

Your Job at the Orlando Division

MARTIN COMPANY

Welcome to Martin Company. It's a pleasure to have you here and we hope you will enjoy working with us. We've prepared this booklet for you as a guide to your new job. It will answer some of the questions you might have about the way we do things at the Orlando Division. Of course, it does not present all company policies and procedures, so do not hesitate to ask your supervisor for additional information and assistance.

A handwritten signature in white ink, reading "G. T. Willey". The signature is fluid and cursive, with a large, looping initial "G" and a long, sweeping underline.

G. T. Willey
Vice President & General Manager

Basic Objectives at Martin

- To direct our abilities toward designing and producing weapon systems and other products for the defense and welfare of our nation.
- To provide equal opportunity for employment and advancement to all qualified persons without regard for race, color, creed, or national origin.
- To deal fairly with each employee and to pay each employee properly for service rendered.
- To maintain safe, orderly, and efficient working conditions.
- To manufacture a quality product, on schedule, at a reasonable profit.
- To do our best to promote cordial relations between the company, its employees, and the community, and to win the respect of all who are associated with us.



Your First Week

To assist you with personal problems, our Industrial Relations Division has a group of trained staff men. On the day you begin your new job one of the first persons you meet will be an Industrial Relations Representative. He will be glad to help you with your personal problems or answer any questions.

Personnel representatives are thoroughly familiar with company policies and procedures. You will find them prompt, efficient, and courteous. Even after you have been with us for some time and are familiar with your job, don't hesitate to ask them for help. If representatives are not available when needed, see your supervisor who will arrange a meeting with one for you.

Personnel

If you have just arrived from out of town, or if you have been here a while and want to move to a new place, contact Housing Administration, at extension listed in company telephone book. Here we keep up-to-date listings of available apartments and houses.

Housing and Living Accommodations

Our main plant which is immediately accessible to the state and nation's super-highway network is located about 9 miles southwest of Orlando. Most employees drive their car to work or ride with others who live in their neighborhood. You are urged to join a car pool. Sharing your car is a good way to ease congestion and cut down on everybody's driving time. There are a number of "share the ride" boards located at convenient points around the plant to assist you in obtaining a rider, finding a ride for yourself, or establishing a ride pool.

Transportation to Work



Occasionally during working hours your job may require you to travel from the main plant to some other place on company property. There is no need to use your car during working hours. Bus service operates between plants. Your supervisor will tell you where and when to use company transportation.

Cafeteria Service

The modern cafeterias in our plant serve wholesome meals on a nonprofit basis. During the half-hour lunch period specified for your group, you may buy your lunch in the cafeteria or, if you like, you may bring your own lunch and eat it in the cafeteria or in your work area.

The schedule of lunch hours is arranged to cut delay as much as possible. If you observe your scheduled lunch time, move briskly, make prompt selection of food, and have change ready when you near the cash register, you will receive the fastest possible service.

Tools for Your Work

A good craftsman owns enough tools of the right kind to do his work well. Additional personal tools may be required as you progress with the Company. When you were hired you were informed about any hand tools that you would need. As a condition of employment, you must have the tools necessary for your work.

Special-purpose tools that make it easy for you to do particular work accurately and well are available for many jobs. These tools are company-owned and are supplied through the tool cribs. Employees withdrawing company tools are responsible for them until they are returned to the tool crib.



CHICKEN	RICE	SOUP	75
27	SPECIALLY		
STRIP	STEAK	OR	
	BROILED	LOBSTER	
WITH ONE	VEGETABLE		75
PEAS	OR CORN		
TEA	WHITE	MILK	
	WATER		10 15



Security and Protection

Our products are weapons systems and associated equipment for the United States Army, Navy, and Air Force. Therefore, your job might often require you to use materials and information that will need *special* protection in the interest of National Defense. Recognizing this need, the Government has established Federal Security Regulations. Our company has signed a contract with the Department of Defense agreeing to comply with these regulations. You, as an employee, have certain personal obligations under this contract. In order to fulfill your obligation, the following facts are provided to serve as a guide.

