

Working at
Union Oil Center

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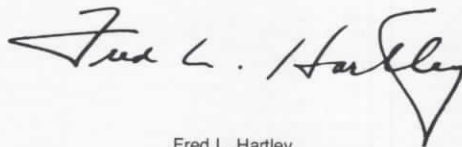


Equal Employment Opportunity Policy

I wish to again affirm the continuing policy of the Union Oil Company of California to afford all persons equal employment opportunity. Hiring, promotion, training, transfer, performance rating, demotions and all other personnel policies and practices shall be carried out without regard to race, color, age, religion, sex, national origin, or handicap.

The company will actively seek and consider for hiring and advancement candidates who are minority group members, women, Viet Nam veterans, disabled veterans, or handicapped. Appropriate affirmative action plans are maintained at each establishment to ensure full consideration of the qualifications and potential of each such employee or applicant for employment. Such plans include goals and timetables for the employment and upgrading of minorities and women with the required qualifications and potential.

Every member of management is responsible for assuring proper administration of the equal employment opportunity policy and the implementation of the company's affirmative action program within his or her assigned area of responsibility.



Fred L. Hartley
Chairman and President
Union Oil Company of California

INTRODUCTION

The purpose of this booklet is to introduce new employees to the work rules, policies and benefit plans covering Union Oil Company employees working at the Union Oil Center. In addition, it is intended to serve as a reference for employees now working at the Center. Necessarily, many items have been briefed. If you have any questions on company policies which concern your employment, your supervisor will be glad to discuss them with you.

COMPENSATION POLICY

It is the policy of the company to compensate all employees on a fair and equitable basis for the work which they perform. Jobs are classified according to duties and responsibilities as a basis for determining wage and salary classifications. Promotional opportunities and salary increases are based upon work performance.

PAY PERIODS

At Union Oil Center, most employees are paid semi-monthly. Pay periods end the 15th and the last day of the month. Checks are mailed to your home (or bank if requested, if suitable arrangements are made by you with your bank and with your Personnel Office). Special payment arrangements can be made with your supervisor prior to a vacation, with at least a ten day advance notice.

YOUR PAY CHECK

The earnings statement attached to your pay check shows rate of pay, total

hours worked, earnings, itemized deductions and net amount paid.

Listed below are typical deductions:

A. Required by law:

1. Federal Income Withholding Tax (Fed. W/H)
2. Federal Social Security and Medicare Taxes (F.I.C.A)
3. California Income Withholding Tax (State W/H)
4. California Disability Insurance (C.D.I.)

B. Authorized by you for your convenience:

1. U.S. Savings Bonds
2. Charity Contributions through A.I.D. - United Givers
3. Credit Union

C. Authorized by you for benefit plans:

1. Disability Income Plan (D.I.P.)
2. Life Insurance Plan (L.I.P.) including Survivor Income Insurance (S.I.I.)
3. Medical Plan (M.P.) or alternate approved Health Maintenance Organization (H.M.O.)
4. Profit Sharing Plan (Voluntary purchase of Union Oil Common Shares)
5. Supplemental Accident Insurance (S.A.I.)
6. Employee Stock Ownership Plan (E.S.O.P.) — (Voluntary member matching contributions, as permitted by the Plan).

HOURS OF WORK

The scheduled work day for most employees at Union Oil Center begins promptly at 7:45 a.m. and ends at 4:30 p.m., but special hours may be established to meet the needs of certain departments. A lunch period of 45 minutes is provided at mid-day.

Work is scheduled as far in advance as is practical to maintain regular hours. The normal work schedule provides for 40 hours of work each week with most assignments scheduled to work for five 8-hour days. A break period of 15 minutes is normally provided near the midpoint of both the first and second halves of each work day. Employees may be required by their supervisor to defer the break period, when necessary, to a later time.

Deviations from normal work schedules may be put into effect from time to time, or established on a regular basis to meet specific operating requirements.

For purposes of determining overtime, vacation, leaves of absence, and other payroll matters, work is accounted for by calendar days within the work week, which begins at 12:01 a.m., Monday and ends at midnight Sunday.

