

# **HANDBOOK**

*For*  
**EMPLOYEES**



**The BEST TOOLS  
money can buy!**

**P & C TOOL COMPANY**

636 32nd Street

MILWAUKIE, OREGON

P.O. BOX 22066

PORTLAND, OREGON 97222



# General Index

<b>A</b>	<b>H</b>
Attendance ..... 5	Hiring Policy ..... 5
<b>B</b>	History of Company ..... 3
Bulletin Boards ..... 18	<b>L</b>
<b>C</b>	Lost and Found ..... 19
Change of Address ..... 20	<b>P</b>
Company Purchases ..... 19	Pay Days (and Pay Checks) .... 5
<b>D</b>	Promotions ..... 12
Deductions (Payroll) ..... 11	Publications ..... 20
<b>E</b>	Purchase of Tools (From P&C) 19
Employee Responsibility .... 5	<b>R</b>
<b>F</b>	Rules, General Company 7, 8, 9, 10
Fire Protection ..... 14 & 15	<b>S</b>
Fringe Benefits ..... 16 & 17	Safety ...
(Total Compensation)	Safety, General ..... 13
<b>G</b>	Safety Equipment ..... 16
Garnishments ..... 7	Safety Committee ..... 16
(& Financial Problems)	Service Pins ..... 12
<b>T</b>	<b>T</b>
<b>V</b>	Tardiness ..... 6
	Termination (of Employment) .. 9
	Time Cards ..... 6
	<b>V</b>
	Vacation ..... 12



To Every P & C Employee:

The operation of the P & C Tool Company has been a satisfying work experience for many people since it was started at this location in 1923.

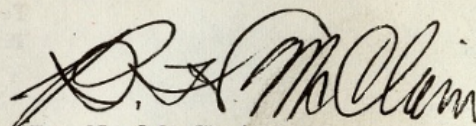
It is our intention that P & C will continue to be a place where people can find satisfactory achievement of their personal goals in a work relationship that is meaningful and rewarding.

We are an organization of people - people working with other people; people operating machines in the production of quality tools; people packing and shipping these tools and displays to the market place.

We endeavor to incorporate the personal efforts of each individual into the company plans and purpose in a manner that makes employment at P & C a pleasant experience.

We hope that you find this true for you. Welcome to P & C !

Yours sincerely,

  
B. H. McClain  
President

## History of the Company

Since 1923 when "P & C Hand Forged Tool Manufacturing Company" was organized in Milwaukie, Oregon as an Oregon Corporation, the familiar P & C hexagonal trademark has stood for top quality hand tools.

Two Scandinavian tool makers, John Peterson (P) and Charles Carlborg (C), started the manufacture of P & C tools in McCall, Idaho. The basic raw material for their hand tools was steel from Ford axles. They first operated a small garage and blacksmith shop where they found it necessary to make their own repair tools. Soon other mechanics wanted these quality tools and thus the P & C Tool Company was born.

Shortly afterwards P & C was established in Milwaukie, Oregon. The company was originally housed in a building which was built to accommodate the manufacture of automatic fire and call alarm systems.

P & C has gradually expanded over the years to meet continuously increasing demands for quality tools.

The present main office building was built in 1956. In 1962 the loading dock area and warehouse was completed, along with an addition to the display manufacturing area. The plating plant and another addition to the plant area was completed in 1967.

P & C became a subsidiary of Pendleton Tool Industries, Inc. of Los Angeles in 1941. The company name was shortened in 1956 to "P & C Tool Company".

In 1964, Pendleton Tool Industries, along with it's P & C and other subsidiaries, became a subsidiary of Ingersoll-Rand Company of New York City.



## Our Plant and Product

P & C's plant, warehouse and offices are located on approximately five acres on the outskirts of the Milwaukie industrial area.

All our facilities for manufacturing are constantly being brought up to date to meet ever increasing demands for expanded production, quality and exacting tolerance specifications.

