

Employees' Guidebook

Things you will want to
know about your job

At CLINTON ENGINEER WORKS
TENNESSEE EASTMAN CORPORATION



You're Right Behind the Front Lines!



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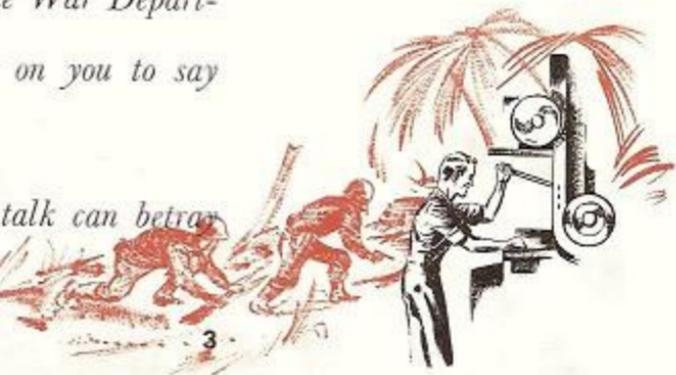
IN coming to work here, you'll get your crack at The Axis. For you are joining the fight on the home front—in a vital war plant. Only war materials are made here. So your job puts you right behind the men in the front lines.

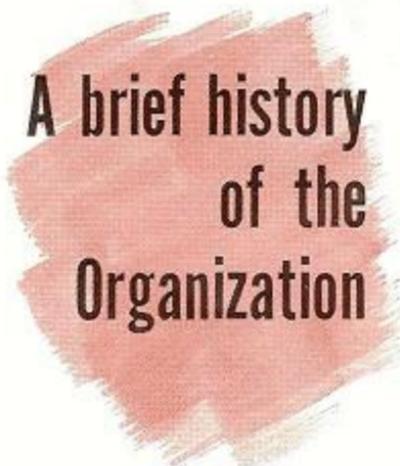
And like those fighting men, you may need some additional training and information to help you do your job well. This book-

let will give you some of that information. It's your manual of arms. Read it carefully. It probably won't answer all your questions, but it will answer a lot of them. Your foreman or the Employee Relations Department will be glad to answer the others and help you in any way that they can.

Since you will be engaged in war work, it's very important that you never talk to other people about your job. The War Department insists upon complete secrecy, and depends on you to say nothing about what you see and do here.

Remember—the enemy has sharp ears. Loose talk can betray the lives of the very men you are working to help.



A large, irregular red brushstroke graphic serves as a background for the title text.

A brief history of the Organization

THIS war project is generally referred to as the Clinton Engineer Works. The plant where you are working is a division of Tennessee Eastman Corporation known as Clinton Engineer Works-Tennessee Eastman Corporation.

Tennessee Eastman Corporation was founded in 1920 by the Eastman Kodak Company. Its first job was to make materials for photographic film—including snapshot film of the kind you may have used.

As time went on, the organization started making other products as well. It now produces acetate rayon which is being used, today, for making uniforms, towing targets, and other military goods. It also produces a plastic material known as TENITE which is now being used largely for making bayonet scabbards, steering wheels for jeeps, and other war articles.

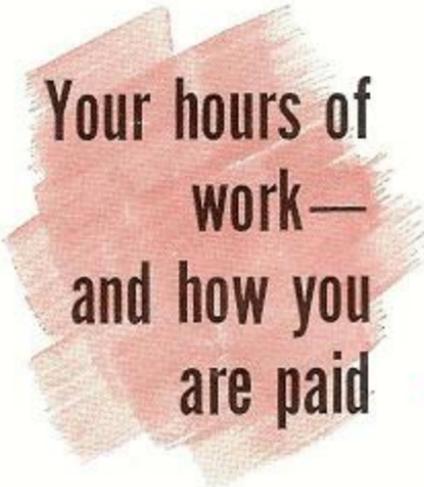
Over the years, certain policies have been developed with respect to the organization's employees. Since many of these policies concern the relationships existing between you and Clinton Engineer Works-Tennessee Eastman Corporation, you will probably be interested to know about them.

The Corporation seeks to provide every employee with fair wages,

reasonable hours, and satisfactory working conditions. A sincere effort is made to see that every employee gets a square deal. This means that everyone working here should be treated with fairness and respect, and that in all our dealings with one another—whether we're managers or foremen or workmen—we will treat one another the way that we ourselves would like to be treated.