OVERTIME PAYMENTS

Business circumstances may necessitate work beyond the scheduled work day. Employees subject to the overtime provisions of the Federal Fair Labor Standards Act will receive overtime payments as follows:

- A. Overtime at one and one-half times applicable straight-time rates will be paid for:
 1. Hours of work in excess of an eight hour work day.
 2. Hours of work in excess of forty in the work week not paid for in #1 above.
 3. Hours of work on a scheduled day off.
- B. Fractions of a half ($\frac{1}{2}$) hour of overtime will be counted as a half hour.
- C. If it becomes necessary to change your work schedule with less than forty hours' advance notice, you will receive payment at one and one-half times the applicable straight time rate for the first shift worked under the new schedule except in the following circumstances:
 1. A change of schedule due to a promotion or assignment to a new job.
 2. A change made for the accommodation or convenience of the employee at his request.
- D. If you are called back to work after having completed your regular day's work and after having left for the day, or if you are assigned to work on a scheduled day off, you will be paid for actual time worked, but not less than 4 hours, at one and one-half times the applicable straight-time rate.
- E. Holidays observed on scheduled work days and for which payment is made, but which are not worked, vacation time, scheduled time off

because of civic duty leave, and sick leave (paid or unpaid) hours will be counted as time worked for purposes of calculating overtime payments. Unpaid leaves of absence for personal reasons will not be counted as time worked for purposes of calculating overtime payments.

SHIFT DIFFERENTIAL PAYMENTS

- A. Current shift differentials shall be paid for hours actually worked on the afternoon shift and the night shift as shown below:

Afternoon Shift:

4:00 p.m. - 12 Midnight

Night Shift:

12 Midnight - 8:00 a.m.

(No shift differential payments are made for Daylight Shift: 8:00 a.m. - 4:00 p.m.).

- B. No shift differential payment shall apply to a shift which begins and ends on or between 6:00 a.m. and 6:00 p.m., and shift differentials shall not be paid for overtime hours worked as a continuation of the daylight shift except for direct shift relief work due to the absence of a scheduled employee.
- C. Any shifts scheduled for hours other than set forth in "A" or "B" above, shall be considered an odd shift and shift differential payments shall be made in accordance with clock hours worked on such odd shifts at the rate specified under current company policy.

- D. When an employee works under conditions which entitle him to overtime payments, and when shift differentials are also payable, such shift differential payments shall be made at one and one-half times the rates set forth in current company policy.
- E. Shift differential payments will not be included in determining earnings classifications for insurance and benefit plans.
- F. Shift differentials will not be included in pay for time not worked such as vacation and sick pay allowance, holiday payments, or jury duty.

VACATIONS

After completion of one year of service, you are entitled to an annual vacation with pay. The length of your vacation is determined by years of service as follows:

- A. After one year of service, two weeks
- B. After five years of service, three weeks
- C. After ten years of service, four weeks
- D. After twenty years of service, five weeks

You become entitled to each annual vacation on your service anniversary date, but for your convenience, after completing two or more years of service, you may take your vacation on or after January 1st of each year. Vacation schedules will be determined by

the company. An effort will be made to accommodate the preferences of employees.

When a recognized holiday occurs during your vacation, you will be granted an alternate day of paid vacation or, at the company's option, a day's vacation pay in lieu thereof.

The purpose of a vacation is to provide an annual period of rest and relaxation. Consequently, you may not carry the vacation over to the ensuing year. And you may not receive pay in lieu of a vacation except when your department head verifies in writing that you were unable to take your vacation due to disability or due to company necessity.

As a rule, a vacation is defined as a period of at least five consecutive days in the work week. It is not to be taken in single days without the consent of your supervisor and then only when circumstances are such that your vacation will be best spent in this way.

Vacation periods are subject to adjustment for leaves of absence without pay in accordance with company policy. When an employee's service terminates prior to completion of one year of service, he is entitled to no vacation or pay in lieu thereof.

Upon termination of employment (including retirement), payment for accrued vacation which has not been taken is determined by your service date. If vacation time has been earned but not taken, payment is made in the final paycheck. If vacation has been taken before fully earned, a deduction

will be made for the amount of the unearned vacation taken prior to termination.

HOLIDAYS

Regular full-time employees at Union Oil Center are eligible for holidays as set forth in the company holiday policy. Currently these holidays are:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving Day
- The day before Christmas Day
- Christmas Day
- A day to be designated each year by the company

Whenever any recognized holiday falls on a Sunday, the following Monday will be observed as a holiday. Whenever one of these holidays falls on a Saturday, the preceding Friday will be observed as the holiday. However, when the day before Christmas falls on Sunday, the Friday immediately preceding will be observed as the holiday. And when the day before Christmas falls on Friday, the Thursday immediately preceding will be observed as the holiday.

