



EMPLOYEE HANDBOOK



CHEMICALS & PLASTICS

BISHOP, TEXAS

000778

OUTLINE

- I. Welcome to the Chemcel Plant
- II. Something About Celanese
 - A. Fibers
 - B. Chemicals
 - C. Plastics Materials Company
 - D. Polymer Specialty Company
 - E. The Chemcel Plant
- III. Equal Employment Opportunity
- IV. A Union Isn't Necessary
- V. Your Job
 - A. Policies and Procedures
 - B. Attendance
 - C. Bathing and Changing Clothes
 - D. Complaints
 - E. Performance Appraisals
 - F. Excused Absences
 - G. Probation
 - H. Safety
 - I. Length of Service
 - J. Shift Changes
 - K. Tardiness
- VI. Pay Practices
 - A. Overtime Pay
 - B. Call Out Pay
 - C. Change of Schedule
 - D. Holiday Pay
 - E. Pay Period
 - F. Pay Check
 - G. Report-in Pay
 - H. Shift Differential
- VII. Changes in Employee Status
 - A. Demotion or Reduction in Force
 - B. Leaves of Absence
 - C. Military Leave
 - D. Posting and Awarding Jobs
 - E. Terminations
 - F. Transfers
 - G. Personal Data
- VIII. Chemcel Club
- IX. Credit Union
- X. Benefits
 - A. Medical Insurance Claims
 - B. Holidays
 - C. Jury Duty
 - D. Overtime Meals
 - E. Safety Equipment
 - F. Public Elections

000779

- 
- XI. Conduct
 - A. Discipline
 - B. Verbal Warning
 - C. Written Warning
 - D. Discharge or Suspension
 - XII. General Information
 - A. Official Bulletin Boards
 - B. Solicitations
 - C. Cameras
 - D. Plant Visitors
 - E. Locks and Lockers
 - F. Removal of Material From Plant
 - G. Maternity Leave
 - H. Funeral Leave
 - I. Personal Use of Telephone
 - J. Personnel Files

000780

WELCOME TO THE CHEMCEL PLANT

Human resources are one of our most valuable assets at Celanese. You are joining a winning team whose success has depended, to a great extent, on the talent, skill, performance, and cooperation of its members, the people who make up Celanese.

A new job requires many adjustments. This booklet has been prepared to help you make these adjustments and become a part of the Celanese team as quickly as possible.

To operate a plant of this size efficiently, and at the same time, treat each individual fairly and equally, requires sound personnel policies and procedures. These policies must serve the organization, and at the same time, allow the individual employee to develop to the maximum of his or her abilities. This handbook is intended to acquaint you with the policies and procedures, and general information concerning you and your job at the Bishop Plant.

Should you have any questions on practice or policies, or about any part of your job, please feel free to discuss them with your Supervisor or the Industrial Relations Department.



J. L. Merian
Plastics Materials Company
Plant Manager



P. E. Hime
Chemical Plant Manager

SOMETHING ABOUT CELANESE

Celanese Corporation is an International Corporation with operations in twenty-five countries. Celanese basically consists of four operating companies with each having several operating facilities. These four companies are: The Fibers Company, the Chemical Company, the Plastics Materials Company, and the Polymer Specialties Company.

Celanese began its operations in the United States in 1924 at a small plant near Cumberland, Maryland. The original product was one of the first man-made Chemical Fibers, Acetate Filament yarn. Its principal market was the apparel industry. This fiber owes its origin to the pioneering laboratory research conducted by the famous Dreyfus brothers, Camille and Henri. Their research in the Chemistry of Cellulose was the basis on which Celanese began operation.

The tradename "Celanese" was originally suggested by Dr. Camille Dreyfus, as a combination of the word Cellulose and the feeling of comfort and ease imparted by wearing apparel made from acetate.

Today, Celanese produces five of the seven man-made fibers for numerous markets as well as many Chemical and Plastics products. Celanese has grown and diversified many fold since the production wheels first rolled at Cumberland on Christmas Eve of 1924.

The major force behind this growth has been the application of technical knowledge and skills to a constantly broadening area of Chemical enterprise. The original Acetate yarn was produced by chemically up-grading cotton linters. Later, wood pulp became a primary raw material source for Celanese Products. Now, Chemicals produced from Petroleum (Petrochemicals) have assumed an important role in the Corporation's operations.

Celanese's business is to up-grade petroleum and wood into useful products of higher value; products that make modern living more comfortable and rewarding.

A further look into the four operating companies of Celanese is necessary to realize the broad base that Celanese has developed.

