



WORKING TOGETHER AT



**NAME** \_\_\_\_\_

**CLOCK NO.** \_\_\_\_\_ **DEPT.** \_\_\_\_\_

**SHIFT** \_\_\_\_\_ **SUPERVISOR** \_\_\_\_\_

**RADIO CORPORATION OF AMERICA**  
**RCA VICTOR DIVISION**

RADIO CORPORATION OF AMERICA  
CAMDEN, NEW JERSEY



RCA VICTOR DIVISION

To All Workers  
Camden Plant  
RCA Victor

This booklet has been prepared as a convenient guide to our policies and customs. It explains many of the benefits of working in the RCA Victor Division.

You are the people who carry on a great tradition. Those who have been with us for a long time helped raise RCA Victor to a preeminent position in building peace-time products. When war came, you helped give our armed forces the best communications and electronic equipment ever devised.

Those who are new will find that co-operation is the keynote of RCA Victor's achievements. By working together we will continue to make RCA Victor a company where we are proud to work.

*H. E. Rose*  
Plant Manager



RADIO - TELEVISION - TUBES - PHONOGRAPHS - RECORDS - ELECTRONICS



**RCA Victor men and women at work**



**Workers hear Capt. Don Gentile at war bond rally**

**RADIO CORPORATION OF AMERICA**  
CAMDEN, NEW JERSEY



MEMORANDUM DIVISION

Fellow Workers:

In this organization we are welded together with one basic principle: there is no essential human difference between the men who manage our operations and the men and women who work on our production lines and in our laboratories and offices. We are all workers.

There is much in this family of ours of which all of us can be proud. In wartime we can be proud of the important role we play in providing essential radio-electronic equipment for our armed forces. In peacetime we can be proud of the role we play in bringing entertainment, information, protection, and greater convenience to vast numbers of people. We can be proud of the reliability and performance of our products; but especially, we can be proud of the men and women associated with us who conceive, plan, make, sell, and otherwise contribute to these products and services, whether in our Country's war effort, or for peace.

It is one of our basic beliefs that, with all our resources and abilities properly used and coordinated, our Company and the people of which it is composed will surely win the security, the opportunities, and the material benefits that all of us seek for ourselves and our families.

To those who have been with us for years, I wish continued success. To you who are joining the RCA Family--Welcome.

*Frank B. Rowland*

Vice President in Charge  
RCA Victor Division

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MAILED - TELEVISION - TUBES - PERSONNEL - RECEPTION - ELECTRONICS

# C O M P A N Y

## **EMPLOYMENT**

Selection of new employees is made on the basis of such factors as ability, skill, experience, training, character, physical fitness, and residence in the area in which the plant is located.

As stated in the President's Executive Order No. 8802 and in the National Labor Relations Act there shall be no discrimination on the basis of membership or non-membership in any law-abiding organization nor on the basis of religion or race.

Applicants are not barred from employment on the basis of age alone, except that minimum legal age limits are observed.

# P O L I C I E S

## **PLACEMENT**

Each employee is given a medical examination at the time of employment to determine that he is qualified on the basis of health to do the job assigned and to assure that other employees will not be subject to undue hazards. Employees may be asked to take other tests to assist in their proper placement. Such tests are used only to indicate aptitudes and abilities considered necessary for a given job.

No employee will be assigned to a job in a department in which a close relative has supervisory responsibilities.

If an employee is unsuited to his job, an effort will be made to place him in other more suitable available work, unless, of course, he is discharged for cause.

# INDUCTION AND TRAINING

In order to help employees to feel "at home" at RCA, each new employee is familiarized with the background of the Company, its policies relating to employees, and information relating to services and facilities.

The foreman or supervisor, or some other designated person in the department, will instruct each new employee regarding his job and the regulations of the department.

A wide selection of training courses is available for those who wish to improve their skills and prepare for advancement. Guidance will be provided in selection of appropriate courses.

RCA follows the policy of promotion from within, always with the understanding that healthy development requires bringing people in from the outside occasionally to fill positions requiring specialized and technical abilities.

## ADVANCEMENT

Personnel and service records will be maintained for each employee in order that information on work experience and performance may always be available.

Promotion shall be made on the basis of merit, work ability, demonstrated responsibility, experience, cooperativeness, leadership qualities, and length of service.



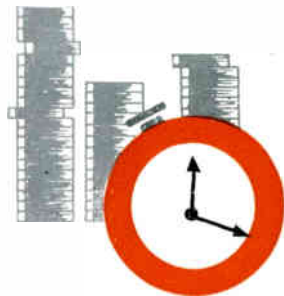


## WAGES AND HOURS

Schedules of hours of employment conform to Federal and State regulations and directives. Payment for overtime is based on eight hours a day or forty hours a week, in accordance with Government regulations.

The Company will maintain the policy of paying as high wages under as favorable hours and working conditions as prevail in manufacturing establishments engaged in similar classes of work in the area in which the plant is located.

RCA will attempt, insofar as practicable, to guarantee maximum continuity and security of jobs, by evenly scheduling the work and spreading work in the event of slack periods.



