

TO: All Employees

SUBJECT: Restroom Use Policy

In the past, employees were permitted to make trips to the restroom under informal guidelines. Effective December 01, 1998, a Restroom trip policy will be established to provide a more consistent method of accounting for each employee's restroom time and to ensure equal treatment of all employees.

Under the policy, a "Restroom Trip Bank" will be established for each employee. On the first day of each month employees will be given a Restroom trip credit for twenty-five (25). Restroom trip credits can be accumulated from month to month.

Within two weeks, the entrance to all restrooms will be equipped with the personal identification stations and computer link voice print recognition devices. Before the end of November, each employee must provide two copies of voice prints (one normal and one under stress) to personnel. The voice print recognition stations will be operational but not restrictive for the month of November. Employees should acquaint themselves with the stations during that period.

If the employees' restroom trip balance reaches zero, the doors to the restroom will not unlock for the employee's voice until the first of the next month. In addition, all restrooms are being equipped with timed paper roll retractors. If the stall is occupied consecutively for more than three minutes, an alarm will sound. Thirty seconds after the alarm sounds, the roll of paper will retract into the wall, the toilet will flash, and the door will open. If the restroom remains occupied, your picture will be taken.

The picture will then be posted on the bulletin board. Anyone's picture appearing three times will be terminated. If you have any questions about this policy, please ask your supervisor.

Thank you,
The management