Whenever a recognized holiday coincides with a Federal holiday, the Federal holiday will be recognized as such holiday.

For all regular full-time employees subject to the overtime provisions of the Fair Labor Standards Act:

- A. When a holiday is observed on a scheduled work day and you are not required to work, you will be paid one day's pay at your regular rate. In case you are required to work on such a holiday, in addition to one day's pay, you will be paid time and one-half for all hours worked.
- B. After you have completed six months of service, you will also be paid holiday pay (at your regular rate) for holidays that fall on a scheduled day off.

SERVICE DATE

Your service date is used in determining your eligibility for participation in certain of the benefit plans and company policies. If you are a *regular full-time* employee, your service date will usually be the date on which your employment commences.

A part-time, temporary, or casual employee does not normally establish a service date and generally does not participate in the various benefit plans and company policies except where required by laws such as ERISA.

LEAVES OF ABSENCE

There may be times when extenuating circumstances make it necessary for you to be absent from your work. You should contact your supervisor as far in advance as possible so that relief arrangements can be made.

- A. **Personal Leaves:** Your immediate supervisor should be contacted to

arrange a personal leave of absence without pay. A request for a personal leave in excess of 3 days must be submitted in writing. Approval for such leaves of absence will depend on factors such as the individual circumstances and the department's workload.

- B. **Death in Family:** In the event of a death of a member of your immediate family, you will be given necessary time off up to 3 days without loss of regular pay. Your immediate family includes your spouse and children, and parents, sisters and brothers of yourself and spouse. Consult with your supervisor to establish the amount of time off needed and to arrange for prior approval of your leave.

- C. **Military Leave:** If you leave the company to go directly into active military service of the United States, you will be granted a military leave of absence. If you have at least one year of company service, you will also be granted a cash allowance in accordance with company policy.

While on military leave of absence, all your insurance and benefit plans are suspended. Upon being returned to active company service from military leave, you will be reinstated in the various benefits to the extent that you are then eligible.

- D. **Military Reserve Training:** If you are granted a leave of absence to participate in a military reserve training program, your retention of

benefits will be in accordance with the provisions of the individual plans.

Employees with one or more years of service will be granted a cash allowance in accordance with company policy, provided the military reserve training period is for at least one week's duration. Vacation payments and cash allowance for military reserve training will not be paid concurrently.

E. **Civic Duty Leaves:** The privileges and benefits of our American Way of Life can only be maintained by individuals recognizing their responsibilities of citizenship. You are encouraged to fulfill these obligations. If you are called for jury duty or subpoenaed as a witness, (except in your own behalf) or if you are selected to serve on an election board, notify your supervisor immediately. You will continue to receive your regular pay during the absence for these duties and, in addition, may retain any fees which you may receive. If you are excused from service during working hours, you are expected to report for work for the remainder of the day unless otherwise instructed by your supervisor.

F. **Maternity Leave:** If you are an expectant mother and are a regular full-time employee, upon application a maternity leave of absence, without pay, will be granted for a reasonable period of time.

The length of time you may work prior to delivery of the child will depend on the advice of your doctor and your ability to perform your normal duties. You will be expected to return to work within a reasonable time after childbirth. This is generally interpreted as when you have medical approval to resume your normal work activities. Leaves beyond such time to care for the child will be deemed personal leaves. (There is no guarantee of re-employment at the end of a personal leave.)

If you return to work by the end of your authorized maternity leave period, you will be reinstated in your regular job or in a position of like status and pay, except, if a reduction in force has occurred which would have involved you, reinstatement will depend on the availability of a suitable job.

Participation in benefit plans during maternity leave of absence is subject to the rules of the individual plans.

Service continuity is protected for all employees with one or more years of service who are re-employed from maternity leaves of absence. Leave of absence time for employees with less than one year of service will not be counted in computing the first year of service.

Since maternity leaves are without pay, your vacation period will be subject to adjustment in accordance with company policy.

The maternity leave policy will be modified as necessary to meet the requirements of any applicable statutes.

EDUCATIONAL AID

Should you desire to enroll for courses of study, it is suggested that you discuss your plans in advance with your supervisor. Financial assistance by the company may be available to you under the educational aid policy.

