

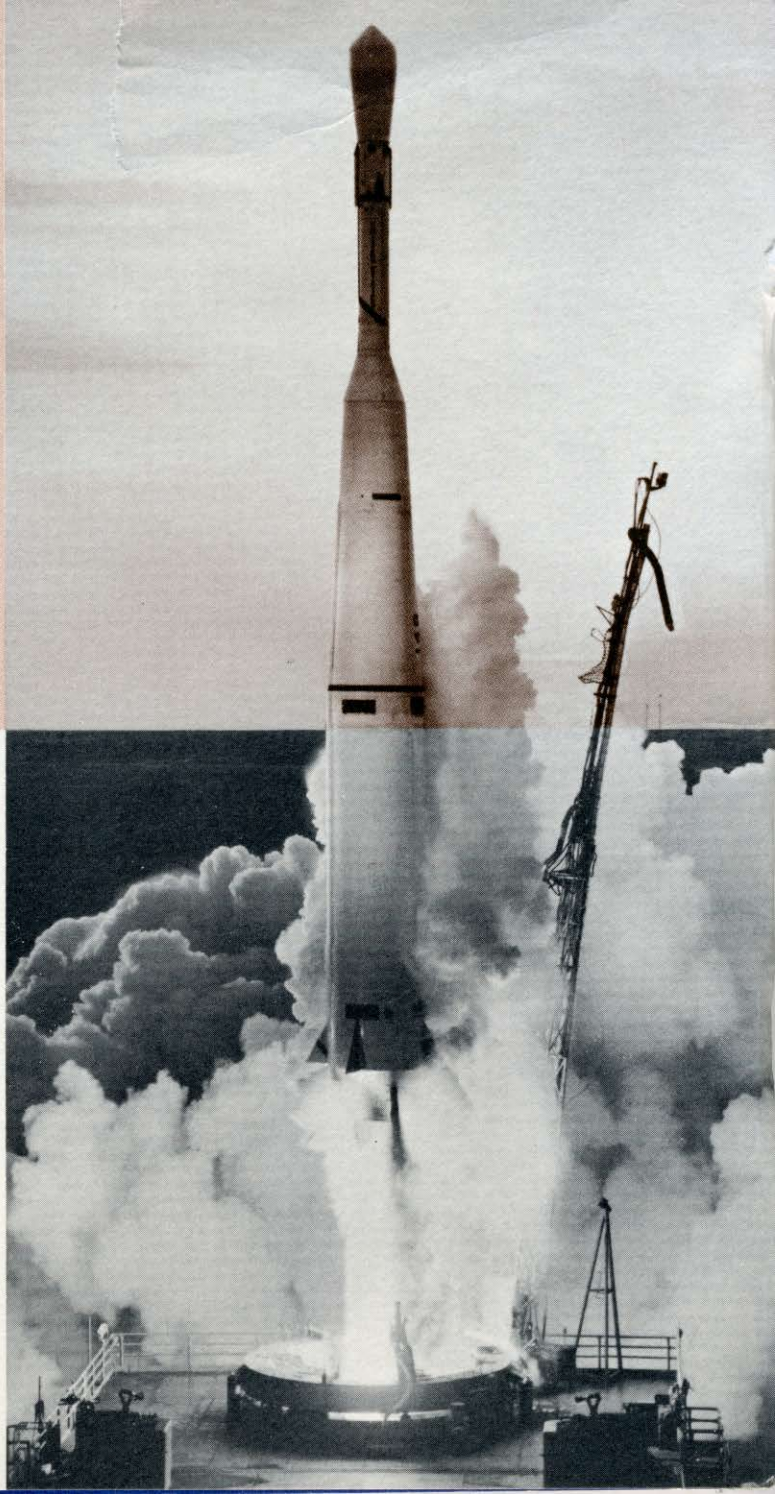
SALARIED EMPLOYEES' HANDBOOK

YOU

AND

RCA

*Delta rocket vehicle propels a  
TIROS weather satellite into orbit.*



SALARIED EMPLOYEES' HANDBOOK

YOU  
AND  
RCA



RADIO CORPORATION OF AMERICA

30 ROCKEFELLER PLAZA · NEW YORK, N. Y. 10020





David Sarnoff  
*Chairman of the Board*



Elmer W. Engstrom  
*Chairman of the  
Executive Committee*



Robert W. Sarnoff  
*President*

**To the RCA Family:**

To all employees and members of the RCA family—new and veteran—we extend a hearty welcome and greetings.

Your position in our Corporation is the sum of many things: a heritage of pioneering in electronics that traces back more than 45 years to our founding; a proud tradition of craftsmanship that has kept RCA in the forefront of service to government, industry, and the consumer; the opportunity for personal achievement and advancement deriving from membership with a leading growth company in the leading growth industry.

This handbook is designed to further your knowledge of RCA's policies, its achievements, activities, and goals. It relates directly to your own interests as a partner in RCA progress, and for this reason we hope you will give it your careful reading.

Our partnership has made RCA the great company it is today. Together, we will make it a still greater company in the years to come.

*David Sarnoff Elmer W. Engstrom Robert W. Sarnoff*

# YOU AND RCA

## CONTENTS

- 5 What Is RCA?**
- 17 As an RCA Employee**
- 17 Employment Practices**
- 18 Fair Compensation**
  - SALARY POLICY
  - SALARY RATES—MERIT INCREASES
  - SALARY PAYMENT
  - OVERTIME PAYMENT
  - HONORARIUMS
  - HOLIDAYS
  - VACATIONS
- 22 Salary Payments During Approved Absences**
  - DEATH IN FAMILY
  - PERSONAL ILLNESS OR INJURY
  - MARRIAGE
  - PERSONAL BUSINESS
  - QUARANTINE
  - JURY DUTY
  - MILITARY SERVICE
- 25 Continuous Service Credit**
- 25 Transfer Expenses**
- 27 Business Travel**
- 27 Educational Opportunities—Advancement**
  - TUITION LOAN AND REFUND PLAN
  - DAVID SARNOFF FELLOWSHIP PROGRAM
  - SCHOLARSHIPS FOR EMPLOYEES' CHILDREN
  - OTHER EDUCATIONAL OPPORTUNITIES
  - PERFORMANCE REVIEW AND APPRAISAL PLANS
- 30 Special Benefit Programs**
  - INSURANCE PLAN
  - RETIREMENT PLAN
  - TRAVEL INSURANCE
- 33 Health and Safety**
- 33 State and Federal Programs**
  - SOCIAL SECURITY
  - UNEMPLOYMENT COMPENSATION
  - WORKMEN'S COMPENSATION
- 33 Company Security**
- 35 Community Relations**
- 35 Other Benefits**
  - RECREATION
  - FAMILY STORE
  - MUSIC
  - U.S. SAVINGS BONDS
  - CHARITIES
  - BLOOD BANK
- 36 Recognition**
  - SCIENCE—ENGINEERING AWARDS
  - SERVICE AWARDS
  - EMPLOYEE SUGGESTION SYSTEM
  - SUGGESTIONS FROM OUTSIDE SOURCES
- 38 Keeping Informed**
  - SUPERVISOR
  - PUBLICATIONS
  - BULLETIN BOARDS
- 38 Good Business Practices**
  - PERSONAL TELEPHONE CALLS
  - PERSONAL MAIL
  - NOTICE OF CHANGES
  - ABSENCE
- 40 Services**
  - CAFETERIA SERVICE
  - PARKING
- 40 Regulations**
  - CONFLICT OF INTEREST
  - COMPLIANCE WITH LAWS
  - OTHER RULES

## **What Is RCA?**

The Radio Corporation of America, founded in 1919, is generally recognized as one of the world's leading electronics companies. It has an annual business volume of approximately \$2 billion, and it ranks among the top 30 industrial corporations in the United States. It has more than 270,000 shareholders and 90,000 employees. The Corporation has 30 manufacturing plants in the United States and 18 subsidiary company plants in nine foreign countries.

The activities of RCA and its subsidiaries include a worldwide communications network; radio and television broadcasting; research in electronics; defense and space electronics; and the manufacture, sale, and servicing of electronic instruments for the home, electronic components, and electronic data processing systems.

## **Space and Defense**

RCA is playing an increasingly important role in the exploration of space. The company's activities in this field include work on the Apollo program of the National Aeronautics and Space Administration (NASA), which will land U.S. astronauts on the moon; unmanned spacecraft projects to explore and photograph the moon; and experimental and operational weather satellites.

Among the key military endeavors in which RCA is engaged are projects dealing with advanced antiaircraft missile systems, tracking radars for missile ranges and antiballistic missile studies, computer-controlled test apparatus for electronic equipment, command and control networks for intercontinental ballistic missiles, equipment for the Department of Defense message and circuit-switching system, ultrasensitive television cameras, special systems employing lasers and thermoelectric technology, highly accurate radar altimeters for fighter aircraft, and complex computers to check out and launch giant manned rockets.

## **Home Entertainment**

RCA has been a leader in the home entertainment industry since the early 1920s when it first began selling radio sets. It was the first to introduce a portable radio receiver (the "Radiola II" in 1922), the first to establish a radio broadcasting network (the National Broadcasting Company in 1926), and the first to introduce television to the American public (black-and-white in 1939). RCA has been the outstanding pioneer in the fast-growing color television field. RCA's research endeavor-





ors in color television started in 1930 and culminated in the dramatic introduction of compatible color TV in 1954. Since then, RCA has been the leading developer and manufacturer of color TV sets. Its RCA Victor records, high fidelity and stereophonic instruments, as well as its tape recorder products, are among the leaders in the U.S. and world markets.

RCA Victor products are distributed by more than 80 independent distributors throughout the United States and by the RCA Victor Distributing Corp., which maintains branches in eight cities.

## **Components**

RCA produces color TV picture tubes as well as many other circuit devices and the materials from which they are made for the computer, home instruments, industrial, and military markets.

Breakthroughs by the RCA Electronic Components and Devices organization have made possible new and higher standards for a wide range of equipment. These include a broad variety of high-efficiency electron tubes as well as high-power, high-frequency silicon transistors and superconductive magnetic materials.

