

Suggestions *and*

RULES

for

Factory Employees



HARROUN MOTORS
CORPORATION

Wayne - - Michigan

All things considered, practically everybody deserves his status and wage. The Market Scales seldom cheat.

You can't improve your position until you improve yourself. While your performance remains the same, so will your pay. Mere length of service is not a valid reason for salary increase if practice has not improved performance.

On the other hand, the moment you display enterprise your employer must in self-defense increase your compensation commensurate with your further utility. He knows that his competitor will if he won't.

Be LOYAL to your Government, to yourself and to your employer.

With the Harroun Motors Corporation there is every chance for everyone to "make good" and it is the intention of the Company to give everyone a square deal and the Company expects a square deal in return from its employees.

1. Acceptance of employment in the Company's service implies acceptance of all its rules and regulations, and ignorance of its rules and regulations will not be accepted as an excuse for violation.

2. The Company expects all of its employees to work for its best interests and to retain in confidence whatever knowledge they may acquire of its business.

3. During war times employees are particularly urged to stick to the work that they have picked out to do and not to change positions at every opportunity, as such changes only result in holding up production and are of no benefit to the employer or the employee.

4. The boys "Over There" are depending upon the boys "Over Here" to keep them supplied with materials. They have to stick to their jobs without complaint, regardless of their condition, for the preservation of the world. Are you doing your part in giving them a square deal in return? Stick to your job, boys, and when the war is won you can all pride yourselves in the knowledge that you have stuck to your part of the work in hand as the boys over there have stuck to theirs.

1. The BULLETIN BOARDS are the official means of communication with employees. Notices affecting the employees will be posted on these boards.

2. The sale of tickets, the circulation of subscription lists, the carrying on of raffles or games of chance of any description, or the solicitation of contributions, except for Liberty Bonds, Red Cross and other patriotic purposes, are prohibited. Agents or solicitors are not permitted within the plant.

3. Cameras are not permitted within the grounds except when accompanied by a properly authorized pass.

4. Additions and changes to rules and regulations will be issued when necessary.

5. Employees are requested to be careful in the handling and using of machines and tools required by them. Machines should always be left clean and in good condition. When furnished with special tools they should be returned to the tool crib and reports made at once of any defect or breakage in such tools.

WORKING HOURS AND ATTENDANCE

6. Working hours for the various shifts will be determined from time to time as found expedient and publication made accordingly through the foremen and the Bulletin Board.

7. The time for starting or stopping work refers to the actual time in the Department and not the ringing of the time clock. Employees are expected to be at their places of work at the time given for starting and stopping.

8. Employees arriving after starting time will be considered late. Employees late will be allowed to register but will be paid for the time worked, which will be computed from the quarter hour following registration.

9. Foremen and Timekeepers will observe the regular hours of their Departments and must be in their regular places promptly and will be held responsible for the enforcement of these regulations.

10. Employees wishing to leave the Department during working hours or at noon, not intending to return that day, shall first obtain permission from their foremen, who will issue a pass.

11. Employees unexpectedly detained from work because of sickness or other causes, should find some means to notify the Employment Department, who will in turn notify the Foreman.

12. In case an employee is absent for three consecutive days his card will be taken from the rack and a pay slip made up by the Foreman. When the employee returns to work he must be reinstated through the Employment Department.

13. Employees when late are requested not to remain away from work until noon or for the entire day, as it is better to come to work late than to lay off a half or a full day.

TIME CLOCKS

14. Employees will regularly register on the time clock four times each day. 1st—Starting time In. 2nd—Lunch time Out. 3rd—Lunch time In. 4th—Quitting time Out. Those working overtime will register in addition: 5th—Extra In. 6th—Extra Out.

15. Department Foremen and Time-keepers shall see that all employees are properly instructed in the use of time clocks.

16. Failure to register your time will be the loss of the employee as the payroll will be made up according to the time registered on the clock card. Employees failing to register must have a card O. K'd by the Foreman or his Department head.

17. Employees attempting to change their registration on the time card, or registering the time on the card of another employee will be subject to immediate dismissal.