FIBERS

Celanese is a leader in the production of man-made fibers. Therefore, we must continue to produce the right fibers today for the fabrics and fashions of tomorrow. Arnel Triacetate, Fortrel Polyester, Celanese Nylon and Celanese Acetate are all basic to the apparel and home furnishings industries.

Our fibers are produced by two companies. Celanese Fibers Company produces cellulosic fibers such as Acetate and Arnel Triacetate for textiles, Acetate tow for cigarette filters and Cytrel, a tobacco substitute. Our Polyester and Nylon fibers are produced

by our affiliate, Fibers Industries, Inc. Their products include Fortrel Polyester, Nylon 66, and Polyester and Nylon tire cord.

CHEMICALS

Celanese Chemical Company is one of the largest U. S. producers of Formaldehyde, Acetic Acid, Acetaldehyde, Acetic Anhydride and Vinyl Acetate. The four plants produce more than seven billion pounds of commodity chemicals annually.

Our basic chemicals go into a tremendous variety of products for both industrial and consumer use. Beyond these broad markets, our chemical business illustrates the close relationship among all of our product lines. New and existing Celanese chemicals become raw materials for fibers, plastics and coatings.

While the structures of these basic chemicals do not change, our methods for producing them do. We are continually improving our processes and developing new ones to increase the efficiency of our operations. In short, we are faced with the challenge of producing the same items more efficiently.

PLASTICS

Celanese Plastics Materials Company is at the forefront of the plastics revolution. Our products replace wood, metal and glass with a synthetic material for structural design application.

Our family of engineering thermoplastic resins consists of Celanex Thermoplastic Polymer, Celcon Acetal Copolymer and Nylon resins. These resins are used for such applications as packaging, automobiles, housing, plumbing fixtures and appliances.

Other Celanese Plastic products include Celonar Polyester film which is a precision base for computer, video, and audio recording tapes. Another product is Celgard, a microporous engineering film, which is finding applications in the medical and energy industries. Celanese piping systems supplies plastic pipe and fittings for use in residential and commercial construction.

POLYMER SPECIALTIES

Celanese Polymer Specialties Company manufactures a wide variety of resins, coatings, and water soluble polymer products.

The Resins Division makes products used as raw materials by the electrical, construction, adhesives, textile, packaging, and coating industries.

The automotive division is one of Detroit's leading suppliers of topcoats, primers, and specialty finishes.

The Water Soluble Polymers Division markets natural and synthetic Polymers. These products are important as food additives, textile resins, paper manufacturing aids, and water treatment chemicals.

THE CHEMCEL PLANT

The Chemcel Plant here at Bishop, began production in 1945 as the first Chemical Plant in Celanese. It was originally built to supply strategic Chemicals for the war effort. However, by the

time the production equipment was fabricated, the war was over and the plant was converted to peacetime products. Chemcel then began producing Acetaldehyde, Formaldehyde, Methanol, Acetone, and Acetic Acid for the merchant market.

Chemcel has continued to grow over the years. In 1961, a unit was built to produce Celcon. Celcon received widespread acceptance on the world market almost immediately. Subsequently Celanex and Nylon facilities were added. This rapid growth continued, and today the Chemcel Plant consists of both the Plastics and Chemical Companies.

EQUAL EMPLOYMENT OPPORTUNITY

Celanese Corporation and the Bishop facility firmly support the concept of Equal Employment Opportunity. Therefore, we have established a meaningful Affirmative Action Program.

In all matters pertaining, but not limited to employment, promotion, training, salary administration, employee rating and disciplinary actions, Celanese will take affirmative action to insure that all employees, regardless of race, color, religion, sex, age, national origin, or physical or mental handicap, will be afforded Equal Opportunity.

The Industrial Relations Manager is the Equal Employment Opportunity Coordinator, and has the responsibility of insuring that all personnel practices at the Bishop Plant are formulated, developed, and administered in accordance with the policy.

If you have any questions or problems in the area of Equal Employment Opportunity, you should bring them to the attention of the Industrial Relations Manager.

A UNION ISN'T NECESSARY

We recognize that employees at our plant have the right to elect union representation if they so choose. But we have a strong belief that employees are going to be much better off in the long run if Celanese Chemical and Plastics Materials Companies continue to be the kind of companies whose employees do not feel it necessary to have a union.

We believe that we all have a mutual interest in the competitive success of our companies and, accordingly, we believe that we all have a tremendous interest in working together as a team to succeed in the never-ending competitive race. We believe we can work better as a team without a union as a third party being involved. Also, having a union frequently brings strikes and increased production costs, due to restrictive work practices and productivity losses.