EXPENSE REIMBURSEMENT, NON-EXEMPT EMPLOYEES

Meal Allowance: If you are required to work 2 or more hours continuously beyond your regular schedule, you will be compensated for the cost of a meal in accordance with current company policy. When you are compensated for a meal and the continuity of time worked in excess of eight hours in a day is interrupted for the meal period, reasonable time required to eat the meal will be counted as time worked. To qualify as paid working time, such meal periods normally should not exceed 30 minutes. Employees who work on a day off at overtime rates of pay will not be reimbursed for a meal allowance.

Transportation Expense: Travel to and from work is a normal employee expense. However, when an employee is required for company convenience to incur extraordinary transportation expense due to working overtime beyond the normal day's schedule, such expense will be reimbursed by the company. Employees

who work on a day off at overtime rates will not be reimbursed for travel expense.

BENEFIT PLANS AND STATUTORY BENEFITS

As a regular full-time employee, you will become eligible to participate in benefit programs in accordance with the provisions of each individual plan (see the plan booklets). In addition, there are certain statutory plans and company policies which are applicable. These are as follows:

- A. **Upon the First Day of Employment:**
1. Federal Social Security and Medicare. (Required by law and paid for by both the company and employee.)
 2. California Disability Insurance. (Employees are required by law to participate in the California State Plan, if not a member of the company's voluntary plan, paid for by employee.)
 3. State Unemployment Insurance. (Paid for by the company.)
 4. Worker's Compensation. (Paid for by the company.)
 5. Disability Income Plan. (Voluntary — plan paid for by employee.)
 6. Medical Plan or alternate approved Health Maintenance Organization (HMO). (Voluntary — plan paid for by both the company and employee.)
 7. Life Insurance Plan including Survivor Income Insurance.

(Voluntary — plan paid for by both the company and employee.)

8. Retirement Plan. (Automatic — plan paid for by the company.)
9. Supplemental Accident Insurance. (Voluntary — plan paid for by employee.)

B. Upon Completion of Six Months' Service:

Sick Pay Plan.
(Paid by the company.)

C. Upon Completion of One Year of Service:

1. Non-contributory Life Insurance — beginning at \$500. (Paid for by the company.)
2. Two weeks' annual vacation. (Paid by the company.)
3. Profit Sharing Plan (PSP) — Employees who are members of the Retirement Plan may enroll and participate in the Profit Sharing Plan at the beginning of the next calendar quarter. (Paid for by the company; voluntary stock purchase by employee.)
4. Employee Stock Ownership Plan (ESOP) — Regular employees automatically become members of the Plan at the beginning of the next calendar quarter. (Paid for by the company.) Employees may make voluntary matching contributions as permitted by the Plan.
5. Consideration for Termination Allowance if laid off — if

employee is 45 years of age or over. (Paid by company.)

D. Upon Completion of Five Years of Service:

1. Consideration for Termination Allowance if laid off — regardless of age. (Paid by the company.)
2. Non-contributory Life Insurance reaches maximum of \$2,000. (Paid for by the company.)
3. Three weeks' annual vacation. (Paid by the company.)

E. Upon Completion of Ten Years of Service:

Four weeks' annual vacation.
(Paid by the company.)

F. Upon Completion of Twenty Years of Service:

Five weeks' annual vacation. (Paid by the company.)

Booklets describing the various benefit programs are given to all regular, full-time employees at the time of employment. As the programs are revised, you will receive new booklets. If you do not have a set of these booklets, or if you have a question about these programs, contact your Personnel Office.

CHANGES IN EMPLOYEE STATUS

Any changes pertinent to your personal status such as changes of address, home telephone number, marital status or number of dependents should be reported by contacting your

Personnel Office. Changes in benefits coverage may be requested by contacting the same office.

You should review your beneficiary designations periodically to ensure that they accurately reflect your current intentions.

REPORTING ILLNESS

If illness prevents you from coming to work, either report or have your illness reported to your supervisor as early as possible on your first lost working day. You should continue to report your progress at intervals satisfactory to your supervisor so that necessary plans to handle the additional workload may be made.

BE SURE TO ALERT GUARDS WHEN YOU HAVE SENT FOR AMBULANCE

(Telephone Guard, Security — Lobby 6100, and Parking Attendant 7177).

