

Suggestions lead to promotion and increased value. They show an interest in our work and organization, and a capacity for greater responsibilities. We invite suggestions upon mechanical improvements of product or equipment, methods which will facilitate prompt shipment of orders, improvement in factory systems, decreased cost of manufacture and other matters calculated to advance the interests of the company.

#### RULES GOVERNING SUGGESTIONS.

1. The officers of the company, superintendents, assistant superintendents, draftsmen and experimental men, and employees of corresponding rank, are not entitled to compete for any prize.

2. The suggestion Bureau will be under the supervision of a committee of three employees, who, by virtue of their position in the management, are disqualified for competition for prizes.

3. Suitable boxes have been placed throughout the works and blank cards provided on which employees may record their suggestions. Write your suggestion upon the card provided and place it in the box. Cards will be collected weekly.

4. Suggestions will be considered by the committee and, whether accepted or rejected, will be acknowledged by its secretary, in order that the employee may be advised as to the disposition of his suggestion. For each suggestion accepted, whether it relates to an improvement or modifies instructions which the author of the suggestion has no authority to change, the company will award the suggester the sum of \$1, the same to be paid by the paymaster upon presentation of an order which will be sent to the employee when he is notified that his suggestion has been accepted. The company will then be at liberty to adopt the suggestion at any time at its option. Orders for suggestions may be cashed any working day between 12 and 12.15 p.m.

5. The name of the suggester will be treated as strictly confidential, and will not be revealed without his consent until the awards have been made, as hereinafter provided.

6. No time, materials or other property of the company shall be used in developing any suggestions without the consent of an official of the company.

#### PRIZES.

The company will award semi-annually the sum of \$600 for the most valuable suggestions received during the previous six months. This amount will be divided between two competitive groups, as follows:

##### GENERAL COMPETITION.

(Six Awards, Amounting to \$150.)

Open only to salaried employees, foremen and contractors.	
First prize.....	\$50.00
Second prize.....	40.00
Two prizes, \$20 each.....	40.00
Two prizes, \$10 each.....	20.00
Total.....	\$150.00

##### WORKMEN'S COMPETITION.

(29 Prizes, Amounting to \$450.)

Open to all employees not included in the "General Competition."

First prize.....	\$50.00
Second prize.....	40.00
Five prizes, \$20 each.....	100.00
Eight prizes, \$15 each.....	120.00
Fourteen prizes, \$10 each.....	140.00
Total.....	\$450.00

#### METHOD OF AWARING PRIZES.

On the 15th of January and July of each year employees who have made suggestions of the greatest value during the six months preceding the 1st of January and the 1st of July will be awarded prizes in their respective groups in the order of the importance of the suggestion.

As soon as the awards are made the prizes will be paid in cash and notices will be posted giving the names of the prize winners, together with a brief description of their suggestions.

#### Unique Profit and Loss Sharing Plan

A manufacturing company in Bridgeport, Conn., conducting its business on a profit-sharing plan, has used a unique form of contract for six years.

The significant features of their profit-sharing contract are as follows:

(1). Employer and employee agree to share *both* profits and losses.

(2). Net gain or loss is ascertained by deducting from the gross result of the inventory on the first of February all expenses for the year previous of every kind, including depreciation of buildings, tools, machinery, and bad debts. In the case of gain, the capital invested, as shown by the inventory, shall first draw 6 per cent. interest, "or, in case there is less than that amount, shall draw what there is, in liquidation of its claim"; the balance, then remaining, to be divided between the company and the individual employee in the proportion which the capital invested bears to his total wages for the year.

(3). For each current year, one-tenth of the wages of every employee, who is a party to the contract, is withheld each week. In case there is not a net loss on the entire business of the year, this reserved money, together with any accrued profit, as figured above, is paid to the employee, on or before March 1, of each succeeding year.

(4). In case of a net loss on the business of the entire year, without figuring any dividend as above provided for capital, this loss is divided between the company and the employee in the same method as that prescribed for the dividing of profit; but in no case does the employee become responsible for losses greater than the amount reserved from his wages.

(5). Other employees may become parties to this contract upon the invitation of the company. Any employee may withdraw from the contract at any time, and from the firm's employ, but the company then holds the right to retain the 10 per cent. reserve till the end of the current year. In case it is so held, its owner shares in the company's profit or losses.

(6). The firm may discharge any of its employees, but in that case he shall have the option of withdrawing his full reserve, or of leaving it till the end of the year, to share in profits and losses.

(7). It is agreed by the company that none of its employees, who signs this contract, shall be temporarily retired from work so long as the company has any work of the kind he is accustomed to do; but if there is a shortage of work in the hands of the company it shall reduce the hours of work, and so divide the work among its employees. If at any time an employee becomes sick or incapacitated to perform his duties, and has a certificate of a reputable physician that he is so incapacitated, he may draw on his reserve wages at a rate not greater than six dollars a week, without affecting his interests in the profits at the end of the year.