Once a union is elected in a plant, it becomes the legal bargaining representative of all employees, whether or not an individual wishes such representation, and management comes under a legal obligation to deal through the union. In most matters relating to wages, hours and working conditions, management basically is not permitted to deal directly and individually with employees. Celanese Chemical and Plastics Materials Companies employees are individuals who have individual motivations and we believe that their problems, ambitions and questions deserve to be dealt with on an individual basis. Accordingly, our deep convictions regarding the need to deal with employees directly and individually simply do not permit us to take a neutral position with respect to unions. We do not deal with Celanese Chemical and Plastics Materials Companies employees through unions and, consequently, we always want Bishop Plant employees to make us aware of problems so that we might resolve them together and without third-party involvement.

YOUR JOB

POLICIES AND PROCEDURES

The policies and procedures practiced at Bishop are written in the Policies and Procedures Manual. Your Supervisor has a copy of this Manual. You are encouraged to become familiar with our policies, because they directly affect the way we conduct our business at the Bishop Plant. If you would like to review the Manual, ask your Supervisor.

ATTENDANCE

The Bishop Plant must be operated continuously, and for this reason, it is very important that employees be prompt and regular in attendance. If you must be absent for any reason, give your Supervisor at least twenty-four hours advance notice. If this is impossible, notify your Supervisor as soon as possible so that your job can be covered with a minimum of inconvenience to your fellow employees. It is important that you report to your Supervisor, each and every day you are absent, and the reason for the absence.

If you are absent from your job without properly notifying your Supervisor for three or more consecutive days and cannot provide a satisfactory excuse, you will be considered to have abandoned your job, and will be terminated.

Any absence without notification or sufficient reason, will be an unexcused absence. Three unexcused absences in a twelve month period is a major offense, and will subject you to suspension or dismissal.

BATHING AND CHANGING CLOTHES

Bathing and routine changing of clothes should be done on your own time, except in an emergency, or where your

Supervisor grants permission for you to take showers during working time because of the nature of your work.

COMPLAINTS

It is, and has always been, the policy at Chemcel for all employees to receive fair and just treatment in every respect. If you have a question or complaint, experience has shown that you and your immediate Supervisor can usually solve most problems.

If you feel you have been treated unfairly, it is your right and obligation to make it known. The following procedure has been established to insure prompt and fair treatment of any problem you may have.

- A. Discuss the problem first with your Supervisor. This may clear up any misunderstandings and solve a majority of your problems.
- B. In the event your problem is not handled to your satisfaction by your immediate Supervisor, the matter should be taken up with the Department Manager or Superintendent. At this time, the Industrial Relations Department will be notified of the problem, and will be available to provide guidance and assistance, if necessary.
- C. If after discussing your problem with the Department Manager, you are still dissatisfied with the decision, you should request the Industrial Relations Department to arrange a meeting with the Plant Manager. The final decision will be made at this level.

There are times and conditions when you may not wish to follow this procedure. In such cases, you may present your problem directly to your Department Manager or to the Industrial Relations Department.

PERFORMANCE APPRAISALS

Your performance will be appraised on a regularly scheduled basis. Appraisals are designed to provide information to you regarding how well you are performing the duties of your job.

Your immediate Supervisor is charged with the responsibility of appraising your job performance. The appraisal will also be reviewed by your Department Manager or Superintendent, and Industrial Relations before it is made a permanent part of your personnel file.

You will be appraised after 2, 4, and 5½ months of employment. Thereafter, you will be appraised on an annual basis.

If you receive a promotion, you will be appraised after you have been in your new position for six months, and annually thereafter.

EXCUSED ABSENCES

An excused absence of not more than five days may be granted by your department head, or his authorized representa-

tive. If such absence is longer than one day, it must be granted in writing.

PROBATION

Each new employee serves a probationary work period of six months. Your performance will be appraised and evaluated at regular intervals during this period to determine your suitability for this type of work. Each appraisal will be discussed with you by your immediate Supervisor. You will be placed on regular status upon satisfactory completion of this period.

SAFETY

A necessary part of your job is making this plant a safe place to work. In many cases, your personal safety will depend upon your knowledge and your observance of well-known safety principles and practices. Your life and those of your fellow employees may depend upon your alertness to safe practices and conditions.

It is your responsibility to report any, and all, unsafe working conditions to your immediate Supervisor.

Any accident, however minor, must also be reported to your Supervisor immediately. First Aid cases will be treated by Security Personnel. Cases requiring further medical attention will be referred to a physician.

LENGTH OF SERVICE

Your length of service will be computed in years, months, and days from the date of your employment with Celanese. There are three types of length of service recognized at Bishop.

- A. Company length of service is the length of continuous service with the Celanese Corporation.
- B. Plant length of service is the length of continuous service at the Bishop Plant.
- C. Departmental length of service is the length of service in your present department. In the Maintenance Department, each craft will be treated as a separate department in computing length of Departmental service.