The Management believes very strongly that your efforts can be of mutual benefit to both you and your country. It is hoped that you will feel this way too, and that during your service at Clinton you will enjoy the satisfaction of a job well done.





**Your hours of
work—
and how you
are paid**

Because this is a war plant, the Government requires certain things of you before you start to work here.

You and all your fellow employees have to give proof of your citizenship and age, and information about your pre-employment activities. All employees must also pass a physical examination. This works to your personal advantage because it helps to place you in a job which you are physically well fitted to do.

Your Hours of Work and Overtime Payments

In the case of most people in the plant the standard hours of work, beyond which overtime payments are made, are eight hours per day and forty hours per week. The actual work schedule at the present time is forty-eight hours per week. When you work longer than eight hours in any one day, or forty hours in any one week, you are paid at the rate of time and a half. Your overtime payments for a work week are based either on the amount of daily overtime or the amount of weekly overtime, whichever will give you the larger paycheck. In the case of certain staff and supervisory employees, no premium is paid for overtime or work performed on holidays.

The work week, on which days worked and overtime are based, begins at 7 o'clock on Sunday morning and consists of seven days ending at 7:00 A.M. on the following Sunday. Work days consist of twenty-four hours, beginning at 7:00 A.M. Under present schedules you will normally be expected to work six eight-hour shifts per week, but if, on occasion, you work seven days in the same work week, you will be paid at the rate of double time for work done on the seventh consecutive day. This means that the time you work between 7:00 A.M. on Saturday and 7:00 A.M. on Sunday will be paid at the rate of double time provided you have worked on all the previous days of the work week, including the previous Sunday.

When You Work On Holidays

Work on the six holidays observed by the Corporation—New Year's Day, Washington's Birthday, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day—is paid for at the rate of time and a half.

When you work on these holidays, the hours for which you receive time and a half rates are again used in figuring weekly overtime rates,

J U L Y						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



You get extra pay for work done on holidays.

unless you have already worked forty hours in the work week prior to the holiday. In such cases, federal regulations do not permit the holiday work hours to be included in calculating weekly overtime. If you should work on a holiday which is also your seventh consecutive day of work in that work week, your time will be paid for as a seventh day and not as a holiday, which means that you will be paid at the rate of double time.

Clock Cards

If you are paid on an hourly basis, you will register your times of entering and leaving the plant on your clock card at a designated clock station. By registering in this way, you help to make sure that your pay will be correctly recorded. You are not permitted to register for anyone else, and you must be sure always to register when entering and leaving. If you fail to punch your clock card, your department head can't excuse you except for some very good reason.

Time Cards

If you are paid on a weekly basis, you are expected to keep a daily



Always register the time of coming to or leaving work on your clock card.

record on a time card showing the hours you worked. When turned in this card will show the number of hours worked during a two-week period and the amount of lost time, if any. The card must be signed by you and your department head.

When You Are Paid

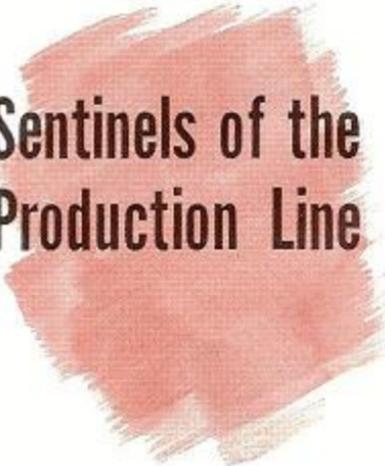
You will receive a pay check every second Friday. It will be in payment for the hours you worked during the two weeks ending the preceding Saturday.

Tax Deductions From Your Pay Check

The Government requires deductions for income taxes and Social Security payments from all wage and salary payments. The amount deducted from your pay check for this purpose is shown on your pay roll deduction stub which comes with your check. At the end of the year you will receive a statement showing the total amount of taxes which have been deducted from your pay during the year. This statement will help you in making out your income tax statement which is due in March.



Deductions from every pay check you receive are required by law for federal taxes. The amount deducted is paid directly to the government.



Sentinels of the Production Line

On the fighting front, the army places sentinels to guard against surprise enemy attacks. On the production front, you and all your fellow employees must serve as sentinels, guarding this vital war plant day and night against danger from without and against carelessness from within.

