnight. They may not work more than 10 hours in any one day, and no more than 54 hours in any one week.

According to law, employees under 18 years of age may not begin their work day before 7:00 a.m. and may not work after 10:00 p.m., nor may they work more than 8 hours a day nor more than 40 hours a week.

Office Hours: 9:00 a.m. to 4:45 p.m.

SHIFT DIFFERENTIAL

There is a shift differential of 10¢ per hour for the second shift and 15¢ per hour for the third shift.

TIME CLOCKS AND CARDS

All employees on the plant payroll have time cards. This card is important since not only is your pay figured from the hours punched on the card, but deductions for your income tax, insurance payments and Social Security are also determined from these figures.

Your foreman will show you where your time card is kept and how to operate the time clock. You clock your card in each day after you have changed into your uniform and are ready to start work. Clock out at the end of your day (night shift employees start clocking out at 11:50 p.m. in order to catch midnight buses). Always remember to return your card to its proper slot in the rack.

Clocking the card of another employee is considered sufficient cause for dismissal, so don't be tempted to do someone a "favor." That so-called favor may cost you your job!

General office employees sign in and out on Daily Time Record Sheets that are forwarded by your department head to the Personnel Department.

LATENESS

Sometimes there are good reasons for being late, but too often tardiness is just a habit. When your fellow workers make an effort to be at work on time, we would not be fair in allowing you or another to come in late repeatedly. When you are late, report the reason for your lateness to your supervisor. In case you are late and if your hours are recorded by time card, start work at the next quarter of the hour.

ABSENCE

We know that occasionally and for an urgent reason, you may find it necessary to be absent from your job. In such cases, if possible, notify your supervisor in advance so that he may arrange to have your work taken care of on the day you're out. If the cause for your absence is illness or some other unexpected event please notify your supervisor as soon as possible. The telephone number is OLdfield 9-3300. We suggest that you know the exchange number of your department.

But don't stay away from your job unless it's absolutely necessary. It makes it difficult for the company, your foreman, your fellow workers who have to do your share of the job, and it's hard on you and your family because you lose part of your income. So don't be absent!

SALARIED SICK AND ACCIDENT BENEFIT PLAN

Salaried employees, after three months will be credited with 10 paid days allowance for personal illness. On each anniversary date an additional 10 days will be credited. The days used for qualifying personal illness will be deducted from the accumulated balance. Under this plan, full pay will be granted for earned days up to the first 13 weeks of any one illness with $\frac{1}{2}$ pay for accumulated days after 13 weeks.



HOURLY SICK AND ACCIDENT BENEFIT PLAN

For hourly paid employees ten days allowance will be credited three months after date of employment, thereafter, on each anniversary date, an additional 10 days will be credited. Benefits for hourly employees may start the eighth day after illness. The benefit is the difference between the payments from the weekly sickness and accident insurance handled through Metropolitan Group Insurance Plan and $\frac{2}{3}$ of the employees regular straight time earnings. The Lipton benefit continues to the extent of unused days. Absences attributable to pregnancy are not included. Only absences resulting from personal illness or accident not due to misconduct, are eligible. The employee must be under the care of a physician for the condition causing the absence whenever the period of absence exceeds one week. The disability must not be the result of employment for wages or profit outside the service of the company. Absences due to Workmen's Compensation injuries are not included.

It should be realized that continuation of plans like this depends largely on the conscientious effort of employees and supervisors to assure that its privileges are not abused.

WARNING NOTICES

In fairness to you and the company we have a system of warning notices. If your record is poor as far as lateness, absence, infringement of com-

pany rules, or for other reasons, your supervisor will speak to you about it in a friendly but firm way. He will tell you that another infraction of our rules will mean a written warning. This is a printed notice, a copy of which is filed with the Personnel Department.

If within a month your record has not improved, you will receive another warning notice. The third notice constitutes grounds for dismissal.

The following violations of company policies will be grounds for dismissal without notice:

1. Being unfit for work because of excessive use of intoxicants.
2. Consuming intoxicants on the job.
3. Professional gambling on company premises.
4. Fighting, wrestling, and "horseplay" on premises.
5. Clocking the time card of another employee.

LUNCH PERIOD

The lunch period for plant employees is 30 minutes. The periods are staggered between 10:45 a.m. and 12:00 noon and for the late shift between 7:00 and 8:00 p.m.

The lunch period for office employees is 45 minutes and is staggered from 12:00 to 2:00 p.m. These hours have been worked out so that the cafeteria will not be over-crowded. Periods are scheduled by departments and your supervisor will advise you about your time for lunch.



CAFETERIA

The cafeteria is one of those extra benefits which the company provides. It doesn't pay its way. The company contributes a sizeable sum each year for its operation.

The Lipton cafeteria is probably the best industrial eating place in Hoboken. Naturally, it is operated only for our employees, but good places to eat are few and far between in this area, and for this reason we maintain our own cafeteria.

You will find it clean and attractive, and every effort is made to operate at maximum efficiency at all times. The best in food is bought and served, at prices much lower than those charged in good restaurants.

It is forbidden to eat lunches in locker rooms, production and warehousing areas, and offices because it is not good sanitary practice.

HOLIDAYS

We at Lipton observe the following ten paid holidays:

New Year's Day	Independence Day
Lincoln's Birthday	Labor Day
Washington's Birthday	Election Day
Good Friday	Thanksgiving Day
Decoration Day	Christmas Day

You will be paid for each of these holidays should they fall on a scheduled work day. Paid

holidays that fall on Saturday are observed either on the preceding Friday or following Monday, as decided by Management. Those that fall on Sunday are observed on Monday.

If it is necessary for you to work on an observed holiday you will receive holiday pay (8 hours) also time and one-half for all hours worked.

If you are a new employee and have worked less than six months, in order to be eligible for holiday pay you must have worked at least one day during the week in which the holiday occurs.

Employees with service of 6 months or more shall be eligible for holiday pay provided they are in the company's employ and not on a non-paid leave of absence as of the paid holiday. Employees absent due to an industrial accident will be eligible for holiday pay only if the holiday is observed on the day following their last day worked or on the day preceding their return to work.

YOUR LIPTON SERVICE RECORD

Your Employment Record at Lipton is kept in a confidential folder in the Personnel Department. This record is very important.

It contains such information as your Social Security number, tax records, your home address, phone number, family status and military status.

It is especially important that this record is kept up to date. If you should move or change your phone number, or if your family status should change, be sure to tell your supervisor who will inform the Personnel Department



If you are attending school or taking courses in any particular subject, let your supervisor know about this. In this way he will be informed of your efforts to improve yourself and will pass this information to the Personnel Department who will enter it in your service record.

Upon request, the Personnel Manager will review your Employment Record with you at any time.

SERVICE AWARDS



In recognition of long and continued service at Lipton, employees are presented with service pins. Pins are awarded for 5, 10, 15, 20, and 25 years of continuous service. Special awards are made for 30, 35, and 40 years of continuous service. These are presented by the department manager to the employee upon his or her anniversary date.

SERVICE LUNCHEONS

Each employee will be honored at the end of 5 years of service and each fifth year thereafter with a luncheon at company expense in the Cafeteria.

QUARTER CENTURY CLUB

When you complete twenty-five years of service at Lipton, you automatically become a member of the Quarter Century Club. As a token of Lipton's appreciation for long and loyal service, you are presented with a gold watch suitably inscribed. Members of the Club are further honored at the Quarter Century Club dinner held each year. At

this time you are presented with a tax-free \$100 check starting with the twenty-sixth year, and each year thereafter, until such time as the company might find it economically impractical to continue this practice.

VACATION WITH PAY

You are entitled to a vacation with pay, based upon the length of time you've worked for the company.

If you are laid off through no fault of your own or otherwise terminate your service with the company you are entitled to accrued vacation pay.



VACATION PLAN FOR PLANT EMPLOYEES

This is usually scheduled during, but not limited to, the first three weeks in July. During this time the plant is shut down. Here's the way the Vacation Plan works for plant employees:

LENGTH OF SERVICE	VACATION PAY
Less than 1 year.....	2% of earnings for straight-time hours worked (from date of employment to first Saturday in June) figured at current base rate.
1 year but less than 3 years.....	1 week's pay plus 1% of earnings for straight-time hours worked after first full year's employment to the first Saturday in June, figured at current base rate.
3 years to 10 years.....	2 weeks' pay
10 years to 25 years.....	3 weeks' pay
25 years and over.....	4 weeks' pay





For example, if you were employed on the first Saturday in June, the following year you would have earned one week's vacation pay. After the second year of employment, you would have earned 1 week and 2½ days; after 3 years, you would get 2 weeks' pay.