Company service is used for determining amounts of weekly disability benefits, calculation of retirement income, vacation and other benefits, where length of service is used in determining an employee's eligibility.

Plant seniority is used as a factor when selecting employees for promotional opportunities and a reduction in force.

Departmental seniority is used as a factor in job awarding in the bid system.

SHIFT CHANGES

The Operations Department shift change times are 7:00 a.m., 3:00 p.m., and 11:00 p.m. The Maintenance Department workday is 7:30 a.m. to 4:00 p.m., including a thirty minute unpaid lunch period.

If you are working a rotating shift, you will not be allowed to enter the plant earlier than twenty minutes prior to official shift change time. If you have been instructed to report to work at any other time, it is the responsibility of your Supervisor to notify Security Personnel. Without this prior approval, Security Personnel have been instructed not to allow you to enter the gate.

If you work rotating shift in a continuous operation, you must remain on your job until properly relieved.

TARDINESS

Excessive tardiness will result in disciplinary action up to and including discharge.

If you work on a rotating shift basis, and report to work tardy more than fifteen minutes, but less than one hour, it shall be the option of the person being relieved as to whether he/she will be relieved, or work the remainder of the shift. If you are tardy more than one hour, you will not be allowed to relieve. The person filling the vacant shift will continue to work the remainder of the shift.

PAY PRACTICES

OVERTIME PAY

Overtime is necessary to operate our plant on a continuous basis. Everyone is expected to work their share of overtime. Therefore, you are required to work overtime unless excused by supervision. Overtime hours will be distributed as equitably as possible among all eligible, qualified employees in your overtime group.

You will be paid at a rate of one and one-half times your base rate for all hours worked in excess of eight hours in a work day, or in excess of five days in a work week. If you should work seven consecutive days in a work week, you will be paid two times your base rate for all hours worked on the seventh day.

CALL-OUT PAY

If you are required to report to work outside your regular working hours, after having left Plant property, you will receive premium pay of one and one-half times your base rate for all hours worked outside the regular schedule, or four hours straight time, whichever is greater.

The minimum guarantee does not apply when you work on into your regular schedule of work. In such cases, you will receive one and one-half times your base rate for the actual number of hours worked outside the regular schedule on the preceding shift unless, by mutual consent, you choose not to do so. If you do not choose to complete your regular schedule following a call-out, you will not be eligible for excused absence with

pay for the hours not worked. E.g. called out at 5:00 a.m., get one and one-half times your base rate until 7:00 a.m., then base rate for regular scheduled 7:00 to 3:00 shift.

CHANGE OF SCHEDULE

If it is necessary for the Company to change your work schedule without at least twenty-four hours notice of such change, you will be paid time and one-half your base rate for time worked on the first 8 hours on your new schedule. However, if such notice at the beginning of your shift would have constituted twenty-four hours notice, then any time during that shift shall constitute twenty-four hours notice.

HOLIDAY PAY

If you work on a holiday, you will be paid two and one-half times your base rate for all hours worked on that holiday. Shift differential, if applicable, will be added to this rate. If a holiday falls within your vacation, and on a day which you would have been scheduled to work had you not been on vacation, you will be paid both holiday and vacation pay at your base rate.

If you are excused by your Supervisor and do not work a holiday, you will be entitled to holiday pay. Holiday pay shall consist of eight hours at your base rate. You will not be eligible for holiday pay if you are absent the day before or after the holiday, unless this absence is caused by jury duty, personal illness, death in the immediate family, vacation, or absences associated with military obligations.

Any holiday paid for which was regularly scheduled to be worked in your work week, shall be counted as time worked for the purpose of computing overtime pay for the sixth and seventh consecutive day of that work week.

PAY PERIOD

The pay period or work week for hourly rotating shift employees begins at 7:00 a.m. Monday, and ends at 7:00 a.m. the following Monday. For all other hourly employees, the pay period or work week begins at 7:30 a.m. Monday, and ends at 7:30 a.m. the following Monday.

PAY CHECK

If you are an hourly employee, you will receive your pay check each Friday for the previous week's work. Your check will be mailed to your home address.

Pay checks for all other employees will be distributed on the 15th and last day of each month.

If you find any error in your pay, or do not receive your check, you should report this to your Supervisor and the Accounting Department immediately.

You should properly endorse, cash and/or deposit your check within thirty days.

REPORT-IN PAY

When you report for work as required on regularly scheduled working days without having been notified before the end of your last preceding shift not to report, you will be guaranteed four hours of work, or four hours of pay, at your regular base rate. However, if you fail to keep your Supervisor and department head informed of your correct phone number and address so that you may be notified not to report, the Company shall be relieved of their responsibility.