These Are Your Duties

Never talk about your job. Never discuss plant layout or size. Never discuss plant operations or the details of your work and equipment with anyone but your supervisors.

There isn't a more important war job than the one you'll be doing here. No outsider has the right to share your knowledge of that job, and you should be proud to keep it a secret. Loose talk could very well result in grave injury to your country, to your fellow employees, and to yourself. Remember, it takes courage to keep a secret. The person who tries to make an impression by showing off how much he knows is an enemy on the home front.

The sentinel of the production front has to guard against dangers from within, too—against carelessness, accidents, and fires.

Many precautions are taken to make this a safe plant for you to

work in. But real safety depends mainly on you. You are expected to observe all safety rules and regulations, and you should call attention to any dangerous conditions or practices that you may observe. A good safety record reflects as much credit to you as a good conduct rating does to a soldier.

Your safety also requires that smoking be permitted only in such places and at such times as may be specified. Your foreman can tell you where and when smoking is permitted.

Wear Your Identification Badge

The soldier proudly wears the official insignia of his service—and you can proudly wear yours. This is the identification badge bearing your picture which you receive when employed. It permits you to enter the Town Site or the Operating Area in accordance with current procedure. You must wear your identification badge in full view at all times while within the project's boundaries.

All badges and passes are the property of the Government and must be surrendered to CEW-TEC at the time you leave the Corporation's employ.



You must wear your identification badge in full view during working hours.



The plant guards are on duty for your protection. Always co-operate with them.

The Plant Guards

The presence of uniformed guards and the insistence of proper identification may seem like pretty grim business. War is grim—and we're in this war all the way. Just remember that those guards are on duty for your protection and for the protection of this Government-owned property. They're under strict orders to demand proper identification from every employee entering or leaving the plant.

It is also their duty to see that no forbidden articles are taken into or out of the plant, and Government regulations provide that any employee and his or her possessions may be searched. Violations are cause for discipline.

In view of all this, we believe you will want to do your part in making these precautions effective. It's part of your job as a sentinel on the production front.

The Penalties for Sabotage and Espionage

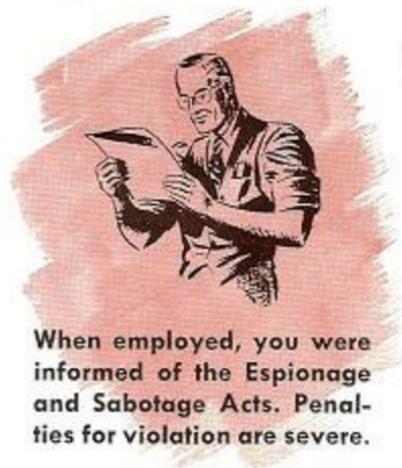
The Federal Sabotage Act provides that anyone found guilty of violating its provisions shall be fined a maximum of \$10,000 or imprisoned for as long as ten years, or both fined and imprisoned. Among other

provisions, the act penalizes any willful injury to a plant such as ours or interference with its operation.

The Espionage Act of June 15, 1917 prohibits the disclosure or transmission, to unauthorized persons, of information or material injurious to national security.

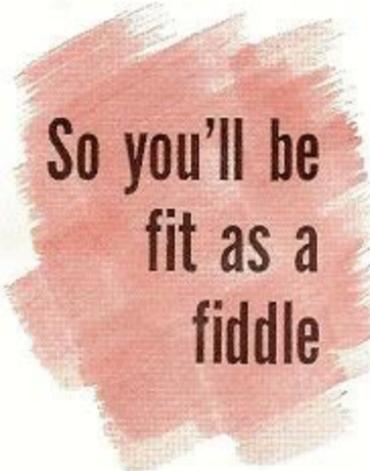
You are required to sign a declaration of secrecy which further outlines proper conduct, in accordance with the above laws.

These are mighty strict Federal laws carrying severe penalties for violations. But you can readily understand that the uninterrupted production of war materials is a matter of life or death—the life or death of our fighting men. Any attempt to interfere with such production or to give the enemy information concerning it clearly deserves an extreme penalty.



When employed, you were informed of the Espionage and Sabotage Acts. Penalties for violation are severe.





**So you'll be
fit as a
fiddle**

ARMY life develops vigorous alert soldiers. On the production front, good health comes from regular living and good medical care. You'll need good health to do your best job, and every reasonable means is provided to help you keep in tip-top shape.