The Medical Department is located on the Lobby Floor of the Tower Building, and a doctor is available from 8:00 a.m. to 10:00 a.m. for treatment of common short term illnesses and during regular working hours for emergency treatment. Chronic or serious illnesses should be treated by your private physician. Counseling for the disease of alcoholism is also provided by the Medical Department. Should you need this service, contact the Director of Alcoholism Programs at 7710.

EMERGENCIES - MEDICAL

In the event of the need for emergency medical assistance while at work:

Daytime:

Call 6826 (Medical Department, Main Lobby)

If at Union Oil Center, but after normal working hours:

Ambulance

Goodhew 747-5555

Send to:

Good Samaritan Hospital

General: 977-2121
Admitting: 977-2068

Call Doctor:

Dr. Terry J. Jerge.....977-1144
Dr. Alexander Wallace...977-1133
Accident or Injury - (Surgeon)
Dr. Newlin Hastings.....977-1188
Dr. Russell Smith.....975-1221
Dr. Robert Palmer.....977-1140

EMERGENCY EPISODE PLAN FOR TRAFFIC ABATEMENT (SECOND AND THIRD STAGE AIR POLLUTION ALERTS)

In the event of a predicted second-stage smog alert, you will be expected to use special car pools of THREE OR MORE people or to use public transportation in order to come to work.

Should a predicted third-stage smog alert be called for the following day, Union Oil Center offices will be closed for the duration of the alert. You are not to report to work unless the alert is canceled. Radio and/or television should be used to determine the duration or cancellation of the alert. If there is a question, you can call 486-6772 or 486-6793 during the day as these offices will be open. (As of this printing, no predicted third-stage alert has been announced which has affected Union Oil Center.)

EMERGENCIES — FIRE

Call the Fire Department: 384-3131.
Then call Union Oil Center Operator:
7680 or 6831.

WHEN REPORTING FIRE, GIVE THE
FOLLOWING INFORMATION:

Address: 461 South Boylston
Street, Los Angeles

Name of Company: Union Oil
Company

Floor: Where emergency exists

Describe type and size of fire

Give your name and telephone
number 486-_____.

EMERGENCY EVACUATION OF THE BUILDING

In the event of some type of disaster, it
might be necessary to evacuate the
building or move to areas of shelter, in
which case you would be alerted by
the alarm system. On each floor, cer-
tain employees are designated as
monitors to facilitate an orderly evacu-
ation according to plan.

ALARM SIGNALS ARE AS FOLLOWS:

To evacuate the building in case of
fire, earthquake or other emergen-
cy, the alarm will sound **one long
blast** which will be repeated after a
brief interval.

To evacuate to the garage for Air
Raid Alert, the alarm will sound **three
short blasts** which will be repeated
after a brief interval.

During the intervals between alarm
signals, there may be an announce-
ment made over the public address
system.

*Alarms will be repeated at least 4
times.*

SERVICE AWARDS

A regular full-time employee who at-
tains five years of service will, in re-
cognition of such service, be given a
service award by the company.

Upon completion of each successive
five years of service, such employee
will receive an additional service
award in accordance with the follow-
ing:

Service Anniversary	Service Award
5 years . .	Emblem — no jewels
10 years . .	Emblem — 3 blue sapphire jewels
15 years . .	Emblem — 3 green emerald jewels
20 years . .	Emblem — 3 golden sapphire jewels
25 years . .	Emblem — 3 red ruby jewels
30 years . .	Engraved Presentation Watch
35 years . .	Emblem — 3 diamonds

PARKING

The company provides free parking
during working hours in the Union Oil
Center Garage for cars registered to
and driven by employees.

Parking Regulations:

- A. When driving in the garage or on
Union Oil Center property, always
keep to the right, follow arrows and
do not exceed the **5 MILE PER
HOUR** limit (approximately walk-
ing speed).