Report-in pay will not be applicable when emergencies exist over which the Company has no control.

SHIFT DIFFERENTIAL

Hourly employees and SNE employees who are assigned to work a rotating shift will be paid a shift differential in addition to their base rate, for all hours worked on the evening or second shift, and on the night or third shift. The applicable premium will also be paid for an hour or more worked beyond a regularly scheduled day or evening shift.

CHANGES IN EMPLOYEE STATUS

DEMOTION OR REDUCTION IN FORCE

When conditions require a reduction in the plant's working force for a period in excess of two weeks, the reduction and subsequent recall of employees will be done in the following manner.

For a reduction within a department, employees will be demoted in accordance with departmental length of service to the lowest classification. The employee with the least plant service in the lowest classification will be laid off first.

In all cases of demotions or lay-offs, supervision will have the right to consider the skill and ability of the employee to perform the work available and to retain employees of unusual efficiency and ability.

In the event a reduction in force is necessary, a notice of five working days will be made, (when possible). If five days' notice is not given, eight hours pay at the employee's base rate will be paid for each day less than five. This provision will not apply if the reduction is due to conditions beyond the Company's control.

If an employee receives notice that he/she is to be laid off, the employee is expected to perform his/her duties in the usual manner. If the employee fails to do this, he/she will be terminated immediately with no further consideration.

If a laid-off employee has not been recalled to work within a twelve month period, they will be terminated.

Employees recalled from lay-off may be requested by the

Safety Supervisor to pass a physical examination before returning to work.

Employees on lay-off will retain length of service rights for a period of twelve months.

LEAVES OF ABSENCE

A leave of absence is an excused absence from work for a period of more than five days and requires the approval of the Department Manager concerned, the Industrial Relations Manager, and the Plant Manager.

A request for leave of absence must be made in writing, (Form D-15), at least two weeks in advance. This initial request for leave cannot exceed sixty days. The leave may be extended with approval, but not for more than thirty days at a time. A leave of absence will be without pay. However, a leave of sixty days or less will not cause loss of length of service.

If you are on leave of absence for an extended length of time, you must notify the Company every thirty days, in writing, of your intent to return to work.

When returning from a leave of absence, you will be subject to a physical examination by a company physician.

If an employee fails to return to work at the end of his leave of absence, he will be terminated.

MILITARY LEAVE

Reinstatement of employees who are or have been called into the United States Armed Services is prescribed and regulated by law, and such employees will be given full benefit of all rights due them under the law.

Leaves for attending military encampments and reserve training camps will be for a maximum of two weeks in any twelve month period. If you are granted such leave, you will receive the difference, if any, between your base pay (base rate times number of work days excused) and your military pay for this training period.

Time off for military leave will be granted in addition to the vacation time to which you are entitled. However, you may take your vacation for such encampments instead of taking leave if you so desire. If you do take vacation instead of leave, you will not be entitled to make-up pay in addition to regular vacation pay.

The same rules apply if you are ordered out for emergency military reserve duty. However, if this emergency call-up is for more than two weeks, the Industrial Relations Manager must approve any make-up pay provisions for the period over two weeks.

POSTING AND AWARDED JOBS

When hourly job vacancies occur in the Operations Department and at the helper level only in the Maintenance Depart-

ment, Industrial Relations will prepare a posting notice. This notice will be posted on the bulletin boards at each plant entrance for a period of five days, excluding Saturday, Sunday, or Holidays.

If you wish to bid on the posted job, you should secure a job bid form from the gate guard. Complete the form and return it to the guard for signature, date and time. The guard will deliver all bid cards to the I. R. Department at the termination of the posting. The job will be awarded to the most senior qualified bidder, and an award notice will be posted.

If you are by-passed on a bid, the Superintendent will explain to you the reasons you were not selected.

If the posted job represents a promotional opportunity, you may bid without any restrictions.

If the posted job is in the same, or lower classification as your current job, your bid will be considered a lateral bid. You may not bid laterally until you have been on your current job for 18 months. Once you have laterally bid, you will not be allowed to bid laterally again for a period of 36 months.

TERMINATIONS

You may resign from employment with the Company at any time, by giving written notice to your Supervisor at least two weeks before the effective date of your resignation.

When an employee is discharged, he/she immediately loses all rights and privileges, except those benefits extended to a terminating employee under our group insurance plan, and our retirement income plan.

All terminating employees must check in company equipment and clothing issued to them, and must clear through the Industrial Relations Department. All wages earned to the date of termination will be mailed to the terminating employee on the next regular pay day.