If you are on sick leave of absence during a plant shut-down vacation period you will take your vacation upon returning to work.

VACATION PLAN FOR OFFICE EMPLOYEES



LENGTH OF SERVICE (Computation Year ends June 30)

LENGTH OF VACATION

Less than 1 year.....	1 day for each calendar month to June 30 but not more than 10 days (Day credit for first month only if hired before 16th)
1 year to 10 years.....	2 weeks
10 years to 25 years.....	3 weeks
25 years and over.....	4 weeks



If possible, your department head will try to schedule your vacation at the time you prefer. However, business must go on and there are others in your department who must also be considered, so that preference and convenience for others and business demands all must be considered when the vacation schedule for your department is made up.

PROMOTIONS AND TRANSFERS

Many of the top men at Lipton began at the bottom of the ladder. They worked up into the

positions they hold today. Job advancement and promotion depend in no small measure upon your own desire to get ahead.

New jobs requiring your experience and skill are created each year as Lipton adds new products and production methods to its growing lines. Whenever practical, promotions are made from within the company. Lipton does not promote on the basis of seniority alone. Promotions are based on merit, skill, ability and cooperation as well as length of service.

Talk with your supervisor from time to time about your work. Ask his opinion about how he thinks you're getting along. Part of his job is to help you do your best.

COMPLAINTS AND GRIEVANCES

Nobody likes trouble or misunderstandings, but that's part of life—at home and at work. If you have a complaint or think you have, take it up with your supervisor, don't brood about it or discuss it with your fellow workers. If, after talking it over with your supervisor, you still feel dissatisfied, talk it over with the Personnel Manager. Sometimes a small incident develops into a near calamity. Get it off your chest and if you can't see the why's and wherefore's let someone in authority straighten out the difficulty.

GOOD HOUSEKEEPING

Dirt has no place in a food plant. We have strict sanitary regulations to maintain and must undergo government inspection at regular intervals. All

employees are expected to follow all rules and regulations on cleanliness and general plant practices.

UNIFORMS

Employees in Production Departments are supplied with freshly laundered uniforms, free of charge, at least two or three times a week; depending upon the type of job and the need for frequent changes of uniform. Female employees on the production lines are required to wear hair nets.

Keeping yourself clean and maintaining a clean workplace are of the greatest importance at Lipton.

SAFETY

All of us at Lipton are justly proud of our fine safety record, but we never let up in our efforts to improve it. An Employees' Safety Committee and a Supervisors' Safety Committee function to make working conditions throughout the building as safe as possible. Machines are examined regularly for possible hazards which might result in injuries to operators. Safety devices and guards are installed. Efficient maintenance crews are instructed to see that guards and protective devices are replaced before machines are started.

Your best guarantee of safety, however, is your own care and watchfulness. Carelessness is first among accident causes. No short-cut is worthwhile when it might mean injury and suffering to you or a fellow worker.

Be on the lookout for hazardous conditions and

report them to your foreman or supervisor.

Stop or start machinery only when authorized. Always make certain other persons are standing clear.

Safeguards on machinery, goggles and other safety equipment, where required, must be used at all times.

Running in the building, fighting, wrestling, or "fooling" may cause serious injury and are forbidden.

SAFETY SHOES

Safety shoes are available at half price to employees whose jobs are of such a nature as to make foot injuries an occupational hazard.

Ask your supervisor about safety shoes.

REPORT ACCIDENTS

Report all accidents to your supervisor whether or not injury results; in case of personal injury be sure to report it to the Medical Department promptly.

If you are forced to stay at home because of an accident that occurred in the plant or office, and suffer any ill affects that necessitate calling a doctor, please call our Medical Department or the *company doctor*. Under the Workmen's Compensation law of the State of New Jersey, the employer is not responsible for bills incurred when the employee uses the services of his personal physician or family doctor instead of the company doctor.



MEDICAL DEPARTMENT

Each year increases the realization by progressive management that a company's greatest asset is the health and well-being, as well as the capabilities of the people on its payroll. Lipton believes that it is in the best interest of all—you, your family, the community and the company to choose qualified people for the positions for which they are best fitted physically and mentally, and to promote their health in all practical ways.

Therefore, Lipton has provided modern equipment and skilled professional personnel to give you health services.

PREPLACEMENT EXAMINATION

Your first contact with the Medical Department was to undergo a preplacement examination to determine whether you had any condition which might affect your placement in the type of work which was proposed for you. Another important reason for this examination is to detect any signs of major or minor conditions of ill health so that we can advise you what steps to take to correct them before they become serious. Last, but certainly not least, we wish to establish a base line for your health at time of employment to compare with future health inventories.



ANNUAL PHYSICAL RE-EXAMINATION

One examination will not protect you forever. We wish to re-examine you at intervals. Each year, in the month of your employment anniversary,

you will be given an appointment with our company doctor. He will review your health history since your last examination, conduct a physical examination, and advise you of his findings. Upon your request or consent, he will send a report of his findings to your private physician. What our physician finds out about you from his examinations, tests and discussions with you will be a part of your medical folder which is held in the Medical Department as a confidential record. No one other than our doctor and nurses has access to your medical folder.

OTHER MEDICAL SERVICES

Minor Ailments—don't neglect them. If you feel sick, have a cold, indigestion, pains or anything you think may be abnormal (and have not seen your own doctor), let our doctor and nurses advise you. If you are injured on the job, go at once to the Medical Department. If you have been absent because of illness, let them know. The cause of the illness should be a part of your confidential health record.

In the interest of public health and preventative medicine, we offer periodic chest X-rays and immunization against such diseases, as polio, influenza and tetanus. Vitamins are also sold through the Medical Department.

Our Medical Staff can give you emergency treatment but it is not their place to undertake extended treatment of illness. They can, however, at the request of your private physician, administer the medication which he advises and which you provide.

Of course, our Medical Service undertakes complete diagnosis and treatment of all occupational illnesses and injuries, under the terms of the New Jersey Workmen's Compensation Law.

Our Medical facilities are provided for your protection. We encourage you to make use of them. We welcome your comments and suggestions as to how we can improve your Health Service.

PERSONAL ILLNESS

Employees who have been out ill for three days or more are requested to check in at the Medical Department upon returning to work. This is a safeguard for you, since we want to make sure that you are well enough to carry on your job.

LEAVES OF ABSENCE

Should a situation arise necessitating a leave of absence, present your problem to your supervisor. He will submit your request to the Personnel Manager for approval.

A leave of absence will not be granted if you have had less than 6 months' continuous service.

If you find that an additional leave is required, your supervisor will consider a request for an extension. You may return before the expiration of your leave of absence.

You must, however, report back to work on the first working day following the expiration date of your leave of absence, if you wish to remain in good standing.

Should a leave of absence coincide with the

period of the plant shutdown (vacation period for all plant employees), the employee is required to take his vacation before he gets the vacation pay to which he is entitled. Lipton feels that vacations are for rest and relaxation and that a leave of absence should not be substituted for vacation time.

MATERNITY

The employee is requested to report her condition to the Nurse at the earliest recommended date (within a three month period). This information will be treated with confidence.

Knowledge of this condition will be of value to the Nurse should an employee suffer an accident or develop some other physical condition whereby emergency aid would be necessary.

An employee may work up to a maximum of five months of pregnancy (four months prior to the estimated date of delivery), provided she reports to the Medical Department during the third month of her pregnancy.

During the third month the employee must report her condition to her Supervisor and to the Nurse in the Medical Department.

Arrangements will be made to terminate employment in advance of the fifth month if, in the opinion of the company physician, the employee is exposed to hazards on her job or an unusual physical reaction to her condition. An employee who wishes may request to leave before the five months termination date if she so desires.



Two weeks termination allowance will be granted to those employees who cooperate and arrange to leave their jobs (resign) in accordance with the best judgment of the Medical Department.

Due to the large-scale employment in like jobs of Plant employees, leave of absence may be granted; however, no maternity termination allowance is granted when a leave of absence is taken.

Maternity leaves of absence for employees shall end three months after the expected child is born. Employees returning from a Maternity leave of absence are required to present the birth certificate of their child.

