

Western Electric Company

**FOR
YOUR
INFORMATION**

**WESTERN ELECTRIC
HAWTHORNE WORKS**

FOR YOUR INFORMATION



Western Electric Company.
INCORPORATED
HAWTHORNE WORKS

Foreword

THIS booklet is issued to assist you in becoming better acquainted with the Western Electric Company and to give you information which should be useful to you in working at Hawthorne.

It is recommended that you retain your copy permanently as you will probably have occasion to refer frequently to the information which it contains.

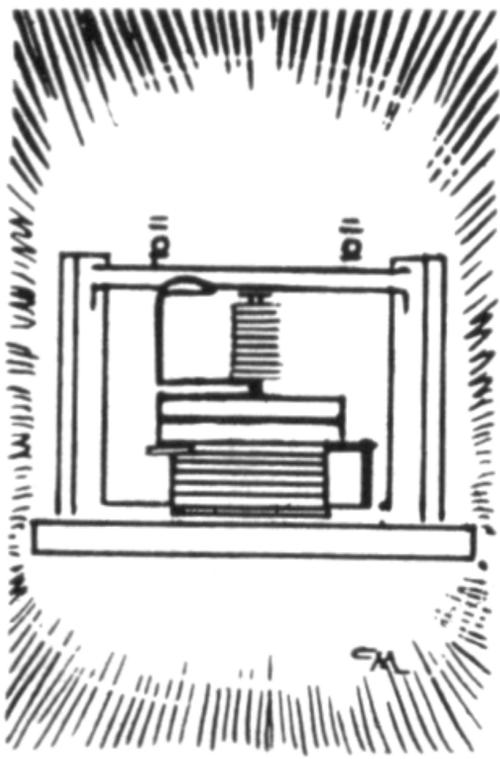
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About The Western Electric Company

A partnership formed in 1869 between a telegraph operator, Enos M. Barton, and a professor, Elisha Gray, was the beginning of the Western Electric Company. Each partner put \$2,500 into the business, Barton's mother helping him to pay his share by mortgaging the family farm for \$400.00. In a shop located first in Cleveland and then in Chicago, Gray and Barton manufactured electrical apparatus, and in 1872 the firm name was changed to Western Electric Manufacturing Company.



It took courage to go into this business. In those days electricity was little used. There were no electric lights, no electric motors. The telephone had not yet been invented. The firm made telegraph instruments, signal boxes, call bells, and fire alarms, and it acquired a reputation for splendid workmanship.

Then in 1875 Alexander Graham Bell invented the telephone. The instruments were at first made by his assistant and later by several different shops, in-

cluding that of the Western Electric Manufacturing Company.

The telephone business had hardly begun, however, when it became clear that if one telephone was to operate successfully with others, all of them would have to be made according to the same standard. The American Bell Telephone Company, seeing this need for standardization as well as for a dependable source of supply, in 1881 acquired control of the Western Electric Manufacturing Company, which consolidated with several other companies, and the name became the Western Electric Company. It thus came to be the manufacturer of Bell telephones and equipment, and it has continued so ever since.

From these modest beginnings the Company has risen to the important position it holds today in the field of electrical communication. It is the chief source of supply for the Bell Telephone System, for whom the greater part of its work is done. It manufactures not only telephone instruments but cable, switchboards, and thousands of other kinds of apparatus required by the telephone industry. In addition, its products are used in other fields for the transmission, reproduction, or amplification of sound.

The headquarters of the Company are located at 195 Broadway, New York City. Its manufacturing plants are the Hawthorne Works, at Chicago, Illinois; the Kearny Works in New Jersey; the Point Breeze

Works at Baltimore, Maryland; and the Queensboro



Works in New York City. The Company operates distributing houses in twenty-nine of the country's principal cities. Through these it furnishes equipment to the telephone companies. It has a mobile field force engaged in installing central office equipment for the telephone companies. The Company acts as purchasing agent for the Bell System and conducts buying operations

on an extensive scale.

The Western Electric Company owns a number of subsidiary companies which carry on special phases of the business. Electrical Research Products Inc. provides a means for the sale of products developed by Bell Telephone Laboratories and manufactured by Western Electric, having application in fields outside the telephone industry. Notable among these is equipment for recording and reproducing sound motion pictures.