TRANSFERS

Employees may be considered for transfer between departments, or other locations, based on qualifications and availability of openings.

Request for transfer from one department to another must be made by letter to the employee's immediate Supervisor, and forwarded to the Industrial Relations Department.

As openings occur in the Operations and Maintenance Departments above the entry level positions, requests for transfers on file, at the time, will be considered and, where applicable, candidates moved before the opening is placed on the Boards for bids.

When transfers from Operations to Maintenance or vice versa are approved, the employee will enter the new department at the entry level positions on the departmental seniority list.

being notified of the reason for the suspension or discharge, and he/she shall be given an opportunity to be heard in the presence of his Department Manager and the Industrial Relations Manager.

An employee justly suspended shall lose all rights to wages during the period of suspension, but does not lose other employee rights and benefits.

A discharged employee shall immediately lose all rights and benefits as an employee, except those benefits extended under the Group Insurance Plan and the Retirement Income Plan.

GENERAL INFORMATION

OFFICIAL BULLETIN BOARDS

Our bulletin boards are used to inform you of operating procedures, work schedules, news-worthy happenings, etc. You should make it a habit to read these postings every day. No material is to be posted or removed from bulletin boards without the approval of the Industrial Relations Manager.

SOLICITATIONS

Solicitations or distribution of literature by employees or non-employees on Company property which in any way interferes with production or orderly housekeeping is prohibited.

CAMERAS

Any recording devices including cameras and tape recorders will not be allowed in the plant except by written approval of the Plant Manager.

PLANT VISITORS

If you wish to bring a personal visitor into the plant, you must have a properly authorized gate pass. These passes may be obtained from your Department Manager.

LOCK AND LOCKERS

You may be assigned a locker for your personal use. It is your responsibility to keep your locker free of debris and materials that could be a fire hazard such as oily rags, clothes, etc. Lockers are not tamper proof and it is suggested that money or other valuables not be left in them. The company can assume no responsibility for employee's personal property.

All locks in the plant shall conform to a single masterkey system administered by Plant Protection. Personally owned locks are not to be used in the plant.

REMOVAL OF MATERIAL FROM PLANT

If it is necessary to remove materials, tools, or equipment from the plant, you will need a gate pass signed by your Depart-

ment Manager as authorization. There will be no authorization of scrap and salvage material to be removed from the plant. Arrangements will be made to gather all scraps and salvage material in one area, preferably outside the plant gate, for scheduled periodic pickup.

MATERNITY LEAVE

Maternity Leave may be granted to a regular, full-time employee who becomes pregnant. Employees should notify their immediate Supervisor as soon as they know they are pregnant but not later than the end of the third month of pregnancy. Employees who work in the Plant should notify their Supervisor immediately when their Doctor determines they are pregnant.

Maternity Leave benefits will be discussed with the employee by the Industrial Relations Department.

An employee must notify the Industrial Relations Department of intent to return to work. This notification must be in writing, and filed with the Industrial Relations Department not more than 21 days following delivery.

Maternity Leave will normally end four weeks following delivery. An extension can only be granted due to reasons of health.

FUNERAL LEAVE

You will be allowed up to three consecutive calendar days, if needed, with pay at your base rate to attend the funeral of a member of your immediate family. The date of the funeral must be one of the three days, and you must attend the funeral.

Immediate family shall include your spouse, your children, your and/or your spouse's father, mother, brother, sister, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchildren, grandparents, or any other individual who makes permanent residence with you.

You should notify your Supervisor of the death and funeral arrangements as soon as possible.

PERSONAL USE OF TELEPHONE

Telephones are provided for you to use to conduct business calls. Therefore, we ask that you refrain from using the telephones for personal use except in emergencies.

Any personal long distance calls, for whatever reason, should be charged to your home telephone number and not to Celanese.

PERSONNEL FILES

Your personnel file is a complete record of your work history and is kept in a locked file cabinet. The only people who have access to your file are you, your Supervision and Industrial Relations Personnel.

If you would like to review your personnel file, go by the I. R. Department on weekdays from 7:30 a.m. to 4:00 p.m.

