KODAK PARK

GENERAL FACTORY RULES

EASTMAN KODAK CO.
Hours of Work

Regular hours of work are—Monday, Tuesday, Wednesday, Thursday and Friday: 7.10 A. M. to 12 M. and 1 P. M. to 6 P. M. Saturday: 7.10 A. M. to 12 M.

Irregular or shift hours are regulated by the requirements of the department. Employees when hired are notified as to their working hours and a strict adherence thereto insisted upon.

Women are allowed to leave at five minutes to six and on Saturday at five minutes to twelve.
Registration Cards

All employees pass thro the Registration Building when entering or leaving the works, using the clocks to register the time of their arrival and departure upon cards furnished for the purpose.

Upon arrival, employees should register and take their cards to department where employed and deposit same in rack located there. Upon departure, cards should be registered and left in rack provided in Registration Building.

The “Number” on the card represents the employee’s register number, and the “Letter” the aisle in which the clock is located and the booth at which to obtain pay envelope.

Wages due are figured from these cards and failure to register means a loss to the employee.
Passes

Any employee whose duties require his presence at any time other than the regular hours must obtain written pass from the Superintendent of department in which he is employed. This pass must be shown the gate keeper at Registration Building in order to gain admission to the Plant.
Pay Day

The Kodak Park week ends on Tuesday night, and pay envelopes are given out at the pay booths on Saturday noon.

Employees form in line according to number and receive pay envelope giving receipt for same. Anyone not in proper place in line will not receive envelope until all who were in line have been paid.

Employees working irregular hours or on shifts are paid at time and place convenient for them, differing with the requirements of the departments.
Noon Hour

Employees who work regular hours and who do not leave the plant at noon are required to eat their luncheon in the dining hall. The upper floor is reserved for women and the ground floor for men. The tables are for the use of those who bring their luncheon as well as for those who purchase.

Reading matter is supplied and smoking is permitted after half past twelve.

Tardiness

Employees are expected to be at their respective places ready for work at the specified time. If more than three minutes late, one sixth of an hour is deducted. If more than ten minutes late, actual time lost is deducted.
Absence

Absence from work should be arranged for in advance when possible by application to the foreman.
If unexpectedly detained word should be sent as soon as possible to foreman so that the work can be properly arranged for.

Leaving Plant
During Working Hours

Employees wishing to leave the Plant during working hours must obtain permission from their foreman—obtain their card from rack, register and leave card in Registration Rack until return.
Conduct

Wrestling, scuffling, crowding, playing ball, throwing snowballs, or indulging in any boisterous acts on any part of the plant is forbidden.

Elevators

Employees, except those regularly instructed, are forbidden to use or ride upon the elevators.

Cleanliness

The nature of the work requires that the work rooms be kept as neat and clean as possible and we ask the co-operation of each employee in this matter.

Cleanliness will not only add to the efficiency of the plant, but to the health and comfort of the employees.
Park Grounds

It is desired to keep the park grounds attractive and employees must not throw pay envelopes, waste paper or other rubbish upon the lawns or walks. Such waste and rubbish must be placed in the cans provided for the purpose.

It is strictly forbidden to cut or mutilate any of the trees, shrubs or plants.

Trespassing

The adjoining property owners have rights which must be respected.

Any complaints of annoyance or trespassing coming to the attention of the Company will be investigated and the offenders discharged.
Accidents

No employee is required to work where he is in any danger to life or limb and all employees are requested when in their opinion there is any possible danger from machinery, surrounding conditions or otherwise, to send written complaint to Superintendent of the department and foreman of the room.

Employees are forbidden to use or care for any machinery, tools, elevators and appliances unless satisfactorily instructed by foreman.

In case of accident the Superintendent should be notified immediately.
SMOKING

Smoking is permitted only in the Dining Hall.

MATCHES

Employees are required to sign daily a statement that upon entering the work rooms they have no matches about them.

The importance of the regulation regarding smoking and matches must be appreciated by all and any violation is deemed sufficient cause for immediate dismissal.
Fire

Employees are made acquainted with the rules in their departments governing conduct in case of fire, and same should be strictly observed.

Visiting

Employees are not allowed in any department other than where employed. They cannot be called to the office by visitors except in cases of absolute necessity, and it is strictly forbidden to bring anyone onto the plant.
Taking Pictures

The taking of pictures either in the buildings or on the park grounds is forbidden.

Violation of Rules

Foremen will report to Superintendent any violation of the foregoing rules and employees who disregard same will be subject to immediate dismissal.