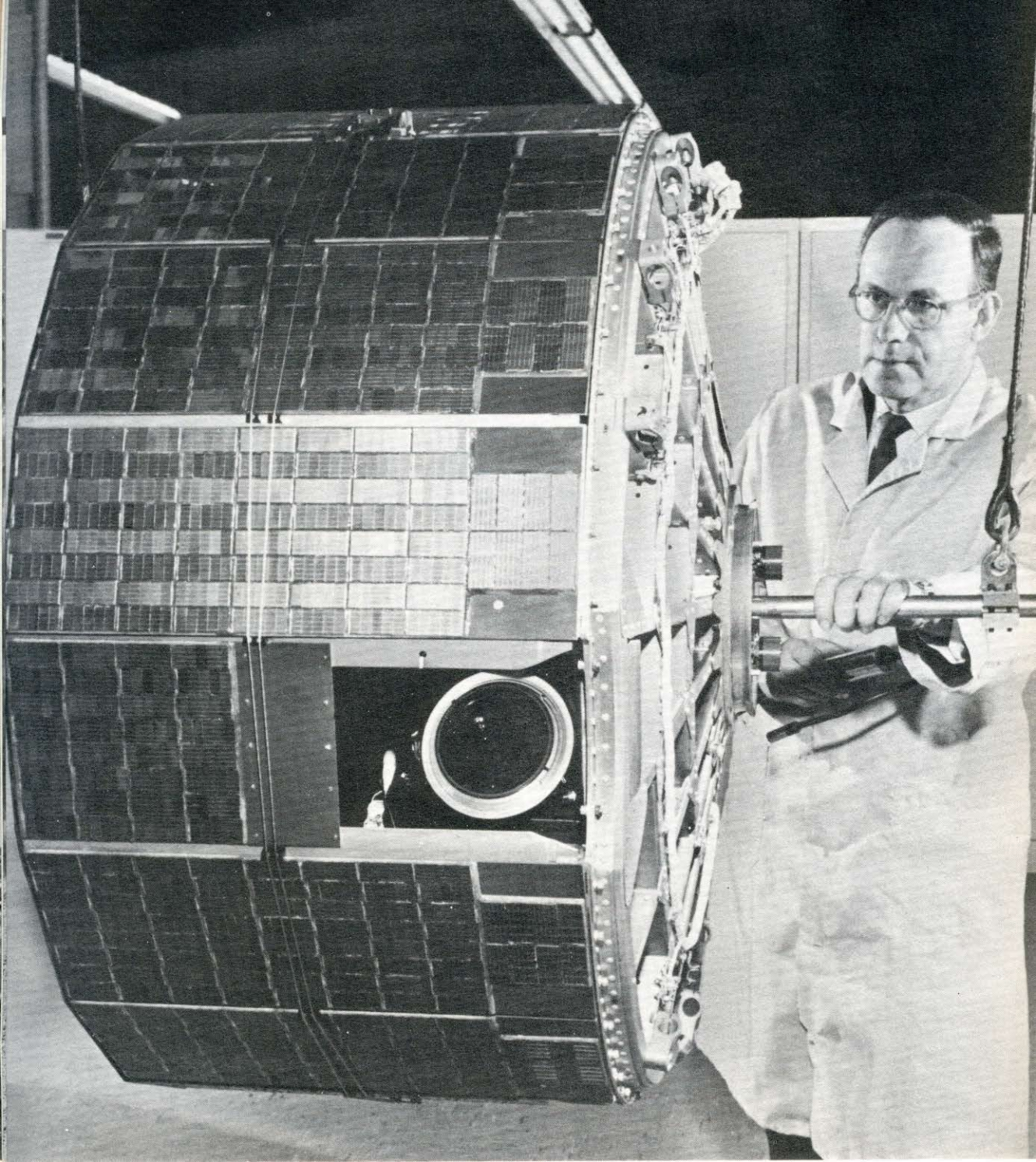
## **Data Processing**

Behind RCA's drive in data processing is an extensive and continuing program of research and development that covers virtually every aspect of computer application for commercial, scientific, and military uses.

In the domestic market, RCA electronic data processing systems are in operation throughout a broad range of business, industrial, and government organizations. RCA electronic data gathering equipment is geared for such vital jobs as correlating electronically missile and airframe production data. The U.S. Air Force employs RCA computer equipment and techniques in a communications network that is capable of sending and receiving logistics information at the rate of 100 million words daily.

In the foreign market, RCA has implemented large-scale sales agreements with several major overseas companies.

RCA's EDP program is further supported by a substantial and growing portion of RCA's electronic components production. This includes new monolithic integrated electronics circuitry that compresses the functions of as many as 15 transistors, 13 resistors, and interconnecting



*TIROS 9 weather satellite, built by RCA's Astro-Electronics Division for NASA, "rolls" like a wheel in space, observes the entire earth once a day.*

"wiring" onto a tiny silicon chip about 1/20 by 1/20 of an inch. Use of these components in the two larger computers in the RCA Spectra 70 series of computer systems introduced in December, 1964, is one of the major advances comprising their "new generation" technology.

## **Graphic Systems**

In early 1965, RCA announced the formation of the Graphic Systems Division to develop, manufacture, and market new electronic equipment and systems for handling all types of printed information.

The division's aim is to expand the role of electronics in printing by relating new techniques and systems to the needs of the printing industry for improved methods of composition and reproduction.

The Graphic Systems Division is located on U.S. Highway No. 1, Princeton, N.J.

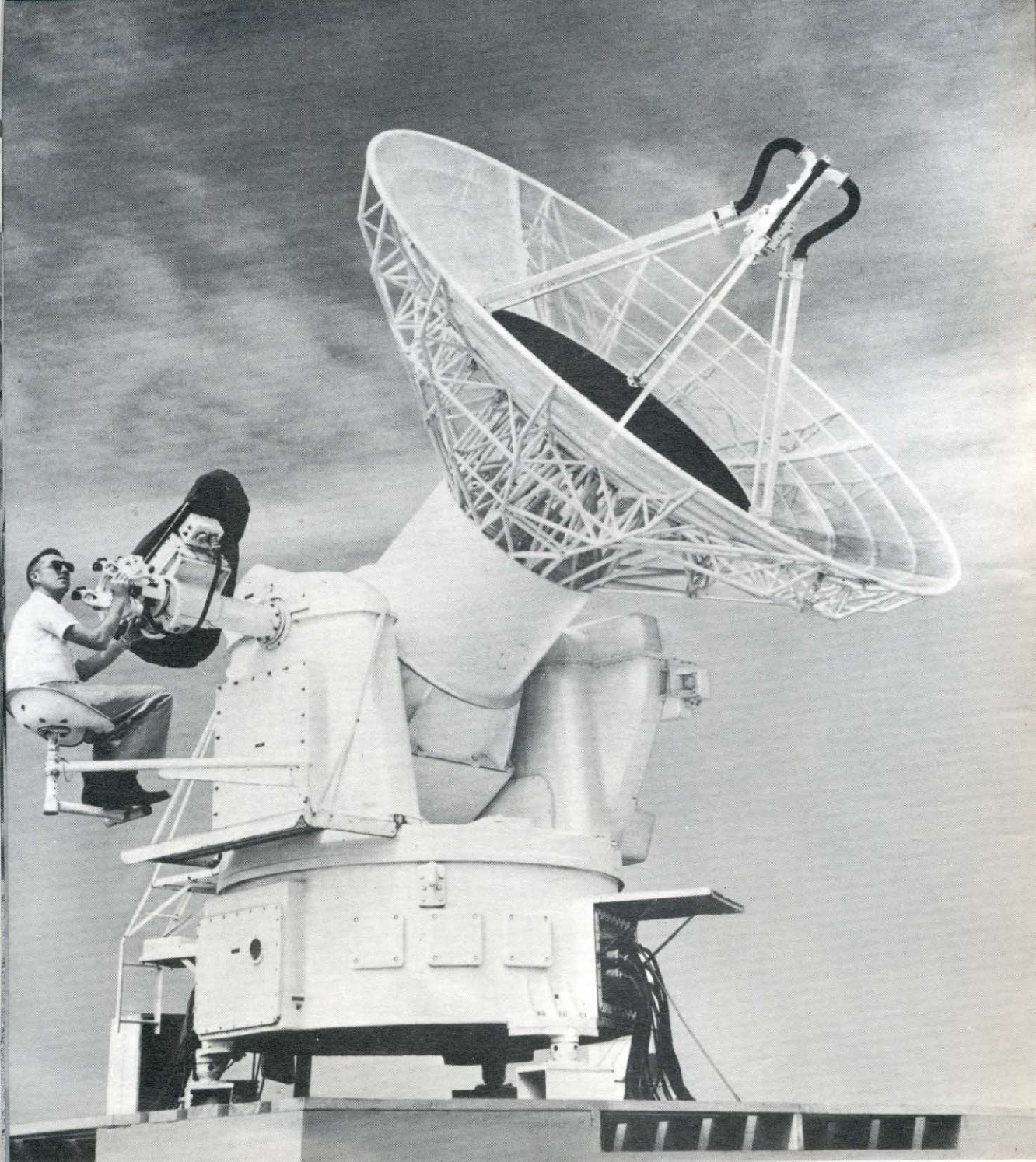
## **Industrial and Commercial**

RCA is a leading producer of studio and transmitting equipment for radio and television broadcasting, including a full range of color TV apparatus. It also produces closed-circuit television systems for educational, military, medical, industrial, and other applications.

In addition, RCA serves industry and other markets through high-capacity microwave systems; marine navigation and communications equipment; audio-visual devices and other electronic educational aids; two-way mobile radio and personal communications equipment; automated inspection, testing, and measuring systems; professional sound systems; the RCA electron microscope; and film sound-recording equipment.

## **Service**

The Commercial Services activity of RCA Service Company, a division of RCA, provides service for all RCA products. Through a network of branches across the country, RCA Factory Service offers installation and maintenance service on RCA Victor TV and other entertainment products, for individual consumers and for institutions such as hotels, hospitals, and schools. From Technical Products Service field offices, service is available for marine radio, broadcast, theater, mobile, microwave, industrial, and scientific equipment. This activity also provides installation, checkout, and maintenance services on RCA electronic data processing systems sold or leased.



*This missile tracking radar is manufactured by RCA's Missile and Surface Radar Division at Moorestown, N. J., and is operated by RCA Service Company radar specialists.*

Engineers, scientists, and technicians of the Government Services activity of RCA Service Company work on projects for various government agencies at locations throughout the world. Among these projects are the operation and maintenance of the long-lines communications network of continental Alaska and the Aleutian Islands, missile tracking and instantaneous trajectory measurement and impact prediction at Cape Kennedy and along the 10,000-mile-long Air Force Eastern Test Range, operation and maintenance of the Ballistic Missile Early Warning System facilities in Greenland and Alaska. Photographic, electronic, and other data acquisition and processing are performed in support of many of the government's missile and satellite programs. The scope of Government Services' responsibility ranges from electronics instruction of military personnel to the design of test equipment capable of duplicating actual space conditions for space vehicles now being developed.

## **Education**

RCA Institutes, Inc., in New York City and the RCA Technical Institute at Cherry Hill, N.J., offer specialized technical training in electronics, electronic data processing, and related fields. RCA Institutes, Inc., is one of the nation's oldest and largest technical schools devoted to electronics.