The Teletype Corporation at its plant in Chicago manufactures printing telegraph equipment. The Nassau Smelting and Refining Company is engaged in processing scrap metals resulting from manufacturing operations, and other material removed from the Bell System plant. The Manufacturers' Junction Railway provides terminal facilities for the Hawthorne Works and other industries in the vicinity.

About the BELL SYSTEM



From the foregoing you can see that, having entered the Western Electric Company, you have become a member of the Bell System,



a federation of telephone companies allied in giving a nation-wide public service. At the head of this federation is the American Telephone and Telegraph Company. Associated with it are twenty-three operating companies each of which furnishes telephones service in its own area. These companies are owned in whole or in part by the American Telephone and Telegraph Company.

The Long Lines Department of this Company operates circuits which unite the service rendered by these companies into a nation-wide network.

Can Connect With 93% Of World's Phones

As of the last quarter of 1936, the Bell Companies were operating 14,500,000 telephones in the United States. The other 3,500,000 telephones in this country are operated by several thousand smaller companies, almost all of which have arrangements to

connect with the Bell System lines. The American Telephone and Telegraph Company has also established service with foreign countries, and through the Bell System it is possible to connect with any one of nearly 33,000,000 telephones—93 per cent of all there are in the world.



The Western Electric Company is owned by the American Telephone and Telegraph Company. As already described, it serves as the supply organization for the Bell System. Through the Western Electric Company the telephone companies obtain equipment manufactured according to uniform standards and at economical prices.

Laboratories Play Important Role

Bell Telephone Laboratories is the research organization of the Bell System. It is jointly owned by the American Telephone and Telegraph Company and the Western Electric Company. Its technical staff is engaged in developing the communication art and apparatus that will make telephone service better and cheaper. It is in these laboratories that the products made by Western Electric are designed.

The aim of the Bell System is to furnish the best possible telephone service at the lowest cost consistent with financial safety.

ABOUT YOUR JOB

Identification Cards

Watchmen are provided at each gate to prevent unauthorized persons from entering the Works. The identification card with which you are provided will admit you without delay. If you should lose this card inform your supervisor and a replacing card will be issued for which a small charge will be made.



Hours of Work — Overtime

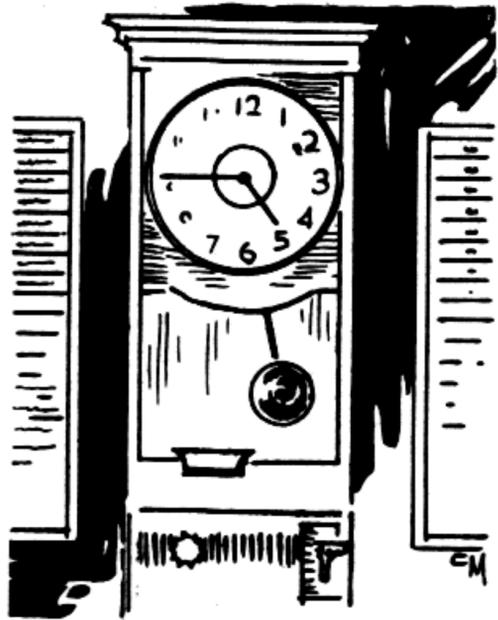
Your supervisor will inform you as to working hours, starting and stopping time, and the established overtime allowance practices.

Time Records

A record of your time is necessary for the Pay Roll organization to compute the amount of your pay and to make certain that you receive it on the regular pay day. Your supervisor will instruct you how to use the time clock provided for this purpose.

If you are obliged to leave your department before

closing time be sure to secure the necessary permission and pass from your supervisor and to register on your card as he instructs you. Otherwise your time will be inaccurately recorded and its correction will cause extra work and delay due to special handling by the Pay Roll organization and your supervisor.



If you are unable to report for work, your supervisor should be notified as early in the day as possible.

How You Are Paid

You will receive your pay once a week covering work during the preceding week. Your supervisor will inform you on which day of the week the department is paid, and will supply you with a slip which will show how the pay is computed. The paymaster will come to your department and give you a draft for the amount shown on the slip.

If it is not convenient for you to cash the draft at your local bank, your supervisor can tell you of places in the plant where you may have your draft cashed by the Company or of certain retail stores that will cash it.