The complete P & C line includes mechanics tools, carpenters tools, automotive, heavy industrial and plumbing tools.

The P & C display department produces thousands of attractive display merchandisers to help sell the tools. Merchandiser displays are also made for other divisions of the company.

Distribution is channeled through wholesale hardware, automotive and industrial firms. P & C sells a large volume of its tools through retail hardware stores. Merchandising is accomplished by tools mounted on attractive revolving floor displays and wall-ette (pegboard displays). Sales to all retailers are made through wholesale distributors. Customers are located in every state, Canada, Mexico, Central America and overseas.

Quality control inspection, coupled with a material and workmanship guarantee, insure that our customers purchase "The Best Tools Money Can Buy".

## Hiring Policy

P & C is an equal employment opportunity company.

It is the policy of P & C to hire, promote and pay employees on the basis of competence and potential for advancement, regardless of race, color, religion, national origin, age, sex or formal education.

We try to meet not only the letter but also the spirit of the law to maintain an attractive climate for any qualified employee.

It is the policy of P & C to not employ close relatives of present employees.

## Pay Days and Pay Checks

All employees are paid by check.

All first shift employees receive their checks Friday morning. All second shift employees receive their checks on Friday at the beginning of their shift.

Each week's check covers time worked during the preceding pay period. Hence, a new employee receives his first pay check the Friday of the second week after having begun work.

## ATTENDANCE AND EMPLOYEE RESPONSIBILITY

### General Information

When you came to work here, you expected P & C to fulfill certain responsibilities to you: Regular pay, employee benefits, good working conditions.



Similarly, P & C expects you to accept responsibility for attendance, your work area, your production standards and a congenial attitude toward your fellow employees.

You are expected to be at your desk or work area on time, unless hindered by illness or other reasons. If you are absent, call the Personnel Department to explain why you are out and how long you expect to be gone. This will help your department head to schedule your work through another channel. Our production efficiency depends on all jobs being done properly and at the right time. If your absence extends beyond one day, you should call to confirm the time you will return.

Absence of more than three consecutive working days without notifying the Personnel Department and giving a satisfactory reason for such absence will result in discharge.

#### Time Cards and Tardiness

Each employee, unless specifically instructed to the contrary, is required to punch a time card. Hourly rate employees must punch their cards "in" at the beginning of their shift, and "out" at the end of the shift. Also, at lunch time when the employee leaves the building.

If late, a deduction shall be made as follows:

From 1 to 6 minutes	6 minutes deduction
From 7 to 12 minutes	12 minutes deduction
From 13 to 18 minutes	18 minutes deduction
From 19 to 24 minutes	24 minutes deduction
From 25 to 30 minutes	30 minutes deduction

No employee is permitted to punch a card for another employee. If an employee fails to punch his (or her) card, written approval must be secured from his foreman or supervisor before the time worked will be allowed by the Payroll Department.

#### Financial Problems

We are aware that sometimes a circumstances, or combination of circumstances will arise which results in employee credit problems. If this occurs our Credit Union may be of financial assistance. Information on budgeting and debt reduction is also available through the Credit Union.

Credit problems which result in garnishments, Internal Revenue Service levies, State of Oregon warrants, bankruptcy orders, creditor's complaints and wage assignments or orders on wages, expose P & C to legal liability and expense. Therefore, such involvement is regarded unfavorably by P & C. More than one of these will lead to the termination of the employee, unless there are mitigating circumstances acceptable to the company.

#### Employee Practices

We try to avoid hard and fast rules at P & C, but there are a few common sense general procedures and precautions to follow:

"No Smoking", "Do Not Touch" and similar signs are there for your protection. Please observe them.

Practical jokes, horseplay and scuffling might have a place -- but it's not at P & C.



The company's tools, equipment, parts, employee lists, blueprints, personnel records or any confidential information may not be removed from the premises without written permission of your supervisor.

Company facilities, equipment or material should not be used for personal purposes without written permission of your supervisor.