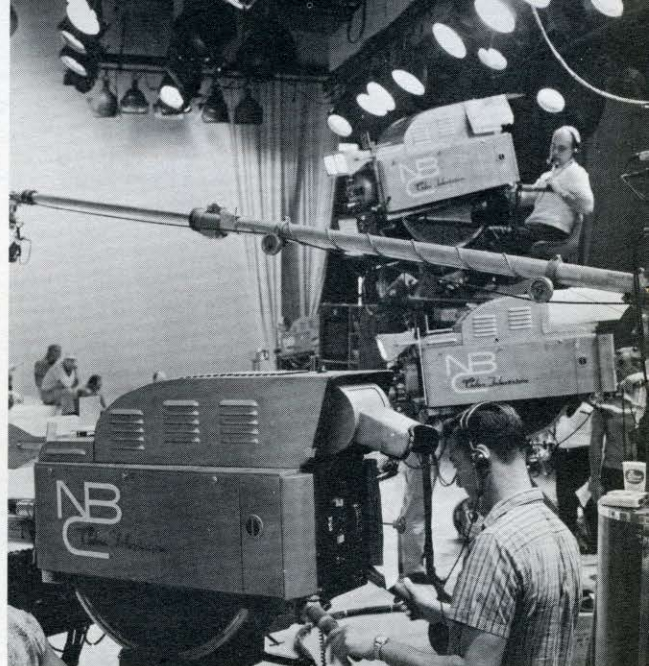
## **International**

Within the scope of the RCA International Division are the overseas distribution of products manufactured by RCA, the supervision of foreign subsidiaries and their operations, and the negotiation and administration of license and technical aid agreements with companies in foreign countries.

RCA International's scope of operation extends to markets throughout the world outside the United States and the whole range of electronic products and services. Some of the division's recent activities serve to illustrate the extent of its operations: (1) In 1964, for instance, the division supplied the special, newly designed image orthicon tube that was used in color telecasting the Olympics from Tokyo. (2) In the new and fast-developing nations of Africa, RCA International is playing a basic and significant role through the design and sale of greatly needed broadcast and communications equipment. (3) RCA



*Electricians check equipment before start of TV show.*



*Action behind the scenes at a typical show.*

*Taping of a show is directed from control room.*



*Video men keep close watch over picture during taping.*



International has sold four superpower tubes to the British government for use in a linear accelerator as part of Great Britain's continuing atomic energy research and development programs.

## **Research**

Behind all of RCA's diverse activities in industry, defense, and consumer markets lies a dynamic program of basic and applied research. This program embraces both theoretical and experimental work at the company's central research facility, the David Sarnoff Research Center at Princeton, N.J., and extensive applied research and advanced development activities by engineering staffs within the various RCA product divisions. RCA also maintains research laboratories in Tokyo, Zurich, and Montreal, in cooperation with the International Division.

RCA's scientific staff concentrates today on such areas as new solid-state components, integrated circuitry, new television display systems, thin-film technology, computer memories, superconductive materials and devices, direct energy conversion, and novel communications systems employing plasma devices, lasers, masers, and other advanced components.

RCA's research and engineering staffs supply a large reservoir of talents that can be called upon for the creation of major systems requiring new approaches to electronic technology.

## **National Broadcasting Company**

The National Broadcasting Company, which established America's first radio network in 1926, has a distinguished record of broadcasting in the public interest. NBC is recognized for its leadership in news and public affairs programming and for the scope and diversity of its entertainment schedule.

In 1951, NBC inaugurated its coast-to-coast television network; and in 1954, it introduced color TV, using RCA's compatible color system. NBC's pioneering efforts in color TV have culminated in the present high levels of its color network programming.

NBC International distributes programs to 80 countries and more than 300 TV stations throughout the world. The NBC Television Network consists of 202 affiliates, including five owned stations; the NBC Radio Network has 202 affiliates, including six owned stations.





*Test patterns glow on the screens of newly completed RCA Victor color television sets undergoing further inspection in RCA's Bloomington, Ind., plant.*

## **International Communications**

In 1929, RCA Communications, Inc., was established as a separate subsidiary company to concentrate on the development and improvement of international communications.

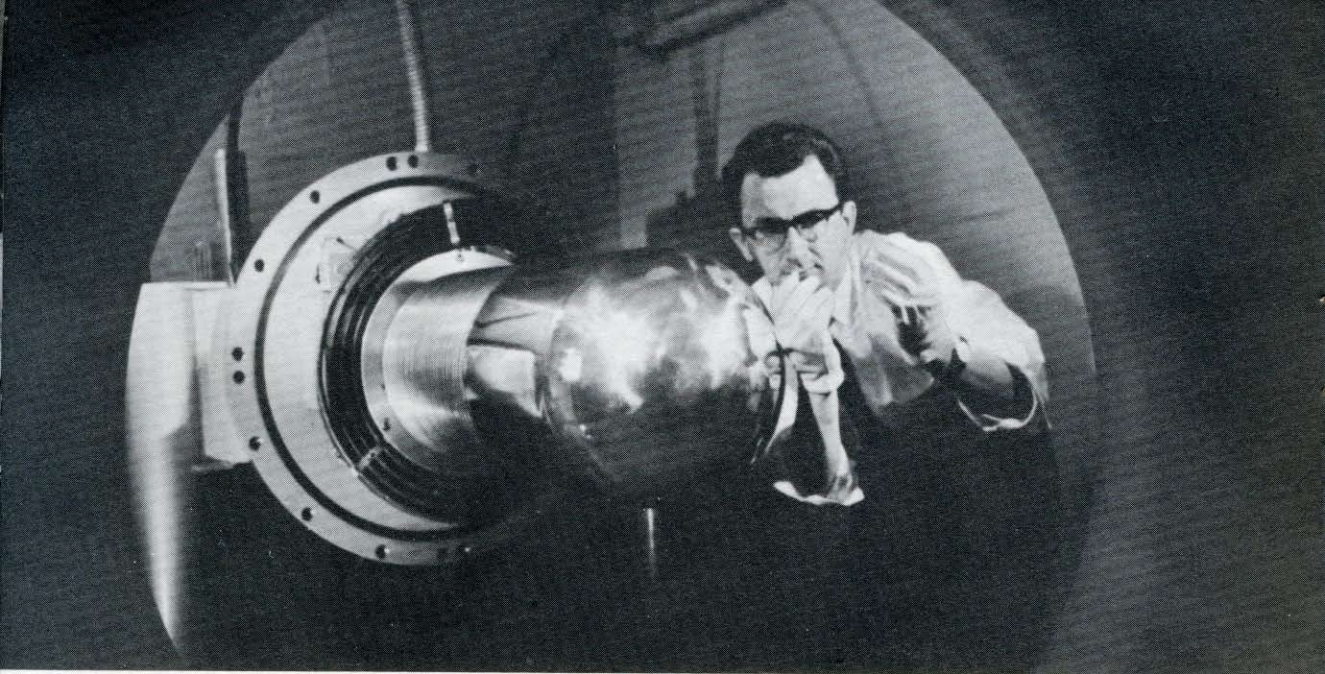
RCA's global communications network at present comprises more than 1,000 radio and coaxial cable channels by means of which the company provides direct telegraph service to almost every major country in the world, telex service to and from more than 100 overseas points, and radiophoto service with 56 foreign terminals.

In addition, RCA Communications operates the terminals of 14 radiotelephone circuits in the Pacific area and provides two-way program transmission service for broadcasters, as requested, with almost any point on the globe. The company also maintains extensive facilities for communications with ocean-going vessels and ships plying inland U.S. waterways, and furnishes private leased-channel communications service to all parts of the world for commercial and government customers, e.g., the radio Hot Line circuit and the international weather circuit that link Washington and Moscow.

## **Summing Up**

In 1919, the Radio Corporation of America was exclusively a communications company; its first-year volume of sales was \$2 million. Today, the Corporation has grown to a position of prominence in virtually all phases of electronics, and its gross annual volume is approximately \$2 billion. The number of its employees has increased from 457 to 90,000.

RCA's David Sarnoff Research Center at Princeton, N.J., has become a world-recognized source of electronic invention and discovery, contributing major advances for the home, industry, defense, and space. RCA has 30 manufacturing plants in the United States and 18 in nine foreign countries; owns and operates the National Broadcasting Company; has pioneered and developed black-and-white and color television; and is recognized as a major factor in defense and space electronics, in home instruments, in electronic components, in data processing, and in the servicing of electronic equipment in the United States and throughout the world.



*RCA scientists at work with the Van de Graaf accelerator (above), the electron beam furnace (lower left), and the mass spectrograph (lower right).*



# YOU AND RCA

## AS AN RCA EMPLOYEE

It is RCA's intention that this booklet will give you, as an employee and member of the RCA family, interesting and useful information about your job, your benefits, and your company. The company hopes that this better understanding will help you to have a rewarding career in RCA. In using this booklet keep in mind that:

*No handbook can be so all-inclusive that it can anticipate every present or future circumstance. Thus, the company may add to or revise the policies and practices described in this booklet. Collective bargaining agreements may vary the policies and practices applicable to you. Your supervisor is your best source of information. Consult him for any interpretation of policy or practice.*

## EMPLOYMENT PRACTICES

RCA believes in the essentials of good employment practices: fair compensation, challenging work, recognition for contributions, pleasant working conditions, opportunity and incentive for advancement, and job security. These essentials are the foundation upon which RCA has built its forward-looking program of employee relations.

The basic points of RCA's employment policy were stated by David Sarnoff, Chairman of the Board:

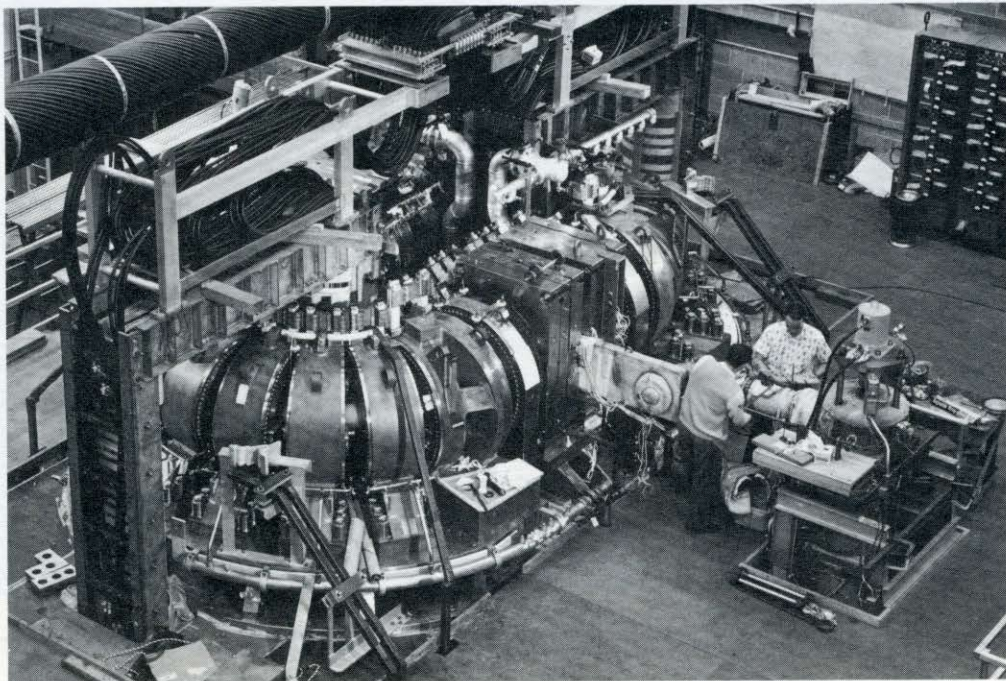
"From the very beginning of its organization—in 1919—RCA has maintained the following policy:

"1. Employment opportunities are open to all qualified people solely on the basis of their experience and aptitudes.

