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GENERAL INFORMATION BULLETIN

DIVISION OR DEPARTMENT VICE PRESIDENT - CUSTOMER OPERATIONS VICE PRESIDENT - DIVISION OPERATIONS

RE LETTER OF SUBJECT

July 17, 1979

OFFICERS
DEPARTMENT HEADS
DIVISION MANAGERS

In view of higher air conditioning thermostat settings in our facilities, ties will no longer be required for male employees who work either inside or outside.

Employees who have chosen to wear ties in the past need no longer do so provided they wear the same style shirts. The objective, of course, is to maintain a businesslike appearance and at the same time be comfortable on the job. Your cooperation will be appreciated.

These guidelines are effective immediately and will continue through October 31, 1979.

JOHN S. COOPER

Y. DE YOUNG