Failure on the part of the employee to cooperate with the Medical Department and Department Manager in reporting her condition before the end of the third month, described above, will result in immediate termination of employment without benefit of termination allowance and the employee will not be considered for re-employment.

SICK LEAVE

If you become seriously ill and are unable to continue on the job, you may (provided you have six months or more service) obtain a sick leave of absence and still protect your job. Such a leave is issued upon presentation of your own doctor's certificate and after consultation with our company doctor or nurse who will make the recommendation.

Make your request to your supervisor or department head who will refer the matter to the Personnel Department.

Such leaves are granted for not more than 20 working days. If the company doctor or your own physician advises that you will need additional time, the matter should be referred to the Nurse or Personnel Manager for an extension of time.

MILITARY LEAVE

Employees, other than temporary, who are inducted or enlist under the Universal Military Training and Service Act or who volunteer for three to six months service under the Reserve Forces Act of 1955 are considered as employees on leave of absence and will be eligible for return to their former jobs with accrued seniority when their military service has been completed. Application for reinstatement must be made within 90 days of completion of military service under the Universal Military Training and Service Act and within 60 days for completion of military service under the Reserve Forces Act of 1955.

Employees with six months or more continuous service shall receive a special monetary benefit.

When an employee enters the service, the company requests that he write his supervisor after completing his indoctrination period at which time he is reasonably sure that he is "in" the service. He will then receive four weeks' salary or wages if induction or enlistment is for two years or longer or one week's salary or wages if for three to six months.

Employees shall receive their accrued unused vacation pay at the time they leave for military service.



Lipton also pays the entire premium on the Life Insurance in force for the employee's account under the Lipton Group Insurance Plan up to 24 months.

MILITARY RESERVE DUTY

Employees, other than temporary, who are members of the Active Military Reserve or National Guard will be granted leaves of absence for their required training period. The majority is for not longer than 17 calendar days per year.

Employees with six months or more continuous service may be eligible for special monetary benefits. If the amount received for military training is less than your regular earnings, the company will make up the difference between your military earnings and your normal salary or wage based on a 40-hour week upon the submission of an authorized statement of earnings received while on Military Reserve or National Guard Duty.

This leave will not be counted as vacation period, but will be in addition to any vacation time to which you are entitled.

FIRE DRILLS AND EXITS

The Lipton building is of fireproof construction, but fire drills are held periodically throughout the year. When you begin your job here, one of the first things you should do is take special notice of the fire exits in your department. Your supervisor will tell you about the procedure that is to be followed when we have fire drills.

SMOKING

We'd like to let you smoke when and where you want, but fire is one of the greatest dangers in industry and rules about smoking must be strictly carried out. All employees may smoke in the lounge rooms and cafeteria. Both men and women office employees may smoke at their desks. Just to be on the safe side, check with your supervisor or department head on smoking regulations in your department. Please don't smoke or carry lighted cigars or cigarettes in elevators, or in the corridors.

REST PERIODS AND TEA TIME

Plant employees observe two rest periods in each shift. Cafeteria service is available during the first period. Tea is served in departments during the second period. Those who wish, may spend the rest period in the lounge rooms which are conveniently located throughout the building.

In the offices, we do not observe scheduled rest periods. You may visit the lounge rooms when necessary. All that we ask is that you do not abuse the privilege. Tea is served at your desk each afternoon.



LOCKERS

You will be assigned a locker for your own personal use. Although lockers are equipped with

locks, they are not guaranteed tamper-proof, so it is suggested that you do not leave money or valuables in them. The company will not be responsible for loss of personal property.

Should you lose your locker key, apply to your Supervisor, or if you are on the 5th, 6th or 12th floor, to the Personnel Department for a duplicate key. If you should leave your job at Lipton please return your locker key.

EMPLOYEES' PURCHASES

All Lipton products are sold to employees from the store on the second floor. See your supervisor about the time and method of making purchases.

EDUCATIONAL REIMBURSEMENT

Any regular employee, except a veteran eligible for government educational benefits, after one year of continuous service may apply to participate in the company's educational reimbursement plan. The fundamental principle to be observed is that the company as well as the employee will benefit from the studies which include craft training and general educational subjects.

The company will reimburse one-half the tuition, books, laboratory equipment and fees, excluding breakage, for approved projects completed with a satisfactory degree of proficiency.

Each project will be judged individually with authorizations limited to a single semester at a time.

A yearly maximum of \$250 per employee will apply.



In case the company initiates the educational program for the company's benefit the total cost may be paid by the company.

BULLETIN BOARDS

Announcements about company policies and all important notices about employee activities are posted here for your information. Form the habit of reading them regularly.

JURY DUTY

As a citizen it is your duty and privilege to participate in certain governmental affairs. One of these is a call for Jury Duty. We have worked out a plan whereby you may serve on a jury without loss of your regular earnings. This is the way it works—

If you are called for Jury Duty, present your summons to your Supervisor who will have it approved by the Personnel Manager. You will be granted a leave of absence, the extent of which will be governed by the time stated on your summons.

If the fee which you receive for Jury Duty is less than your regular weekly salary or wage, the difference will be made up by the company after you bring proof to your supervisor of the jury fee which you were paid.

If you can serve on the jury without interrupting your regular work week, you will of course,



get your regular pay in addition to whatever fee you receive for your jury service.

DEATH-IN-FAMILY

Employees will be allowed up to 3 days straight time pay for any regularly scheduled work days lost in order to make arrangements and attend services due to the death of a member of the immediate family — father, father-in-law, mother, mother-in-law, sister, brother, child, husband, wife.

Request for time off should be made to the Department Manager giving the name, relationship of the deceased, the address of the funeral home or chapel and the date and time of services.

EMPLOYEES PUBLICATION

Lipton News, is a biweekly newspaper, mailed to employees' homes, that contains news about the goings-on of Lipton People throughout our plants and sales divisions.

Lipton News is part of Personnel communications and the editor's office is located in the Personnel Department on the second floor West. The editor is always "at home." Stop in to see him. He likes to know people he is writing for and about.

GROUP INSURANCE

A. Weekly Sickness and Accident Benefits:

The requirements of the State of New Jersey Temporary Disability Benefits Law are incorporated in our Group Insurance Plan with the Metro-

politan Life Insurance Company. This Plan has been approved by the State. All of our employees are automatically protected from the date of employment for any sickness or accident not arising out of, or incurred in the course of, their employment. This plan includes pregnancy. (Benefits for sickness or accidents directly resulting from your job are covered by the Workmen's Compensation Law.) Benefits are payable on the eighth calendar day of disability, provided you have been treated by a physician.

Your weekly contribution toward the cost of this insurance is 17¢ per week. This amount is less than that allowed by the State Law. Lipton pays approximately 75% of the T. D. B.

B. Supplemental Accident and Health and/or Life Insurance:

This voluntary insurance is explained to you when you are employed, and if you decide to join at that time, you will be automatically insured on the day you complete three months' employment. Your earnings at that time will determine the amount of Life Insurance, or the amount of Life Insurance plus Supplemental Accident and Health Insurance for which you are eligible. Additional insurance will be made available for you as your earnings increase. The cost of this insurance is also shared by both the company and you.

In order to have protection as soon as possible it is desirable that you sign up promptly; however, you may do so at a later date in which case your application may be held up due to certain restrictions in our Group Plan.

COMPREHENSIVE HEALTH CARE PLAN



Lipton pays half the premium on an excellent Comprehensive Health Care Plan. You and members of your family after 3 months' employment can enjoy the protection this plan offers against the catastrophic cost of a long term illness, as well as the expense incurred for ordinary hospital admissions and illness at home.

Briefly, here are some of the more important benefits offered by this tailor-made plan.

- You, your wife or husband, and your children are each covered up to \$10,000 for any serious illness. The plan will pay all of the first \$500 of any hospital bills and 80% of any charges exceeding this amount.
- If ill at home, this medical plan will pay 80% of the costs of registered nurses, prescribed drugs, medicines and appliances when accumulated medical expenses exceed \$75 for you, or each covered member of your family in one calendar year.
- Physicians' and surgeons' fees will be paid according to the scale you will find in your policy.
- Expenses incurred for local ambulance service, X-ray photographs, oxygen equipment, diagnosis and special treatment are also covered for your protection.
- Maternity benefits will be paid according to the policy.
- Dependent children to age 19 are covered and to 23 years if in school.
- Retired personnel are permitted to continue the plan with the same benefits, except, the maximum payable after normal retirement is \$2,500.

