



Design For Safety

TO MY FELLOW EMPLOYEES:

Last June we initiated a parking and traffic flow system designed to provide the greatest convenience and safety for the maximum number of employees. Since that time, we have been evaluating the effectiveness of the system, and from time to time we have made some modifications.

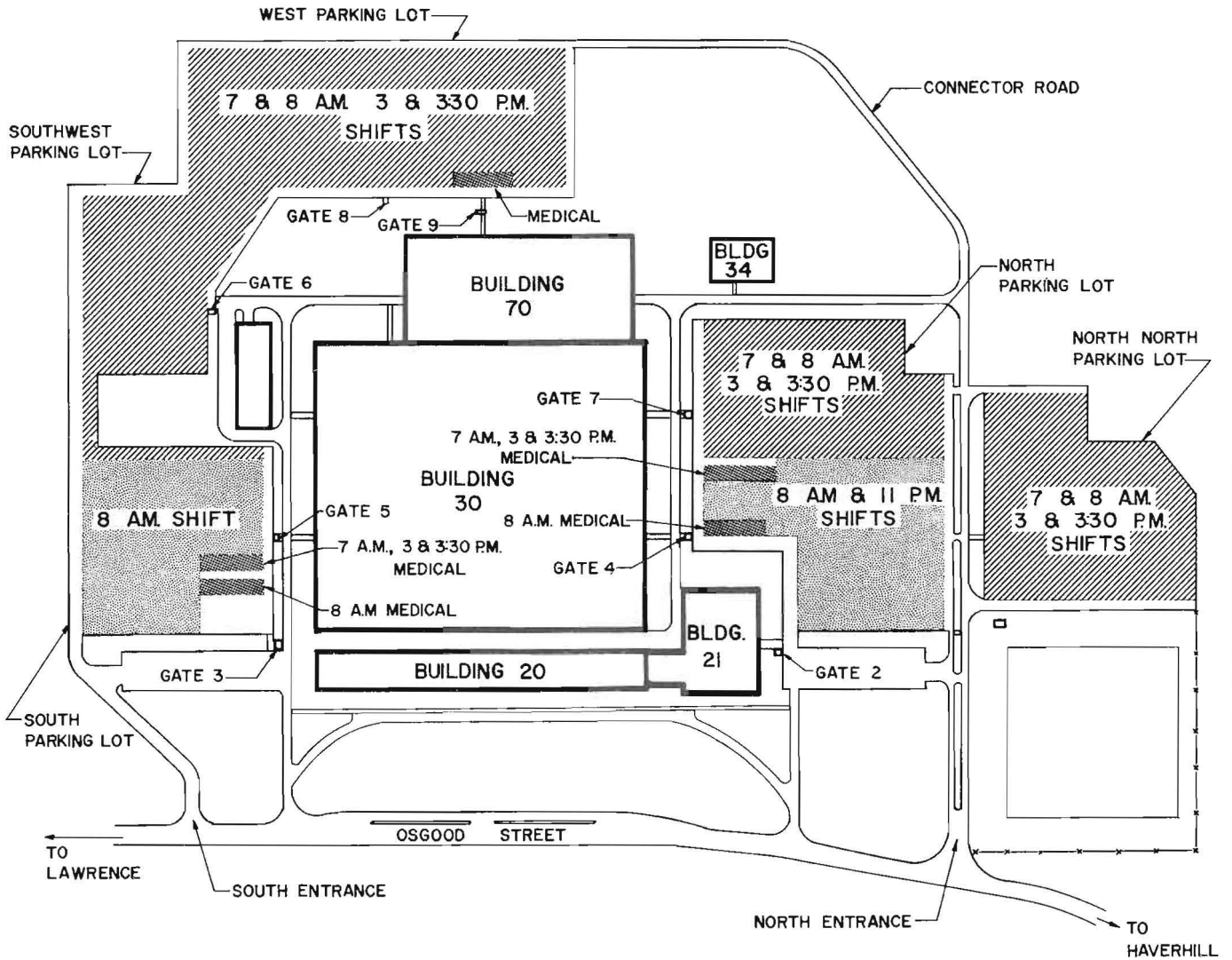
We are still studying ways and means to improve our parking lot situation, and we will continue these efforts for the benefit of all.

A summary of the system and modifications made since its inception, together with a reminder on the traffic rules for driving on Company property, is contained in the following pages. A program outlining the traffic rules necessary to maintain the safety of everyone will be presented to you in the auditorium by the Safety Organization in the next couple of weeks.

As in the past, the success of the parking lot traffic system will depend upon the cooperation of all of us in observing the rules designed for our safety. I am sure I can count on you.

General Manager

Parking Space Allocation



The above plan designates the parking areas assigned to employees of the various shifts and corresponding medical parking areas.