## EMPLOYEE RELATIONS

Employees are encouraged to express their views on matters affecting their jobs and interests. There shall be no discrimination as a result of an employee exercising this privilege.

In the event there is any dispute, grievance, or difference between any employee and the Company, there shall be an earnest effort made to settle or dispose of such matters promptly.

The variety of benefits and opportunities at RCA, indicated on the following pages, are available because the Company wishes to maintain an environment in which employees can find greater satisfaction in a good job well done.

# SPECIAL NOTICE

## **YOUR FOREMAN OR SUPERVISOR**

This booklet gives a brief summary of many policies and procedures at RCA. When you want more detailed information, ask your foreman or supervisor. He will not only direct your work, but can answer many of the questions you may have about your work and the Company. He is always ready to help you with any problems you may have. If he can't immediately answer your questions, he will either get the information for you or tell you where to get it for yourself.

## **LOCAL POLICIES AND DIRECTORY**

At the end of this booklet you will find some comments which relate to policies of the local plant. You will also find a list of the locations and telephone numbers of various offices which you may have occasion to know. Check over the list so that you will be familiar with the information available.

# YOUR POSITION AT RCA



## WORKING HOURS

Employees are assigned to various starting and quitting times depending upon manufacturing conditions and shifts. Your foreman or supervisor will explain your hours and will advise you of any changes which may be made.

## WORKPLACE

Your foreman will assign you to your duties and your workplace. Your fellow employees will appreciate your help in maintaining pleasant working conditions by keeping your workplace clean, orderly, and safe.

## BADGES

Your badge identifies you as a member of the RCA family and entitles you to admission to your work-place as scheduled. Every employee is required to wear his badge at all times when on Company property. Badges, which are color-coded to identify the section in which you work, should be worn on the upper left part of an outer garment. If your Company duties require you to go into another section, your supervisor will arrange for you to get a temporary pass. If you lose your badge, report it at once to the Personnel Department. If you forget your badge, a temporary badge, good for one day only, will be issued in accordance with plant protection regulations.





## YOUR TIME CARD

Your time card is the official record of the hours you have worked, and you are required to ring your own time card at the beginning and at the end of the workday, and at other times specified by your foreman or supervisor. This is important because hours worked are governed by strict Federal and State laws, and your time card is subject to inspection by Government authorities.

If you arrive late and your card is not in the rack, see your supervisor immediately.

Record all overtime on your time card. Your foreman, supervisor, or time-keeper will instruct you as to the method of recording overtime.

# ATTENDANCE

We can do a better job more effectively when everyone is at work whenever scheduled and is on time. In enterprises which involve the cooperative effort of two or more people the unexpected absence of one individual may often interfere with and delay the work of others. If, therefore, you are ill or otherwise unable to report for work as scheduled, please phone the Personnel Department immediately. The Personnel Department will notify your foreman or supervisor at once, and he will note the reason on your time card in ink.

If you are absent for three days or more you must report to the Personnel Department before starting work, so that a check can be made by the plant physician to determine that you may return to work without hazard to yourself or others. The time required for this checkup on the day you return to work will be counted as time worked.

If you wish to leave your section for other than assigned duties, you must obtain authorization from your foreman or supervisor.

In order to avoid confusion no one may be in attendance unless he is working on authorized company business.



RCA has established the following schedule of pay periods, in accordance with law and tradition:

**Hourly-rated personnel:** Employees on the hourly payroll are paid by check in each week for the work done during the previous week. Therefore, new hourly-rated employees receive their first check during the second work week. If payday falls on a holiday, checks are distributed on the previous workday. Checks will be delivered at your work-place. If you are out sick on payday and want someone to collect your check for you, have that person bring to the Personnel Department a letter signed by you and authorizing him to receive your check.

Hourly employees are not paid for any days absent from work. If, however, an hourly employee reports for scheduled work on a regular workday and is told he is not needed that day, he is paid for four hours of work at his base rate, provided he received no prior notice from the Company.

Your foreman or supervisor will help you with questions you may have concerning your pay.

**Salary-rated personnel:** Employees on the salary payroll are paid by check on the 15th and the last day of the month. New employees on salary payroll receive their first check on the first payday following date of employment, for the period during which employed. If payday falls on a holiday, Saturday, Sunday, or on the same date as the hourly payroll is disbursed, checks are distributed the previous workday.

## **PAY PERIODS**



## OVERTIME

Salaried employees who are "non-exempt" under the regulations of the Wage-Hour Law and the Public Contracts Act and all hourly employees are paid time and one-half for hours worked in excess of eight (8) per day or forty per week.

In addition, under Presidential Order No. 9240, time and one-half is paid for hours worked on the six designated holidays and, subject to limitations imposed by Executive Order No. 9240 with regard to time lost during the work week, work performed on the sixth and seventh days worked in the work week are compensated at time and one-half and double time, respectively.

All employees who are covered by the Wage-Hour or the Public Contracts Acts are paid for all overtime worked in accordance with the regulations of the Department of Labor.