In the Operating Area, you'll find a well-staffed Medical Department located in the Medical Service Building. Its facilities are available during working hours.

Even before you start to work, the Medical Department is on the job to protect your health. It provides you with an important preliminary check-up that helps to get you placed on a job for which you are physically well fitted. Its doctors make recommendations for providing you with safe and healthful working conditions.

The Medical Department cares for all injuries incurred on the job. It also furnishes treatment for minor disabilities such as headaches and sore throats which might cause distress during working hours. However, its members do not make home calls or take the place of the family physician.

Whenever you feel ill while on the job, you should report to your foreman and go to the Medical Department immediately. When re-

turning to work after a period of illness, you must report to the Medical Department before going back on the job.

Report All Injuries

During working hours, every injury—no matter how unimportant it may seem—*should be reported immediately*. Report to your foreman, if possible, and then go to the Medical Department for treatment. Delay in reporting an injury and receiving treatment can lead to infection or other serious trouble. The Medical Department is your best bet for avoiding such trouble.

The Oak Ridge Health Association

For a premium charge of only 93c every two weeks, employees living at Oak Ridge can get full hospital-service insurance for themselves by subscribing to the Oak Ridge Health Association. This plan provides for the payment of hospital expenses in the Town Site Hospital up to thirty days each year and for a 50% discount of hospital costs for an additional ninety days. You will also be covered for medical and surgical expenses while in the hospital as well as for the charges for



The Medical Department is always on the job, ready to help you keep in tip-top shape.

any office calls you make in securing the services of physicians in the Town Site Hospital.

If you live at Oak Ridge, a premium of \$1.85 every two weeks will provide this insurance for both you and your family with the single exception that office calls for members of the family are not covered by the plan.

No physical examination is required of subscribers. The subscription fee is conveniently deducted from your pay. If you wish any further details, the Employee Relations Department will be glad to help you.

The Town Site Hospital

There's a fully-equipped hospital located on the Town Site to serve both you and, if you live at Oak Ridge, your family also. Whenever you have an illness or injury that isn't normally treated within the Operating Area, consult with the staff at the Town Site Hospital or your own doctor if he's available.



Hospital expenses hold no terrors when you're insured with the Oak Ridge Health Association.

There's free insurance protection for you—and a yearly vacation

is maintained at this figure as long as you remain at C.E.W.-T.E.C. You don't have to take a physical examination to qualify for this coverage.

In the event of death from any cause while an employee is insured under this plan, the life insurance will be payable to the beneficiary named by the employee. The beneficiary may be changed at any time by making written request on a form provided for this purpose and obtainable through the Pay Roll Office. If the employee wishes to make a change of beneficiary, he should make this written request without delay. The Employee Relations Department, or the Personnel Department, will be glad to help you do this.

Group Life Insurance is provided, without cost to you, just as soon as you have completed thirty days' service, in the amount of \$1,000. After six months of service, this is increased to \$1,500. When you've completed a year's service, your insurance is raised to \$2,000, and it



As an employee here, you get life insurance free of charge.



After one year's employment, you're generally eligible for a vacation with pay if your attendance has been satisfactory.

While your insurance is automatically terminated on the day you resign or your employment ends, you may convert the coverage to any of the policies customarily issued by the insurance company (except Term Insurance) within thirty-one days thereafter, upon payment of the premium according to age and the class of risk selected. In the event of death within such thirty-one-day period, benefits will be paid to the named beneficiary.

In case of a temporary lay-off or a leave of absence, your insurance is continued for two months. In case of absence due to a physical disability, your insurance remains in force as long as you are held to be an employee of C.E.W.-T.E.C.

If your Group Life Insurance is terminated by reason of temporary lay-off or leave of absence and you return to work within two months of the termination, you are eligible immediately for reinstatement of the amount of insurance in effect at the time your lay-off or leave took effect. However, in order to be reinstated it will be necessary for you to fill out a proper application to that effect. All other rehired employees are granted insurance coverage on the same basis as new employees.