P & C letterhead is not to be used under any circumstances for purposes other than P & C business.

Since drinking an alcoholic beverage on the job or coming to work under the influence of alcohol would affect your work and might endanger you or your fellow employees, it is not permitted. Violations will result in immediate discharge.

Printed literature, notices, etc. not related to the course of business may not be distributed on P & C premises unless authorized by the company.

All employees must enter and leave the plant through the indicated entrances.

Personal calls from salesmen, insurance solicitors, etc. during working hours are not permitted.

The company is willing to cooperate with employees and their families in accepting emergency calls. These calls will be routed through the personnel office and delivered either by phone or in person. Personal calls during working hours must be restricted to such emergencies.

The company mailing system is for business mail only. Employees should have personal mail directed to their home address.

When requested to do so, employees must open their lunch boxes, or any other containers such as hand bags, packages, etc. for inspection.

## TERMINATION

When you leave P & C there are some things you'll need to know. The insurance benefits you've had here - group medical-hospital and life insurance - stop at the end of the month of termination. However, within 30 days after you terminate you can arrange to convert the insurance to individual policies.

Your final pay check will include pay due you at termination, plus pay for any earned but unused vacation.

Before you receive your final paycheck, you'll want to arrange to pay any money you owe for personal purchases or Credit Union obligations.

When you terminate you will have a final interview. During this interview you will get answers to any questions you have about group insurance or any other aspects of your relationship with P & C.

### Voluntary Termination

If you decide to leave P & C, please give your supervisor two weeks advance notice when possible.

### Involuntary Termination

P & C recognizes three reasons for involuntary termination (firing). They are:



1. A serious offense (an action which has serious consequences and is considered in itself sufficient grounds for dismissal). Examples are: Reporting to work under the apparent influence of alcohol, theft, malicious property damage, fighting and other acts or conduct unbecoming to a worker on the job.
2. Unacceptable/substandard behavior or performance, continuing after the employee understands the consequences and has had a reasonable opportunity to change.
3. No work available for which the employee is qualified, because of elimination of an organizational function, insufficient work, changed job requirements, inability to perform the job due to injury or illness, etc.

Layoff rather than termination will be used for situations of temporary lack of work (expected to last no longer than a year).

Comparatively few circumstances require automatic termination of an employee. Each case is judged by appropriate levels of management, to assure impartial and thorough consideration of the justification for termination.

An employee who has been notified of his pending termination should feel free to contact the Personnel Office for a discussion of his case.

## COMPENSATION

### Total Compensation

Your total compensation is the total financial benefit you receive, which includes:

1. Direct Pay - The total pay package, your weekly regular pay plus any overtime accumulated during the pay period.
2. Indirect Pay - Industrial accident insurance; group insurance, largely company paid; unemployment insurance; retirement profit share; time off with pay for holidays and vacations, and P & C's share of taxes.

### Deductions

State and federal laws require certain deductions from your paycheck before you receive it; you may authorize other deductions.

These mandatory deductions are made from each of your checks:

- State and federal income withholding taxes.
- Your share of Social Security (FICA) taxes.
- State Workmen's Compensation Fund.

These optional deductions are made only at your request:

- Credit Union savings or loans.
- Group Insurance.
- United States Savings Bonds.
- United Good Neighbors.

Your check stubs note all deductions. See your supervisor if you have any questions about deductions.

Accounting also keeps accurate records from which your wage and tax statements (W-2 forms) are prepared. These forms are sent to you as required by law.



## Promotions

P & C believes in the policy of promotions from within the company - - as a recognition of accomplishment.

When job openings occur, available employees are considered on the basis of merit, qualifications for the job and potential for advancement. Evaluation and selection are made without discrimination because of race, color, religion, age or sex. Initiative, special training, home study and proven ability all play their part in securing recognition and advancement.

The work you do here will not go unnoticed. But it is up to you to let us know if you are qualified for any new opening.

