

*Memo to: All Staff*

*Memo from: Bill Jones, Operations Manager*

*RE: Safety procedures*

*Date: 01/20/02*

*It has come to my attention that safety procedures in our manufacturing plant are not always being followed. This needs to stop. From this point forward anyone not following safety procedures will be immediately suspended without pay for one week. After your second violation, you will be terminated.*

*These new strict policies are being implemented because we were recently audited by the government and given a fine and warning of possible shutdown of our plant. Please remember that the use of safety equipment is not limited to the individuals working on our assembly line. Anyone who visits the facility needs to put on all safety equipment.*

*The area of most concern is our newest machine, the smooth-o-matic. Goggles must be worn by everyone that is within 100 feet of that powerful machine.*

*If you are unaware of all our safety procedures, they are contained in our personnel handbook. If you cannot find your copy, request an additional one from Sarah Smith at extension 1111. We also keep a copy of the book right outside the door into the manufacturing plant so anyone can refer to it before entering the plant.*