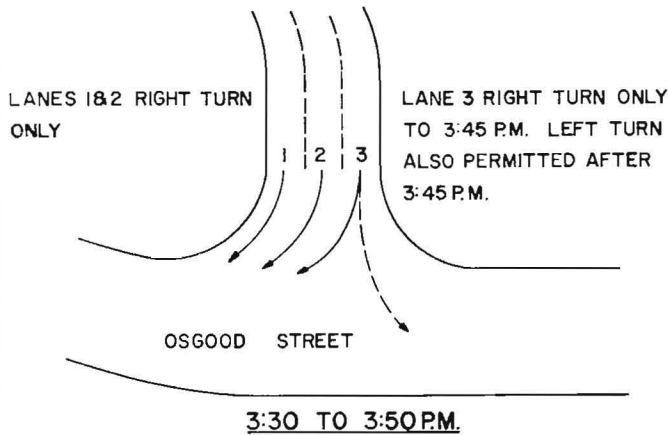
A new parking registration procedure will be put into effect which will require stickers on vehicles for

parking in the 8:00 A.M. shift areas only.

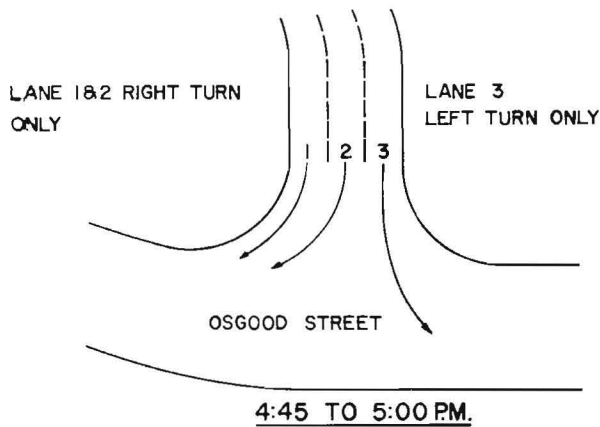
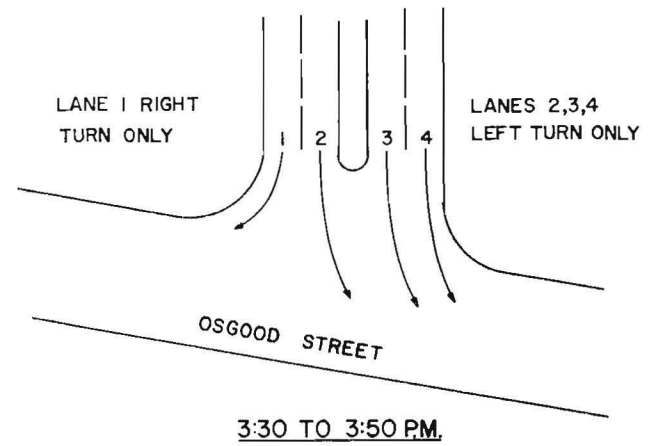
Entrance gate numbers 2 (upon completion), 3, 4, and 9 are open during all working hours. Gates 5, 6, and 7 are open at shift-change times only.

South Entrance Traffic

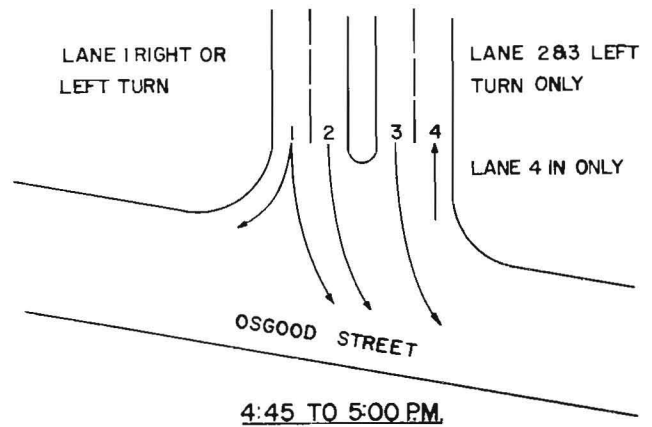
6 TO 8 A.M., ONE WAY TRAFFIC IN ONLY TO LEAVE SOUTH LOT DURING THESE HOURS USE CONNECTOR ROAD TO NORTH ENTRANCE ROAD. EXCEPTION IS 7 TO 7:15AM WHEN EXIT IS PERMITTED.