WORKMEN'S COMPENSATION

All Lipton employees are fully covered by the New Jersey Workmen's Compensation Law. Should you suffer injury on your job, report first to your supervisor, then to the Medical Department for treatment. Under Workmen's Compensation all approved medical and surgical treatments required will be provided at no cost to you.

The Personnel Department will follow your case, but all compensation is, of course, determined by State Law.

SOCIAL SECURITY

Social Security, which includes Old-Age and Survivor's Insurance, is the government's pension program for wage earners. This insurance is important to you and your family and centers around the little blue and white card which bears your Social Security Number.

If you do not have a Social Security Number (or if you have lost it) the Personnel Department will help you apply for one; or you may go to the nearest Social Security office and apply.

Social Security is paid for equally by you and the company.

A booklet fully explaining how Social Security works and the benefits you and your family may receive can be obtained at the Personnel Department.

UNEMPLOYMENT INSURANCE

You are entitled to State Unemployment Insurance, if you have lost your job through no fault

of your own. To qualify for benefits, you must be able and willing to work but unable to obtain employment. You should register at the Unemployment Division Office nearest your home. The Personnel Department will supply you with the address of the Unemployment Office.

SOCIAL ACTIVITIES



It has been the practice of the company in the past to entertain all employees at sometime during the year with a social affair. Some years there has been an all-day outing in the summer with planned entertainment, luncheon, dinner and dancing in the evening. Chartered buses provide transportation from the plant to the Outing with a return trip at night.

In other years at Christmas season we have entertained all of our employees at a dinner followed by entertainment and dancing.

At Thanksgiving we have given each employee on the active payroll that week and regularly retired employees an eviscerated turkey.

In addition to this, employees on the active payroll at the time of distribution and regularly retired employees receive a gift package of Lipton products each year at Christmas time.

COLLECTIONS

Frequently, collections become so numerous that they are a source of embarrassment to some, and annoyance to others. If gifts of merchandise or cash are the only way in which you can express your appreciation for a co-worker leaving for mili-

tary duty, getting married or having a baby, you are asked to follow the established practice. Go to your supervisor and get his permission to take up a collection.

You are requested to limit your collections to the department in which you work. Extending the collection to other departments is not an accepted practice and does not have management's approval.

If you are asked to contribute to a collection in any other department, you are requested to refuse. Most employees feel these collections are an unwelcome practice.

PERSONAL TELEPHONE CALLS

Because of the heavy load which our switchboards handle each day, we ask that you do not receive personal phone calls while at work, or make unnecessary personal inter-office calls. We understand that outside calls are sometimes necessary in case of emergency.

As for making personal calls during the day, public booths are located throughout the building. If it is necessary for you to make personal calls, please use these facilities and try to confine your calls to free time such as rest periods and lunch periods.

THE CREDIT UNION

The Lipton Employees' Federal Credit Union has been established here to help you save money through the payroll deduction system, and to grant loans. Saving through the Credit Union is simple,

easy and certain. And if you wish to put money aside for Christmas or vacation, you can handle this through the Credit Union.

For complete information about the amount of money you can borrow, interest rates and payroll savings, stop in at the Credit Union Treasurer's office, any day except Tuesday between 2:00 and 4:00, on the second floor west.

PARKING FACILITIES

Parking space is at a premium in Hoboken, much as it is elsewhere. Lipton has leased all available space adjoining our building and this has been converted into parking areas. There is a parking attendant on duty during the day. Parking permits are available for a monthly fee of \$4, payable by payroll deduction. A one dollar fee is charged for month of July, when most vacations occur. Application should be made at the Personnel Department.

PENSION PLAN



Lipton's 100% Company Paid Pension Plan is explained in the separate booklet "Lipton's Lifetime Income for Employees" which you have received.

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[cover title]

Your Life at Lipton!

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[inside front cover and page 1]

Welcome to Lipton!

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We of Lipton would like to offer you our congratulations and sincere welcome.

All Liptonites are selected because we believe they have something special to offer our organization. We are pleased that you have decided to build your future with Thomas J. Lipton, Inc.

For many years Lipton has been known for the friendly, cooperative atmosphere prevailing in our dealings with each other, our customers and our neighbors. We feel sure you will find with us opportunities to succeed, pleasant working conditions and security for you and your dependents.

Your success in any job depends on your interest, ability and application to the work at hand.

Best wishes for your success.

[facsimile signature] W. Gardner Barker

President

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to you who are entering the Lipton family,

Welcome!

to those who are old-timers, we're glad you're with us.

A new job in a new place surrounded by hundreds of new faces can be strange and confusing. But Lipton employees are known for their friendliness and good fellowship, so we want you to feel at home and be one of our family.

If after reading through this booklet (and we suggest that you save it for future reference) there are still questions in your mind, feel free to discuss them with your supervisor or department head; or stop in at the Personnel Department. They will be glad to help you in any way they can.

We hope that our older employees will also find this booklet useful. It may refresh your memory on many company policies and procedures which you've forgotten —or perhaps never really knew about.

It is our sincere wish that your job with Lipton will be one of increasing satisfaction. We at Lipton want you to work with us, since it is only through working together that all of us can count on good jobs with good pay.

So again we say, we're glad you're here!

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Your Company's Origin & History

YOUR COMPANY takes its name from a man who won everlasting fame in the field of food merchandising and the realm of international sports, Sir Thomas Johnstone Lipton. From errand boy in his parents' grocery store in Glasgow, Scotland he rose to prominence and fortune through hard work, a dogged kind of perseverance and a business head that buzzed with fresh and courageous ideas. His motto was "there's no fun like work."

Thomas J. Lipton, Inc. has its administrative offices and home plant in Hoboken, New Jersey. We began, however, in Chicago. About 1890 Sir Thomas decided to enter the tea trade in America, and having already established a meat packing house in Chicago in 1883 to take care of meat requirements for his British food shops, it was logical for him to use his Chicago Headquarters as a springboard for this further expansion of his business.

The original agents hired by Sir Thomas were the forerunners of our present branch plants and sales divisions. There are branch plants in Albion, New York (here they produce Soup Mixes), Streator, Illinois (tea packing),

San Francisco, California (tea packing), Galveston, Texas (tea packing), Suffolk, Virginia (tea packing) and Kansas City (Wishbone Salad Dressings). Our Canadian branch is known as Thomas J. Lipton, Ltd., with

plants in Toronto (tea packing) and Montreal (Soup Mixes). We have ten sales division offices located in these cities: Boston, New York, Baltimore, Atlanta, New Orleans, Dallas, Cleveland, Chicago, Kansas City, and San Francisco.

Although Lipton Tea is the largest selling brand of tea in the United States, we have come a long way from the tea packing days of Sir Thomas. True to the spirit of our founder whose boyhood dream of a "Lipton shop in every city in Scotland" was more than realized, Lipton follows a plan of expansion and research in a constant effort to add new products to the Lipton line of fine foods. Our most recent addition is Lipton Instant Tea.

Lipton entered the soup business in September 1940 when we purchased control of Continental Foods, Inc., a small company engaged in the manufacture and sale of dry soup mixes. In June 1950, Continental Foods merged with Lipton and the name "Continental" was dropped, except for some of our export markets where Continental is still used as a trade name for our soups.

At the present time, we manufacture Lipton Chicken Noodle Soup, Lipton Tomato-Vegetable Soup, Lipton Onion Soup, Lipton Beef Vegetable Soup, Lipton Green Pea Soup and our newest, Lipton Mushroom Soup.

In February of 1957, Lipton purchased the Wishbone Salad Dressing Company of Kansas City, Missouri, makers

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of Wishbone Italian, French, Russian style, and Cheese Dressings, and Hot Dog and Hamburger Sauce.

On August 1, 1958 Wishbone Products Company, Inc., a wholly-owned subsidiary was merged into Thomas J. Lipton, Inc., with all operations completely integrated.

Of the great tea merchants of modern times, Sir Thomas Lipton was probably the most colorful and internationally famous. His regular challenges for the famous America's Cup, the most prized trophy of the yachting world, and his failure to win it with any of his five Shamrock yachts, endeared him to all Americans. His keen business acumen was matched only by his good sportsmanship.