Employees not covered by these provisions are paid for scheduled overtime hours worked in accordance with the approved Company plan. All questions in regard to overtime pay should be referred to your supervisor, foreman, or timekeeper.



## HOLIDAYS

The official Company holidays are New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Questions as to pay for scheduled work performed on these holidays should be referred to your foreman or supervisor. During the war it has been Company policy to work on all holidays except Christmas Day.



## VACATIONS

It is the established policy of the Company that all eligible employees take annual vacations, unless in the opinion of the Department or Plant Manager their services are essential during the vacation period.

Your foreman or supervisor will explain the provisions as they apply to you in the current year.

If the Company requests you to forego a vacation for which you are eligible, you will nevertheless be given a vacation pay allowance in addition to your regular earnings.



## PAYROLL DEDUCTIONS

You will find that several deductions have been made from your pay check. Some of these deductions are required by law and others are made only if authorized by you.

The deductions required by law are: Social Security, Unemployment Compensation, Withholding Tax. In addition, the Company will, at the request of an employee, make regular deductions for U. S. War Savings Bonds, RCA Victor recreational association dues, Group Life Insurance, Beneficial Association, authorized Hospitalization Plan, and Tuition Loans. Each of the deductions summarized here is explained more fully elsewhere in this booklet. Your foreman or supervisor will help you with any questions about them.

## ANNUAL STATEMENT OF EARNINGS

The Company is required by law to inform the U. S. Government regarding the annual earnings of each employee. A copy of the statement of your annual earnings and the amount deducted for withholding tax will be supplied to you for your information and for use in computing your income tax.





## **SOCIAL, RECREATIONAL, AND ATHLETIC ACTIVITIES**

The Activity Club or Athletic Association provides members with sports, social, and recreational activities.

Membership is optional, but the small monthly membership fee (voluntarily deducted from your pay) entitles you to all the privileges of the group, including free sports facilities, dances, shows, sports events, and other activities scheduled throughout the year.

Information may be obtained from your section sponsor, from your foreman or supervisor, or from the headquarters in the Personnel Department.

# OPPORTUNITIES FOR



## TRAINING AND ADVANCEMENT

Qualified RCA employees are encouraged to get special training which will help them to do their jobs better and to prepare for advancement. Opportunities for training are available through courses sponsored by RCA, by Governmental agencies, and by leading educational institutions in the area. Information can be obtained from the Training Section in the Personnel Department. Watch the bulletin boards for special announcements.

Your foreman or supervisor and the Personnel Department are interested in knowing of any courses you are taking, in addition to those sponsored by the Company.

# SELF ADVANCEMENT AT RCA

## TUITION LOAN AND REFUND PLAN

The Company provides financial assistance to qualified employees who wish to take approved educational courses which are related to the work at RCA. The Company advances money to cover the tuition fees and the employee repays this advance through authorized payroll deductions.

Upon the completion of the course, however, the employee may be given a refund up to 90% depending upon the grade received in the course. Information about and guidance in the selection of courses may be obtained from the Training Section in the Personnel Department.



# RCA GROUP BENEFITS

## BENEFICIAL ASSOCIATION

The Beneficial Association provides certain benefits for disability caused by illness or injury. You are encouraged to join the Association as a measure of protection against unforeseen hazard.

As a member of the Association, you may receive (after a seven-day waiting period), daily benefits up to 100 days in any 12-month period and hospitalization benefits up to 20 days. The daily benefit is either \$1.50 or \$2.10 a day, depending upon whether your basic earnings are (and including) \$25 a week or more than \$25 per week. The hospitalization benefit is \$2.00 per day (if hospitalized in excess of seven days), and in addition there is a death benefit of \$250.



# A N D S E R V I C E S

Application for membership is offered at the time of employment and membership ceases upon termination of employment. In addition to the entrance fee of 50 cents the cost is 25 cents a month for those whose basic earnings are up to and including \$25 a week and 35 cents a month for those whose basic earnings are above that amount, except that dues are suspended during a period of disability. These dues are deducted from your pay. For every payment made by the employee, the Company contributes an equal amount to the Beneficial Association and also assumes all administrative expense.

Your foreman or supervisor can give you further details of the Association. In event of illness or disability, notify the Association at once to determine eligibility for benefits and to obtain details as to the necessary steps in applying for benefits.



## GROUP LIFE INSURANCE

The Company provides an opportunity for you to obtain group life insurance at a modest cost. Participation is voluntary, but is encouraged since the plan offers substantial protection at very little cost to the employee.

The insurance is independent of the Beneficial Association and may be obtained without a medical examination if applied for within ninety days from date of employment.