Classified Information

Information that needs protection in the interest of National Defense is called "*classified information*." Before employees are allowed access to classified information, they must fill out government clearance forms, meet certain requirements and be investigated, after which they are given what is known as a *clearance*. In addition, to have access to classified information, any person must also have a "NEED TO KNOW" the information in connection with his or her job duties. This need to know must always exist in addition to security clearance. Classified information is divided into three levels, these are: TOP SECRET, SECRET, and CONFIDENTIAL.

Often it will be difficult to know the importance of all the things you will see and hear on the job. Therefore, limit business discussions to persons directly connected with your job. Never discuss classified information on the telephone or within hearing of unauthorized persons. You will be respected for being careful!

Wear your identification badge in plain view on the upper left front of your outer garment while you are on company property. Our company badges are coded with both color and number code to indicate the level of classified material which a person is cleared to handle.

Identification Badges

1. Blue (No. 1) badge indicates *Top Secret* clearance.
2. Yellow (No. 2) badge indicates *Secret* clearance.
3. Red (No. 3) badge indicates *Confidential* clearance.
4. Green (No. 4) badge indicates *No Clearance*.

If you forget your badge, you may obtain a temporary badge by proving your identification at certain gates.

Utmost care must be taken to prevent loss of your badge; however, if you do lose it inform the Security Department immediately and a duplicate will be issued. A \$2 charge will be made to partially cover replacement cost.

The speed limit on all streets and roads on company property is 30 M.P.H. except on parking lots and the fenced-in area where the limit is 15 M.P.H.

Traffic

The guards supervise parking on the company parking lots and will assign you a parking location according to the time of your arrival. Passengers should be discharged or picked up at your parking location and not on roadways.

We will make every reasonable effort to safeguard your personal property while it is on the premises; however, we obviously cannot assume financial responsibility for it. Therefore, you should bring to the plant only the things needed for your work.

Personal Property

Lost and Found Service is maintained for your convenience at Guard Headquarters—Extension 2500. Anything found should be turned in to that office so the owner may claim it.

**Cameras**

Because of the nature of our work, photographs by other than official company photographers may be made only with specific permission of the company. Except for these preapproved instances, cameras are forbidden on company property.

**Document
Control**

Another important security requirement concerns controlling the handling of classified documents. These regulations do much to prevent leaks of vital information. However, one careless act in handling classified material could do as much damage as an act of espionage. For this reason, violators are subject to federal penalties. The basic rules for handling classified documents are:

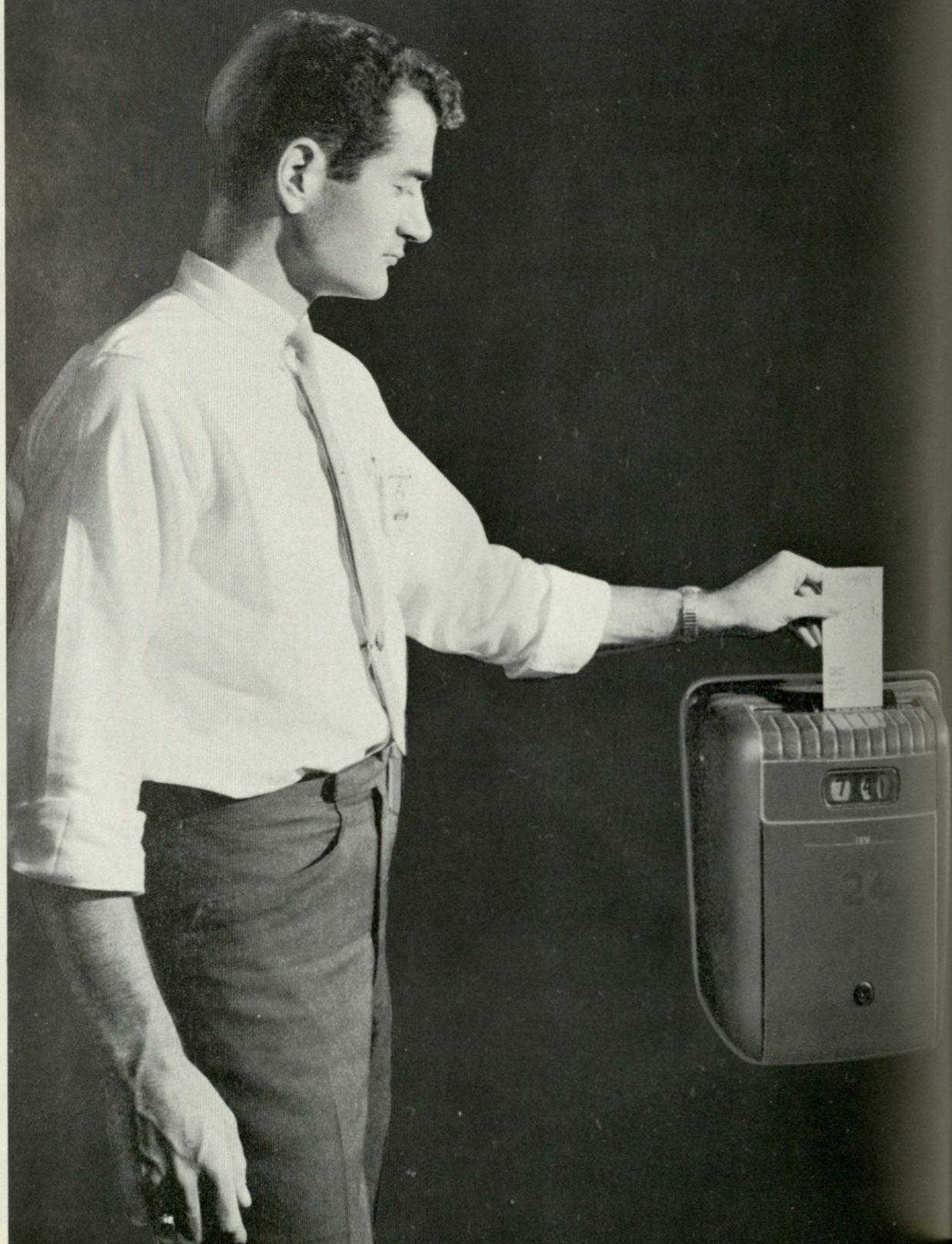
1. Classified information may be utilized only in a restricted area.
2. When in use it must be under the surveillance of an authorized person.
3. When not in use it must be stored in locked files or desks equipped with combination lock and bar.
4. Classified documents coming into or going outside the plant must be logged with the classified mail center.

To obtain specific information about these and other security regulations, the Martin Security Manual is available at the Engineering Library.

Federal Law

Federal laws (Sabotage Act, Espionage Act) impose heavy penalties on anyone who, having reason to believe that his act may interfere with national security, shall wilfully make any material in a defective manner.





Work and Pay

Normally we work eight hours per day, Monday through Friday. Deviations from this schedule are sometimes required for special service personnel or changes demanded by production schedules.

Working Hours

Your shift will not necessarily begin on the hour or half-hour. Shifts of different departments are sometimes staggered to speed traffic movements in and out of the plant.

Lunch periods of one-half hour normally are on employees' time. Department lunch periods are staggered to prevent overcrowding of the cafeterias. Your supervisor will notify you of the time for your group.

You are given a time card on which you must record the time you start and end each workday. It is important that you ring your time card at your assigned time clock. These time clocks are placed at various locations throughout the plant, as near as possible to the employees assigned to them. After ringing your clock, be sure you replace your card in the rack. It is not necessary to ring in or out for your lunch period.

Time Records

Your time card is used to determine your pay. If you fail to ring in or out at any time, notify your supervisor promptly so that you may be credited for your total hours worked.





Your company is proud of its employees and recognizes their long and loyal service through the presentation of gold service pins.

Service Awards

These pins are awarded to employees upon the completion of five years of service. At the completion of 10, 15, 20 and 25 years of service, jewels are added to the pins; for 10 years, sapphire; 15 years, ruby; 20 years, emerald; and 25 years diamond.

When you were interviewed by the Employment Department, you discussed and agreed upon a starting rate of pay. This rate falls within the range for your job classification.

