

## Questions on Cost Reduction



If you have questions or comments about the cost reduction program (or any other company activities), you should contact your immediate supervisor. He is your best source of information.

In addition, the Input/Output program provides a confidential written means of obtaining responses to any questions or comments you may have about the company. Special forms for this program are available throughout the facilities. Once a form is filled out, it should be sealed and placed in one of the locked boxes. Forms are collected from these boxes several times a week and delivered, unopened, to the Input/Output Coordinator in your Group Personnel Office. He numbers the forms and removes the writer's name to make them anonymous. The questions or comments are then sent to members of top management for replies. A written reply is sent to the home of the person who originated the question. Written answers can also be supplemented by confidential interviews with management representatives at the request of the originator.

Memorex also has an Open Door policy for resolving problems or misunderstandings, or offering suggestions to any level within the organization without fear of criticism or retaliation. Any employee should feel free to bring his comments, complaints, and suggestions directly to any member of management

with or without proceeding step by step through the levels of management.

If a problem should arise, you should first make every effort to resolve the matter with your immediate supervisor as it may be a simple misunderstanding. If your immediate supervisor cannot give a satisfactory response, you may make an appointment with your Personnel Department or other members of management either during working hours or after working hours. If the appointment is during working hours, you must inform your supervisor of the meeting so that your work assignment may be covered. You do not need to inform your supervisor of the purpose of the meeting. If the meeting is scheduled outside your working hours, you need not inform your supervisor of the meeting.

The discussions in such conferences will be held in strict confidence and under no circumstances will the conference request or the actual conference be held against you.

## Reminders:

All W-2 forms (Wage and Tax Statements) have been mailed. If you have not received yours, it may be that the Personnel Department does not have your correct address. If this could be the case, change of address forms are available through your supervisor or in the personnel offices.

The deadline for turning in your Profit Sharing enrollment cards, specifying your investment choice, was February 1st. If for any reason you have not yet turned in your card, please do so as soon as possible. **(Every employee must complete and submit a new enrollment card at this time, even though you may have had one on file in**

**previous years.)** All cards should be turned in to the Personnel offices.

As you know, you are required to have your employee identification badge with you whenever you are on company premises. Employees are urged to wear their badges in some conspicuous place while at work. Badge clips are available in the Personnel offices.

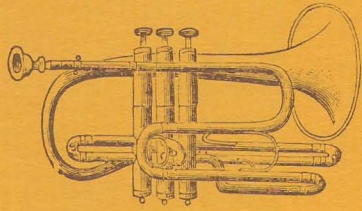
## Intercom and Update News

Do you know something that should be publicized in Intercom or Update? If so, please be assured that news items, suggestions for stories, and comments are always welcome. Call Gary Williams, x7-2878, or Jane Peattie, x7-1892.

By the way, if you're not receiving Update and Intercom regularly, call either Jane or Gary at the above extensions.



# Concert Association's Membership Drive



The San Jose Community Concert Association will hold its annual membership drive from February 8th through February 27th. The price of a membership card is \$10 for adults and \$5 for students (through high school).

Members who join for the next concert season, which runs from the Fall of 1971 through the Spring of 1972, will be able to attend a minimum of four concerts: featured are such artists as pianist Grant Johannesen, mezzo-soprano Betty Allen, Yugoslavia's Frula Ballet, and the Canadian Opera Company in a production of Offenbach's "Orpheus in the Underworld." The complete season's attractions will be announced at the end of the membership drive.

Admission to these concerts is to membership card holders only. As a bonus, new members can attend the last concert of the present season, pianist Jorg Demus, Friday, March 26.

For further information, write to the San Jose Community Concert Association, Box 6257, San Jose, California 95150.

## MAG Ski Trip

The Memorex Activity Group has scheduled another ski trip to Heavenly Valley. All Memorex employees in the Santa Clara area and their spouses are welcome. The details:

**Date:** March 5, 6, 7, 1971

**Price:** \$28.50 per person

**Includes:** Two nights accommodations at the Ambassador Motel (located at the South Shore of Lake Tahoe)

Round trip transportation via Greyhound Scenicruiser

Ski shuttle to and from the ski area

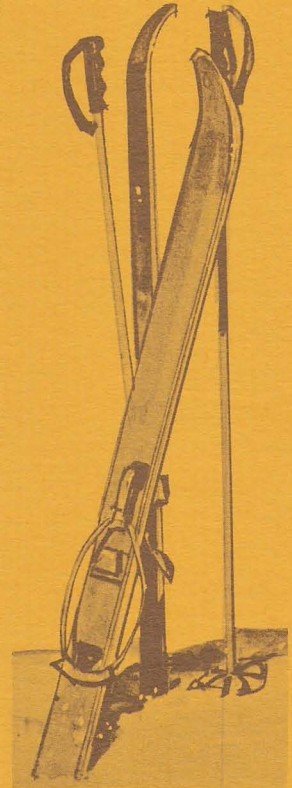
Buffet lunch

Discount on all day lift tickets

**Leave:** Friday, March 5, 1971, 7:00 p.m.  
Memorex Equipment Group  
San Tomas and Central  
Expressways

**Return:** Sunday, March 7, 1971, 9:00 p.m.  
Memorex Equipment Group  
San Tomas and Central  
Expressways

For reservations, contact Bill Fullendorf, x7-2992. Final payment must be in no later than February 22, 1971.



## MAG Shorts

Anyone interested in playing in a billiards tournament? Contact Bill Fullendorf, x7-2992.

The Bonsai Landscaping group will meet Monday, February 8th, in Room 3 of the Education Center on Shulman Avenue. The meeting will begin at 5:15 p.m.

More teams are needed to play basketball Monday nights in the Buchser High School gym. If you have a team, or think you can get one together, call John Bachick, x7-2430.

John is also looking for a Memorex employee who is an experienced softball pitcher (fast-pitch). If you qualify, please give John a call at the above number.

## Safety

All employees are again urged to observe the speed limit on Shulman Avenue. Traffic on Shulman has increased since the street was paved through to Richard Avenue, and there is a good deal of pedestrian cross-

traffic—especially in the vicinity of the Education Center. The maximum speed limit is 25 m.p.h. and the crosswalks are clearly marked. Please drive carefully!