Your Annual Vacation

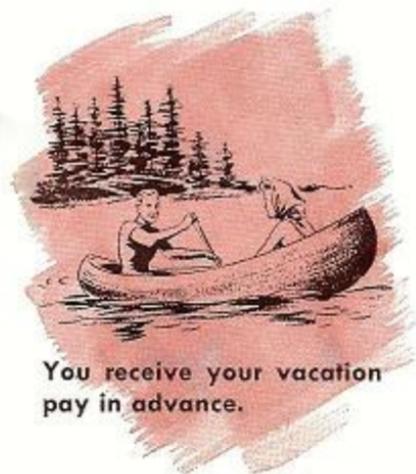
After one year of employment at C.E.W.-T.E.C., you're eligible for an annual vacation with pay unless:

1. You've been absent for more than ninety days for any reason except for injury on the job during the twelve months prior to the vacation.
2. You've been absent for more than thirty days during the same period for reasons other than illness or injury.

Absences due to injuries received while on the job do not affect your eligibility for vacations.

If you are on the Hourly Pay Roll, your vacation will consist of seven consecutive days (including Saturdays, Sundays, and holidays falling within this period) and you will receive pay for the full number of hours your department is scheduled to work at the time of your vacation. Your vacation pay is figured at your regular rate on a straight-time basis. After five years' service, you qualify for a fourteen-day vacation.

If you are on a weekly or monthly rate of pay, your vacation will consist of fourteen consecutive calendar days (including Saturdays,



You receive your vacation pay in advance.



**So far as schedules permit,
you may take your vacation
at the time you desire.**

Sundays, and holidays falling within this period) and you will receive vacation pay for the full number of hours your department is scheduled to work at the time of your vacation. You will be paid at your authorized straight-time rate.

No overtime payments are made for vacations.

Vacation payments are made in advance, at the beginning of your vacation.

No vacation or vacation pay will be allowed in case of resignation or release, or after notice of either has been given, except in cases of termination because of slack work, retirement, or where women employees leave because of marriage.

Not more than one vacation for any employee will be scheduled during a calendar year. Generally no vacation will be scheduled within six months of a previous vacation.

Generally a vacation should be given in one continuous period. Vacations may not be postponed and cumulated.

If illness should prevent your leaving on a scheduled vacation, your vacation will be postponed if possible. No re-scheduling is permitted in the event of illness suffered during a vacation.

You're eligible for State and Federal benefits, too

FEDERAL SOCIAL SECURITY ACT (Old Age Benefits)

At your request, the Employee Relations Department will obtain information regarding any feature of these laws for you.

Workmen's Compensation Law

It's advisable to have a general understanding of the requirements and benefits of this law.

Under its provisions, compensation is paid only for injuries by accident arising out of and in the course of employment. It does not compensate for disease in any form except where the disease results from injury. The law makes no provision for an injury or death resulting from the employee's willful misconduct or intentional self-inflicted

As an employee of C.E.W.-T.E.C., you are eligible for the benefits provided for by the following laws:

TENNESSEE WORKMEN'S

COMPENSATION LAW

TENNESSEE UNEMPLOYMENT

COMPENSATION LAW



The Medical Department furnishes treatment for all injuries sustained on the job.



Injuries should be reported and treated immediately, no matter how slight they may seem.

injury, or from intoxication, or from willful failure or refusal to use a safety appliance or to perform a duty required by law.

Benefits begin with the eighth day of lost time following date of the accident. In the event, however, that the disability from the injury continues for as much as four weeks, then compensation is allowable for the entire period starting with the first day of the injury.

Benefits under the law are paid as nearly as possible at the same intervals as the employee's wage payments. In general, payments for total disability are based on 60% of the employee's average weekly earnings—with a maximum of \$18 and a minimum of \$7 per week.

An injured employee should notify his foreman, who will arrange for him to go at once to the Medical Department, regardless of how unimportant his injury may appear.

All injuries resulting in lost time of more than one week are reported to the State Workmen's Compensation Department at Nashville, Tennessee. This Department will notify the injured employee of the benefits to which he is entitled under the law, on request of the employee. If desired, the Employee Relations Department will explain such notices when they are received.

You and the Corporation

ALL our efforts at C.E.W.-T.E.C. are devoted to a big war job—to getting out war materials just as fast as we can.

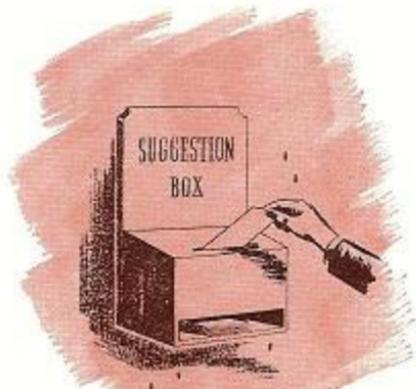
How well that job gets done depends on *you*, on you and every one of your fellow employees. And the more you give to that job, the more you should benefit from your efforts.