The courageous and enterprising spirit of a sea-going grocer has carried over into the operation of Thomas J. Lipton, Inc.

Lipton's success story is not the result of the doings of any one genius, however. Rather it is the result of an unusual kind of teamwork that prevails throughout all our offices, plants and sales divisions. The Lipton spirit is an enviable and unmistakable factor in the success of the Lipton Company. We're proud of this spirit and hope that you, as a newcomer, will soon feel its effect.

PREPLACEMENT PHYSICAL EXAMINATION

Before you are actually taken into the Lipton Family you are given a physical examination. Such an examination assures you, as well as us, that you are able to carry on the duties that will be required of you. And since we are a food processor, it is of the utmost importance that those who work around and with our products be in a good state of health.

THE FIRST DAY

Your department head or supervisor will extend his own welcome to you and tell you all the specific things you should know about your job. Your supervisor will introduce you to a fellow employee who will be your "sponsor" for the day. He or she will help you get off to a friendly start. You will have lunch "on the house" in the cafeteria that first day.

Just remember that your supervisor once had a "first day" too. He remembers how confusing it all was, so don't be afraid to ask questions about anything you don't understand. He is responsible for you and your work, and you're responsible to him.

WAGE AND SALARY SURVEYS

Before we discuss your wages and salaries we would like you to know that wage and salary sur-

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veys are made regularly of prevailing wages and salaries for similar plant and office jobs in leading companies within a 20 mile radius of Hoboken. Lipton wages and salaries are equal to the average paid by these companies.

PAY-PLANT

If you are on the hourly payroll (plant employee) , you will be paid each Friday for the week ending the previous Saturday at midnight. Because of the number of employees, it takes our payroll department just about a week to figure out your time sheets and make up the payroll. For your convenience, your wages are distributed in your own department.

Your pay is figured from the work hours shown on your time card. Our normal work day in the plant is 8 hours and our work week is 40 hours.

PAY-OFFICE

Office employees work a 35-hour week and are paid on Friday for the week ending the following day (Saturday).

PAY- SEMI-MONTH LY

If you are on the semi-monthly payroll, you will be paid by check on the 10th and the 25th of each

month. If either of these dates falls on a weekend or a recognized holiday, checks will be given out on the day before the holiday or weekend.

PAY ERRORS

The Personnel Department will tell you which payroll you are on when you begin your job. If you find an error in your pay, report it at once to your foreman or department head.

OVERTIME

Hourly paid employees are paid time and one-half for working in excess of 8 hours in one day or 40 hours per week. They are paid time and one-half for Saturdays or Sundays when regular work schedule is Monday through Friday.

Pay for overtime is figured on basic hourly rate plus appropriate shift differential, if applicable, multiplied by time and one-half.

Shift differential applies to actual hours worked each day independent of hours worked any other day.

Work started before 12 noon shall not be eligible for 2nd shift differential and work started before 10:00 p.m. shall not be eligible for 3rd shift differential.

Employees working overtime into the next shift, shall continue to receive the shift differential, if any, applicable to the shift on which they started to work.

Office employees receive straight time pay for the 5-hour interval between their actual working

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time (35 hours) and the 40-hour week. Employees must work 1 hour or more beyond daily schedule to qualify for additional straight time or overtime pay. For hours worked in excess of 40 hours, the rate is time and one-half of the regular rate.

ABSENT ON PAY DAY

If you are absent on pay day, you can pick up your pay at the Cashier's Cage on the 6th Floor west, upon return to work. Those paid semimonthly can get their salary check from the Treasurer's office on the 12th floor.

Should you lose your pay check, notify the Treasurer's office immediately so that payment can be stopped and a new check issued to you.

PAYROLL DEDUCTIONS

Each time that you get your pay you will notice that certain deductions have been made. We are required by law to make deductions for Federal income tax, Social Security and State unemployment

insurance. Temporary Disability Insurance, required by law, is also deductible. There are other deductions that you may have authorized such as Group Insurance, Health Care Plan, Savings Bonds and Credit Union.

Remember that the deduction for income tax is determined by the number of dependents you have, so be sure to report to the Personnel Department to fill out another withholding card when a change occurs.

HOURS AND SHIFTS

Our standard work day for the plant is 8 hours and our work week 40 hours. The regular hours are:

First Shift—7:00 a.m. to 3:30 p.m. Second Shift-3:30 p.m. to 12:00 midnight Third Shift-12:00 midnight to 8:30 a.m.

The law requires that female employees may not begin their work day before 7:00 a.m., nor may they work after 12:00 midnight. They may not work more than 10 hours in any one day, and no more than 54 hours in any one week.

According to law, employees under 18 years of age may not begin their work day before 7:00 a.m. and may not work after 10:00 p.m., nor may they work more than 8 hours a day nor more than 40 hours a week.

Office Hours: 9:00 a.m. to 4:45 p.m.

SHIFT DIFFERENTIAL

There is a shift differential of 10 cents per hour for the second shift and 15 cents per hour for the third shift.

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TIME CLOCKS AND CARDS

All employees on the plant payroll have time cards. This card is important since not only is your pay figured from the hours punched on the card, but deductions for your income tax, insurance payments and Social Security are also determined from these figures.

Your foreman will show you where your time card is kept and how to operate the time clock. You clock your card in each day after you have changed into your uniform and are ready to start work. Clock out at the end of your day (night shift employees start clocking out at 11:50 p.m. in order to catch midnight buses). Always remember to return your card to its proper slot in the rack.

Clocking the card of another employee is considered sufficient cause for dismissal, so don't be tempted to do someone a "favor." That so-called favor may cost you your job!

General office employees sign in and out on Daily Time Record Sheets that are forwarded by your department head to the Personnel Department.

LATENESS

Sometimes there are good reasons for being late, but too often tardiness is just a habit. When your fellow workers make an effort to be at work on time, we would not be fair in allowing you or another to come in late repeatedly. When you are late, report the reason for your lateness to your supervisor. In case you are late and if your hours are recorded by

ABSENCE

We know that occasionally and for an urgent reason, you may find it necessary to be absent from your job. In such cases, if possible, notify your supervisor in advance so that he may arrange to have your work taken care of on the day you're out. If the cause for your absence is illness or some other unexpected event please notify your supervisor as soon as possible. The telephone number is OLdfield 9-3300. We suggest that you know the exchange number of your department.

But don't stay away from your job unless it's absolutely necessary. It makes it difficult for the company, your foreman, your fellow workers who have to do your share of the job, and it's hard on you and your family because you lose part of your income. So don't be absent!

SALARIED SICK AND ACCIDENT BENEFIT PLAN

Salaried employees, after three months will be credited with 10 paid days allowance for personal illness. On each anniversary date an additional 10 days will be credited. The days used for qualifying personal illness will be deducted from the accumulated balance. Under this plan, full pay will be granted for earned days up to the first 13 weeks of any one illness with 1/2 pay for accumulated days after 13 weeks.

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HOURLY SICK AND ACCIDENT BENEFIT PLAN

For hourly paid employees ten days allowance will be credited three months after date of employment, thereafter, on each anniversary date, an additional 10 days will be credited. Benefits for hourly employees may start the eighth day after illness. The benefit is the difference between the payments from the weekly sickness and accident insurance handled through Metropolitan Group Insurance Plan and 2/3 of the employees regular straight time earnings. The Lipton benefit continues to the extent of unused days. Absences attributable to pregnancy are not included. Only absences resulting from personal illness or accident not due to misconduct, are eligible. The employee must be under the care of a physician for the condition causing the absence whenever the period of absence exceeds one week. The disability must not be the result of employment for wages or profit outside the service of the company. Absences due to Workmen's Compensation injuries are not included.

It should be realized that continuation of plans like this depends largely on the conscientious effort of employees and supervisors to assure that its privileges are not abused.

WARNING NOTICES

In fairness to you and the company we have a system of warning notices. If your record is poor as far as lateness, absence, infringement of com-

pany rules, or for other reasons, your supervisor will speak to you about it in a friendly but firm way. He will tell you that another infraction of our rules will mean a written warning. This is a printed notice, a copy of which is filed with the Personnel Department.

If within a month your record has not improved, you will receive another warning notice. The third notice constitutes grounds for dismissal.