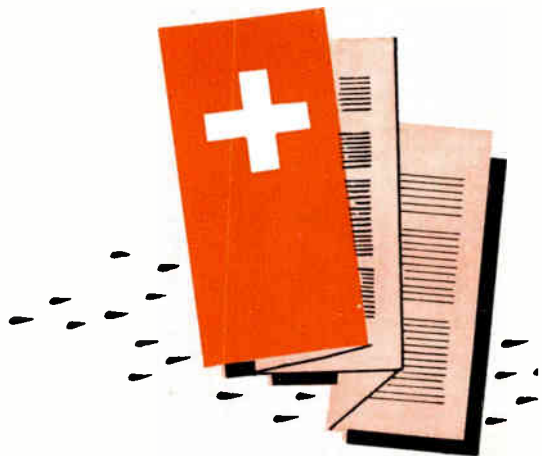
The plan provides that the full amount of insurance will be paid in monthly installments over a certain period of time to those who become totally and permanently disabled before reaching age 60. In case of death, benefits are paid to the beneficiary named by the employee.

The amount of insurance you may obtain depends upon your annual base wage or salary. Premiums are low because RCA pays a substantial part of your premium. Your portion of the premium is paid through authorized deductions from your pay.

Information about group life insurance may be obtained from your foreman or supervisor, or from the Personnel Department.







## PLAN FOR HOSPITAL CARE

You are encouraged to avail yourself of the opportunity to enroll in our group hospitalization plan. Through membership in the plan you can guard against certain unforeseen hospital expenses. The cost is small and may be paid by deductions from your pay each month. Details of the Plan may be obtained from your foreman or supervisor, or from the Personnel Department.



## MEDICAL SERVICE

The Company maintains well-equipped dispensaries and provides competent medical service and advice to protect your health and that of your fellow workers. The medical department is equipped to provide pre-employment medical examinations at the time of employment, to give emergency medical aid, and to offer preliminary treatment for employees who become ill on the job. You will, of course, go to your regular family doctor for other medical care.

Every employee is required to go to the dispensary for treatment of any scratch, burn, or other injury, no matter how slight. The location of the dispensary is listed in the directory at the back of this booklet. If you go to the dispensary, obtain a pass from your foreman or supervisor, except in case of emergency. All accidents must be reported at once to your supervisor.

## **BULLETIN BOARDS**

Bulletin boards are located in prominent spots in all departments. Make it a daily habit to read notices for information affecting you and your interests. In order to avoid unnecessary congestion of the boards, the Personnel Department must approve all materials before they are posted.

## **TRANSPORTATION • RATIONING • HOUSING**

If you want to "share a ride," obtain supplementary gasoline rations, or need help in finding a place to live, call at the Personnel Department.

## **LOST AND FOUND**

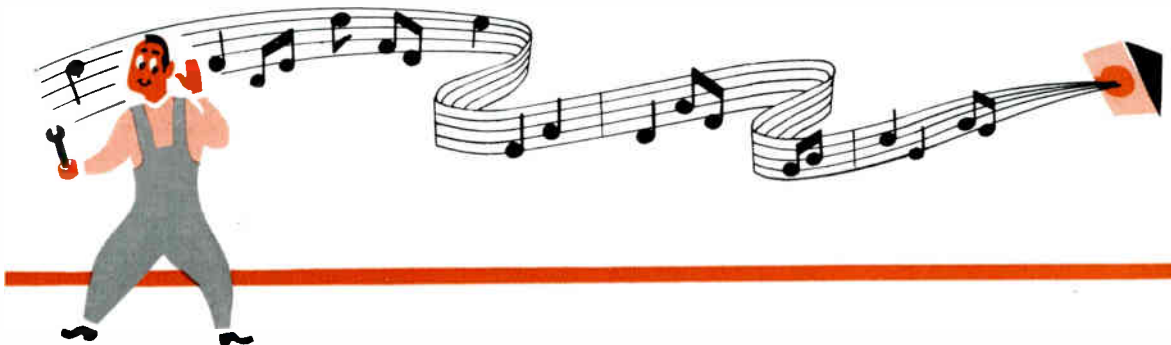
Please report all articles lost or found to the Personnel Department. Lists of lost and found articles are posted periodically on bulletin boards.

## **AUTOMOBILE INSURANCE**

Employees who use their cars on Company business must carry full insurance approved by the Company.

## MUSIC WHILE YOU WORK

Regular programs of recorded music will be broadcast over the plant broadcasting system. The programs are designed to give you "music you want when you want it" so any suggestions you have will be welcomed. In addition to music, periodic news bulletins and announcements of interest to employees will be broadcast over some of the plant broadcasting systems.





## PUBLICATIONS

At regular intervals you will receive without cost the RCA FAMILY NEWS. It is the official Company news publication and gives interesting information about the Company and the people in it.

Give any interesting and timely news you would like to see published to the reporter in your area, or send it in to the editor in the Personnel Department.

Once each month you will receive, with your pay check, the booklet entitled YOU AND I AND RCA. It contains brief discussions about mutual problems and information about important activities which will give you a clearer picture of your Company and your own part in its work.



## WAR BONDS

Everyone is urged to invest at least 10% of his earnings in war bonds. This can be done conveniently at RCA by signing an order blank which authorizes the deduction of a specified sum from your pay check. You can obtain the proper form from your War Bond representative or from the Personnel Department. Your bonds will be delivered to you, and although you may receive them a week or more after the necessary deductions have accumulated, they are dated at the beginning of the month in which the total of your deductions equals the purchase price of the bonds, and interest starts accumulating at the time dated.