18. ALWAYS LEAVE YOUR CLOCK CARDS IN THE RACK.

PASSES AND BADGES

19. Every employee will be furnished with a photographic pass and holder

showing his name, department and clock number, which must be shown to the guard when entering the plant. These passes will be furnished by the Employment Department and any passes lost will be charged to the employee losing same at \$1.00.

20. In addition an Identification Badge will be furnished all employees, which are to be worn on the upper left hand side of the outer garment at all times during working hours. This Badge is for identification **only** and will not be of any use as a pass to the plant.

21. Loaning entrance passes or badges to another person for any purpose is strictly forbidden. In the event of any employee loaning his pass to another for entrance into the factory, he will be prosecuted to the full extent of the law.

22. If an employee loses his pass or badge, he must report same at once to the Employment Department, when the loss will be investigated and a new pass or badge issued to him.

23. Employees must enter and leave the factory **only** through entrances provided for that purpose.

TOOL CHECKS

24. Tool checks will be issued to employees as required.

25. When an employee leaves the employ of the Company he will be charged,

at cost, for all tools that have been taken out on his checks that are not returned to the tool crib.

26. Any tool checks lost will be charged to the employee at the rate of 25c for each check.

PAY DAY

27. Payment of salary or wages due is made **weekly** on Saturdays for the week ending the previous Saturday. In other words, the first pay drawn by an employee covers the time from the day he begins work up to and including Saturday, which amount is payable on the following Saturday.

28. No payment of salary or wages earned will be made in advance of the regular pay day. In cases of urgent necessity, confer with the Welfare Department, which will make advances in deserving cases.

29. Only those who are actually at work will be paid on pay day (Saturday). Those who are not working on Saturday will be paid the following Monday between 11:45 A. M. and 12:15 P. M. at the time office.

30. Employees desiring to leave the employ of the Company, who want to be paid in full at the expiration of their service, must notify their Foremen at least three days prior to the time they wish to leave. **IT WILL ALSO BE NECESSARY FOR THEM TO WORK**

THESE THREE DAYS. To receive pay in full it will be necessary to have all tools turned into the tool crib and tool checks, passes and badges turned into the Tool Check Room in the Employment Department, to enable the one in charge of the Tool Check Room to give the employee a proper clearance on his pay-off slip. Any tools that are not turned in will be charged to the employee at cost.

31. No pay will be given any person other than the one to whom it is due, except upon written order, properly signed by the one to whom it is due, accompanied by that employee's pass and tool checks.

ABSENCE

32. An employee desiring to absent himself from the factory should notify his Foreman at least one day in advance.

33. When unexpectedly detained from work on account of sickness or any other reason, notify the Employment Department at once.

34. Any employee desiring to leave the factory during working hours must secure a pass from his Foreman, register his time on leaving on his clock card, and report to the Employment Department.

35. During the war times every employee is urged to be absent from his work just as little as possible. Your

work will help win the war and it is most important that you remain steadily on the job.

SAFETY FIRST

36. There are always accidents in a large factory and in a great majority of cases are due to carelessness of the employee. The following Safety First rules, if strictly adhered to, should tend to reduce the number of accidents:

1. BE CAREFUL—Careful habits are worth more than safety machines.
2. BE SAFE AND EFFICIENT—Careless men are neither.
3. NEVER TAKE CHANCES—When in doubt, take the SAFE COURSE.

37. It is your duty to report to your Foreman every unsafe and dangerous condition you see.

38. Report immediately to the First Aid Room all injuries, no matter how trivial they may seem, as a slight scratch sometimes leads to blood poisoning if not given proper attention.

39. Always stop machinery before replacing a belt, and never go between two dangerous machines to save a minute's time.

40. Never leave boards containing nails to lie with points up. Turn them over, or better still, remove them out of the way.

41. Loose neckties, sleeves, ragged gloves or other loose clothing must not be worn about moving machinery.

42. Riding on trucks through aisles is strictly forbidden.

43. Wrestling, throwing of material, or fooling about the shop is also forbidden.

44. Cleaning, oiling or adjusting a machine, or gauging work, shall **not** be done while the machine is in motion.

45. Oiling loose pulleys, countershafts or clutches shall not be done without first throwing off all connecting belts, except when performed by regularly assigned oilers.

46. Tools or machinery not in working order shall be reported at once to the Department head or assistant, and work should be stopped at once by the operator until the faults are corrected.