"2. Advancement is based on the individual's achievement and potential for promotion.

"The objective of our policy is to have the best possible person filling each job. We determine the individual's qualifications for employment, or for promotion, as objectively as we know how."

This employment policy means that all applicants for employment will be considered without regard to race, color, sex, creed, or national origin in matters applying to employees of the Corporation. Such matters include but are not limited to upgrading, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or related programs. To ensure that this policy will continue to be administered effectively throughout the company, a General Order was issued by the President of RCA reaffirming this policy.



*Model C Stellarator creates sun temperatures for thermonuclear fusion research.*

During the hiring process, considerable attention was given to placing you in the most appropriate position available. Training opportunities are available to assist you in preparing yourself for positions of greater responsibility. RCA believes in and practices, insofar as possible, a policy of "promotion from within the company," thus giving you opportunities to advance to the limit of your knowledge, experience, interest, and performance.

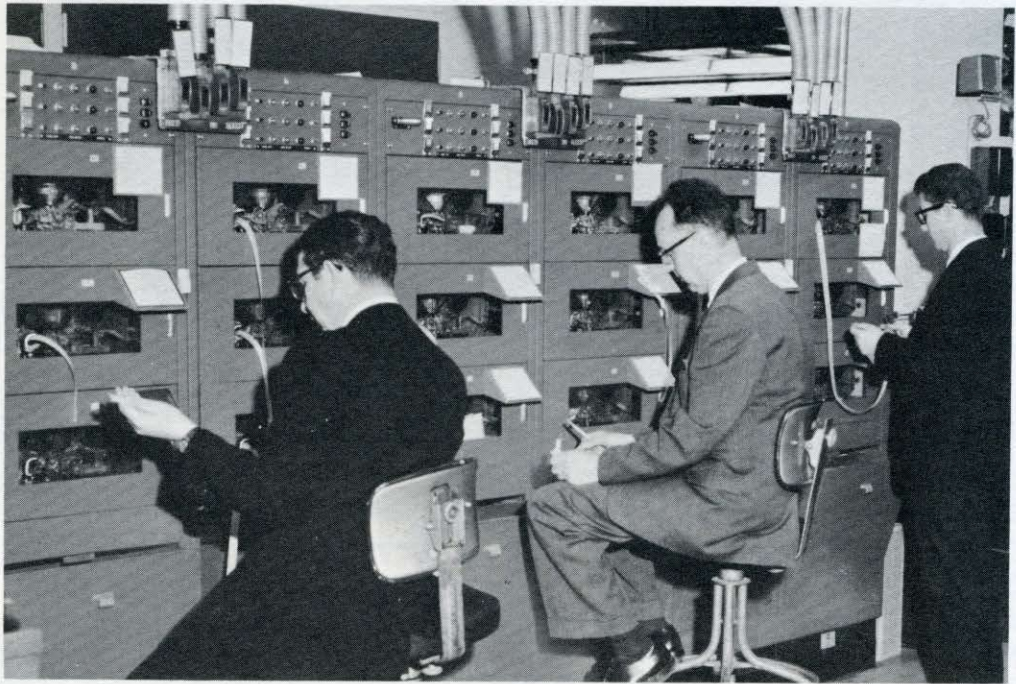
The purpose of all company policies is to reward you for your contributions and to encourage the continuous development of a unified organization alert to its responsibilities of producing more and better products

and services. We hope that we can count on you to help maintain and improve our position of leadership in a highly competitive industry.

## **FAIR COMPENSATION**

### **Salary Policy**

It is RCA's salary policy to pay salaries equal to or above those generally prevailing in the community for similar work. To compensate you properly in accordance with your responsibilities and performance, RCA has a formal salary administration program that establishes occupational classifications and salary ranges. Your supervisor, upon



*Operators scan overseas message telegrams at RCA Communications center in New York.*

request, will give you a copy of your job description or position responsibilities and its salary range. The salary administration activity frequently reviews the duties and requirements of each job and compares them with other jobs inside RCA and in the community. Job descriptions and classifications are reviewed periodically to make certain that they represent the current level and scope of the work performed.

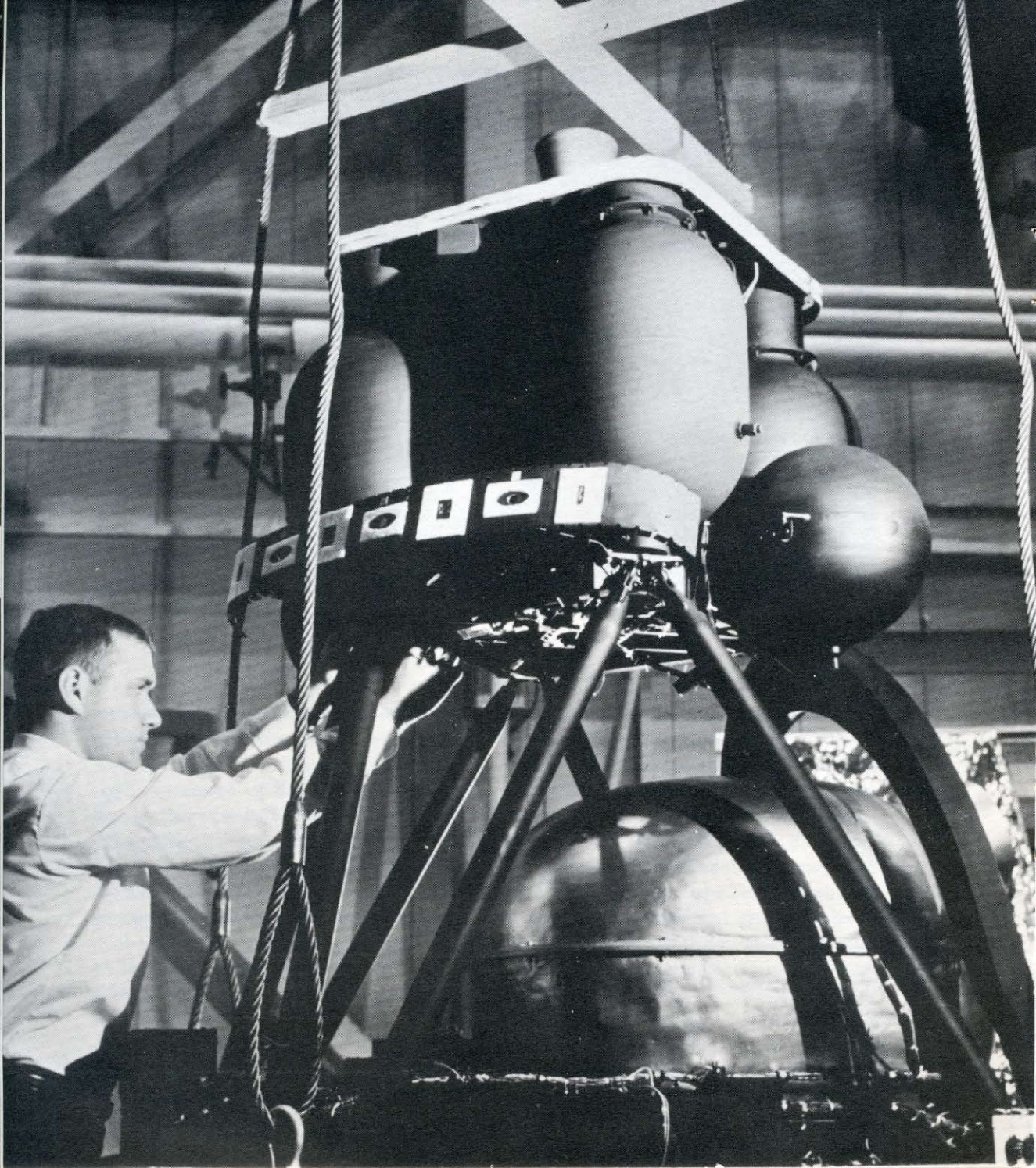
#### **Salary Rates - Merit Increases**

Each job is evaluated and given a salary range according to the level of skill and responsibility required. According to your qualifications, you are assigned a rate

within the range. You can progress to higher earnings as you learn the job and improve your performance.

The amount of salary increase is determined by your individual achievement and the general financial condition of the company. As your salary approaches the maximum of your salary range, the standards by which your performance is measured will rise.

You may be upgraded or promoted to a position of greater responsibility with higher rate ranges on the basis of your skill, ability, progress, and available openings. A salary increase may be recommended if you are promoted to a position of considerably



*Model of Lunar Orbiter is prepared for testing at RCA Astro-Electronics Division, Princeton, N.J.*

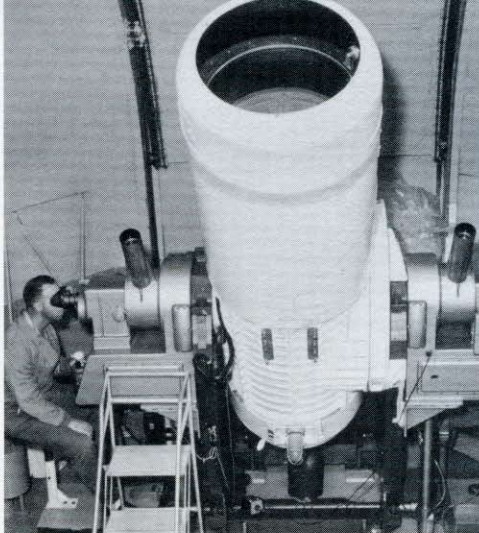
broader responsibilities and if you are performing the full scope of your duties.

### **Salary Payment**

Your salary is paid by check. Payment is made weekly, biweekly, or semimonthly, depending on location practice. If you are paid weekly, your check will cover the previous week worked; this delay is necessitated by the short time interval between pay periods. If you are on biweekly or semimonthly payroll, you are paid up to date.

All checks represent your gross earnings for the particular period minus various deductions required by law or authorized in writing by you. Deductions required by law include the federal income tax and social security tax, and in some states unemployment compensation tax. Voluntary deductions may include the following, which are discussed later in this booklet: Tuition Loan and Refund, Retirement Plan, Recreation Association, Family Store purchases, charities, and U.S. Savings Bonds. In all cases, you receive with your check a statement of earnings and an itemized listing of deductions made during the pay period.

