

PROBLEMS



- Q. How do I go about discussing a problem concerning my work?
- A. If there is something about your job you do not understand, or if there is something you think is wrong, your company is as anxious as you are to make it right, if possible. Each employee of Adams-Millis Corporation should know it is always possible to report a problem or complaint.

STEP I

The fair and courteous procedure is to take any problem, complaint or "beef" to the foreman of your department. If the foreman hears no complaints, he naturally assumes there are none. This is not necessarily true. Sometimes we are not properly informed, or we have been misinformed; sometimes conditions or situations change and these changes make us unhappy. When this happens, go to your foreman; he will be glad to discuss the problem with you. In our day-to-day living together, there are many details that require consideration and attention. Foremen want to cooperate to keep everything adjusted as smoothly as possible.

STEP II

If you and your foreman are unable to agree on the solution to the problem, he will be happy to arrange a meeting with the head of the department or the plant superintendent, as the case may be.

STEP III

If the problem merits further consideration, it will be discussed with the general superintendent.

STEP IV

Complaints which are not satisfactorily solved with the foreman or superintendent will be reviewed with company officials.

Your company wants to settle all complaints as quickly and as fairly as possible. While it is not intended that unnecessary complaints be reported, Adams-Millis Corporation wants every employee informed that any situation that merits the attention of foremen will be given the consideration it deserves.

Our experience has been that the more opportunities there are for handling complaints, the fewer complaints there are. And the quicker you discuss your problem with your foreman, the easier it will be to discuss it; a problem or complaint harbored in our minds has a tendency to become much greater in our minds.

The answer to our problem might not be what we would like it to be; but, it will be the fairest and most practical solution.

DON'T BE A FALL GUY!



PRACTICE PLANT SAFETY!