The following violations of company policies will be grounds for dismissal without notice:

1. Being unfit for work because of excessive use of intoxicants.

2. Consuming intoxicants on the job.
3. Professional gambling on company premises.
4. Fighting, wrestling, and "horseplay" on premises.
5. Clocking the time card of another employee.

LUNCH PERIOD

The lunch period for plant employees is 30 minutes. The periods are staggered between 10:45 a.m. and 12:00 noon and for the late shift between 7:00 and 8:00 p.m.

The lunch period for office employees is 45 minutes and is staggered from 12:00 to 2:00 p.m. These hours have been worked out so that the cafeteria will not be over-crowded. Periods are scheduled by departments and your supervisor will advise you about your time for lunch.

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CAFETERIA

The cafeteria is one of those extra benefits which the company provides. It doesn't pay its way. The company contributes a sizeable sum each year for its operation.

The Lipton cafeteria is probably the best industrial eating place in Hoboken. Naturally, it is operated only for our employees, but good places to eat are few and far between in this area, and for this reason we maintain our own cafeteria.

You will find it clean and attractive, and every effort is made to operate at maximum efficiency at all times. The best in food is bought and served, at prices much lower than those charged in good restaurants.

It is forbidden to eat lunches in locker rooms, production and warehousing areas, and offices because it is not good sanitary practice.

HOLIDAYS

We at Lipton observe the following ten paid holidays:

New Year's Day

Lincoln's Birthday

Washington's Birthday

Good Friday

Decoration Day

Independence Day

Labor Day

Election Day

Thanksgiving Day

Christmas Day

You will be paid for each of these holidays should they fall on a scheduled work day. Paid

holidays that fall on Saturday are observed either on the preceding Friday or following Monday, as decided by Management. Those that fall on Sunday are observed on Monday.

If it is necessary for you to work on an observed holiday you will receive holiday pay (8 hours) also time and one-half for all hours worked.

If you are a new employee and have worked less than six months, in order to be eligible for holiday pay you must have worked at least one day during the week in which the holiday occurs.

Employees with service of 6 months or more shall be eligible for holiday pay provided they are in the company's employ and not on a non-paid leave of absence as of the paid holiday. Employees absent due to an industrial accident will be eligible for holiday pay only if the holiday is observed on the day following their last day worked or on the day preceding their return to work.

YOUR LIPTON SERVICE RECORD

Your Employment Record at Lipton is kept in a confidential folder in the Personnel Department. This record is very important.

It contains such information as your Social Security number, tax records, your home address, phone number, family status and military status.

It is especially important that this record is kept up to date. If you should move or change your phone number, or if your family status should change, be sure to tell your supervisor who will inform the Personnel Department

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If you are attending school or taking courses in any particular subject, let your supervisor know about this. In this way he will be informed of your efforts to improve yourself and will pass this information to the Personnel Department who will enter it in your service record.

Upon request, the Personnel Manager will review your Employment Record with you at any time.

SERVICE AWARDS

In recognition of long and continued service at Lipton, employees are presented with service pins. Pins are awarded for 5, 10, 15, 20, and 25 years of continuous service. Special awards are made for 30, 35, and 40 years of continuous service. These are presented by the department manager to the employee upon his or her anniversary date.

SERVICE LUNCHEONS

Each employee will be honored at the end of 5 years of service and each fifth year thereafter with a luncheon at company expense in the Cafeteria.

QUARTER CENTURY CLUB

When you complete twenty-five years of service at Lipton, you automatically become a member of the Quarter Century Club. As a token of Lipton's appreciation for long and loyal service, you are presented with a gold watch suitably inscribed. Members of the Club are further honored at the Quarter Century Club dinner held each year. At

this time you are presented with a tax-free \$100 check starting with the twenty-sixth year, and each year thereafter, until such time as the company might find it economically impractical to continue this practice.

VACATION WITH PAY

You are entitled to a vacation with pay, based upon the length of time you've worked for the company.

If you are laid off through no fault of your own or otherwise terminate your service with the company you are entitled to accrued vacation pay.

VACATION PLAN FOR PLANT EMPLOYEES

This is usually scheduled during, but not limited to, the first three weeks in July. During this time the plant is shut down. Here's the way the Vacation Plan works for plant employees:

LENGTH OF SERVICE VACATION PAY

Less than 1 year 2% of earnings for straight-time hours worked (from date of employment to first Saturday in June) figured at current base rate.

1 year but less than 3 years 1 week's pay plus 1% of earnings for straight-time hours worked after first full year's employment to the first Saturday in June, figured at current base rate.

3 years to 10 years.. 2 weeks' pay

10 years to 25 years .. 3 weeks' pay

25 years and over .. 4 weeks' pay

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For example, if you were employed on the first Saturday in June, the following year you would have earned one week's vacation pay. After the second year of employment, you would have earned 1 week and 2 1/2 days; after 3 years, you would get 2 weeks' pay.

If you are on sick leave of absence during a plant shut-down vacation period you will take your vacation upon returning to work.

VACATION PLAN FOR OFFICE EMPLOYEES

LENGTH OF SERVICE LENGTH OF VACATION

(Computation Year ends June 30)

Less than 1 year.....1 day for each calendar month to

June 30 but not more than 10 days (Day credit for first month only if hired before 16th)

1 year to 10 years.....2 weeks

10 years to 25 years.....3 weeks

25 years and over.....4 weeks

If possible, your department head will try to schedule your vacation at the time you prefer. However, business must go on and there are others in your department who must also be considered, so that preference and convenience for others and business demands all must be considered when the vacation schedule for your department is made up.

PROMOTIONS AND TRANSFERS

Many of the top men at Lipton began at the bottom of the ladder. They worked up into the

positions they hold today. Job advancement and promotion depend in no small measure upon your own desire to get ahead.

New jobs requiring your experience and skill are created each year as Lipton adds new products and production methods to its growing lines. Whenever practical, promotions are made from within the company. Lipton does not promote on the basis of seniority alone. Promotions are based on merit, skill, ability and cooperation as well as length of service.

Talk with your supervisor from time to time about your work. Ask his opinion about how he thinks you're getting along. Part of his job is to help you do your best.

COMPLAINTS AND GRIEVANCES

Nobody likes trouble or misunderstandings, but (that's part of life—at home and at work. If you have a complaint or think you have, take it up with your supervisor, don't brood about it or discuss it with your fellow workers. If, after talking it over with your supervisor, you still feel dissatisfied, talk it over with the Personnel Manager. Sometimes a small incident develops into a near calamity. Get it off your chest and if you can't see the why's and wherefore's let someone in authority straighten out the difficulty.

GOOD HOUSEKEEPING

Dirt has no place in a food plant. We have strict sanitary regulations to maintain and must undergo government inspection at regular intervals. All

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employees are expected to follow all rules and regulations on cleanliness and general plant practices.

UNIFORMS

Employees in Production Departments are supplied with freshly laundered uniforms, free of charge, at least two or three times a week; depending upon the type of job and the need for frequent changes of uniform. Female employees on the production lines are required to wear hair nets.

Keeping yourself clean and maintaining a clean workplace are of the greatest importance at Lipton.

SAFETY

All of us at Lipton are justly proud of our fine safety record, but we never let up in our efforts to improve it. An Employees' Safety Committee and a Supervisors' Safety Committee function to make working conditions throughout the building as safe as possible. Machines are examined regularly for possible hazards which might result in injuries to operators. Safety devices and guards are installed. Efficient maintenance crews are instructed to see that guards and protective devices are replaced before machines are started.

Your best guarantee of safety, however, is your own care and watchfulness. Carelessness is first among accident causes. No short-cut is worthwhile when it might mean injury and suffering to you or a fellow worker.

Be on the lookout for hazardous conditions and

report them to your foreman or supervisor.

Stop or start machinery only when authorized. Always make certain other persons are standing clear.

Safeguards on machinery, goggles and other safety equipment, where required, must be used at all times.

Running in the building, fighting, wrestling, or "fooling" may cause serious injury and are forbidden.

SAFETY SHOES

Safety shoes are available at half price to employees whose jobs are of such a nature as to make foot injuries an occupational hazard.

Ask your supervisor about safety shoes.

REPORT ACCIDENTS

Report all accidents to your supervisor whether or not injury results; in case of personal injury be sure to report it to the Medical Department promptly.