The company is required by law to inform the government of the annual earnings of each employee. A copy of your annual earnings statement, including the amounts withheld for income and social security taxes, is supplied you for information in preparing income tax reports.



*RCA Service Company specialists track missiles on the Air Force Eastern Test Range.*

### **Overtime Payment**

When the workload requires scheduling overtime, certain salaried employees are compensated at a premium rate for overtime hours. Persons in salaried classifications, such as supervisors and administrators, normally do not receive payment for overtime work; however, in certain instances they may be eligible for overtime payment consideration in accordance with RCA policy. In all cases, the overtime rate meets state or federal requirements and in many instances exceeds them.

### **Honorariums**

If your responsibilities include making technical or other contributions and inventions of value to RCA, you are required to sign an Employee Invention Agreement. This agreement obligates you to assign to RCA any inventions you make that relate to the business or interests of RCA, or to any business in which RCA has an interest, or that result from

your work assignment. It is important to RCA and to yourself that you report all such inventions promptly. RCA presently pays an honorarium for every original patent application based on such inventions filed on behalf of RCA and assigned to RCA or assigned to the government at RCA's request with a license to RCA. The Employee Invention Agreement remains effective as long as you are employed by RCA, including periods of authorized leave of absence.

#### **Holidays**

The company observes certain standard holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Local arrangements govern the selection of additional holidays. When possible, operations are closed down on holidays; however, if you are required to work on a holiday and are otherwise eligible for overtime pay, you are paid at the overtime rate for all hours worked in addition to the regular holiday pay to which you are entitled.

#### **Vacations**

RCA recognizes the importance of the annual vacation as a period of rest and relaxation, and encourages all employees to take the time off from the daily job. For this reason, the policy of granting vacations with pay exists throughout the Corporation. You are eligible for a vacation of from one to four weeks on the basis of years of service credit. Your supervisor can furnish you with

details on your vacation eligibility. Many locations discontinue operations for a period of time during the summer, and the majority of employees are scheduled for vacation at that time. As a salaried employee, you may defer one week of your vacation to the following year after you become eligible for three weeks' vacation. This may be done once in every three calendar years.

#### **SALARY PAYMENTS DURING APPROVED ABSENCES**

The company realizes that you may be absent from work from time to time. In order that you may continue to receive pay for a specific amount of such lost time, RCA has established a compensable absence policy for salaried employees. Maximum compensable absence is determined by your service credit and is established for a calendar-year period. It cannot be accumulated from year to year. All requirements for time off should be discussed with your supervisor prior to your absence, if at all possible. Payment for a compensable absence must be approved by him and is limited to the following:

#### **Death in Family**

In case of a death in your immediate family or of a near relative, you may require time off from work to attend the funeral or handle affairs immediately associated with the death. Your salary is continued for three days without a deduction from your compensable absence.



*Color television tubes travel on conveyers at Marion, Ind., plant.*

### **Personal Illness or Injury**

When you are unable to work because of personal illness or injury, your salary is continued within the limits of your unused compensable absence. You may be required to submit medical evidence of your illness or injury.

### **Marriage**

In the event of marriage, your salary will be continued within the limits of your unused compensable absence, not to exceed five days. You must be employed for at least 31 days to be eligible for this benefit.

### **Personal Business**

Your salary will be continued for two days within the limits of your unused compensable absence if the urgency of personal business requires your absence.

### **Quarantine**

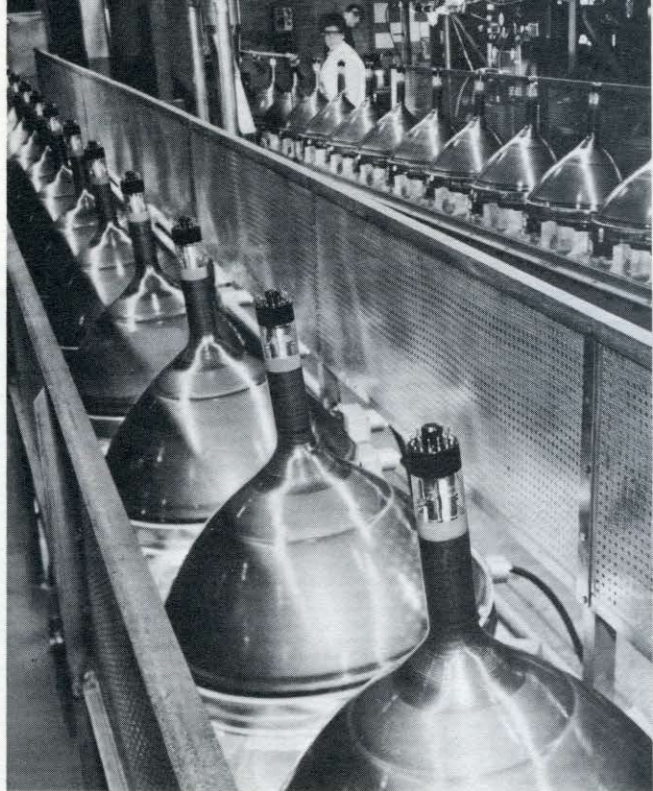
If you are unable to work because of quarantine, your salary is continued within the limits of your unused compensable absence.

### **Jury Duty**

If you are called for and perform jury duty and must be absent from work, you will be given time off for the duration of your service as a juror. Payment will be made for the difference between your fee as a juror and your regular salary.

### **Military Service**

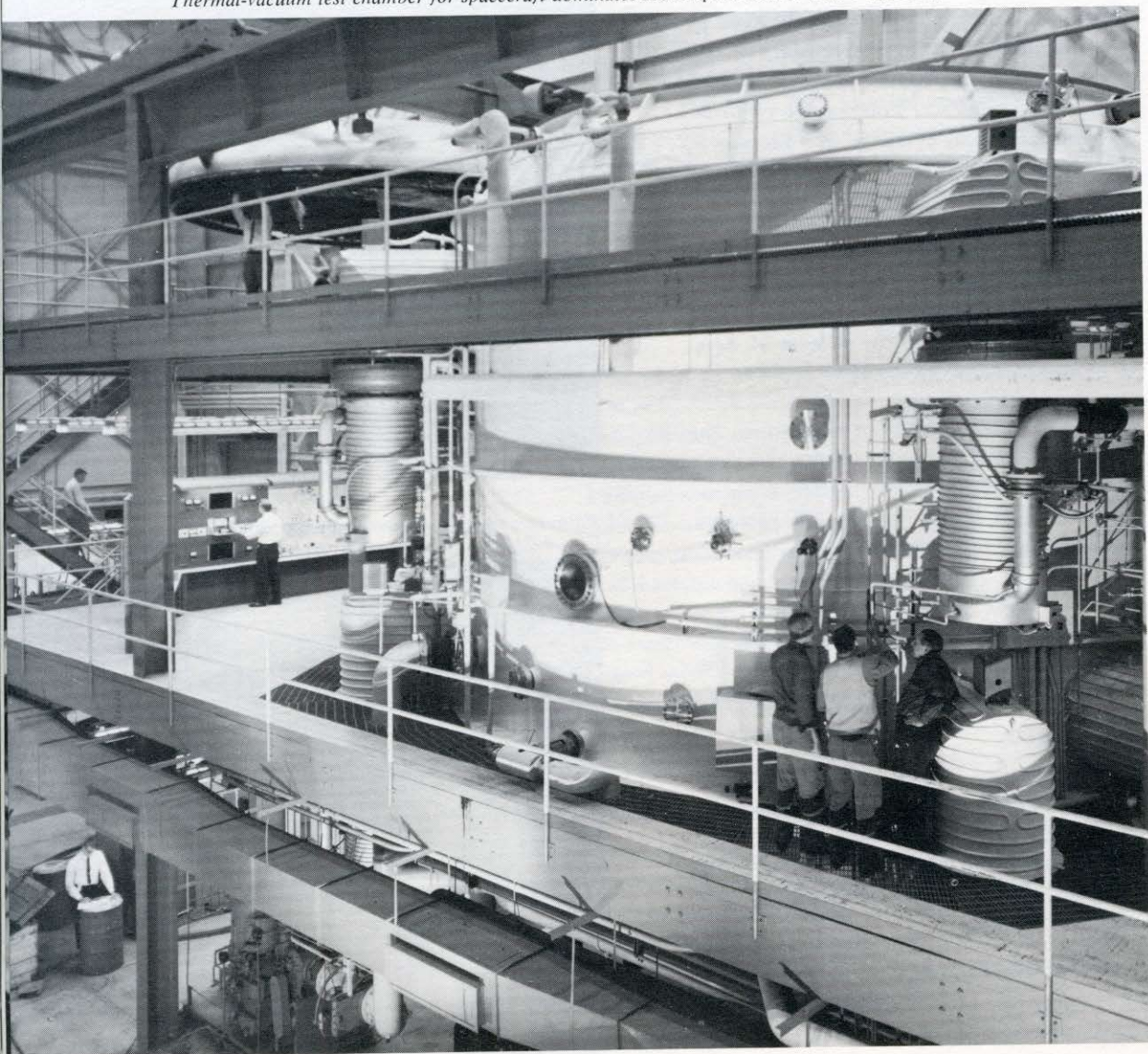
It is the policy of the company to provide all possible safeguards for the job security



*Video tape recorder is tested at Broadcast and Communications Products Division's Camden, N.J., plant.*



*Thermal-vacuum test chamber for spacecraft dominates RCA Space Center near Princeton, N.J.*



of any employee who enters the Armed Forces. Veterans returning from Service who have been on an approved military leave of absence will be reinstated to their previous positions or positions of similar status and pay in accordance with Veterans' Re-employment Rights as established by law. If you are faced with the possibility of military service, discuss with your supervisor the privileges and the benefits available to you.

If you are a Reservist and go on training duty, you will receive payment for the difference between the amount received from the Service and your base salary for a maximum of two weeks. If your Service obligation exceeds six months, you will receive differential payment for a maximum of one month. The above applies provided you have six months of service with the company at the time of your entry into the Service.