## **GOVERNMENT DEDUCTIONS**

The Social Security Act provides for a retirement allowance to be paid to you after you reach age 65 and retire. The Act requires that the Company deduct a specified per cent of your earnings up to a stated maximum (in 1944, 1% on the first \$3,000 of your annual earnings). This deduction is matched by an equal amount paid by the Company, and the total is paid to the Government.

If you wish a report on the earnings that have been credited to your account, you may obtain the necessary form at the Personnel Department for mailing to Baltimore, Maryland.

For your protection, keep the Social Security Board informed of any change in your place of employment, or name. Special forms for notifying the Board of changes are available at the Personnel Department.

Additional information on Federal Social Security may be obtained at the Personnel Department or from your foreman or supervisor.

**SOCIAL  
SECURITY**

## **UNEMPLOYMENT INSURANCE**

Unemployment compensation laws provide weekly benefits to those who are totally or partially unemployed. The amount of the benefit depends on past earnings. The laws require the Company to make a contribution to the state unemployment funds at specified rates on your earnings. (In Alabama, California, New Jersey, and Rhode Island, the laws also require contribution from the employee, which is deducted from your pay at 1% on the first \$3,000 of your annual earnings.) The laws require that specified deductions be made from each employee's pay and that the Company contribute an additional sum. Your foreman or supervisor, or the Personnel Department, will assist you with any questions regarding unemployment benefits. If you are eligible for benefits report immediately, in person, to your nearest United States Employment Service Office.

## **WITHHOLDING TAX**

The Federal Government's pay-as-you-go income tax plan requires that the Company deduct your income tax at specified rates from your pay, after application of the exemptions to which you are entitled. These funds are paid to the United States Treasury and are credited toward your Federal income tax.



# M I L I T A R Y   S E R V I C E

For those called for military service, the Federal Selective Service Act provides for reemployment without loss of status, "unless the employer's circumstances have changed so as to make it impossible or unreasonable to do so. . . ."

In addition to the rights and privileges accorded by the Selective Service Act, your Company has provided that employees with six months' service or more with the Company who are called to military service or who have enlisted, shall receive from the Company, for one month, the difference in pay between their basic earnings in their last month of employment and their first month's rate of pay from the Government.



Also, if an employee has availed himself of group life insurance, your Company will continue the group life insurance of such employee in force for a period of 31 days after termination of employment. The Company will also pay to such employees an amount equal to one year's premium payable by such employee if he purchases an equivalent amount of life insurance under the National Service Life Insurance Act of 1940.

In the case of employees who do not come under the provisions of the National Service Life Insurance Act (i.e., those entering State Guard or Maritime service), RCA will continue the employee's group life insurance with Travelers Life for one year without cost to the employee.

Employees who enter military service will be informed of the details of this procedure by the Personnel Department.

Notify your supervisor or foreman and the Personnel Department promptly of any change in your Selective Service classification, or if called for military service.



## WAR PRODUCTION DRIVE COMMITTEE

Your War Production Drive Committee has been formed to represent both RCA Victor production workers and the supervisory workers. The function of this committee is to help us all produce more things faster for the war effort. Our enthusiastic cooperation will enable the committee and its aides to work toward even greater production records—the kind that will keep RCA in the front ranks of the radio, electronics, and record fields.

## SAFETY

RCA has an enviable safety record and every employee is urged to do his part to make and keep RCA a safer place in which to work, both for himself and for others. The best safety aid is your conscientious workmanship. If you see any way in which the safety of working conditions can be improved, submit your suggestion. All employees are expected to read and follow the rules stated in the safety booklet. Demonstrate your good judgment by always using the safety devices provided, by avoiding any unsafe activity, and by co-operating with members of the plant Safety Committee.



## Some of the important safety rules are:

Don't start work until your foreman or supervisor instructs you how to do it safely.

Don't distract a fellow-worker's attention.

Never use defective tools, hammers, punches, wrenches, or machinery.

Ties, gloves, and loose clothing must not be worn around moving machinery.

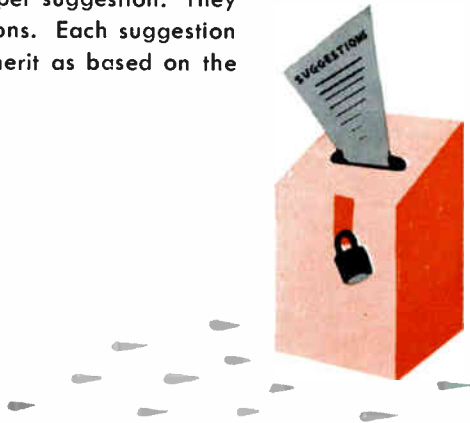
Do not attempt to lift or push objects which are too heavy for you; ask for help.

Report any unsafe conditions to your foreman or supervisor.

