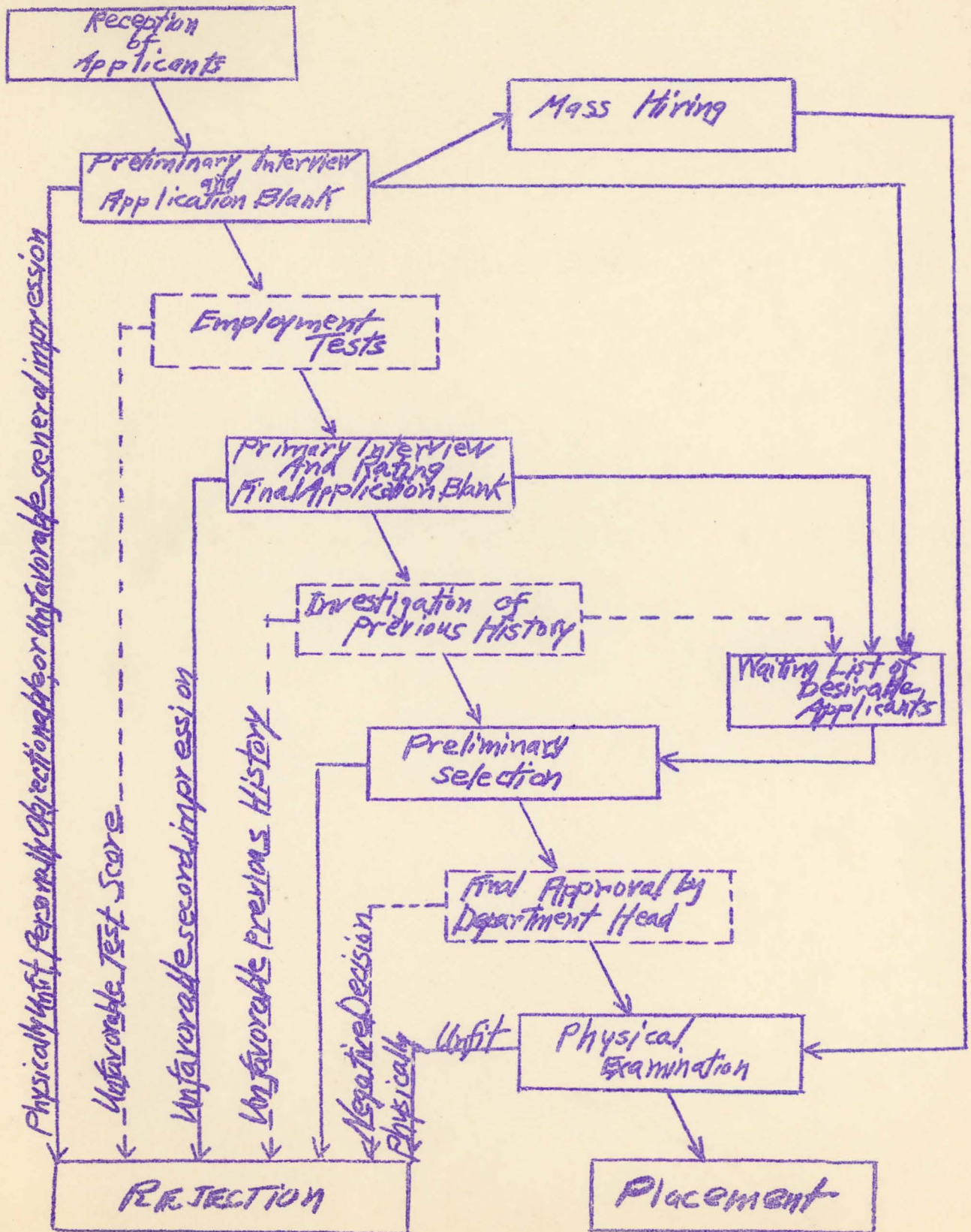


Flow Chart of Employment Procedure



TACOMA PLANT
EMPLOYMENT PROCEDURE

I. RECEPTION OF APPLICANT

II. PRELIMINARY INTERVIEW - APPLICATION BLANK

1. General appearance.
2. Recommendations -
by relative or other person in Plant.
3. If previously employed here - record checked.
4. Last employer - duration and nature of job.
5. Length of time lived in Tacoma.
6. Married - single - divorced - widowed.
7. Physical condition.

III. PRIMARY INTERVIEW - RATING APPLICATION BLANK

1. Applicant questioned for any information necessary to clarify statements on Application blank.
2. Applicant rated as GOOD - AVERAGE - REJECTED.

IV. COMPILATION OF WAITING LIST OF DESIRABLE APPLICANTS

Applications arranged for call to work
in the following order of preference:

FIRST - Applicants previously employed
here - with good records.

SECOND - Applicants rated GOOD.

THIRD - Applicants rated AVERAGE -
segregated as to best ratings
on the following points--
(a) Height - weight - age.
(b) Married - single - dependents.
(c) Home owner - renter.
(d) Last employment record.
(e) Extent of anxiety for work.

V. PRELIMINARY SELECTION

Applicants summoned (by telephone or letter)
in the order listed in IV.

VI. APPLICANT REFERRED TO DOCTOR FOR PHYSICAL EXAMINATION

PLACEMENT OF APPLICANT

VII. COMPLETION OF EMPLOYMENT FORMS - INSTRUCTIONS TO NEW EMPLOYEE

The following employment documents are completed by the employment clerk and properly signed by the new employee:

1. Employee's Record.
2. Employee's records folder.
3. Form W-4 (Income Tax).
4. Safety Rules and Regulations.
5. Assignment Order.

The following documents are given to the new employee - with instructions to read and be guided accordingly:

1. Safety Rules and Regulations.
2. Working Agreement between Plant and Union.
3. Assignment Order. -- The payroll number thereon is pointed out to him, as well as the name of his foreman and department - he is told to bring this Order with him when reporting for work.

VIII. EXPLANATION OF COMPANY POLICY

The clerk explains the following items to the new employee:

1. Open shop.
2. Seniority system.
3. Wages and differentials.
4. Shifts.

The clerk tells the new employee to:

1. Wear proper clothing for work - hat, high shoes, gloves, rain clothes.
2. Bring his own lunch - towel - soap.
3. Report to GATE OFFICE (location pointed out to him) on the date designated on his Assignment Order - in time sufficient to allow for punching in of his time card on time for his shift.

He is told that the guard in the Gate Office will give him a brass payroll number and a time card (with same number as on his Assignment Order), and that the guard will:

1. Instruct him in the punching in and out of his time card.
2. Direct him to lockers and change room - assign a locker to him and give him locker key.
3. Direct him to the Foreman of the Department where he is to work.

He is told to present his Assignment Order to his Foreman.

IX. ANY QUESTIONS REGARDING COMPANY POLICY ASKED BY THE NEW EMPLOYEE ARE ANSWERED IN DETAIL.