## Vacations

The vacation policy in effect for all employees is as explained by their supervisor.

## Service Pins

Service pins indicating years of service with the company are issued to employees upon certain service anniversary dates. The first one is awarded on the second anniversary, the second on the fifth anniversary and every five years thereafter.

Anniversary dates for service pins are not necessarily the same as anniversary dates for other employee relationships. It must be understood that vacation plans, union seniority agreements, and the profit sharing plan each has its own separate and distinct provisions with respect to length of service.

## SAFETY AND HEALTH

### General Information

Here at P & C we realize that your safety and health go hand-in-hand with continued high productivity. So we make it standard practice to provide clean, comfortable working conditions as well as up-to-date safety devices.

However, we know that these measures won't stop accidents. Most accidents are caused by human, not mechanical failures. So the problem of making P & C a safe place to work is your concern.

### General Safety Rules

You have certain specific responsibilities for accident prevention:

1. To work safely and to follow safe procedures.
2. To learn safe work methods to minimize hazards which cannot be removed.
3. To take an active part in the work of protecting yourself, your fellow workers and plant equipment
4. To use all safeguards and protective equipment provided.
5. To make suggestions for improvements in present safety practice.
6. To report any hazardous condition, practice or behavior in your work area when it appears.
7. To report all accidents and injuries promptly.



8. To get first-aid or medical help without delay.
9. To know where the nearest fire extinguisher is and how to operate it.
10. To know your exact duties in case of fire or other emergency.

If you have an accident -- no matter how minor it might seem -- report it to your manager as soon as you can.

We share the safety problem with you. We do all we can to provide safeguards and to make the person working next to you to be as aware of safety as you are. As hazards develop, worn-out safety equipment is replaced and new safety equipment is installed.

Our safety policy is accident prevention, to eliminate suffering, lost time and impaired earning power, and to reduce operating costs - which have a direct effect on profits and profit sharing.

P & C believes that no job is so important, or any order so urgent that we can't take time to work safely.

P & C wants the cooperation of every employee and will not knowingly retain anyone who willfully violates the safety rules.

#### Fire Protection and Prevention

The signal for a serious fire on the company premises is a series of three short blasts on the plant whistle, at which time employees should seek the nearest exit of the plant.

The entire plant is protected by an automatic sprinkler system which operates in the case of fire. The valves regulating the sprinkler system are not to be operated by other than authorized personnel. In case of accidental discharge of a sprinkler head, immediately notify your foreman.

Danger of loss because of fire remains a constant threat. Despite the fact that most of the buildings in which we work are fire-resistive, some of our manufacturing processes are potential fire hazards. If you work in one of these areas, your manager will instruct you about such hazards and will keep you posted on how to extinguish small fires.

No one intentionally starts a fire. But everyone should be aware that each fire causes a reduction in profit sharing.

For most of us, fire prevention is a matter of common sense. Here are a few suggestions that will help:

1. Observe "No Smoking" signs. We place restrictive signs only where they are needed.
2. Know where the fire extinguishers are located. The directions are on the label; the extinguishers are easy to use; they are highly effective against small fires. If you don't know how they work, ask for instruction.
3. Keep oily rags in metal cans only. Never stack or pile them on wooden shelves or boxes.
4. Use extreme care handling cigarettes, matches and lighters.



The easiest and best way to prevent a fire is to eliminate the cause. But if a fire should start, the easiest time to put it out is when it is very small.

### Safety Equipment for Employees

Certain standard safety equipment such as safety shoes are covered by blanket company purchase orders and are obtained at a discount for employees. Safety goggles are supplied without charge. Cost of any refraction prescription lenses are paid by the employee.

### Safety Committee

P & C maintains a Safety Committee representing all departments. This group meets regularly once a month to present and discuss safety suggestions. The members of this committee wear distinctive badges and all employees are requested to report to them any unsafe conditions or practices. They will caution fellow workers when any dangerous action is observed and will assist new employees by explaining safe methods.

