EMPLOYMENT
PHYSICAL EXAMINATION CLASSIFICATION

A. POLICY

It is the policy of the Company to require a satisfactory physical examination of each applicant before he may be accepted for employment. A physical examination will also be required of employees who return from layoff or from leave of absence under certain conditions. These physical examinations will be given by the Floor Plant Physician or a recognized physician selected by him and the expense will be borne by the Company.

B. RESPONSIBILITY

1. It is the responsibility of Employee Relations to assure that the following procedure is observed:

a. An individual being considered for employment with the Company shall, without exception, be given a physical examination by the Floor Plant Physician or his delegate before he is accepted for employment. The examining physician shall be guided by the provisions of Paragraph C and shall:

(1) Record his findings on Form 2423, Physical Examination Form, for retention in the Floor Plant Dispensary, and complete Form 4849, Physical Examination Report, on which pertinent information is to be recorded including his recommendation as to whether or not the applicant be employed. In making this recommendation, he shall give due consideration to the type of work for which the applicant is being considered (office, laboratory, sales, etc.).

b. As part of the physical examination, each applicant shall have a chest X-ray. If, as a result of the X-ray findings, the examining physician decides that the applicant should be reclassified, possibly also changing his recommendation as to the applicant's employability, this shall be recorded on Form 40030 and this shall supersede the data previously recorded on Form 4849.

c. In the case of certain trainee candidates, physical examinations are not always possible or practical at the time of interviews in Lancaster. Under such circumstances, one of the following will apply:

(1) The candidate will return to Lancaster at a subsequent date prior to employment for the examination;

(2) The examination will be conducted by an outside physician at the Company's expense; or

(3) The candidate will be examined on his first day of employment.

When the examination is conducted by an outside physician, Employee Relations will send Form 2423, Physical Examination Form, to the candidate for the examining physician's use. The results of the examination should be recorded on Form 2423 and returned with the chest X-ray film directly to the Floor Plant physician. Upon receipt of this information, the Floor Plant physician will complete Form 4849, Physical Examination Report, and notify Employee Relations of his classification of the candidate.

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B. d. The physical examination shall be considered complete when Form 4849 has been received by Employee Relations. The applicant will then be eligible for employment only if so recommended by the examining physician.

e. A Department or Division Manager in consultation with Employee Relations shall have the authority to accept for employment any individual, even if this goes contrary to the recommendation of the examining physician. In the case of an individual in Class 4-A or Class 4-B, the acceptance must be in writing and shall be permanently filed in the employee's personnel folder.

f. A former employee, who has been laid off or who has been on military leave of absence (other than reserve activities), shall pass a satisfactory physical examination before reemployment.

NOTE: Former employees returning from military reserve activities of two or three weeks or less are normally reemployed without requiring a physical examination. However, unusual circumstances may indicate the desirability of a physical examination and the examination should be required in such instances. In all cases, an examination shall be required if the absence was for a longer period.

C. PHYSICAL CLASSIFICATION

1. Applicants are to be rated physically by the examining physician according to the classes and sub-classes as listed below:

Class 1 Applicant physically fit for any job. No demonstrable physical defect or illness.

Class 2-A Applicant physically fit for any job but has certain defects which will not limit his work capability now or in the future.

Class 2-B Applicant physically fit for any job but has certain defects which, although not limiting his work capability at this time, may do so in the future.

Class 3-A Applicant fit for only certain types of work when specifically approved for such by examining physician and Department or Division Manager. The defect or illness which limits his work capability now is not likely to worsen.

Class 3-B Applicant fit for only certain types of work when specifically approved for such by examining physician and Department or Division Manager. The defect or illness which limits his employability now is likely to worsen.

Class 4-A Applicant unfit for work. Either proper treatment or time may make him employable. He might reapply in the future.

Class 4-B Applicant permanently unfit for work.

Detailed guides to be used by the examining physician in classifying candidates may be found in Policy - Practice, Section C-340.4p.

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