Your Rate of Pay

Periodically the capabilities of all employees are appraised. Opportunities for advancement are excellent. It is our policy to promote qualified men already employed rather than bring in new men to fill positions as they become available. Your supervisor will gladly answer questions and discuss your progress in your work and your eligibility for advancement.

Hourly classified employees working on the second and third shifts will receive a cash bonus for hours worked. These cash bonuses are added to your base pay for purposes of computing overtime.

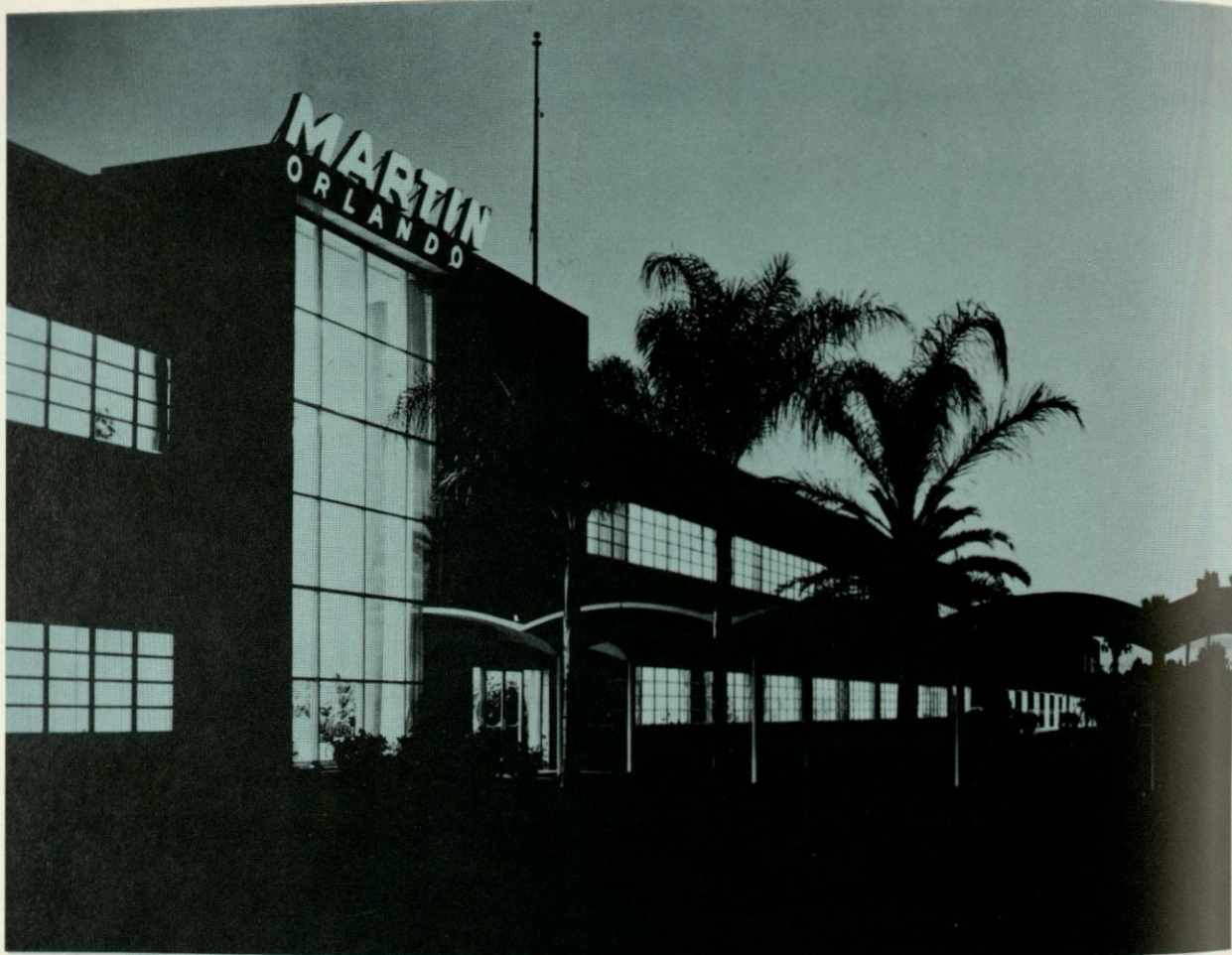
Night Shift Premium

Salaried employees also are entitled to additional compensation for work on the second or third shift.