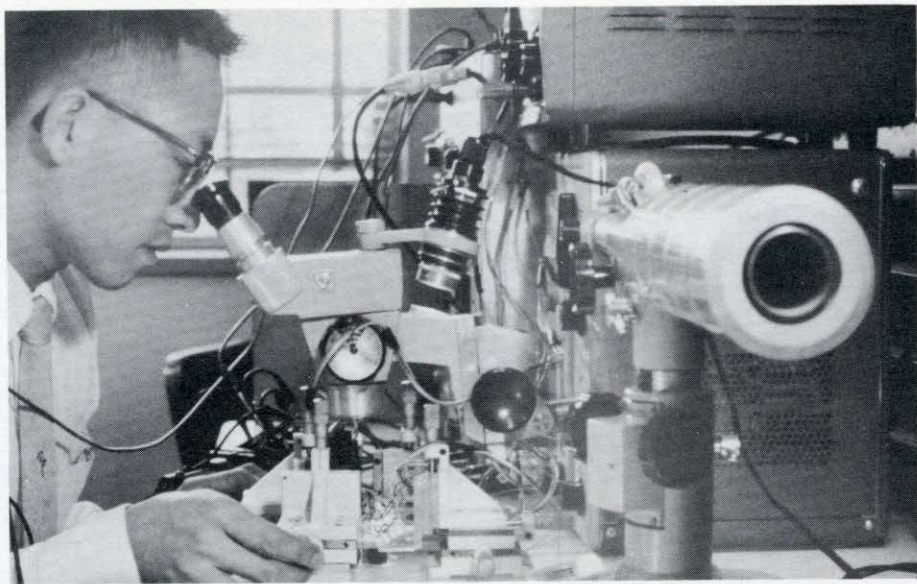
### **CONTINUOUS SERVICE CREDIT**

Your participation in some company programs, such as service awards, vacations, scholarships for employees' children, and allowable absence, is based on the amount of your continuous service credit. Continuous service credit under such programs is the length of time from your original date of employment (or the time from your re-employment if you have had a break in service) with RCA or an approved predecessor company.

This continuous service credit accumulates during any period of layoff, provided reinstatement takes place within two years from date of layoff, and during approved absences if you return to work at expiration of the absence. You lose all previously accumulated continuous service credit under such programs because of any of the following conditions: resignation; discharge for cause; absence for five consecutive working days without authorization of your supervisor; unauthorized absence beyond the limits of an approved vacation or leave of absence; failure to return to work or to answer recall notification by the company during layoff; layoff exceeding two years; refusal to accept or perform work available in an equivalent job classification; engaging in unauthorized gainful employment during a leave of absence.

### **TRANSFER EXPENSES**

If you are transferred to another assignment at the request of the company, you will be reimbursed for certain reasonable expenses and losses incurred as a result of the move. Provisions are made for living expenses incurred prior to obtaining permanent quarters, moving of household and personal effects, miscellaneous expenses, travel expenses, property and lease settlement. Your Personnel department will acquaint you with the details of the plan if you should become involved in a relocation.



*A metal oxide semiconductor is tested at the RCA Laboratories, Princeton, N. J.*



*The combination of television with the RCA electron microscope gives scientists more power and flexibility in exploring the molecular structure of matter.*

### **BUSINESS TRAVEL**

If you must use your car on company business, you will be reimbursed on a mileage basis. The company requires that not less than \$25,000/\$50,000 public liability and \$5,000 property damage insurance be carried on your car if it is to be used on company business.

For all travel expenses, a cash advance may be obtained prior to your trip. You should turn in your expense report as soon as you return so that reimbursement can be made by the company.

### **EDUCATIONAL OPPORTUNITIES - ADVANCEMENT**

RCA has excellent training opportunities to assist you in preparing yourself for promotional opportunities when they arise. The company not only encourages you to improve your qualifications through special education and training but in many instances also provides facilities and personnel for such activities as well as financial assistance for outside courses. Since your continued growth and development are of vital concern to the company, every opportunity is provided for you to increase your knowledge and further develop your skills. Skilled training personnel at locations provide planned training activities so that you may realize the greatest benefit from organized programs. In addition, opportunities for self-improvement are provided by means of

RCA scholarships and fellowships, special courses offered by leading universities, and courses sponsored by the company after working hours. Information regarding RCA scholarships and fellowships is distributed by the location Personnel activity.

### **Tuition Loan and Refund Plan**

Financial assistance is provided for qualified employees who wish to take approved educational courses related to their work at RCA. Under a Tuition Loan and Refund Plan, employees who qualify and whose course is approved may receive a refund if the course is completed satisfactorily. Loans toward the payment of tuition costs may also be approved. These loans are repaid through payroll deductions, and after satisfactory course completion are refunded to the employee.

### **David Sarnoff Fellowship Program**

In 1956, the David Sarnoff Fellowship Program was established in honor of the Chairman of the Board of RCA and to commemorate his 50 years in the radio-television-electronics industry. Each fall, announcement of the fellowships is made through local Personnel activities. All employees are eligible to apply. Ten fellowships are awarded: six in the field of science, three in business administration, and one in dramatic arts or journalism. The fellowship in dramatic arts or journalism is designated for award to an NBC employee. The fellow-

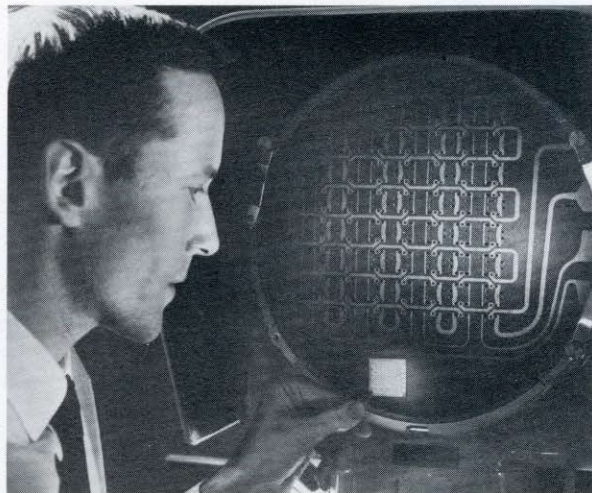


*NBC-TV facilities and RCA computers give minute-by-minute election returns.*

ships are granted for one academic year, but application may be made for renewal for one additional year. Final selections are made by the RCA Education Committee on the basis of academic aptitude, promise of professional achievements, and character. Employees awarded these fellowships are given leaves of absence for the duration of the award. Stipends granted to the recipients range from \$2,500 to \$4,000, depending on marital status and need. In addition to RCA payment of full tuition, an allowance toward the purchase of textbooks is included. An undesigned gift in the amount of \$1,000 is also made by the company to the university where the recipient studies.

#### **Scholarships for Employees' Children**

Each year, in cooperation with the National Merit Scholarship Corporation, RCA sponsors a maximum of 15 four-year scholarships, carrying stipends up to \$1,500 annually, for children of regular RCA employees. The amount of each scholarship is based upon the individual winner's financial needs as determined by the National Merit Scholarship Corporation in order to attend the college of his or her choice. RCA Merit Scholars are chosen by the NMSC from those who reach the Finalist level in the annual NMSC competition given in most high schools on the basis of scholastic aptitude, leadership, and good citizenship, as determined by testing and other standard procedures. If the tests are not given at your



*Computer "memory plane" is examined by RCA scientist.*

child's school, testing arrangements can be made by contacting your Personnel activity. All children (including those who are legally adopted) of regular employees of RCA in the United States who have completed at least two years of continuous company service by March 1 of the year in which the scholarship is granted are eligible to compete for these scholarships. Children of retired and deceased employees are also eligible.

#### **Other Educational Opportunities**

At most RCA locations, there are libraries containing source material pertinent to many of the company's business and engineering endeavors. In addition, the company maintains memberships in business and professional societies such as the American Management Association. The publications of these societies are available to you in our libraries.

## **Performance Review and Appraisal Plans**

RCA has several formal plans for appraising the performance of salaried employees. Because of the nature of the work performed and the type of activity involved, these plans require variation. The existing plans are Employee Service Review Plan, Engineer's Performance Evaluation Plan, Engineer's Performance Review Plan, Salaried Employees Performance Evaluation Plan, and the Management Development Performance Goals and Appraisal Program. Basically, the purpose of these plans is to assist you in furthering your career in the company. They are designed to encourage you and the supervisor to plan constructively for effective functioning of the work group, and for your personal development in line with your capabilities, ambitions, and the supervisor's expectations. From the review, you will see that your supervisor is aware of your performance and accomplishments and is interested in your development. These plans provide a meaningful record of your job performance and progress, which is helpful in reviewing your record in case of transfer or promotion.

Normally, review or appraisals are made at six-month or one-year intervals by your immediate supervisor. This rating or appraisal is then reviewed by the supervisor's superior. Their judgments of your performance are then discussed with you. This discussion or counseling session includes a review of the areas where your performance

has been good, a review of where your performance needs improvement, and suggestions regarding how you can improve your performance.

## **SPECIAL BENEFIT PROGRAMS**

RCA provides for or contributes to a number of benefit programs designed to ease the financial burden of its employees in time of accident or sickness. The benefits in some instances vary according to length of employment, salary, and other factors.

### **Insurance Plan**

The RCA Insurance Plan includes Life Insurance, Accident and Sickness Insurance, Hospital-Surgical-Medical Insurance, and Major Medical Expense Insurance. A detailed explanation of benefits for you and your dependents is set forth in the "RCA Insurance Plan" booklet.

### **Retirement Plan**

After three years' service with RCA, you are eligible to join the RCA Retirement Plan. Plan members build up their retirement income by making payments, based on their base salaries, into the plan each pay period. The company also pays a substantial amount toward each employee's retirement benefit. Benefits from the plan provide you with a retirement income for life and normally begin at age 65, although provisions are made for early retirement. The full details of the plan are explained in a separate booklet entitled "RCA Retirement Plan."



*Employees of the RCA International Division at Clark, N.J., discuss plans for a marketing campaign.*





*Sales trainee of the RCA Victor Distributing Corp. demonstrates a color television receiver to prospective customers in Chicago.*

*Experiments with niobium tin mark development of superconductive magnets.*



*Technician checks operation as grooves are cut in an RCA Victor record.*



### **Travel Insurance**

If you are required to travel on business for the company, you are covered under the RCA Travel Insurance Plan. This plan provides liberal benefits in the event you are involved in an accident and suffer bodily injury or death. Your supervisor can give you complete details on the amount of benefits and functioning of the plan.

### **HEALTH AND SAFETY**

Good health is one of the best guarantees for the successful performance of your work. Your earning power and entire future depend on your personal safety. To assist you in maintaining your health and safety, the company maintains clean, healthful working conditions in all of its locations and provides well-equipped dispensaries and other medical services in all major locations. RCA earnestly solicits your cooperation in seeking improved safety methods. Think and work safely, using the safety devices and equipment provided by the company for your protection. Sound rules and regulations for the safety of employees are in effect at all RCA operations.

### **STATE AND FEDERAL PROGRAMS**

#### **Social Security**

The Federal Social Security Program is financed equally by you and the company.

Your contributions are deducted from your salary check.