In order that you will profit by doing good work, every opportunity is held open for promotion and advancement to more responsible work. Promotions are made on the basis of skill, experience, and, what is most important, accomplishment on this job.

The Suggestion System

Here's another way in which you can benefit from your own efforts. If you have any original ideas to offer or suggestions to make, the Suggestion System provides you a way to submit them and to be rewarded for those found to be of practical value.

Management will welcome any suggestions you may have for improving production methods, for producing economies in operation,



**If you drop an idea in here,
you may hit the jackpot.**



In most cases, your foreman will be able to help you iron out difficulties and misunderstandings encountered on the job.

especially in preventing waste, and for providing safe and better working conditions.

Suggestions of this sort should be submitted in writing on the suggestion forms provided for this purpose and placed in one of the suggestion boxes. The merits of each suggestion are very carefully considered. If the suggestion is found to be of value and is approved for use, its originator receives an award. This award is based on the suggestion's value to plant operations. You are free to ask your foreman's help in preparing your suggestions or, if you wish, you can simply handle the whole thing yourself and feel assured that your identity as the suggester will be kept in strict confidence if you wish until the suggestion has been approved and rewarded.

All employees are eligible to participate in the Suggestion System except supervisory and technical employees whose duties involve the submission of new ideas.

Freedom of Discussion with Management

The Corporation cannot emphasize too strongly its desire that all employees shall feel free to seek information or advice from the Man-

agement on any matter which is troubling them, or to call attention to any condition which may appear to them to be operating to their disadvantage. No employee need hesitate to do this, and his standing with the Corporation will not thereby be prejudiced in any way. He will find his foreman or supervisor or the Employee Relations Department ready to talk over any of these matters and to give any assistance they can. The Corporation believes that most difficulties will be satisfactorily adjusted between the employee and his foreman or supervisor; but, if for any reason an employee is not satisfied with such adjustment, he is and should feel completely at liberty to bring the matter to the attention of anyone in the Management.



If you feel that it's to your interest, you're free to bring your problems to the Employee Relations Department or to any member of Management.



A red brushstroke graphic with a rough, hand-painted edge, containing the text 'Random facts that may prove helpful' in a dark, bold, sans-serif font.

**Random facts
that may
prove helpful**

War Bonds

Almost everybody buys War Bonds regularly these days. You'll probably want to, too, and arrangements have been made so that you can conveniently purchase them through regular deductions from your pay. All you have to do is to fill out a card authorizing the amount of the deduction to be made. You can get one of these cards from the Personnel Department.

After you have completed payments on a War Bond, it is delivered directly to you or to any address you wish. The Government hopes—and so do we—that you'll subscribe at least 10% of your pay for Bonds.

Parking Lots

If you drive to work, parking lots are provided for your convenience. But take all necessary precautions because the Corporation can't assume responsibility for the safety of cars or their contents when parked in these lots.

Your Draft Board Data

If you've ever registered under Selective Service, you will be required

to fill out a draft board data card before you are accepted for employment. It's important that you give a complete and accurate record of your draft status. If any changes should occur in your status, these should be reported at once to the Employee Relations Department. Failure to do this may result in wrong draft classification.

The Replacement Schedule Section of the Employee Relations Department is prepared to help you with your draft problems in accordance with official rules and regulations.

Personal Information

If you ever have any questions concerning your relations with the organization or any personal problems that trouble you, you'll probably be able to find the help and information you need in the Employee Relations Department. The people there will treat in confidence any matter you bring to them and they'll be eager to help you in every way that they can. Always feel free to call on them.

Employment and Pay Roll Records

Employment records are kept in the Personnel Department. Payroll



The members of the Employee Relations Department are trained to help you with your personal problems. They'll treat them in strict confidence.



Sharing a ride saves tires and gas—helps to win the war.

records are kept in the Pay Roll Office. If you should have any questions regarding wages, deductions for War Bonds, or the like, the Pay Roll Office will give you the information you are looking for.