Sometimes an important job just can't wait until tomorrow or next month to be finished. Then we work overtime and are paid in accordance with federal statutes and company policy. Your supervisor will try to let you know in plenty of time if you are needed.

Overtime

Hourly employees will be paid one and one-half times their basic hourly rate for time worked in excess of eight hours in one day, or 40 hours in any payroll week. Under certain circumstances, one and one-half times the basic



hourly rate will be paid for time worked on the sixth day of the work week regardless of whether or not such hours are over 40 per week. Payment of double time will be made in accordance with existing payroll procedures.

If you are needed to work on a paid holiday, you will receive the applicable hourly rate for all hours worked plus eight hours holiday pay.

Salaried employees will be paid overtime when it is authorized.

Pay Procedure

Hourly employees are paid by check each Friday for the week ending the preceding Sunday, except that employees assigned to the evening shift are

paid on Thursday. Salaried employees should check their supervisor concerning their pay schedule.

When payday falls on a holiday, you will be paid on the last working day before the holiday. You will receive your paycheck in your work area. All of us get our checks during regular working hours.

A stub is attached to your check showing your total wages, your deductions, and your take-home pay. Other deductions, when authorized by you, are also shown on the stub. A part of your pay is withheld as required by law to pay:

1. Your contribution to your Federal Old-Age and Survivors Insurance (Social Security).
2. Your Federal Income Tax.

Your supervisor will answer your questions about your pay; if there is a mistake, he will have it corrected.

Since the company must plan for a definite payroll distribution each payday, no advance upon wages is made to any employee.

If you leave the company, give us at least three days notice. Otherwise, we won't have time to adjust the records and have your pay ready for mailing shortly following your termination. Before an employee receives his final pay, he must turn in all company property that has been assigned to him. Also employees who have security clearance will be required to sign a security termination statement.

MARTIN COMPANY
ORLANDO DIVISION
FLORIDA

No. 006-206740

MARTIN MARIETTA
7/22/62 63-215
631

MARTIN COMPANY
ORLANDO DIVISION
FLORIDA

PAY PERIOD ENDING: 7/22/62

EMPLOYEE NO. 872-14083 RATE 156-68-0932 REGULAR EARNINGS 101.20 SIDE LEAVE OVERTIME EARNINGS 15.18

REGULAR 40.0 OVERTIME 4.0 DOUBLE TIME 13.93 PERSONAL WITHHOLDING 3.64 F.I.C.A. 16.15 TOTAL WAGE 116.38

NAME J.J. Doe

CHECK NO. 206740

BONDS 3.75 CHARITY .25 TOOLS 2.25 TUITION 5.50 COMPANY INVOICE 2.80 UNION INSURANCE 1.60 LIEN OTHER

PAY ADJUSTMENT CODES:
A - VACATION LESS NIGHT BONUS
B - HOUSING PAY
C - TEACHING FEES
F - FLIGHT PAY
H - HOURLY ADJUSTMENT
N - NEW EMPLOYEE
O - OVERTIME PAY ONLY
R - RETROACTIVE RATE CHANGE
S - SHIFT ADJUSTMENT
T - TERMINATION
V - VALUE OF VACATION
C - COMBINATION

STATEMENT OF EARNINGS AND DEDUCTIONS. DETACH AND RETAIN FOR YOUR RECORD

Absenteeism

We cannot build missiles and other products with employees who are not present and on the job. We have assured our customers that their products will be ready by specific delivery dates and we need you on the job every day to help keep that promise.

There may be times when you cannot avoid being absent because of a serious emergency. When you know in advance that you must be absent, obtain permission from your supervisor who will try to arrange for someone else to do your work. When emergencies arise unexpectedly, requiring you to be absent, explain your absence to your department by telephone or telegram. If three days go by without any report or acceptable explanation from you, we will assume that you have resigned as of your last day worked.