# THE SUGGESTION SYSTEM

Your Company welcomes suggestions from employees. Many of the ingenious devices you will notice at work have developed directly from suggestions made by employees. RCA offers substantial awards, which during the war are payable in War Savings Bonds and Stamps, to eligible employees who make suggestions that are found worthy of adoption. These awards range from a minimum of \$2.00 to a maximum of \$500.00 per suggestion. They vary in direct proportion to the value of the suggestions. Each suggestion is investigated by a Committee which decides on its merit as based on the following points:

- Does it reduce waste?
- Does it improve quality?
- Does it improve safety?
- Does it reduce costs?



A complete investigation of each suggestion is made and an explanation is set forth detailing the reason for the adoption or rejection of the suggestion. An employee whose suggestion has been rejected has the privilege of appealing the decision at any time. When an appeal is received, the suggestion is again investigated to reweigh its merit. Suggestion blanks are available in "Suggestion Boxes" located throughout the plant. Headquarters for the Suggestion System is in the Personnel Department.

## THE CENTURY CLUB

All employees who accumulate \$100 in suggestion awards automatically receive an attractive silver emblem signifying that they are members of the famous "RCA Century Club." Additional recognition is given to those who accumulate \$300 or more in suggestion awards.



# GENERAL CUSTOMS AND PRACTICES

## SMOKING

Smoking is prohibited by law in our factory buildings. To comply with the law and for the safety of employees, your foreman or supervisor will instruct you as to time and places for smoking. Failure to adhere to smoking regulations will, under State law, subject an employee to fine or imprisonment, or both, and dismissal.

## FIRE RULES

Know where the nearest fire alarm box is. Fire regulations are posted beside each box. Know how to turn in an alarm. When a fire alarm sounds, stop your machine, clear the aisles of chairs and equipment, and form a line. Follow your Fire Captain's instructions. If you are a member of the Fire Brigade, be sure to learn your duties. In the event of an air raid drill, follow the instructions of your section warden.



## **CHANGE OF ADDRESS**

Please report immediately in writing any change of name or address to the Employment Section and notify your supervisor or foreman. This information is especially needed in time of emergency and is extremely important in maintaining accurate employment records for the protection of your rights and interests. Remember that your War Bonds are sent to you through the mail at your last known address. A special form is available for your convenience in registering changes.

## **PERSONAL DEBTS**

It is assumed that employees will handle their finances wisely and not overload themselves. The Company naturally cannot assume any responsibility for personal debts which may be incurred by employees.



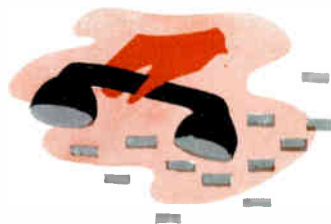
## PERSONAL MAIL

Employees are urged to have all personal mail addressed to their homes. Regular Company correspondence must necessarily have priority, and although the Company will forward all personal mail, this causes considerable delay in its delivery.

## PERSONAL PHONE CALLS

Our telephone switchboard is required to handle an enormous volume of business calls, and personal messages therefore cannot be transmitted to employees. In an emergency, of course, the Personnel Department will convey urgent messages to you through your foreman or supervisor. If you have a phone to facilitate your work, please restrict your calls to essential ones.

Pay phones are provided in most buildings for the convenience of employees in making necessary personal calls outside of business hours.



## **PERSONAL PROPERTY**

The protection of all of us demands special precautions about taking things into and out of the plant. Employees may bring into and take out of the plant personal clothing, lunch boxes, and certain articles of personal property. Articles not needed during the working period must be checked with the guard at the entrance. For obvious reasons other property may not be removed from the premises without a pass from an authorized person. All Company property must be accounted for when leaving the Company's employ. Missing or wilfully mutilated articles will be charged for according to value.

## **IF YOU LEAVE THE COMPANY**

If an employee decides to leave the Company, he is asked to give advance notice to his foreman or supervisor, in order to provide an opportunity to clarify any difficulties or misunderstandings which may have arisen. Badge, pass, keys, tool checks, and other Company property in the employee's possession must be turned in before receiving the final pay.

## **VISITS AND PLANT TOURS**

Ordinarily RCA welcomes visitors for conducted tours through the plant. Wartime restrictions, however, require that only people on authorized Company business be admitted and that conducted tours be discontinued for the duration.

## ESPIONAGE

Each employee has read and signed, at the time of employment, a digest of the pertinent provisions of the Espionage Act which forbids workers to give out any information pertaining to Government work being done in our plants. A careless word from you, or even from a close relative or friend might provide the missing link in a chain of information which the enemy wants. Let's keep our mouths shut and our eyes open. Be on the alert against sabotage and report anything suspicious to your supervisor.



## RULES AND REGULATIONS

So far as practicable, it is the Company's policy to avoid restrictions or restraints on the personal conduct of its employees. However, where large groups live or work together, whether in factories or in cities, reasonable rules are necessary for the orderly conduct of their affairs. To this end, the Company now has in effect and will establish from time to time such reasonable rules as it considers necessary to insure the orderly and efficient conduct of its business, to maintain good order and discipline on Company premises, to assure the safety of its employees and property, and to comply with public laws.

During working hours and while on Company premises employees are expected to comply with the rules established by the Company, and failure to do so may subject an employee to discharge or other appropriate disciplinary measures.

