

MONSANTO CHEMICAL COMPANY

TEXAS CITY, TEXAS

Bulletin No. P-9

November 17, 1958

EMPLOYEE COMMUNICATION SYSTEM

This system is designed to handle formal communication to employees. The term "formal" means printed communication in contrast to "informal" or verbal communication.

These publications are meant to serve whenever there's a need to transmit information beyond a single department -- whether it be to other departments, certain employee groups or all employees plus their families.

To accomplish this, the employee communication system contains the following components:

1. Santo Static BULLETIN - A special bulletin whereby news can be distributed to all employees within the shortest possible time.
2. Santo Static NEWS DIGEST - A weekly newsletter which carries internal and operational news of interest to all employees.
3. SANTO STATIC - A monthly newspaper which gives general and interpretative news on the company to employees and their families.

All three of these publications are identified with the term "Santo Static" because they are part of one system and are meant to support each other. Persons or departments wishing to put out news need contact only one place - the SANTO STATIC office. This office is located on the second floor of the Office Annex building; the phone is extension 385.

To better describe the functions of the system, here is a detailed procedure for each of the publications:

SANTO STATIC BULLETIN
(or "Bulletin")

SC 005150

Purpose

To get news to all employees in the plant within the shortest possible time. It is also designed to handle news primarily of interest only to hourly employees.

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Contents

News flashes or announcements that fall into one of these categories:

1. Major news items.
2. Announcements that must get out immediately.
3. Items that require separate and individual posting by law or plant practice.

Frequency

To be used sparingly and only when justified. All items should be closely examined to see if they would not go just as well in a weekly roundup of announcements.

Distribution

To be sent through the plant mail to all points where bulletins are posted. Each bulletin should be posted immediately and will also carry a suggested date for removal. Bulletins may be removed earlier than this date, but should not be left up any longer to keep the boards from getting stale.

Reporting News

Anybody wishing to release a bulletin should give the information immediately to the SANTO STATIC office - preferably in writing to insure accuracy. This office will then handle final editing, clearance and printing.

(Note - An exception to these procedures may arise when a non-news bulletin is desired to promote a dance, etc. While such a bulletin would not be on the standard format, the material must still come through these same channels.)

SANTO STATIC NEWS DIGEST
(or "News Digest")

Purpose

To transmit internal news and day-to-day happenings to all employees in the plant, getting out news while it is still fresh with minimum cost and effort. Will also serve as a means of handling information of interest primarily to salaried employees and will act as a companion publication to the monthly newspaper.

Contents

To include material from the following categories:

1. News on the plant and company previously used in the old salaried newsletter.
2. Announcements previously posted as separate bulletins that are not of an immediate nature and can be released anytime within a week.
3. Items such as weekly sports standings from plant leagues and classified ads from employees (such ads being dropped from the monthly newspaper).

This material will be on the front of the newsletter. On the back side of those copies which go to salaried employees will be:

4. A section of "management notes" containing items of interest primarily to salaried employees such as new office procedures, personnel transfers, etc.

(Note - The following rules will apply to classified ads.)

- (1) Persons turning in ads must identify themselves by name and department.
- (2) Ads must use the home phone of the employee. Plant phone numbers will not be accepted unless the employee does not have a home phone.
- (3) Ads must be short in length.
- (4) Ads for a commercial service or product with which the employee may be associated will not be accepted.
- (5) Ads from non-employees will be tentatively accepted, but must always be identified as to the source. No commercial ads will be accepted and any "outside" ad will be given last priority with all employee ads being used first.

Frequency

To be printed weekly, being distributed by each Tuesday.

Distribution

Will be sent through the plant mail for distribution to desks plus posting on bulletin boards. Newsletters posted on boards should be left up for the entire week and changed when the next issue arrives.

Reporting news

All items for the weekly newsletter should be sent or called into the SANTO STATIC office. News for a specific week must be turned in on the preceding Friday (or Monday morning at the latest).

(Note - Although copies of this newsletter may be taken out of the plant, readership should be restricted to employees or members of their families. This newsletter is intended to transmit internal news to employees. Its contents are not meant to be read by the general public as are those stories in the monthly newspaper. You should use the same discretion with this newsletter as you do in all your conversation with the general public.)

SANTO STATIC

Purpose

To give general news on both the plant and company to all employees and their families -- providing interpretative and detailed articles on major events and happenings.

Contents

News items not previously published or, if used, a fresh slant with pictures on "older" stories. Also to include features on employees and departments plus educational articles related to policies, safety, economics, products or future plans.

Frequency

To be published monthly, being distributed during the first week of each month. If a major event justifies it, a special "extra" edition may be printed during the month.

Distribution

To be mailed to the homes of all employees and also to community leaders, other Monsanto locations, retired employees, widows of employees, employees in the Armed Forces, and "alumni" of Texas City who have transferred elsewhere.

Reporting News

News or tips on potential stories and pictures should be sent to the SANTO STATIC office around the 15th of each month and no later than the 22nd -- remembering that news reported will not be read until after the first of the next month.

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