Above all, try to be on your job every day. Your reputation for dependability is important to you and is directly affected by your attendance. Excessive absenteeism regardless of cause cannot be tolerated.

**Reporting
Late for Work**

Time records for hourly employees are figured on tenths of an hour. For lateness up to and including six minutes, one-tenth of an hour is deducted from your pay. If you are more than six minutes late, an additional one-tenth of an hour for each six minutes or part of six minutes will be deducted. These are not penalty periods—merely deductions for time not worked.

If you report for work after your regular starting time, give your name and badge number to the guard at the gate. If you are an hourly employee, he will give you a LATE PASS. Ring in on this pass at your time clock and present it to your supervisor.

If you will be delayed in reporting for work, notify your department by telephone immediately—in no event later than two hours after your regularly scheduled starting time.

FORM 2124
 OCT 60 2124
 10-10-60

LATE PASS

EMPLOYEE

PUNCH IN ON THIS CARD
PRESENT CARD TO SUPERVISOR IMMEDIATELY

NAME A. SMITH

CLOCK NO. 577-11980 DATE 4/26/62

REASON FOR LATENESS: DENTIST APPOINTMENT

SUPERVISOR
John J. Smith

DAY	IN	OUT	IN	OUT
MON. 1347				
TUE.				
WED.				
THU.				
FRI.				
SAT.				
SUN.				

THIS SIDE OUT FOR
LATE PASS

If you report for work later than two hours after your assigned starting time, the guard at the main gate will call your supervisor to see if you can be used for the remainder of the shift.

We all have a "service date." This date shows the length of our continuous service; usually, it is our hiring date. No break in our records is made for military service provided that Selective Service and company regulations about returning to work are followed.

Service Date

The service date is used to determine your eligibility for pensions, vacations, service pins, sick-leave pay, and other purposes.

More than 98 percent of our employees have accepted the responsibility of contributing to those less fortunate. Contributions are withheld each week, in the amount designated by the employee. There will be no solicitations in the plant other than once each year on behalf of United Appeal.

United Appeal



Special Benefits

Martin provides numerous benefits and services for employees. Most of these provide cash payment; for example, sick-leave pay and paid holidays. Others, such as our Pension Plan and Group Insurance, are primarily for the security of employees and their families and, of course, they also have a money value.

The purpose of all benefits is to make the company a better place to work.

Thousands of Martin families receive help each year through the Group Insurance Plan.

Group Insurance

Low cost group insurance is available to you through the company's contract with a large insurance company.

The plan provides:

1. Life and Accident insurance.
2. Weekly disability payments.
3. Surgical and hospitalization, and maternity benefits for employees.
4. Surgical, hospitalization, and maternity benefits for employees' dependents.
5. Medical catastrophe.

The company pays a substantial part of the premium of this insurance and assumes all administrative costs, giving you an opportunity to obtain insurance protection at a much lower cost than would otherwise be possible. This plan is offered to all new employees, and nearly all of our employees carry this insurance.

