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EASTERN MICHIGAN DISTRIBUTORS, INC.

5937 CONCORD AVENUE

DETROIT 11, MICHIGAN

WAlnut 1-2190

RULES AND REGULATIONS GOVERNING THE WORK AND CONDUCT OF
DRIVERS AND WAREHOUSEMEN EMPLOYED BY EASTERN MICHIGAN
DISTRIBUTORS, INC. AND EASTERN METAL MOULDINGS, INC.

Section I--Personal Conduct

- a. Employees are to follow company regulations as to ringing time cards.
- b. Employees are to be at all times polite and helpful to all customers and other company personnel whether on company premises or in making deliveries.
- c. The company will allow one (1) "coffee break" of 10 minutes in any one day to each employee, this to be staggered amongst the employees between the hours of 9:30 A.M. and 10:30 A.M. Any other purchase, to evade this rule, or of carrying sandwiches, milk, coffee etc. for any purpose other than the regular lunch period on company premises will not be tolerated.
- d. Company telephones are ~~not~~ to be used for incoming or outgoing calls except in emergency and permission must be obtained from the office for this purpose.
- e. The company asks that it not be involved in employees personal or financial problems and that such instances be held to a minimum.
- f. The company asks that employees please refrain from requesting cash advances or loans.
- g. Any examination of company records, correspondence or company business matters by any employee not permitted to do so, said employee will be subject to immediate discharge.

**"FOR BETTER SERVICE" — TURN TO EASTERN
"WHOLESALEERS TO THE BUILDING INDUSTRY"**

NATIONALLY ADVERTISED PRODUCTS

"BEAUTY BRICK"	SUSPENDED CEILINGS	"EMCO" TRIMS
ALCOA ALUMINUM SIDING	— NU-ALUMINUM SIDING	— GLOBE ALUMINUM SIDING
COIL STOCK	— REYNOLDS OR ALCOA SOFFIT SYSTEMS	— PAINTED ALUMINUM GUTTER
LANITE PRECAST STONE	— PANEL-ROC ALUMINUM STONE	— GLATEX
FRY ASPHALT ROOFING	— GLOBE ASPHALT ROOFING	— GLOBE INSULATING SIDING
ALL NECESSARY ACCESSORIES FOR ROOFING OR SIDING		

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SECTION II--Work Rules

The company expects its employees engaged in warehouse or driver work to do the following:

- a. At your work starting time--to report for work on time and to do the work appointed to you by this office. Failure to report for work on time or to ring cards properly will be subject to penalty.
- b. To always keep in mind that we must get loads on the road in order to maintain business and to give improved service.
- c. That the company expects all warehouse and driver personnel to work at maintaining a clean and orderly warehouse. This means that any man having free time must keep busy to accomplish this purpose. Loafing violations to this rule will be noted and penalties invoked.
- d. Drivers leaving on a run will ring out their departing time and their completion time of the run, also the "out" and "in" mileage for each run on the face of our warehouse loading tickets and on the face of the charge tickets he is carrying for his run.
- e. The company wants most materials being delivered to be placed off the ground and to be covered. Materials should be protected whenever and wherever possible.
- f. Drivers should not go up driveways with trucks or unload on lawns without special permission, and only then when to do so the amount of hazard has been considered.
- g. All deliveries of materials are to be put in garages whenever possible, otherwise at rear of house in a specified location. Deliveries should not be "side walk deliveries", there are several reasons for this rule, This rule is to be followed at all times unless the customer specifically requests otherwise.

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SECTION II--Work Rules Cont'd

- G. Drivers making deliveries should be aware that many times residents at the delivery addresses may be attempting to gather information from them regarding quality of materials, their contractor, price information, etc. The handling of such situations demands only normal ability and thinking. In general, if such questioning should lead the driver to believe that it is out of line he should politely inform the person that he is not qualified to answer and that this person should contact his contractor or our office.
- h. The company wants drivers making deliveries that have any problems as to addresses, collection of C.O.D. monies (~~POST-DATED CHECKS SHOULD NOT BE ACCEPTED~~), or questions involving the disposition of materials to call this office.
1. The company wants all materials picked up by its drivers as credit material to be duly noted as to the item, quantities and condition of such materials. Materials that are not ours or that have not been purchased from or thru us should NOT be accepted for credit.