If you are forced to stay at home because of an accident that occurred in the plant or office, and suffer any ill affects that necessitate calling a doctor, please call our Medical Department or the company doctor. Under the Workmen's Compensation law of the State of New Jersey, the employer is not responsible for bills incurred when the employee uses the services of his personal physician or family doctor instead of the company doctor.

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MEDICAL DEPARTMENT

Each year increases the realization by progressive management that a company's greatest asset is the health and well-being, as well as the capabilities of the people on its payroll. Lipton believes that it is in the best interest of all —you, your family, the community and the company to choose qualified people for the positions for which they are best fitted physically and mentally, and to promote their health in all practical ways.

Therefore, Lipton has provided modern equipment and skilled professional personnel to give you health services.

PREPLACEMENT EXAMINATION

Your first contact with the Medical Department was to undergo a preplacement examination to determine whether you had any condition which might affect your placement in the type of work which was proposed for you. Another important reason for this examination is to detect any signs of major or minor conditions of ill health so that we can advise you what steps to take to correct them before they

become serious. Last, but certainly not least, we wish to establish a base line for your health at time of employment to compare with future health inventories.

ANNUAL PHYSICAL RE-EXAMINATION

One examination will not protect you forever. We wish to re-examine you at intervals. Each year, in the month of your employment anniversary,

you will be given an appointment with our company doctor. He will review your health history since your last examination, conduct a physical examination, and advise you of his findings. Upon your request or consent, he will send a report of his findings to your private physician. What our physician finds out about you from his examinations, tests and discussions with you will be a part of your medical folder which is held in the Medical Department as a confidential record. No one other than our doctor and nurses has access to your medical folder.

OTHER MEDICAL SERVICES

Minor Ailments —don't neglect them. If you feel sick, have a cold, indigestion, pains or anything you think may be abnormal (and have not seen your own doctor), let our doctor and nurses advise you. If you are injured on the job, go at once to the Medical Department. If you have been absent because of illness, let them know. The cause of the illness should be a part of your confidential health record.

In the interest of public health and preventative medicine, we offer periodic chest X-rays and immunization against such diseases, as polio, influenza and tetanus. Vitamins are also sold through the Medical Department.

Our Medical Staff can give you emergency treatment but it is not their place to undertake extended treatment of illness. They can, however, at the request of your private physician, administer the medication which he advises and which you provide.

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Of course, our Medical Service undertakes complete diagnosis and treatment of all occupational illnesses and injuries, under the terms of the New Jersey Workmen's Compensation Law.

Our Medical facilities are provided for your protection. We encourage you to make use of them. We welcome your comments and suggestions as to how we can improve your Health Service.

PERSONAL ILLNESS

Employees who have been out ill for three days or more are requested to check in at the Medical Department upon returning to work. This is a safeguard for you, since we want to make sure that you are well enough to carry on your job.

LEAVES OF ABSENCE

Should a situation arise necessitating a leave of absence, present your problem to your supervisor. He will submit your request to the Personnel Manager for approval.

A leave of absence will not be granted if you have had less than 6 months' continuous service.

If you find that an additional leave is required, your supervisor will consider a request for an extension. You may return before the expiration of your leave of absence.

You must, however, report back to work on the first working day following the expiration date of your leave of absence, if you wish to remain in good standing.

Should a leave of absence coincide with the

period of the plant shutdown (vacation period for all plant employees), the employee is required to take his vacation before he gets the vacation pay to which he is entitled. Lipton feels that vacations are for rest and relaxation and that a leave of absence should not be substituted for vacation time.

MATERNITY

The employee is requested to report her condition to the Nurse at the earliest recommended date (within a three month period). This information will be treated with confidence.

Knowledge of this condition will be of value to the Nurse should an employee suffer an accident or develop some other physical condition whereby emergency aid would be necessary.

An employee may work up to a maximum of five months of pregnancy (four months prior to the estimated date of delivery), provided she reports to the Medical Department during the third month of her pregnancy.

During the third month the employee must report her condition to her Supervisor and to the Nurse in the Medical Department.

Arrangements will be made to terminate employment in advance of the fifth month if, in the opinion of the company physician, the employee is exposed to hazards on her job or an unusual physical reaction to her condition. An employee who wishes may request to leave before the five months termination date if she so desires.

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Two weeks termination allowance will be granted to those employees who cooperate and arrange to leave their jobs (resign) in accordance with the best judgment of the Medical Department.

Due to the large-scale employment in like jobs of Plant employees, leave of absence may be granted; however, no maternity termination allowance is granted when a leave of absence is taken.

Maternity leaves of absence for employees shall end three months after the expected child is born. Employees returning from a Maternity leave of absence are required to present the birth certificate of their child.

Failure on the part of the employee to cooperate with the Medical Department and Department Manager in reporting her condition before the end of the third month, described above, will result in immediate termination of employment without benefit of termination allowance and the employee will not be considered for re-employment.

SICK LEAVE

If you become seriously ill and are unable to continue on the job, you may (provided you have six months or more service) obtain a sick leave of absence and still protect your job. Such a leave is issued upon presentation of your own doctor's certificate and after consultation with our company doctor or nurse who will make the recommendation.

Make your request to your supervisor or department head who will refer the matter to the Personnel Department.

Such leaves are granted for not more than 20 working days. If the company doctor or your own physician advises that you will need additional time, the matter should be referred to the Nurse or Personnel Manager for an extension of time.

MILITARY LEAVE

Employees, other than temporary, who are inducted or enlist under the Universal Military Training and Service Act or who volunteer for three to six months service under the Reserve Forces Act of 1955 are considered as employees on leave of absence and will be eligible for return to their former jobs with accrued seniority when their military service has been completed. Application for reinstatement must be made within 90 days of completion of military service under the Universal Military Training and Service Act and within 60 days for completion of military service under the Reserve Forces Act of 1955.

Employees with six months or more continuous service shall receive a special monetary benefit.

When an employee enters the service, the company requests that he write his supervisor after completing his indoctrination period at which time he is reasonably sure that he is "in" the service. He will then receive four weeks' salary or wages if induction or enlistment is for two years or longer or one week's salary or wages if for three to six months.

Employees shall receive their accrued unused vacation pay at the time they leave for military service.

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Lipton also pays the entire premium on the Life Insurance in force for the employee's account under the Lipton Group Insurance Plan up to 24 months.

MILITARY RESERVE DUTY

Employees, other than temporary, who are members of the Active Military Reserve or National Guard will be granted leaves of absence for their required training period. The majority is for not longer than 17 calendar days per year.

Employees with six months or more continuous service may be eligible for special monetary benefits. If the amount received for military training is less than your regular earnings, the company will make up the difference between your military earnings and your normal salary or wage based on a 40-hour week upon the submission of an authorized statement of earnings received while on Military Reserve or National Guard Duty.

This leave will not be counted as vacation period, but will be in addition to any vacation time to which you are entitled.

FIRE DRILLS AND EXITS

The Lipton building is of fireproof construction, but fire drills are held periodically throughout the year. When you begin your job here, one of the first things you should do is take special notice of the fire exits in your department. Your supervisor will tell you about the procedure that is to be followed when we have fire drills.

SMOKING

We'd like to let you smoke when and where you want, but fire is one of the greatest dangers in industry and rules about smoking must be strictly carried out. All employees may smoke in the lounge rooms and cafeteria. Both men and women office employees may smoke at their desks. Just to be on the safe side, check with your supervisor or department head on smoking regulations in your department. Please don't smoke or carry lighted cigars or cigarettes in elevators, or in the corridors.

REST PERIODS AND TEA TIME

Plant employees observe two rest periods in each shift. Cafeteria service is available during the first period. Tea is served in departments during the second period. Those who wish, may spend the rest period in the lounge rooms which are conveniently located throughout the building.

In the offices, we do not observe scheduled rest periods. You may visit the lounge rooms when necessary. All that we ask is that you do not abuse the privilege. Tea is served at your desk each afternoon.

LOCKERS

You will be assigned a locker for your own personal use. Although lockers are equipped with

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locks, they are not guaranteed tamper-proof, so it is suggested that you do not leave money or valuables in them. The company will not be responsible for loss of personal property.

Should you lose your locker key, apply to your Supervisor, or if you are on the 5th, 6th or 12th floor, to the Personnel Department for a duplicate key. If you should leave your job at Lipton please return your locker key.

EMPLOYEES' PURCHASES

All Lipton products are sold to employees from the store on the second floor. See your supervisor about the time and method of making purchases.