- B. Observe the "One Way" and "Do Not Enter" signs.
- C. Do not back in to any stall if exiting requires you to pull out against traffic.
- D. Be on the alert for pedestrians and other cars at all times, particularly at blind corners.
- E. Park within the lines of any open stall in your assigned level and section.
- F. As a pedestrian in the garage, follow marked walkways to and from escalators or elevators. Look both ways before crossing driving lanes, particularly at blind corners.
- G. Use either the Bixel Street entrance or the Beaudry Street tunnel to enter the garage in the morning. Between the hours of 8:30 a.m. and 4:15 p.m., the Beaudry Tunnel is closed to both incoming and outgoing garage traffic.
- H. Do not stop to discharge or pick up passengers in any traffic lane or driveway.
- I. Report collisions or injuries occurring in the garage to your supervisor.
- J. Notify your supervisor immediately if you:
 1. wish to obtain a windshield sticker
 2. change cars
 3. discontinue parking regularly in the Center
 4. require a replacement windshield sticker
 5. change license plates

The 5 mile per hour speed limit and parking regulations are strictly enforced for the protection of personnel and property. Citations are issued for violation of garage rules. Your parking privileges may be suspended by your department head if warranted by the serious nature of the violation or by the number of violations received.

CAR AND VAN POOLING

Assistance is available at the Employment Office, Room 240, if you wish to join a ride group or if you are seeking a rider. A printout of all employees by postal zip code areas shows those employees of the Center who live in your area.

In addition, the company encourages you to consider use of the Van Pool Program of Commuter Computer (a non-profit organization). Applications for this Van Pool Program and details of what it encompasses are also available at the Employment Office.

BLOOD BANK

Periodically the employees of the Center donate blood to the Red Cross Blood Bank. You are encouraged to participate in this program if possible. If you or a member of your family need blood, you are privileged to receive it from this source by contacting Personnel Services, Ext. 6773.

CAFETERIA

The Union Oil Center Cafeteria is maintained for your convenience and to

make meals available at reasonable prices.

The hours of service are:

Lower Level:

Breakfast: 6:30 a.m. to 7:45 a.m.

Lunch: 11:15 a.m. to 1:30 p.m.

Upper Level:

Lunch: 11:30 a.m. to 12:45 p.m.

CREDIT UNION

The Credit Union is a private organization. The company has no financial stake in it and does not manage it. It was organized and is operated by your fellow employees.

The Union Oil Center Federal Credit Union is located on the Mezzanine level of the Fifth Street Building. Membership is available to you for a nominal fee, after which you may make deposits or secure a loan in accordance with established Credit Union policy. A visit to the Credit Union office will give you full information regarding their services and organization. (Telephone 6708).

PUBLICATIONS

"Seventy-Six," a magazine for the employees of the Union Oil Company, is mailed directly to your home. It brings you articles descriptive of the company activities and interesting news and personal items about employees. You will also receive a monthly letter from the President giving the recent highlights in the company's operations.

SAVINGS BONDS

The U.S. Savings Bonds Payroll Deduction Plan is a systematic savings program affording certain tax advantages and a good rate of interest. It is hoped that you will participate both for your personal investment and to help maintain the participation level of your department and the company. You may specify any deduction amount (\$1.00 minimum). Additional information and enrollment forms are available in Personnel Services, Room 202.

BULLETIN BOARDS

Bulletin boards are maintained for company use at various locations in Union Oil Center. Information and announcements of interest to employees will be placed periodically on these boards. All notices to be posted must be approved in advance by the Manager of Personnel Services, Corporate Industrial Relations, Room 202.

EMPLOYMENT OPPORTUNITIES

You may wish to refer friends whom you would like to have considered for employment. Your referrals are welcome at all times, as we know of no better recommendation of the company than the interest of an enthusiastic employee. Such job applicants as you may refer will be considered for suitable current openings, or their Job Inquiry Form will be retained for possible future opportunities. Employment of relatives, however, is subject to company and departmental policy.

Applicants should be directed to the Employment Office, Room 240, Tower Building, Union Oil Center. It is suggested that they telephone for an appointment (x6760).

Periodic openings are most frequent in the following categories: Programmers, Typists, Secretaries, Junior Clerks and Messengers.

ETHICAL STANDARDS AND CONFLICT OF INTEREST

It is the company's basic philosophy that all its business dealings shall reflect ethical standards and personal integrity. This principle should govern all employees in their dealings on behalf of the company.

The company has a written conflict of interest policy which is given to each employee at time of employment and is available to all employees at Personnel Services.

MEDICAL CLAIMS

Employees who are insured under the company's Medical Plan who wish to file a claim may do so with the representatives of the Prudential Insurance Company, who are located at the Union Oil Center Office, Room 240-B extension 6565. Any questions regarding claims or reimbursements should be directed to them. You may also pick up *physician claim forms* from their office.