Rationing and Share-A-Ride Plan

At the request of the Ration Board, a plant Ration Panel has been established to cooperate with the rationing authorities in carrying out all gasoline and tire rationing. This Panel will issue your gas ration books and tire certificates in accordance with existing OPA rules and regulations.

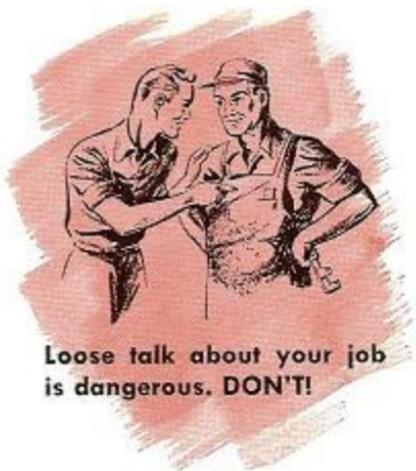
This C.E.W.-T.E.C. Ration Panel has also developed a Share-A-Ride Plan to help you secure rides to and from work, or to improve your present means of transportation. To get the benefit of this Plan, you simply fill out a card at the Share-A-Ride Section to show how you are getting to and from work.

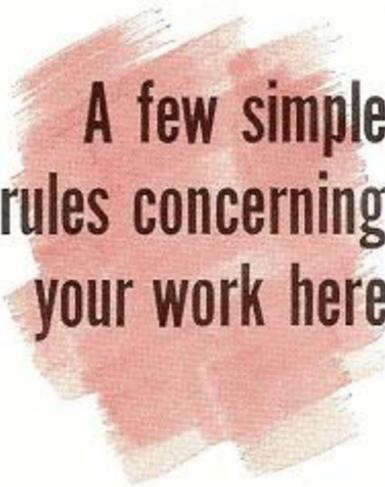
Employees having room for additional passengers, employees who want rides, and employees who wish to alternate with other drivers are listed in those classifications. The Share-A-Ride Section then endeavors to match the offers of rides with the need for rides so that

each car will come to work as fully loaded as possible. Beyond giving assistance in forming ride-sharing groups among the employees, C.E.W.-T.E.C. does not assume any responsibility for their organization or operation.

Cafeterias

For your convenience, cafeterias are located in the Operating Area. You may either buy meals there or eat the lunch you bring from home.



A decorative graphic consisting of several overlapping, horizontal brushstrokes in shades of red and pink, creating a textured, painterly effect. The text is overlaid on this graphic.

A few simple rules concerning your work here

In everyday life, laws are needed to outline the duties of our citizens so that we can live and work with mutual benefit to one another. In much the same way, a few plant rules and regulations help us to cooperate in doing a good job here. An effort is made to avoid unreasonable or unnecessary rules. But the few listed below are essential, and you'll be expected to observe them.

Your Starting Time

You'll be expected to be at your place of work at the scheduled time, and not to leave without special permission of your foreman. Starting and stopping times are posted for your information.

Absence from Work

The big job to be done here requires full and continuous operation. You can do your part by being on time and at your job regularly.

If you can't get to work for any reason, please make every effort to notify your foreman or supervisor at once. Absence for any reason other than sickness must have approval. Frequent absence or tardiness without permission is cause for discipline.

Remaining on the Property

A reasonable period of time is allowed after work periods for employees to leave the premises. You are not expected to remain beyond the time specified. If, for any reason, you wish to enter the Operating Area after regular hours, you must obtain special permission.

Personal Conduct

In fairness to other employees, every employee is expected to refrain from improper language and to avoid horseplay of any kind. To interfere with or disturb another employee in his or her work without reason is cause for discipline.

Solicitations

The circulating of petitions, the soliciting of memberships, subscriptions or pledges, the collecting of money, or any other business which is not a regular part of plant operations are expressly forbidden on plant property, except on specific approval of the Management. The unauthorized distribution or posting of pictures, written matter or printed matter is not allowed.



Horseplay and irresponsible conduct are dangerous.



Neat and suitable clothing contributes to your comfort and safety.

Mail and Telephone Calls

Please have all personal mail sent to your home address. The use of telephones must be restricted to business calls since the telephone system is overloaded.

Wearing Apparel

You should wear clothing suitable for the kind of work you are doing. It will contribute to your comfort and safety. If you are required to wear special clothing while doing special work, it will be furnished to you. Special clothing thus furnished is the property of the Government and must not be taken from the premises.