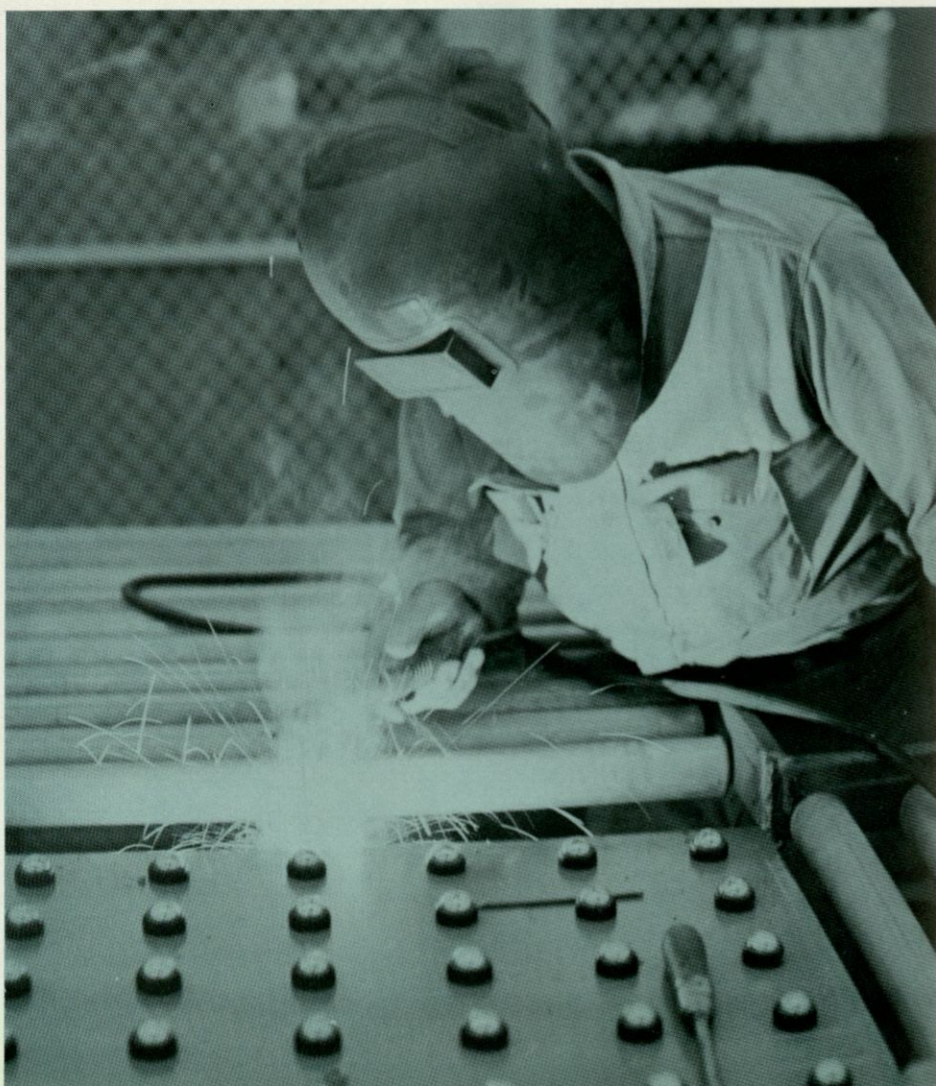
To protect your health a first aid station is located in the plant. There you can be treated for all injuries incurred while at work. Trained nurses and first aid attendants work under the direction of physicians experienced in industrial hospital practice and staff the First Aid rooms which are located throughout the plant. When First Aid rooms are closed you must report all work connected

Health and Safety

injuries to the Security Guard Force, Extension 2200, or GA 4-0087. We have ambulance service available in the event of severe injury or illness while at work.

The prevention of industrial accidents receives a lot of attention from your supervisor, the Safety Section, and all divisions of the Company. Our accident and fire prevention program is operated on the basis that it is better to spend thousands to prevent accidents than it is to have even a few injured employees. As a result, there are relatively few hazardous conditions in our plant.

The big problem in accident prevention in any company is not one of





hazardous condition, but of injuries that result from careless work habits. Any plant must have stairways, hand tools, and aisles; all employees must handle objects. A fall in a stairway or an object dropped on one's foot can be just as serious as a machine accident. The only solution to injuries of that type is careful workers, and unless each employee makes a sincere effort to protect himself, the efforts of the company to provide safe working conditions will not mean much.

As a guide to safe work habits, we have some general safety rules outlined in this booklet, in addition to the special departmental safety rules that will be called to your attention. Please read these rules if you haven't already. They are for your protection and you should willingly obey them.

Standard protective devices are provided by the company without cost to the employee. Respirators, gloves, safety glasses and protective creams can be obtained from the Tool Crib. If you are told that you must wear goggles, certain types of shoes, or ear protection, it is because they may protect you from an injury. To encourage the wearing of safety shoes, your company has a safety shoe store. You can purchase safety shoes through payroll deduction. Also, safety glasses, made to your individual prescription, are available at low prices through payroll deduction.

When returning to work after an illness of six or more days, or any injury or hospitalization, you must be cleared to resume work. Report to the Medical Department with a statement from a Doctor of Medicine showing the diagnosis, period of disability, and date permitted to resume work. The Group

**Returning
To Work**