SAFETY RULES

GENERAL

1. The management of the Bishop Plant is dedicated to operating a safe and profitable plant. In order to accomplish this, you must be an active participant in the safety program. You must be familiar with the safety rules and regulations as they apply to your particular job. The following rules are brief and are only meant to acquaint you with safety. They are included in depth in the Policies and Procedures Manual, Section V. You should be familiar with this section of the book. Your Supervisor has a copy of the Policies and Procedures Manual that you may study.
2. The individual employee, by virtue of his/her employment, assumes a responsibility for their personal safety as well as for the safety of their co-workers. The individual employee is charged with observing all accident prevention policies as a direct job responsibility. All employees are required to use the required protective and safety equipment, follow specific procedures, participate in safety programs, submit safety and work improvement suggestions to their supervisors so we can make this plant a most desirable plant in which to work.
3. Accidents that involve injury to personnel must be reported immediately to your Supervisor. Your Supervisor will advise you about going to the Plant Dispensary where there are trained first-aid personnel working around the clock to take care of minor injuries and to refer the case to a doctor if more extensive services are needed. The importance of reporting injuries cannot be stressed too much. Minor injuries that are not treated properly, or if treatment is delayed, tend to develop into medical problems later. It is imperative that all injuries be reported promptly. All injuries that require medical treatment must be reported by the company to designated State and Federal branches within five days of the injury.
4. Injury Definitions:
 - a. First Aid Case - Any injury treated in-plant with no outside medical treatment required.
 - b. Doctor First Aid Case - Injuries incurred that should have a medical opinion. If no treatment other than medical first aid is performed, the injury is rated as a doctor first aid case and is not an O.S.H.A. Loggable Injury.
 - c. O.S.H.A. Loggable - An injury requiring medical treatment and expertise as defined by the O.S.H.A. criteria. The required treatment is above and beyond routine first aid. Examples: sutures, casts, certain prescription medicines, etc. The injury may or may not involve lost time from work.
 - d. Lost Time Injury - A job incurred injury which requires

medical expertise and involves lost time from work. This injury automatically is an O.S.H.A. Loggable Injury.

5. Before starting a job, each employee shall thoroughly understand the work to be done, his part in it, and the safety rules that apply.
6. Hard hats and safety glasses are required to be worn in the fenced area of the plant (exception: control rooms and offices) and also when working outside the fenced areas.
7. No lighters and matches are permitted to be carried inside the Plant.
8. Smoking is permitted in designated areas inside the Plant.
9. Employees shall not engage in horseplay.
10. Guarding shall not be removed from any machine or equipment unless it is required to perform required maintenance and equipment is locked out.
11. All plant operating mobile equipment and transportation vehicles shall be equipped with a back-up alarm.
12. Work at a safe speed. Foolish hurry is dangerous.
13. Rings (jewelry) must be removed before entering the plant.
14. Safety shoes are recommended, especially when handling heavy material. No open toed shoes and canvas material shoes allowed.
15. Any employee who notices an unsafe or hazardous condition will immediately report it to his Supervisor.
16. All personnel employed will wear their appropriate badges prominently displayed on their outer clothing.
17. Approval must be granted by the Engineering Department before changes in relieving pressure on relief valves are made.
18. Employees will not be permitted to wear beards and/or sideburns which grow below the curvature of the jaw.
19. First aid stations to provide medication for the treatment of routine, minor injuries at the work site are not permitted.
20. Marked exits and emergency illumination must be maintained to allow employee escape in time of emergency.
21. Plant speed limit is 14 M.P.H.
22. Care shall be exercised in handling all gas cylinders. Manufacturers approved handling techniques shall be followed.

PLANT WORK PROCEDURES

1. Permit policies are established to control ignition sources and human entry into confined spaces during construction, maintenance, and routine repairs.
2. A permit is required before welding, heating, using electrical tools or any operation producing heat, sparks, or flame.
3. A permit is required before entering a tank, tower, or any vessel enclosure including excavations deeper than 6 feet.
4. Live, energized equipment (electrical, mechanical, pneumatic, and spring loaded devices) must be de-energized before

any work is started and/or entry to the equipment is attempted.

5. All Permit Work in a zone affected by a fire emergency must be reinspected before work is resumed.
6. Open flames should not be used near flammables without a safety permit.
7. Welding and cutting shall be done only by experienced and properly instructed persons.

PLANT EMERGENCIES

1. The fire whistle is used to sound an emergency. Class I incidents are fires, large chemical spills, acts of nature, and serious injuries to two or more personnel. The whistle is sounded for ten seconds duration followed by short blasts covering the involved zone. These emergencies have top priority and all permit work ceases and road traffic stops and does not resume until after the "all clear" whistle is sounded. See Section V in the Policy and Procedures Manual and the Emergency Plant Manual which outlines procedures for Class I and Class II (major disasters) emergencies.
2. All outside smoking shall cease when the fire alarm sounds and not resume until the "all clear" sounds.
3. Employees shall not enter confined spaces after using an inerting type extinguisher such as a CO₂ until the area has been thoroughly ventilated.
4. If a fire extinguisher is used, do not return it to the hanger. Place it on the floor and notify the Fire Chief or Safety Department of its use.