**Such rules exacting these penalties, among others, are:**

1. Violation of any public law.
2. Sabotage.
3. Wilful damage to property of the Company or other employees.
4. Theft or dishonesty (including falsification of time card, ringing another employee's time card, or furnishing false information for personnel records).
5. Creation of hazards of fire, safety or health.
6. Reporting for work while under the influence of intoxicants, or their use during working hours or on Company premises.
7. Gambling, fighting, or disorderly conduct.
8. Conduct which violates common decency or morality.
9. Insubordination or failure to carry out any reasonable order by a management representative, including refusal to work on jobs assigned by the foreman or supervisor.

10. Incompetency or failure to meet reasonable standards of efficiency, including gross neglect of duty.
11. Absence or tardiness without notification or valid excuse.
12. Giving Company badge or other Company identification material to any person not entitled to it, or assisting any non-employee to enter the plant without the Company's permission.
13. Absence from work without notifying the Foreman or failure to return to work promptly upon expiration of leave of absence.
14. Unauthorized soliciting of funds.
15. Leaving one's work place for other than assigned duties without authorization from the foreman or supervisor, except for health purposes.
16. Going into other departments before or after working hours or during the lunch period or idling about the plant before and after working hours. This does not prohibit going through departments necessary to leave the plant by the usual or most direct routes. Employees are required to leave the plant promptly at the close of work and in any event not later than fifteen minutes after the time card is punched out.

Regulations, plans, and policies inevitably develop and change. The Company, therefore, reserves the right to alter the provisions stated in this booklet as operating circumstances make it necessary or advisable.

## **NOTICE OF RIGHT TO CHANGE PROVISIONS**

# A B O U T R C A

The story of our Company really has two beginnings. The first was in 1898 when Emile Berliner brought a crude "talking machine" into the machine shop of Eldridge Johnson of Camden, New Jersey, for repairs. This event was the forerunner of the formation of the Victor Talking Machine Company in 1901.

It was not until 1906, when Enrico Caruso, the world's most renowned operatic tenor, was prevailed upon to become a Victor recording artist, that the struggling company was able to make any headway. Thereafter it flourished and the famous Victor Dog trademark became known intimately throughout the entire civilized world.

**We've Come a Long Way**

RCA formed in 1919: The Radio Corporation of America (of which we are a Division), was formed in the year 1919. The first World War had brought new keys to progress in the development of the vacuum tube, short waves and the radiophone. Radio broadcasting became a new postwar industry with tremendous possibilities for service to the public and the nation.

Independent American Communications: War had revealed to this country, too, that it should have a world wide communications system that would be independent of foreign countries, so that we could communicate with other nations, with our own outlying possessions, the merchant marine, battle fleets and any American Expeditionary Force.

So that America would have this independence, ashore and afloat, in peace and in war, the Radio Corporation of America was formed. The wireless stations, physical equipment, patent rights and the good will of the Marconi Wireless Telegraph Company of America (British owned) were acquired as the nucleus of the new all-American radio organization—RCA. The growth of radio in the United States since that day literally parallels the history of our Company.





Since its formation, RCA, through engineering research and pioneering, has helped to put the United States in the forefront of every great advance in radio.

Today, Radio Corporation of America is the world's foremost radio organization. Through its various divisions and wholly-owned subsidiary companies, it is engaged in every phase of radio; research and engineering, design and development, manufacturing, servicing marine and international communications, broadcasting, and technical training.

When RCA was formed its primary activity was in transoceanic and marine message communications. The General Electric Company and the Westinghouse Company, which helped form RCA, manufactured the radio products which RCA sold. The radio art and industry progressed so rapidly that in 1929 it became necessary for RCA to arrange to do its own manufacturing as well as its own selling. At the same time, it became evident that both the radio and the phonograph had a common future in the home.

RCA and Victor Consolidate: Consequently, in 1929, RCA acquired the manufacturing facilities, as well as the phonograph and record business of the



Victor Talking Machine Company. Near the end of 1929, RCA acquired radio tube and radio equipment manufacturing rights and manufacturing facilities from the General Electric and Westinghouse Companies. RCA's radio manufacturing activities, therefore, date from early 1930, although the Victor Talking Machine Company was founded in 1898.

The then known RCA Victor Company and the RCA Radiotron Company, together with other companies, are now the RCA Victor Division of the Radio Corporation of America. There are seven plants. Two are located in New Jersey, three in Indiana, one in Pennsylvania and one in California.

Associated Companies: Associated with us also, as wholly owned subsidiary companies of the Radio Corporation of America are the following: **National Broadcasting Company**, engaged in nationwide network broadcasting; **Radiomarine Corporation of America**, engaged in ship-to-shore and ship-to-ship Radiogram communications; **RCA Communications, Inc.**, engaged in international Radiogram communications direct with scores of countries; **RCA Service Company**; **RCA Victor Distributing Corp.**; **RCA Institutes**, school for technical radio training; **RCA Laboratories**, another Division of RCA, de-



voted to research and development in radio and allied fields, an activity which is a guarantee of our vitality today, and our continued progress in the future.