Vacations

When you become eligible for vacation with pay

you will be notified in advance of the vacation season and given an opportunity to discuss the matter with your supervisor.

A vacation schedule is prepared for the Works each year. Employees are expected to take their vacations, whether eligible or not to vacation *with pay*, in accordance with the plan unless special arrangements are made.

Holidays

The following holidays are regularly observed by Hawthorne Works:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Good Housekeeping

It is just as essential in industry as in the home to have a place for everything and everything in its place. The Company makes every effort to keep floors clean and aisles clear for reasons of both efficiency and safety. A little thoughtfulness on the part of each of us will help a great deal in keeping order. Good performance extends beyond the completion of a task to maintaining workmanlike conditions in our place of work.

Safety

In the Company's operation, safety has been an important consideration for many years. Supervisors are instructed to be constantly vigilant in the control of accident hazards. Machines must be guarded with the most efficient precautionary devices. Workers are provided with safety facilities, such as goggles, respirators, and protective clothing, when determined as necessary, for each specific operation to which they are assigned. An opportunity is provided to all employees to purchase safety shoes at reasonable prices.

Guards Only Partial Solution

Experience has shown that after a company has done the utmost in providing guards on machinery and in devising safe methods and processes, it has accomplished only a small part of the accident prevention job. Real success depends on obtaining the hearty cooperation of each worker. You should, in the interest of yourself, your family, and the Company, resolve to follow the safety regulations and avoid taking any chances whatever of injury to yourself or to your fellow employees.

Statistics show that employees lose considerably more time from work on account of accidents outside of working hours than they lose as a result of injuries received while at work.

It pays to be careful everywhere—on the street and at home as well as at work.

Health

There are over one hundred million cases of illness causing lost time from productive work each year in the United States. These illnesses are both dangerous and expensive to workers. To assist in keeping them as low as possible, the Company provides sanitary and healthful working conditions and expects each employee to do his or her part in maintaining this hygienic standard.

Information on good health practices concerning **FOOD, CLEANLINESS, EXERCISE, SLEEP AND FRESH AIR** is distributed and its use is encouraged.

GOOD HEALTH pays its own dividends in both enjoyment and earning capacity the year 'round.

Medical Service

A medical staff has been provided to assist you while on Company premises in case of an accident or sudden illness. No matter how small your injury may be or at what hour of the working day it happens, *you should report at once to your supervisor.* It often happens that a small cut or scratch becomes infected and may lead to serious results if not promptly treated. If you will have these small injuries taken care of at once by the medical staff, you will probably save yourself pain and possible permanent injury.

You will incur no loss in earnings for time spent in securing first aid treatments in the Company Medical Department.

Restaurants

The Company provides a cafeteria and a table service restaurant in the main restaurant building, a cafeteria in the Cable Plant, and lunch counters at various locations throughout the shops.

Special Noon Hours

These facilities are open to all employees during their regular noon hours. If it is necessary for you to use the restaurants or cafeterias at any other time, special arrangements should be made through your supervisor.

Bulletin Boards

The bulletin boards in various parts of the buildings are an official means of supplying information to employees. On them are posted, from time to time, Company announcements and items of interest to employees regarding safety and club activities.

The Hawthorne Microphone

The Hawthorne Microphone is the monthly newspaper of the Hawthorne Works and is published for the information of employees. It contains interesting articles pertaining to the general operation of the business, the activities at the different locations, and news items of employees. It will help you to widen your acquaintance and keep informed on Company matters.

ABOUT THE

PLAN *for Employees*

- Disability
- Pensions
- Death Benefits

Under certain requirements as to eligibility depending on length of service, the Company undertakes the payment of definite amounts to employees, based on their rate of pay, when they are disabled through accident or sickness and when they are retired from service. In the event of death of an active employee, a benefit may be paid to certain relatives if dependent. This plan is commonly referred to as "The Employees' Benefit Plan," and its provisions are set forth *officially* in the pamphlet entitled "Plan for Employees' Pensions, Disability Benefits and Death Benefits."

The expense of the Employees' Benefit Plan is borne by the Company and it does not require support from the employees either directly or indirectly.