Hospital claim forms, with coverage verified, may be obtained from Personnel Services (Room 202). Since verification of coverage is effective

only for seven days from date signed, you should obtain admission date before requesting verified hospital forms (maternity excepted).

LOST AND FOUND

If you lose or find an article of personal property at the Center, it should be reported to the Building Manager, extension 6691.

SAFETY

We are proud of the employee safety record which has earned for the company the reputation of a safe place to work. Good operations and safe operations go hand in hand. This means all of us must be alert and responsible for safe conduct and practices. Any unsafe procedure or working condition should be reported promptly to your supervisor.

If you are injured at Union Oil Center, you must advise your supervisor of the incident and report immediately to the Medical Department for treatment.

SOLICITATIONS

The company does not allow the solicitation of employees or the distribution of literature which solicits employees on company property during their working time. However, certain company-wide programs, such as the charity and Savings Bond programs are discussed with the employees by company personnel.

TELEPHONES

Union Oil Center has a Centrex telephone system which permits direct dialing to each phone. Incoming calls can either be transferred to another telephone or set up in conference without operator assistance. Telephones at Union Oil Center are connected to the Nationwide Network. Please consult the Network instructions in the front of your company Telephone Directory.

All personal calls, local or long distance, should be placed from the coin operated public telephones located on each floor of the Union Oil Center. If this is inconvenient, you should charge the calls to your home telephone number. You should remember, however, that such personal calls are tying up a telephone line which has been provided for company business.

APPEARANCE AND PERSONAL STANDARDS

The company's employment objective is to hire personnel who meet high standards of character, personality, and occupational qualifications with strong emphasis placed on personal cleanliness and neatness. It should be kept in mind that your appearance affects the opinions of those with whom you work and come in contact. It is, therefore, of the utmost importance that you dress and act within generally accepted limits of good taste for a place of business.

PROMOTIONS

The general policy of the company is to fill job openings by promotions from

within the organization. As operating conditions permit, you will be given opportunity and assistance to develop your abilities and knowledge to qualify for promotion. You are encouraged to broaden your understanding of your job, department and company, as well as to engage in outside study to improve your promotional potential. Request for transfer should be discussed with your supervisor who will then contact your Personnel Office on your behalf.

ATTENDANCE AND TARDINESS

While absence or tardiness occasionally may be unavoidable, it is well to keep in mind that regular attendance and promptness are important factors in judging your performance and your value to the company.

Requests for time off for personal reasons should be made to your supervisor several days in advance of the absence whenever possible. You are expected to try to arrange your personal affairs outside working hours. Routine medical/dental appointments should be scheduled as near to the end or the beginning of the day as possible in order to minimize disruption of the work.

INVOLUNTARY TERMINATION

The company maintains standards of performance and rules of conduct as circumstances require and retains the right to terminate any employee at any time. If terminated, you will be advised of the reason by your supervisor. You may request a review of your case by

contacting the next higher level of supervision in your division or department. Your case will be given prompt and careful consideration.

Employees who are found to have committed or who are found to be involved in the commission of a defalcation, theft or act of vandalism will be discharged.

PROBLEMS OR COMPLAINTS

Your management is aware that in any business organization dissatisfaction may arise because you might not know, understand, or agree with certain policies or decisions, or when you may feel that you have not been treated fairly.

Whenever a problem or complaint arises, an earnest effort will be made to resolve it. Always present your problem or complaint to your immediate supervisor first. Experience has shown that problems can usually be settled satisfactorily after a thorough discussion and an understanding between an employee and the supervisor. If you are not satisfied with the results at this step, you may take your complaint to higher levels of supervision. Your Personnel Office is available also for consultation and advice on any problem.

RESIGNATIONS

If you wish to leave company service, it would be appreciated if you would give sufficient notice, in order that your department may obtain your final paycheck, and to complete other phases of your termination. Notices of resignation should be written.

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GENERAL

The policies and plans described in this booklet generally apply to all employees except to the extent they may be modified or withheld by agreements with collective bargaining representatives.

Such plans and policies are subject to termination or modification by the company and the company reserves the right to terminate or modify its policies at any time. The statements and language in this booklet are not intended to create nor are they to be construed to constitute a contract between the company and any one or all of its employees. Questions regarding company policies or benefit administration will be resolved by reference to the actual benefit plan or policy statement, when applicable, rather than to the general description in this booklet.

Union Oil Company of California
An Equal Opportunity Employer
December 1978

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