#### **Unemployment Compensation**

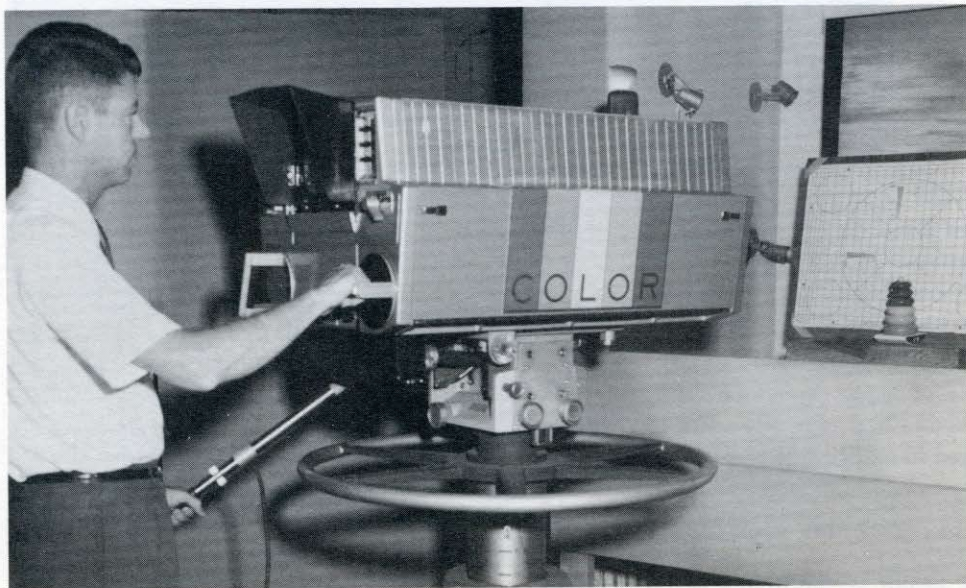
State laws provide for benefits if you become unemployed. Although in some states employees make a minimum contribution through payroll deduction, RCA makes the major contribution to the state fund.

#### **Workmen's Compensation**

Workmen's Compensation coverage for salaried employees is carried and fully paid for by the company. This coverage guarantees weekly cash benefits for time lost in case of compensable work-connected injuries and occupational diseases. It also provides extensive medical-hospital-surgical benefits. Such injuries should be promptly reported to your supervisor and the dispensary in order to qualify for this coverage.

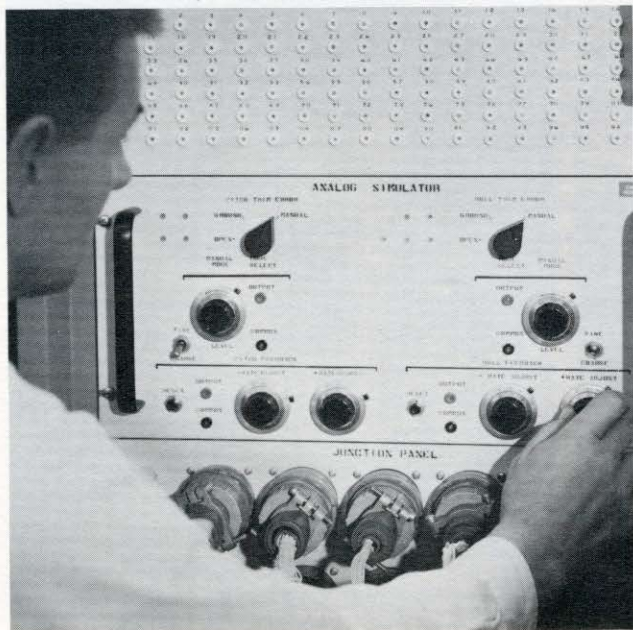
### **COMPANY SECURITY**

RCA plays a major part in national defense. The company has numerous contracts from the Department of Defense and other federal agencies, and much of this work involves classified material and information. The protection of this classified matter requires compliance with security regulations prescribed by the U.S. government. Badges are issued to employees working in buildings and areas where classified material or information is maintained. Obviously, every



*Engineer tests an advanced color television camera at Camden, N.J., plant.*

*RCA engineer at Burlington, Mass., works with an electronic system for the Lunar Excursion Module.*



*RCA technicians adjust high-frequency equipment at Somerville, N.J.*



precaution should be taken to prevent the loss of these badges. The Security Officer in each facility will be glad to advise you concerning any problems connected with security restrictions and procedures.

### **COMMUNITY RELATIONS**

RCA welcomes its responsibilities to the community in which it does business. Thus, the company works constantly to make a real contribution to the area's welfare and growth. In addition to corporate and employee financial contributions to community charities and civic projects, RCA employees give much of their personal time and effort to improve all phases of community life. As a responsible citizen, you are encouraged to make your contribution by working with a local activity or project.

### **OTHER BENEFITS**

#### **Recreation**

Wherever you work, you will probably find many opportunities to join with other RCA families in recreational activities. Most locations have recreational associations that provide members with a broad selection of social and athletic events for their leisure time. Membership is optional, and the small monthly membership fee deducted from your salary together with a company contribution finances a variety of activities, including hobby clubs, dances, children's affairs, shows, and sports.

#### **Family Store**

Many RCA products can be purchased at discount prices through the RCA Family Store. Purchases must be for your own personal use since the store is not intended to compete with authorized RCA dealers in the community. After six months' service, you are permitted to make purchases over \$19.95 through payroll deduction after having made a small down payment. The amount outstanding must not exceed 10 per cent of your base annual salary. At locations where the volume of sales does not warrant a store, orders are filled by a Family Store representative.

#### **Music**

Many locations have in-plant recorded music provided for your enjoyment. There is balanced programming in an attempt to satisfy the diversity of tastes.

#### **U.S. Savings Bonds**

RCA strongly urges you to invest a portion of your savings in U.S. Savings Bonds. These Savings Bonds may be purchased through payroll deduction. Although employees are contacted personally once each year, forms authorizing the deduction of a specified amount each pay period are available from your supervisor or Personnel office. Your bond will be purchased for you as soon as the deductions total the price of the bond. The bond is mailed to your home or included with your pay check.



*One of the stations of the Canada-Alaska microwave system built by RCA Victor Company, Ltd.*

### **Charities**

You are offered the opportunity at most locations to consolidate and budget your gifts to charity through a payroll deduction plan. Where these charity plans are in effect, committees representing the employees allocate the funds to local welfare and charitable organizations. RCA encourages you to join the charity plan. The company recognizes the importance of many of these organizations to the community by making corporate gifts directly to them.

### **Blood Bank**

Many of the RCA locations actively support their community's blood donor program by making plant medical facilities available for the collection of whole blood. If you can qualify as a donor, you are urged to do so through the established program.

## **RECOGNITION**

### **Science-Engineering Awards**

The David Sarnoff Outstanding Achievement Awards for Science and Engineering, RCA's highest technical honors, are conferred annually upon the most outstanding scientist and engineer, and research teams in science and engineering. The awards for team performance were established to augment the individual honors, since many scientific and engineering contributions of basic importance are being made today by teams of creative people who supply the varied special talents so essential to the com-

pany's continued technical progress. The awards consist of a gold medal, a citation, and a monetary award.

### **Service Awards**

The company recognizes continuous service of its employees with appropriate emblems designed into articles of jewelry. These award emblems are presented on service anniversary dates of 10, 15, 20, 25, 30, 35, and 40 years. Employees who accumulate 25 years of continuous service become members of the RCA 25-Year Club. Besides the 25-Year service award emblem, they receive an engraved gold watch and certificate at a dinner in their honor. As a member of this honorary organization, they are entertained annually at a dinner meeting at one of the company locations. Employees achieving 40 years of service receive a choice of an engraved sterling silver bowl or tray in addition to the service award emblem.

### **Employee Suggestion System**

RCA values your ideas in improving company operations. The Employee Suggestion System, which is in operation at most locations, makes it possible for RCA to benefit from your ideas and to share such benefits with you. Awards for adopted suggestions range from a minimum of \$5 to a maximum of \$7,500. Generally, you are eligible for awards for adopted suggestions that are beyond your normal duties and responsibilities. The Personnel department rules on eligibility in all cases. If you accumulate

\$100 in suggestion awards, you become a member of the RCA Century Club and receive an attractive emblem. Diamonds are added to the emblem to designate higher total awards. At many RCA locations, there are other programs that are designed to recognize employees who offer suggestions to improve operations, such as work simplification, cost reduction, and technical and supervisory suggestion programs.

### **Suggestions from Outside Sources**

No employee shall encourage or permit anyone not employed by RCA to outline orally or in writing to him any idea tendered for use or consideration by the company. The company has a General Order prescribing a specified procedure governing the submission of ideas by outside sources. Under this order, only the Patent Operations activity may receive such suggestions under certain specified conditions. Accordingly, any non-employee wishing to submit such an idea shall be advised to write a letter to the Staff Vice President, Patent Operations, Radio Corporation of America, David Sarnoff Research Center, Princeton, N.J., asking that he be given instructions as to the procedure to be followed in submitting his idea. If you receive a written disclosure of an idea from an outside source, you should forward it to the Staff Vice President, Patent Operations, with a covering memorandum indicating the source, circumstances, and date of receipt. If you inadvertently receive an idea orally

from an outside source, you should put it in writing and handle according to the procedure outlined above.

## **KEEPING INFORMED**

### **Supervisor**

Your supervisor directs your working activities and provides official contact for you with the rest of the company. Recommendations for salary increases, promotions, and transfers are generally handled by your supervisor in conjunction with members of the Personnel department. All problems should be discussed first with him. If you then feel you are not completely satisfied, you should feel free to bring them to the attention of the Personnel activity. The company expects that all of its people should be treated justly and considerately at all times.

### **Publications**

Most locations publish an employee magazine in an effort to keep you informed about company policies and local activities as well as to give you interesting information about the people with whom you work. Because of the highly specialized aspects of our business, other more technical company publications are published for persons in certain occupations and positions.

### **Bulletin Boards**

Bulletin boards serve as an additional medium of communication and are located in prominent places in all plant locations. You should make it a daily habit to read

notices for information affecting you and your interests. To make sure that material is both current and of general interest, the Personnel office must approve all material before it is posted.

## **GOOD BUSINESS PRACTICES**

### **Personal Telephone Calls**

Our switchboards are required to handle a large volume of business calls daily. Personal telephone calls delay efficient operation of business. Therefore, personal calls should be made through the public telephones provided for this purpose.

### **Personal Mail**

Our mail rooms and delivery facilities are intended for the handling of company mail. Quantities of personal mail cannot be handled. Accordingly, you are asked to have all personal mail sent to your home.

### **Notice of Changes**

To keep our records current and to avoid possible confusion, notify your Personnel activity immediately in writing of any changes involving your name, address, marital status, or beneficiary.