### Group Life and Sickness and Accident Insurance Plan

One of the programs arranged for the welfare of our employees and their families is an opportunity to participate in our Group Life and Sickness and Accident insurance plan.

Health insurance is available at no cost to employees, and a substantial portion of the coverage for dependents is paid by P & C.

Your dependents are not automatically insured. When you marry you must sign a request for coverage if you wish your spouse to be insured. When your first child is born you must sign a request for coverage. The

requests for coverage authorize the required payroll deductions. This is not automatic. The responsibility is yours.

Our program is designed to offer employees and their families protection against economic hardship caused by accident, illness or death. The aim is to have our health insurance pay a major portion of medical costs.

To further reduce financial hardship in cases of serious accident or illness, P & C provides a major medical insurance plan. This plan, after \$100.00 of expenses, pays 80% of the cost of most medical expenses.

P & C pays the entire cost of a specified amount of insurance for all our employees.

Details of all insurance plans are covered in separate booklets.

### Workmen's Compensation Insurance

P & C carries workmen's compensation insurance coverage as prescribed under the provision of the Oregon Workmen's Compensation Act. This means full reimbursement for the cost of medical care and hospitalization, plus partial pay for lost time. The company pays the full premium for this insurance except the employee payroll deduction for second injury fund, as required by law.

## PRODUCTION

### General Information

P & C's policy is to furnish its employees with the best equipment and supplies for a particular job in compliance with economy and good management.



If you feel that the equipment prevents you from doing the job that is expected of you, then you should feel free to discuss the matter with your immediate supervisor or department head.

Your supervisor will keep you informed about our standards of quality and quantity. He will also advise you frequently on how your work measures up.

You will share in producing the highest quality hand tools. You can do this best by carefully following instructions and by suggesting improvements in our methods.

#### Work Area

You are responsible for keeping your work area clean to the extent required by your foreman.

You are expected to operate only the machine or equipment to which you have been assigned or in the use of which you have been instructed.

### MISCELLANEOUS INFORMATION

#### Bulletins and Bulletin Boards

Bulletin boards are maintained at a number of conspicuous places in the plant and also at the time clocks in order that employees may be quickly informed of impending events and other vital information, announcements, etc.

Employees should make a habit of looking at these boards, and acquaint themselves with bulletins of current interest as well as posters which appear from time to time.

Any notices to be placed on the bulletin boards must first be cleared with the personnel department.

#### Lost and Found

All articles lost or found by employees should be reported promptly to the personnel department.

#### Company Purchases for Employee Use

The company is more than willing to assist employees in securing items they may need in the performance of their work, such as micrometers, slide rules, etc.

However, the use of a purchase order to purchase items other than those used in connection with the employee's work, is not permissible.

#### Purchase of Company Products

The company has made it possible for employees to purchase tools at a very special price.

An employee desiring to purchase tools for his own use should provide the Stockroom supervisor with a list of tools desired. Items not in stock must be reordered at a later date - no back orders.

Employees who desire to do so may personally select salvaged tools from a large stock of available tools on display in the "Salvage Store".

All sales are strictly for cash.

Salvage Store hours are as posted.

Either new or salvaged tools may be purchased by employees, but it is distinctly understood that such tools shall not be purchased for resale.



### Change of Address

It is very important that the Personnel Department have your correct address and telephone number.

If our records are not kept up-to-date it is extremely difficult, and sometimes impossible to call you or to notify your family or relatives in case of accident or sickness.

Other emergencies may arise in connection with a change of shift or working conditions which make it imperative that you be reached promptly.

If you change your address or phone number, notify the Personnel Department immediately.

### Employee Publications

P & C "Forgings" is published at regular intervals to provide employees with timely coverage of new events within P & C or events affecting P & C. Results of recreational activities are also reported.

Several other publications, containing announcements, news of organization changes, etc. are issued as need arises.