47. Employees shall not remove or make ineffective any safeguard around or attached to machinery, vats or pans, while the same are in use, unless for the purpose of immediately making repairs thereto, and all safeguards so removed shall be promptly replaced.

48. Operators are positively forbidden to wash their hands in alcohol, benzine or turpentine. These liquids are highly inflammable and serious burns might result should an operator come in

contact with a spark or gas flame while the hands and arms are wet.

49. Employees shall not handle or use materials of a dangerous nature, except as specially directed by a Department head.

50. Electric light cords shall not be tied to any part of a machine or fixture. If the position of the light is not satisfactory the Foreman shall be notified.

51. Operators shall see that the floor near them is kept as clear as possible. Aisles and passageways shall be kept clear of all materials.

52. Conversation shall not be engaged in while an operator is running a machine, and employees are forbidden to interfere with or distract the attention of another so engaged.

53. Do not turn on electricity or operate any electrical apparatus without first making sure that no one is in a position to be injured.

54. All employees, except workmen duly authorized, are absolutely prohibited from working upon or tampering with any electrical machinery, wires or apparatus.

55. Overalls are liable to spontaneous combustion, that is, will take fire, and must not be packed away in drawers or tool boxes, but spread out on a bench or place where you work.

56. Throw all dirty oily waste into cans furnished for that purpose.

57. In order to prevent accidents in trucking material, each Department head shall see that the helpers who handle the trucks in each Department do not block the aisles. In trucking material use care to keep at a safe distance from employees operating machines.

58. Employees shall be careful to follow exact instructions given by Department heads and their assistants.

59. Employees shall not make any changes in any tool, fixture or machine without the approval of the Department head.

60. Never do anything, or permit anything to be done which may cause injury to yourself or a fellow employee. Take no chances. If accidents should happen, any injury, no matter how slight, should be reported immediately to the First Aid of the Employment Department, which will furnish bandages and procure proper medical or surgical treatment. Do not wrap up cuts in dirty rags.

SMOKING

61. Lighted cigarettes, cigars or pipes shall not be carried into the building nor shall they be lighted before leaving the building. (State Law.)

MORALS

62. Employees shall abstain from the use of spirituous liquors and profane and vulgar language while on the premises of the Company.

63. All forms of gambling on the Company's premises are prohibited.

SANITARY CONDITIONS

64. Printed or written matter of any kind will not be permitted on the walls or columns.

65. Employees maliciously defacing the Company's property are subject to dismissal.

66. Employees using desks, benches, machines and tools will keep them clean and orderly.

67. Material likely to clog waste pipes must not be thrown in sinks, urinals or closets.

68. Fresh air is necessary for good health and employees will not interfere with the proper ventilation of the office or work rooms.

69. Spitting on floors, stairways, halls or walks is prohibited.

WELFARE DEPARTMENT

If you are in trouble of any kind or dissatisfied in any way with the conditions under which you are working, perhaps the Welfare Department can help you. They will be glad to try.

THE MAN AND THE LATHE

The Man

I'm standing at my lathe all day,
And this is what I hear it say:
"The best of you, the best of me
Are needed now across the sea.
We do not hear the cannon's roar;
No aeroplanes come sailing o'er
Our heads, and yet from day to day
We, too, are soldiers in the fray.

The Lathe

"Oh! hand that guides me now, be true;
A mighty task is mine to do.
'Tis mine to shape and cut the steel,
I'm building for that better day
With every turning of my wheel,
When tyranny shall pass away.
Speed up! Speed up! This thing I make
May save a thousand lives at stake."

The Man

I whisper to my lathe: "Be strong!
We toil today to right a wrong.
Some of us march to fife and drum;
My music is your busy hum.
And this the hymn you sing to me
Always, 'My country, 'tis of thee.
This very day, this very hour,
We'll serve the flag with all our power.
Oh! lathe of mine, across the sea
They need the work of you and me;
They will be fine if you are true,
They'll hold the line if we but do
This task that now to us is set.
Let's keep the faith and not forget.
Speed up! Speed up! Across the sea
Our soldiers wait on you and me."

—EDGAR A. GUEST.

(An American Machinist)