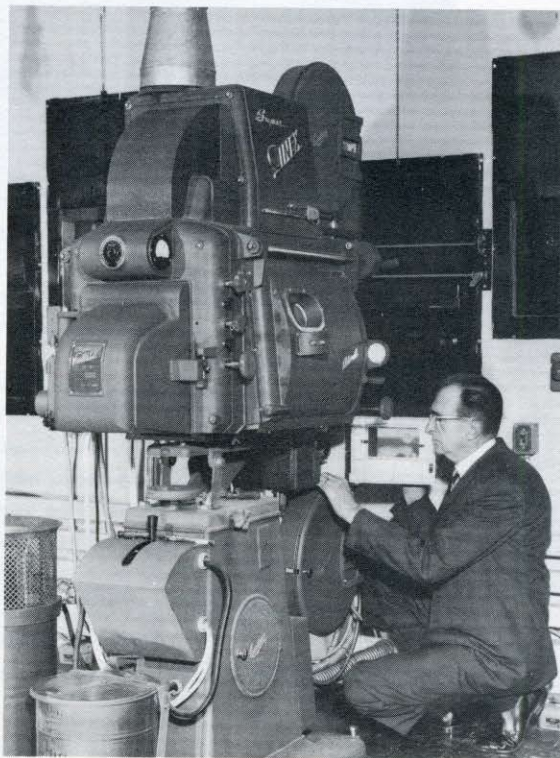
### **Absence**

To assist your supervisor plan his workload, notify him in advance if you must be absent. If you are unable to report for work because of illness, it is of the utmost importance that the company be notified. Contact your supervisor for the proper procedure.





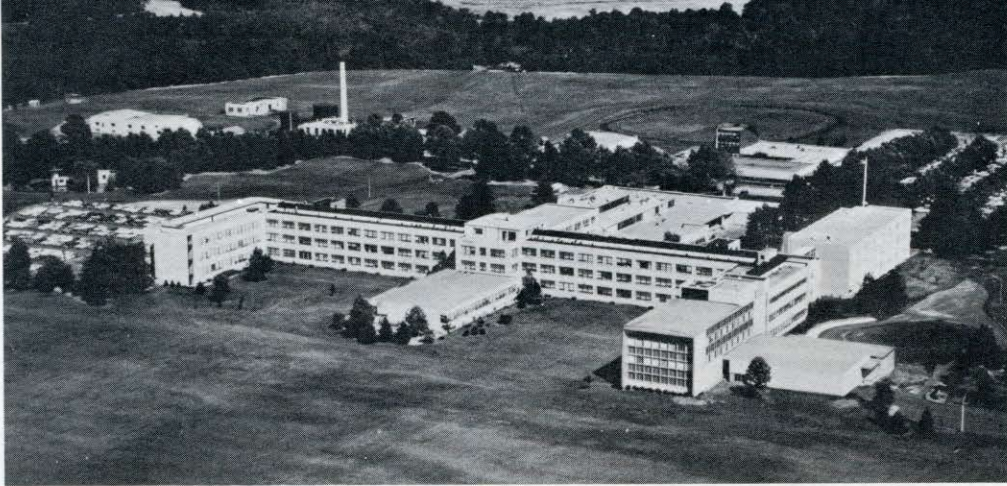
*Technician of Astro-Electronics Division testing satellite assemblies and components.*



*RCA Service Company employee servicing theater equipment.*



*Scientists operate RCA-developed laser requiring less energy than other types to generate infrared beams.*



*Spacious grounds and modern facilities highlight David Sarnoff Research Center at Princeton, N.J.*

## **SERVICES**

### **Cafeteria Service**

RCA provides food service facilities wherever necessary so that you may obtain good quality food at reasonable prices in attractive surroundings. Although service varies according to location requirements, every effort is made to serve you in a minimum amount of time to permit full enjoyment of your lunch period. For your convenience, vending machines are also available at most locations.

### **Parking**

Wherever possible, RCA has established parking lots adjacent to its operations. You are asked to park carefully and to comply with parking regulations. Although the company makes every reasonable effort to pro-

tect your car in the parking lot, RCA cannot be responsible for any loss or damage.

## **REGULATIONS**

It is the company's policy to place as few restraints and restrictions on your personal conduct as is possible. However, for the protection of its property, business interests, and other employees, RCA establishes reasonable rules of conduct for its employees. You are asked to comply with those rules the company has found necessary to make, and with other rules that may be established in the future. Since the breaking of any of these rules by an employee could result in serious loss to the company and other employees in many ways, the company reserves the right to discipline, including discharge, employees who do not abide by them.

---

### **Conflict of Interest**

This subject has been covered in an RCA General Order, which is reproduced here

because of its importance. It explains the conduct expected of the individual employee regarding his personal business interests outside RCA.

### General Order E-5 dated March 16, 1964

The purpose of this General Order, which has been approved by the Board of Directors, is to reaffirm and further define the policy of Radio Corporation of America and its subsidiaries with respect to outside financial and business interests of employees.

This order represents no change in corporate policy but is merely a reaffirmation of policy previously in effect.

No employee shall directly or indirectly maintain any outside business or financial interest, or engage in any outside business or financial activity, which conflicts with the interests of the Corporation or its subsidiaries or which interferes with his ability fully to discharge his corporate duties.

All employees are required by this Order to disclose in writing to the Chairman of the Board and the President any proprietary or other financial interest they may have in any organization with which the Corporation or its subsidiaries does business or with which it is in competition in order that a determination may be made as to whether any conflict of interest appears.

While it is impossible to define every area in which such a conflict might exist, it is clear that employees who deal with outside organizations in the purchase of products, materials or services or who are in a position to influence such purchases should have no proprietary or other financial interest either in those furnishing such products, materials or services or in any transaction for the furnishing of such products, materials or services.

Nothing in this Order is intended to restrict investment or require disclosure of any investment by any employee in stock or any other security of any corporation listed on a national securities exchange or regularly traded by national securities dealers provided that such investment does not exceed one percent of the market value of the outstanding securities of such corporation.

Office of the President

To implement this policy, you are required not to accept any employment with or perform any directive, managerial, consultative, or other service for any outside concern that does business with or is a competitor of RCA, unless you obtain a determination that such activity is not in violation of this policy. Further, you should not accept from any vendor or competitor any gratuity, remuneration, payment, loan, or other benefit of such value that it could be construed as an attempt to influence you in the performance of your

duties as an RCA employee to favor such vendor over other vendors or to favor such competitor against the best interests of the Corporation.

In addition, no employee should ever give or offer to give any representative of a customer or potential customer any gratuity, remuneration, payment, loan, or other benefit of such value that it might cause a conflict between the representative's personal or business interests and the interests of the organization he represents.

---



*Huge radar antennas of BMEWS are serviced by RCA Service Company.*

### **Compliance with Laws**

In February, 1961, the President of the Company distributed to the Executive Council a memorandum by the Executive Vice President and General Attorney reaffirming the company's long-established policy of compliance with all laws affecting its business, and he directed each member of the Council

to implement this policy within the area of the operating division or staff function which he heads. Because of the importance of this subject, this memorandum of the Executive Vice President and General Attorney to the President is reproduced here, and every employee is expected to be familiar with it.

Memorandum

February 24, 1961

### **Re: Compliance with Corporate Legal Policy**

This is in response to the many discussions General Sarnoff and you have had with me in which you both have continually emphasized the necessity for strict adherence to the Corporation's long-established policy of compliance with all laws affecting our business.

I know that at meetings over the years with our executive personnel you both have repeatedly pointed out the importance of adherence to this policy. Nevertheless, in view of the recent

revelations of what has gone on in other companies, I agree wholeheartedly with the suggestion that it would be timely again to re-emphasize our policy.

I recommend therefore that at the next meeting of the Executive Council you remind members that it is the policy of RCA and its subsidiaries to comply strictly in all respects with all laws affecting our business, including those dealing with antitrust, marketing and trade regulation, and that not only are there no exceptions to this policy but it may not be compromised or qualified by anyone acting for the Corporation.

I recommend also that members of the Executive Council again be advised that each employee responsible for the Corporation's conduct and practices which may involve the application of these laws should consult and be guided by the advice of counsel assigned to his organization and that it is the obligation of executive personnel to insure compliance by employees of the Corporation in the areas of their respective responsibilities.

I recommend further that it be pointed out that this is not merely a corporate obligation but there is as well an individual obligation to fulfill the intent as well as the words of this policy. Of course, it is not expected that every employee or every member of management will be an expert in the law affecting his responsibilities but it is expected that every employee with significant responsibilities will have a working knowledge of permissible activities involved in his area of work and will seek guidance from a superior or from the Law Department concerning any matter in which there is any legal question.

As we all know any violation of law, in addition to being contrary to our policy and to morals, is shortsighted and can be most costly. It can result in substantial expense to the Corporation both in terms of money and time which could be used far more productively for furthering legitimate business objectives.

Finally, I recommend that you remind members of the Executive Council that it is the responsibility of every employee, and particularly those whose actions may affect the Corporation's compliance with the law or its compliance with standards of ethical and moral conduct, that we will insist on adherence to this corporate policy. Even where the law may not be applicable, standards of ethics and morality relate to our activities and these require the same standards of good conduct and citizenship.

I shall continue to comply with the directive you and General Sarnoff have given me to report directly to you both with respect to this most important corporate policy.

It is important to note that there are no exceptions to this policy and that every employee with significant responsibilities should have a working knowledge of permis-

sible activities involved in his area of work and will seek guidance from his supervisor or from the Law Department concerning any matter in which there is a legal question.

---

### **Other Rules**

Employees shall refrain from:

1. Violations of law.
2. Willful damage to company property including that entrusted to it by others, including the government, and to property of employees or visitors.
3. Theft or dishonesty (including falsification of time records or furnishing false or incomplete information for Personnel and/or security records).
4. Creation of hazards of fire, safety, or health, and failure to use safety devices or procedures provided for employee protection.
5. Reporting for work while under the influence of intoxicants or using intoxicants while on company premises.
6. Gambling, fighting, disorderly conduct, and conduct that violates common decency or morality (including abusive language, possession of or use of narcotics, etc.).
7. Insubordination or failure to carry out any reasonable order by a management representative, including refusal to work on jobs assigned by the supervisor.
8. Incompetency or failure to meet reasonable standards of efficiency, including gross neglect of duty.
9. Tardiness without valid excuse, inexcusable absence, or absence from work without notifying the company, or failure to re-

turn to work promptly upon expiration of leave of absence.

10. Directly or indirectly selling any item on company premises without proper authority; unauthorized solicitation on company premises during working time; unauthorized distribution of literature or other matters in working areas during working time; posting literature or other matter on company premises without proper authority.

11. Violation of or noncompliance with security regulations including:

—Giving company pass or badge or other company identification material to any person not entitled to it.

—Entering or assisting any person to enter the company's premises or restricted areas without proper authority.

—Removing or attempting to remove company and/or government material (documents, equipment, etc.) from company premises without proper authority.

12. Revealing to any unauthorized persons any of the company's records, reports, papers, devices, and apparatus, or disclosing to others any information concerning the company's business, including formulas, practices, processes, and methods that are considered by the company to be of a secret or confidential nature without the proper authorization therefor.