FIRE PREVENTION

1. Work locations, vehicles, and the inside and outside of buildings shall be kept clean and orderly at all times. A regular schedule of inspection and maintenance should be followed.
2. Fire protection equipment shall be properly located at all times.
3. Every person shall be familiar with both location and the operation of all fire protective equipment in the work area.
4. Gasoline shall be handled and dispensed only in U.L. approved safety cans.
5. No clothing shall be allowed to hang on walls or in the space back of control boards.
6. Chemicals stored in small containers shall be labeled and stored in approved locations.
7. Flammable liquid dispensing vessels will be grounded and bonded. Moving machinery shall be grounded.
8. A clear access shall be maintained to all fire equipment.
9. No fire protection systems' valves and alarms should be closed or de-energized without notification of the area supervision, Fire Chief, and Safety.

10. Fire hose, like other fire-extinguishing equipment, should be available for immediate use and should not be obstructed, or used for any other service than fire fighting.

MANLIFTS AND ELEVATORS - FOR AUTHORIZED PERSONNEL ONLY.

1. Ride manlifts facing belt; use both hands on hand hold. To stop, pull rope. Pay particular attention to the following sign, "Top Floor - Get Off".
2. No tools or materials shall be carried on manlift.
3. Never load an elevator beyond its rated capacity.

TOOLS AND EQUIPMENT

1. All tools shall be of an approved type and maintained in good condition.
2. Each Supervisor has the authority and responsibility to condemn unserviceable tools.
3. Tools should not be placed unsecured on elevated places.
4. Impact tools such as chisels and punches that become mushroomed or cracked, shall be dressed, repaired, or replaced before further use.
5. "Pipe cheaters" shall not be used to extend wrench handle for added leverage unless the wrench was designed for such use.
6. The insulation of hand tools shall not be depended upon to protect the user from shock.
7. All powered tools shall be examined prior to use to insure general serviceability and the presence of all applicable safety devices.
8. All tools shall be used only within their design capability and shall be operated in accordance with the instructions of the manufacturer.
9. Pneumatic tools shall not be pointed at another person.
10. Compressed air shall not be used for cleaning purposes, except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.
11. Compressed air shall not be used to blow dirt or dust from clothing.
12. The use of hoses for hoisting or lowering tools shall not be permitted.
13. Industrial trucks shall be operated only by authorized persons who are trained in their use.
14. When mowing a slope or incline, mow across the face of the slope.

LADDERS

1. A person should not use a ladder that has broken, loose, or cracked rungs, side rails, or braces. Defective ladders shall be tagged and removed from service.

2. Ascend and descend ladders facing the ladder and grip the sides or rungs with both hands.
3. If a ladder is placed where the opening of a door may displace it, the door should be locked or guarded.
4. Metal ladders should not be used near electrically energized equipment.
5. Wooden ladders should not be painted. They shall be treated only with a clear nonconductive material.
6. Ladders should be placed so the distance from the foot of the ladder to the base of the wall or other support is approximately one-fourth the working length of the ladder.
7. A person shall not stand on the top step of a step ladder and the top two rungs of a straight ladder.
8. While a person is working on a step ladder at a point 10 feet or more above the ground or floor, the ladder shall be tied, blocked, or secured, or held in place to prevent being displaced.

SCAFFOLDS

1. All scaffolds shall be of sufficient strength and rigidity to safely support the weight of men and material to which they may be subjected.
2. Scaffolds shall be erected in accordance to present standards for all persons engaged in work that cannot be done safely from the ground or from solid construction.

PERSONAL PROTECTIVE EQUIPMENT

1. Ear protection must be worn when there is a possibility of hearing damage due to process flows, impact tool or equipment noise.
2. Contact lenses shall not be worn in the plant except by special authorization from the Safety Department.
3. Eye glasses, even with safety lens are not a substitute for goggles. Full cover goggles and/or face shields shall be worn when a person is involved with handling chemicals, (including sampling) and power grinding.
4. Approved safety hard hats shall be worn by all employees when at work.
5. Special suits and clothing shall be worn when handling corrosive materials.
6. All protective equipment should be inspected prior to donning to ascertain good condition and protection.
7. Safety belts and harnesses with life lines attached should be worn by those who work at high levels.
8. Gloves should be used where there is more than a reasonable chance of hand injury or skin contamination. The type of glove selected is dependent on what is being handled. Your Supervisor will advise you as to the type to be worn.
9. Safety glasses shall be worn as minimal protection when working in all plant labs.

**A new job requires
many adjustments.
This booklet has
been prepared to
help you make these
adjustments and be-
come a part of the
Celanese team as
quickly as possible.**

CHEMICALS & PLASTICS

BISHOP, TEXAS

000801