The Employees' Benefit Plan has not been devised to meet all the needs of employees in case of accident or sickness, nor to provide pensions large enough to maintain them fully in old age. It cannot take the place of life insurance for dependent members of the family when the employee dies. It does provide some material assistance at the time it is most needed. To meet all contingencies it should be supplemented by other sources of income or savings which the employee should provide.

about

CREDIT UNION **THRIFT** **BLDG AND LOAN**



The Company endeavors to keep its employees informed and interested in the means available for practicing thrift, and certain services and facilities have been provided for that purpose.

Counsel in Thrift

Employees desiring information will be put in touch by their supervisors with those best qualified to advise on matters of home buying or building, use of banking facilities, insurance programs, and other personal financial problems.

You are earnestly urged to recognize the importance of protecting your dependents and yourself through such life insurance as fits your needs, and also by systematically saving and investing a portion of your pay. The Company will assist you in this direction by the Plans described below. You will become eligible to subscribe to these Plans after you have completed six months' continuous service. Your supervisor will be glad to supply you with additional information concerning them.

Employees' Life Insurance Plan

Under the Employees' Life Insurance Plan the

Company agrees to deduct regularly the amount of premiums from wages of employees who buy insurance policies from the insurance company with which the Western Electric Company has an approved payroll deduction arrangement. The Company then remits the deducted amount to the insurance company.

Our Company has no financial interest in the underwriting of the insurance.

Employees' Savings Plan

Through the Employees' Savings Plan an employee may conveniently and regularly accumulate savings for both periodical needs and investment. The Plan is especially helpful in preparing for the expenditures which may be required for insurance, taxes, fuel, vacations, and Christmas.

Under this Plan an employee may select any bank, open a savings account, and arrange for the Company to deposit each week a certain sum from his pay. Individual account books are furnished by the bank. Withdrawals are handled by the employee direct with the bank. The Company assumes no responsibility for the account and performs only the function of assisting the employee to make the deposits.

Building and Loan Association

The Hawthorne Club Savings, Building and Loan Association is an employee-owned and operated or-



ganization offering to its members a means of conservative investment of savings as well as an opportunity to finance the purchase of a home or to refinance existing home mortgages.

Employees' Credit Union

The employees of the Hawthorne Works operate a Credit Union which is a cooperative association incorporated under the law of the State of Illinois, and has as its objectives:

1. The promotion of thrift among its members, and
2. The establishment of a source of credit so that members may borrow for provident and productive purposes at reasonable interest rates.

If you wish more information about this organization your supervisor will refer you to the proper persons in the Credit Union.

ABOUT THE Hawthorne Club



The purpose of the Hawthorne Club is to further fellowship and to provide social, athletic, educational, and other activities. This club is composed of and is operated by Western Electric Employees and you may take part in the Club activities at any time you wish to, as it is your Club. The officers are elected annually and they supervise and direct all of its activities. Get in touch with the Club representative for your department or see your supervisor for any information about the Club that you may desire. He will be glad to help you.

Many social and athletic activities are carried on throughout the year by the Club. You may dance at the parties, shoot on the rifle range, play table tennis, baseball, or tennis; bowl, exercise in the gymnasium; or you may join one of the groups of employees that meet to follow special hobbies. You are invited to join in all or any of these activities and to get acquainted with your fellow employees.

The Club maintains a cooperative store as a convenience to its membership where you may purchase various items.

The Club also sponsors evening school classes in courses for which and whenever there is sufficient demand. In addition to special vocational subjects pertaining to the work done at Hawthorne, such as courses in Telephony, Manufacturing Practice, Typing and Comptometry, the school also offers general courses in such fundamental subjects as Business English, Mathematics, and Electricity and Magnetism, which are often very helpful in the daily work. There are also courses along lines of more personal interest, such as Automobile Theory, Home Maintenance, Sewing, etc. There is a small enrollment fee for each course.

Conclusion



While in a Company as large as ours fixed rules and standards are, in a large measure, necessary elements in the proper conduct of the business, you will find the daily work is carried on in a spirit that is both friendly and just.

The cooperative effort of every employee in the performance of his work and in his relations with supervisors and fellow workers will react to the mutual benefit of employees and the Company.

Frequent reference to this booklet will help you to a better understanding of the Company's purposes and activities. However, should any questions arise in which you are interested, whether they concern your own welfare or the Company's interests, do not hesitate to consult your supervisor.

PLAN OF HAWTHORNE WORKS

Showing Building Numbers