Visiting Other Areas

Employees are not permitted to go into any building or area other than that in which they are assigned to work without special permission of the foreman or supervisor.

Removal or Damaging of Government Property

All property, equipment and materials used by C.E.W.-T.E.C. or in

its charge and all products produced here belong exclusively to the United States Government. No materials or products of any kind may be removed without special written permission of the Works Manager. If any of the Government's property is damaged deliberately, the offender is subject to severe penalty.

Intoxicating Liquors

Employees must not bring liquor into the Operating Area. The use of intoxicating liquor during working hours is forbidden, and any employee appearing for work while under the influence of liquor will not be allowed to enter.

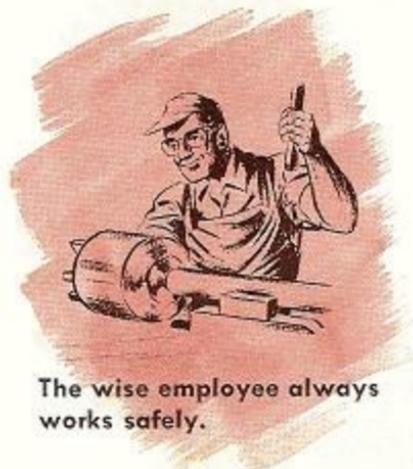
Housekeeping

You'll find a proper place for everything, and you'll be expected to keep everything in its proper place. Buildings and equipment must be kept as clean and neat as circumstances allow. You will be expected to keep your place of work and equipment clean and in good order.

The conscientious employee is always careful of his or her appearance. Keep as clean and neat as circumstances allow.



Your work will be more pleasant if you keep things neat and tidy.



The wise employee always works safely.

Your Home Address

You should promptly report any change in your home address to the Employee Relations Department and to your foreman or supervisor.

Cameras

Government regulations forbid your bringing a camera into the plant or making photographs on the property. If cameras are brought on the Town Site, they must be registered with the Police Department.

Return of Articles

When leaving the Corporation's employ or on leave of absence, an employee must return to the Personnel Department any keys, passes, badges, or Government driving permits which have been furnished by the Corporation. These articles are Government property and must be surrendered on demand. Likewise, all tools, materials, or equipment must be returned to the proper department, and receipts obtained.

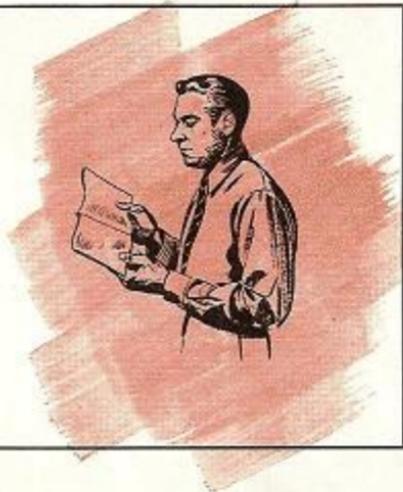
Employees Leaving

When an employee leaves, arrangements are made for a final inter-

view with the Personnel Department. This gives the departing employee an opportunity to bring up any questions he or she may have in connection with his employment here. If the employee leaves under circumstances which may entitle him or her to participate in any benefits for which provision has been made, the status of the employee must be definitely established at the time of leaving.

It's hardly possible, within the brief limits of this booklet, to tell you all the things you will want to know about your job at C.E.W.-T.E.C. But perhaps these pages have served to tell you about the more important policies and employee plans now in effect.

Since these are days of swift and unforeseen changes, the Corporation must reserve the right to change any rule, policy, or plan as the needs of this war plant, or Government regulations, may require.



Clinton Engineer Works

TENNESSEE EASTMAN
CORPORATION

WAR DEPARTMENT
OFFICE OF THE UNDER SECRETARY
WASHINGTON, D. C.

July 5th, 1944.

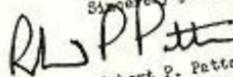
To the Employees of Clinton Engineer Works,
Tennessee Eastman Corporation.

In working at the Clinton Engineer Works, you are engaged in a vitally important war project, - as important as any in the country.

Keep in mind that your work at Clinton is closely related to the success of the allied forces on all fronts. The better the job that you do, the sooner our victory will be won.

Your sons and husbands and brothers in the armed services are depending on you. Don't let them down for a single moment.

Sincerely yours,



Robert P. Patterson,
Under Secretary of War.