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SECTION III--Care of Equipment and Property

- a. Drivers and warehousemen will be held responsible for the cleanliness of our equipment.
- b. Each driver is to look over the piece of equipment he is to take on a delivery run. Check tire condition, gas, oil, water etc. Upon completion of a run he is to fill up gas, oil, water and review condition of equipment. If any discrepancy is detected he is to make a written report, properly dated, and give it to the dispatcher.
- c. Drivers and warehousemen must always report any accident or damage to equipment, property or materials whether it be on our premises or away from our premises. This must be done by making a written report.

ALWAYS GET THESE FACTS:

1. Time of day
2. Name or names of persons involved.
3. License numbers (vehicle and driver's)
4. Insurance Company
5. Witnesses
6. Make sketch of accident

This report must be made to our office. Failure to report accidents, property or material damage, either on our premises or elsewhere, will be subject to penalty.

- d. Upon completion of a run drivers shall return the equipment in their possession to our warehouse (unless specifically permitted to do otherwise). The equipment will be parked inside the premises, all keys turned into the office and any doors to the premises must be locked.

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5

IMPORTANT NOTICE

2/23/67
(original)

We have discussed many times the necessity of having a proper procedure to follow whenever we receive merchandise from ANY outside source, whether by carrier or by our own pickup. There seems to be an assumption that trucking companies or employees of other suppliers do not make mistakes. "THIS IS NOT SO" From now on these rules must be followed by any employee receiving materials:

1. Be sure the material is charged to the right company, i.e. Eastern Michigan Distributors or Eastern Metal Mouldings.
2. Be sure the material being delivered or picked up is material which we have ordered.
3. Do not accept any materials being returned for credit via highway carriers without an OK from the office.
4. Be sure the items and quantities agree with the shipment tally sheet. If there is no tally sheet, list all items and amounts on back of freight bill and sign your name and the time and date of receiving.
5. Damaged materials or shortages are a constant source of trouble. In order to rid ourselves of this make the following checks at the time of receiving.
 - a. Look for any visible damage.
 - b. Look for concealed damage. If necessary open any packages where you have reason to suspect concealed damage.
 - c. If the damage is minor, make note of it on all copies pertaining to the shipment and have the delivering driver sign for it. MAKE SURE HIS SIGNATURE IS LEGIBLE.
 - d. If the damage is major, consult the office as to whether the shipment should be accepted or rejected.
 - e. All types of ladders, stages or other equipment must be examined for flaws or damage and duly noted.
 - f. To Summarize--let us all protect this company in its right to purchase and receive materials in A-1 condition.

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NOTICE

EACH driver must make a personal check of the load that he is taking for delivery. This must be done along with Charles Popadines, OR WILLIE TUMPKIN

This check will be your verification that the quantities shown on the delivery tickets are correct.

When unloading at delivery addresses each item must be checked as to the correct item and correct amount.

Responsibility for improper deliveries, lost materials or damaged materials will rest with the driver.

NOTICE

ALL DRIVERS AND WAREHOUSEMEN

Care must be taken in handling Soft Siding and Asbestos Siding when making deliveries or warehousing. The ends of Soft Siding material are very fragile, thus it should always be piled flat--never stood on ends or jammed.

Asbestos Siding should be handled in a like manner and in addition must be piled on boards or pallets to keep it off the ground or cement. If Asbestos Siding gets damp or wet it is subject to mildewing and must always be covered with a waterproof covering.

Signed

M. F. Zuercher

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December 9, 1971

OFFICE DRESS

MEN: Knock about pants, denims, etc. are not acceptable.

Dress trousers or sports trousers are o.k.

Shirts must be worn with tie. Turtle neck, semi-turtle neck, or sports shirts buttoned are o.k.

We want our employees to present a neat, well groomed appearance at all times. We do not object to hair style but good grooming is the essence.

WOMEN: Dress pant suits were approved this past year as optional and occasional attire.

Slacks are not good office grooming.

We do not feel that we are asking too much of our employees to meet these requirements.

Most offices today require suits and ties (no sports attire) and most cases do not allow women to wear pants suits of any type.

We feel that our employees are representative of the company and not of the customers they serve -- regardless of what they may be or do.

EASTERN MICHIGAN DISTRIBUTORS, INC.

John M. Quinn, President

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