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Announcement to Employees

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ANNOUNCEMENT
to
EMPLOYEES
MORGAN
WORCESTER
GUARD SERVICE
3rd. September 1941
GUARD SERVICE

On Monday, September 8th, we will institute procedures which are regarded as necessary by Federal, State and City officials if we are to properly protect our properties and our jobs from the possibilities of outside sabotage.

BADGES

With this notice you will receive a badge bearing your number which will identify you to the guards and permit your entry into the plant. The original badge is being provided without charge, but loss of the badge will require a new one, the cost of which ($1.00) will have to be borne by you. The badge should be worn in a conspicuous place at all times while you are at work.

ENTRANCES

Each plant will have one entrance through which all employees must pass to enter the buildings.

Lincoln Square Plant. The entrance on Carbon Street will be the point of entry for all Lincoln Square employees. A guard will be posted at this entrance at all shift changes. The guard will require you to display your identification badge, or entrance will be denied. Excepting when the guard is at the Carbon Street door, the door will be kept locked and can only be entered by applying to the guard who will be at his guard house. The guards are instructed to report each day all "out-of-hour" requests for admission.

Engineering Department and Office Employees. The 15 Belmont Street entrance will be open each work day only between the hours 7:55 A.M. and 5:15 P.M. Employees arriving at earlier hours can gain entrance via Carbon Street. At the Belmont Street entrance Mrs. Reed will be responsible for identifying all those entering the office building.

Crescent Street Plant. The south gate next to the watchman's house will be the only gate open. Identification procedures will be identical with those described for Lincoln Square plant.

In case you neglect to bring your badge with you, you will be delayed in gaining entrance to work. Guards are provided with "temporary" passes which they will issue only upon suitable identification. The "temporary pass" will be good only for the day of issue.

Everyone in the plant must at all times display his or her identification badge. All visitors and employees from other companies will be furnished with badges.

We dislike regulations of the nature outlined above, but we are advised that even the procedures we are putting into effect cannot in themselves absolutely assure the safety from sabotage of our equipment and jobs.

The maximum of safeguarding can be achieved only through the complete cooperation of everyone, and this is how you can help:

1. In your area will be an employee appointed a deputy, and you will be informed as to who this man is.

2. You should report immediately to the nearest deputy any person not wearing an identification badge.

We will appreciate any suggestions you may have to offer, also the reporting of any serious inconvenience which can be rectified without weakening these protective regulations.

MORGAN CONSTRUCTION CO.
By Philip M. Morgan,
President
3 SEPTEMBER 1941

JUSTINE C. LINDQUIST