North Entrance Traffic



ALL OTHER HOURS TWO WAY TRAFFIC



ALL OTHER HOURS BOTH ROADS FOR TWO WAY TRAFFIC—LANES 2&4 IN AND LANES 1&3 OUT

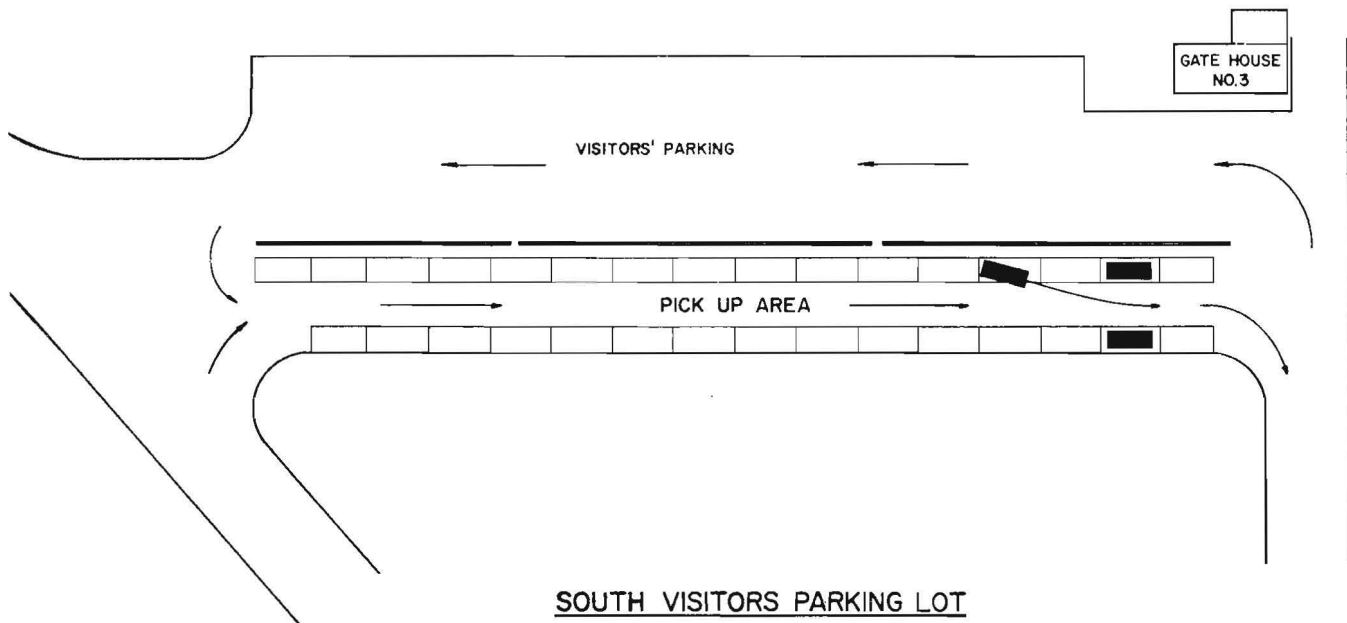
Traffic patterns for the North and South Entrance Roads for various times of day are as shown on the above diagrams.

The Connector road between the West and North Parking Lots is for two-way traffic at all times; that is, one lane in each direction. Vehicles leaving the West Parking Lot via the Connector road at 3:30 P.M. travel straight ahead onto the North Entrance Road, using Lane 3 to Osgood Street. Those leaving the

North-North Parking Lot at 3:30 P.M. for Haverhill use the front (East) exit from the lot and Lane 4 to Osgood Street. Those leaving the North-North Lot for Lawrence, use the back (West) exit and proceed via the Connector Road to the South Entrance Road.

On Saturdays, between 1:00 and 1:20 P.M., the rules for traffic are the same as for 3:30 to 3:50 P.M. on regular workdays.

Passenger Information



The North and South Visitors' Parking areas are used for delivery and pick-up of employee passengers.

Drivers may enter the South Visitors' Parking Lot from Osgood Street via either the South Entrance Road or South Service Road and proceed as the arrows indicate in a counter-clockwise flow to the pick-up area. It is recommended that cars exit via the South Service Road to Osgood Street.

The new circular roadway at the front of Building 20 may also be used for pick-up and discharge of passengers but is not authorized for parking.

Employees being picked up should advise drivers to be at the pick-up areas prior to 3:30 and 4:45 P.M.

Osgood Street should not be used for pick-up and delivery of passengers.

Violations

The following are some general types of parking lot violations that the Plant Protection personnel will enforce.

- Speeding - in excess of 15 mph.
- Cutting through parking lanes from one aisle to the next.
- Improper use of lanes or aisles while entering or exiting.
- Parking in areas not allocated to employees' shift.
- Failure to stop for pedestrian traffic.
- Failure to comply with designated pick-up areas.
- Parking or waiting in roadway or aisle for a preferred parking space.
- Disregard for instructions given by a plant guard.
- Not parking between parking space lines (when discernible) and using more than one parking space.