EDUCATIONAL REIMBURSEMENT

Any regular employee, except a veteran eligible for government educational benefits, after one year of continuous service may apply to participate in the company's educational reimbursement plan. The fundamental principle to be observed is that the company as well as the employee will benefit from the studies which include craft training and general educational subjects.

The company will reimburse one-half the tuition, books, laboratory equipment and fees, excluding breakage, for approved projects completed with a satisfactory degree of proficiency.

Each project will be judged individually with authorizations limited to a single semester at a time.

A yearly maximum of \$250 per employee will apply.

In case the company initiates the educational program for the company's benefit the total cost may be paid by the company.

BULLETIN BOARDS

Announcements about company policies and all important notices about employee activities are posted here for your information. Form the habit of reading them regularly.

JURY DUTY

As a citizen it is your duty and privilege to participate in certain governmental affairs. One of these is a call for Jury Duty. We have worked out a plan whereby you may serve on a jury without loss of your regular earnings. This is the way it works —

If you are called for Jury Duty, present your summons to your Supervisor who will have it approved by the Personnel Manager. You will be granted a leave of absence, the extent of which will be governed by the time stated on your summons.

If the fee which you receive for Jury Duty is less than your regular weekly salary or wage, the difference will be made up by the company after you bring proof to your supervisor of the jury fee which you were paid.

If you can serve on the jury without interrupting your regular work week, you will of course,

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get your regular pay in addition to whatever fee you receive for your jury service.

DEATH-IN-FAMILY

Employees will be allowed up to 3 days straight time pay for any regularly scheduled work days lost in order to make arrangements and attend services due to the death of a member of the immediate family — father, father-in-law, mother, mother-in-law, sister, brother, child, husband, wife.

Request for time off should be made to the Department Manager giving the name, relationship of the deceased, the address of the funeral home or chapel and the date and time of services.

EMPLOYEES PUBLICATION

Lipton News, is a biweekly newspaper, mailed to employees' homes, that contains news about the goings-on of Lipton People throughout our plants and sales divisions.

Lipton News is part of Personnel communications and the editor's office is located in the Personnel Department on the second floor West. The editor is always "at home." Stop in to see him. He likes to know people he is writing for and about.

GROUP INSURANCE

A. Weekly Sickness and Accident Benefits:

The requirements of the State of New Jersey Temporary Disability Benefits Law are incorporated in our Group Insurance Plan with the Metro-

politan Life Insurance Company. This Plan has been approved by the State. All of our employees are automatically protected from the date of employment for any sickness or accident not arising out of, or incurred in the course of, their employment. This plan includes pregnancy. (Benefits for sickness or accidents directly resulting from your job are covered by the Workmen's Compensation Law.) Benefits are payable on the eighth calendar day of disability, provided you have been treated by a physician.

Your weekly contribution toward the cost of this insurance is 17 cents per week. This amount is less than that allowed by the State Law. Lipton pays approximately 75% of the T. D. B.

B. Supplemental Accident and Health and/or Life Insurance:

This voluntary insurance is explained to you when you are employed, and if you decide to join at that time, you will be automatically insured on the day you complete three months' employment. Your earnings at that time will determine the amount of Life Insurance, or the amount of Life Insurance plus Supplemental Accident and Health Insurance for which you are eligible. Additional insurance will be made available for you as your earnings increase. The cost of this insurance is also shared by both the company and you.

In order to have protection as soon as possible it is desirable that you sign up promptly; however, you may do so at a later date in which case your application may be held up due to certain restrictions in our Group Plan.

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COMPREHENSIVE HEALTH CARE PLAN

Lipton pays half the premium on an excellent Comprehensive Health Care Plan. You and members of your family after 3 months' employment can enjoy the protection this plan offers against the catastrophic cost of a long term illness, as well as the expense incurred for ordinary hospital admissions and illness at home.

Briefly, here are some of the more important benefits offered by this tailor-made plan.

- You, your wife or husband, and your children are each covered up to \$10,000 for any serious illness. The plan will pay all of the first \$500 of any hospital bills and 80% of any charges exceeding this amount.
- If ill at home, this medical plan will pay 80% of the costs of registered nurses, prescribed drugs, medicines and appliances when accumulated medical expenses exceed \$75 for you, or each covered member of your family in one calendar year.

- Physicians' and surgeons' fees will be paid according to the scale you will find in your policy.
- Expenses incurred for local ambulance service, X-ray photographs, oxygen equipment, diagnosis and special treatment are also covered for your protection.
- Maternity benefits will be paid according to the policy.
- Dependent children to age 19 are covered and to 23 years if in school.
- Retired personnel are permitted to continue the plan with the same benefits, except, the maximum payable after normal retirement is \$2,500.

WORKMEN'S COMPENSATION

All Lipton employees are fully covered by the New Jersey Workmen's Compensation Law. Should you suffer injury on your job, report first to your supervisor, then to the Medical Department for treatment. Under Workmen's Compensation all approved medical and surgical treatments required will be provided at no cost to you.

The Personnel Department will follow your case, but all compensation is, of course, determined by State Law.

SOCIAL SECURITY

Social Security, which includes Old-Age and Survivor's Insurance, is the government's pension program for wage earners. This insurance is important to you and your family and centers around the little blue and white card which bears your Social Security Number.

If you do not have a Social Security Number (or if you have lost it) the Personnel Department will help you apply for one; or you may go to the nearest Social Security office and apply.

Social Security is paid for equally by you and the company.

A booklet fully explaining how Social Security works and the benefits you and your family may receive can be obtained at the Personnel Department.

UNEMPLOYMENT INSURANCE

You are entitled to State Unemployment Insurance, if you have lost your job through no fault

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of your own. To qualify for benefits, you must be able and willing to work but unable to obtain employment. You should register at the Unemployment Division Office nearest your home. The Personnel Department will supply you with the address of the Unemployment Office.

SOCIAL ACTIVITIES

It has been the practice of the company in the past to entertain all employees at sometime during the year with a social affair. Some years there has been an all-day outing in the summer with planned entertainment, luncheon, dinner and dancing in the evening. Chartered buses provide transportation from the plant to the Outing with a return trip at night.

In other years at Christmas season we have entertained all of our employees at a dinner followed by entertainment and dancing.

At Thanksgiving we have given each employee on the active payroll that week and regularly retired employees an eviscerated turkey.

In addition to this, employees on the active payroll at the time of distribution and regularly retired employees receive a gift package of Lipton products each year at Christmas time.

COLLECTIONS

Frequently, collections become so numerous that they are a source of embarrassment to some, and annoyance to others. If gifts of merchandise or cash are the only way in which you can express your appreciation for a co-worker leaving for mili-

tary duty, getting married or having a baby, you are asked to follow the established practice. Go to your supervisor and get his permission to take up a collection.

You are requested to limit your collections to the department in which you work. Extending the collection to other departments is not an accepted practice and does not have management's approval.

If you are asked to contribute to a collection in any other department, you are requested to refuse. Most employees feel these collections are an unwelcome practice.

PERSONAL TELEPHONE CALLS

Because of the heavy load which our switchboards handle each day, we ask that you do not receive personal phone calls while at work, or make unnecessary personal inter-office calls. We understand that outside calls are sometimes necessary in case of emergency.

. As for making personal calls during the day, public booths are located throughout the building. If it is necessary for you to make personal calls, please use these facilities and try to confine your calls to free time such as rest periods and lunch periods.

THE CREDIT UNION

The Lipton Employees' Federal Credit Union has been established here to help you save money through the payroll deduction system, and to grant loans. Saving through the Credit Union is simple,

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easy and certain. And if you wish to put money aside for Christmas or vacation, you can handle this through the Credit Union.

For complete information about the amount of money you can borrow, interest rates and payroll savings, stop in at the Credit Union Treasurer's office, any day except Tuesday between 2:00 and 4:00, on the second floor west.

PARKING FACILITIES

Parking space is at a premium in Hoboken, much as it is elsewhere. Lipton has leased all available space adjoining our building and this has been converted into parking areas. There is a parking attendant on duty during the day. Parking permits are available for a monthly fee of \$4, payable by payroll deduction.

A one dollar fee is charged for month of July, when most vacations occur. Application should be made at the Personnel Department.

PENSION PLAN

Lipton's 100% Company Paid Pension Plan is explained in the separate booklet "Lipton's Lifetime Income for Employees" which you have received.

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