On February 1, 1945, the RCA International Division was created. This Division places RCA in a more advantageous position to provide for anticipated expansion of the company's activities in foreign trade, including export to and sale in foreign countries of products manufactured by RCA, as well as products of non-affiliated companies which will be sold through RCA's foreign distribution channels.

Products of RCA are well-established abroad under eight subsidiary companies — in Canada, England, Australia, India, Mexico, Chile, Brazil, and Argentina — and through hundreds of distributors in these and other countries. The activities of RCA foreign subsidiaries and coordination of their manufacturing and sales functions with those of RCA Victor Division are under the RCA International Division.



# OUR PRE-WAR AND WARTIME PRODUCTS

Electronic products for military, industrial, home, and other uses.

Apparatus and technical services for the United States and United Nations Governments.

Radar equipment.

RCA Victor Radio Receivers.

Victrolas (Radio-Phonographs).

Radio and Electron Tubes.

Broadcast Transmitters and Radio Equipment including microphones, control panels, etc.

Television Receivers, Transmitters, Studio and Theatre Equipment.

Radio Communication and Facsimile Systems.

Aircraft and Airport Radio Equipment.

FM Receivers, Transmitters and Associated Equipment.

Inter-office Communications Equipment.

Testing and Measuring Equipment.

Police Radio and Emergency Communications Systems.

Electronic Chimes.

Victor Records: Red Seal, Black Label and Bluebird.

Sound Equipment for Motion Picture Studios and Theatres.

Motion Picture Screens for theatre and home.

Sound systems for Educational, Industrial and other uses.

16 mm. Motion Picture Projectors for Schools, Homes and Industry.

Amateur Radio Equipment.

Electron Microscopes and Associated Equipment.

Faradon Condensers.

Disc Recorders.

Magicote Lens Coating.

## FOR YOUR INFORMATION

Employees in the Camden Plant are eligible for many benefits outside the scope of their working day. A few of them are listed here.

**THE RCA VICTOR ATHLETIC ASSOCIATION** provides entertainment which ranges from participation in sports to tickets for professional shows given several times a season. The activities of the association include a theatrical group, a club for children of employes, bowling, basketball, softball, bridge, an orchestra, a concert band, glee club and dozens of other participation and spectator units. Membership dues are only twenty-five cents a month.

**A CAFETERIA** in Building 3, as well as canteens and lunch counters in other locations, provide good food at low prices. The cafeteria is operated on a non-profit basis.

**EDUCATION AND TRAINING** is offered employes through after-hour courses and a tuition loan and refund service. Qualified employes may take free courses sponsored by RCA Victor or may attend accredited schools and receive tuition refund depending upon the grades they receive.

**HOSPITAL PROTECTION** is obtainable through the Blue Cross Plan of New Jersey. Two types of subscriptions are available, the first for one employe only at 75 cents a month and another for an employe and eligible family dependents at two dollars a month.

# DIRECTORY

|   | BUILDING | FLOOR | EXTENSION          |
|---|----------|-------|--------------------|
| Beneficial Association .....                      | 5        | 1     | 558-749            |
| Cafeteria .....                                   | 3        | 1     | 426-888            |
| Change of Address .....                           | 6        | 1     | 454                |
| Change of Name .....                              | 6        | 1     | 669                |
| Change of Marital Status (Income Tax) .....       | 6        | 1     | 669                |
| Dispensaries:                                     |          |       |                    |
| Main .....  | 3        | 1     | 362                |
| Sub .....   | 10       | R     | 773                |
| Sub .....   | 53       | 1     | 2115               |
| Sub .....   | 1        | 4     | 2021               |
|   |          |       | Sub Extension 137  |
| Education .....                                   | 5        | 1     | 2151               |
| Employment Office .....                           | 6        | 1     | 454                |
| Fire Marshal .....                                | 17D      | 1     | 444                |
| Hospitalization .....                             | 5        | 1     | 558-749            |
| Housing .....                                     | 5        | 1     | 858                |
| Insurance, Group Life .....                       | 2        | 6     | 902                |
| Library, Engineering .....                        | 15       | 3     | 870                |
| Last and Found .....                              | 5        | 1     | 470                |
| Newspaper, RCA FAMILY NEWS .....                  | 5        | 1     | 2060               |
| OPA Applications and Rationing .....              | 5        | 1     | 858                |
| Payroll .....                                     | 15       | 1     | 958                |
| Personnel Department (Employee Records) .....     | 6        | 1     | 454                |
| Plant Announcement System .....                   | 2        | 3     | 689                |
| Recreation, RCA Victor Athletic Association ..... | 5        | 1     | 470-858            |
| Reporting Absence .....                           | 6        | 1     | 2279               |
| Safety Supervisor .....                           | 5        | 1     | 558-749            |
| Suggestions .....                                 | 5        | 1     | 904                |
| Temporary Badges .....                            | 6        | 1     | (Apply at counter) |
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LEADS THE WAY.. *In Radio.. Television.. Tubes.. Phonographs.. Records.. Electronics*