

Special Standing Committee Minutes
February 27, 1995

In attendance for the Union: Gene Dixon, Bob Sullivan, Claude Weaver, Billy Taylor and Ken Green. In attendance for Management: Shelley Prouty and John Svenson.

The meeting was called to review the new security systems/policies.

For the purpose of the parking policies, the term "mill site" does NOT include the parking lots. Mill Site is used in these policies to refer to the areas inside the main mill proper, particularly the parking areas at Unitizing, the Woodmill/PECO, and the Secondary Treatment Plant, which are the only three authorized parking areas inside the mill.

John Svenson, Property Protection Supervisor, plans to meet with the employees who park at the three in-mill parking areas to explain the policy changes. Those employees will be asked to sign a "Drive in Parking Agreement" in which they agree to not hold James River liable for any damage that may occur to their car while parked in the mill, and that their cars will be subject to search. Employees who park in these three in-mill parking areas will have special colored parking permits on both front and rear bumpers. If an employee is unwilling to sign the parking agreement and abide by the policy requirements, they will not be allowed to park in the mill.

In a vehicle search, the security guards will not be questioning the single rolls of household towel or the box of box facial that many people routinely carry in their vehicles. They will be looking for items that are obviously mill property (tools marked with the identifying yellow paint, cases or other large amounts of product, KD's, etc.).

All employees, in addition to the current parking permit, will have a colored sticker on the drivers' side of the front bumper effective March 15, 1995. This will enable the security guard to see as a car approaches if they are an authorized vehicle and will help keep traffic moving.

Notice was given that the parking policies will be strictly enforced and vehicles not in compliance WILL be towed.

The Union Committee stated that Local 1097 does not agree to any of the new policy changes, and that no Local 1097 members are forfeiting any right to pursue issues through the grievance procedure. The Union also asked why vehicles that

JAMES RIVER CORPORATION

are parked within the mill will be treated differently - currently if a car is damaged (overspray, etc.) in one of the parking lots, the Mill pays for the repairs, but that is not going to hold true for persons parking within the mill site. It seems as if this particular policy is aimed at discouraging people from parking in the mill - if that is the aim, it is management's right to forbid parking in the mill, which is what should be done if that really is the goal. The Union also expressed concerns about the towing company that James River has contracted with; the company evidently does not have a good reputation from what the USC has heard.



Union Standing Committee



Management Standing Committee



JAMES RIVER CORPORATION

Intra-Company Memo

To All Employees

Date February 17, 1995

From John H. Svenson

Reference

Subject Vehicle Stickers

Effective March 15th all employees must have a colored sticker attached to the front driver side, bumper of the vehicle that they bring to work. This colored sticker is in addition to the parking permit.

Any vehicle without a colored sticker will not be allowed on mill property and will be towed if found parked on James River property.

INSPECTION PROCEDURES

- Only vehicles that are allowed to drive and park on the mill site are included in these inspection procedures. This includes employees, contractors, vendors, visitors, trucks. This does not prevent the Company from searching other vehicles and/or personal property as necessary.
- Every James River employee that is allowed to drive and park on the mill site will be required to sign an agreement for driving and parking on the mill site.
- These employees will be required not only to have a parking permit, but also a colored sticker for the front bumper and rear bumper.
- When a vehicle leaves through the gate, the security officer will pull a "poker chip" from a pre-loaded tube. If the chip is blue, no inspection is required, if the chip is red an inspection will take place. Tubes will be loaded daily by the Property Protection Supervisor.
- Contractors, vendors, visitors, trucks and any other vehicles will be identified and will be subject to the same procedures.



JAMES RIVER CORPORATION

Intra-Company Memo

January 5, 1994

All Employees

John Svenson

DEFINITIONS (As relates to Parking Policy)

Vehicle - Vehicle is defined as any motorized mode of transportation.

Mill site - The mill site is defined as any area inside the fenced area of the mill. The parking lots are not considered "mill site".

Employee - Any JR employee that is on the Wauna Mill payroll.

JR Employee - Any employee that is employed by James River Corporation.

Visitors - Any non-JR employee.



JAMES RIVER CORPORATION

Intra-Company Memo

To All Employees

Date

January 5, 1994

From

John Svenson

Reference

Subject

Parking Improvement

During the next few months there will be some major changes in our parking and driving into the mill policies. First, I would hope that you will consider these changes as an improvement to our present system and look at the positive that comes with change.

The "Main Security Gate" is now located in the middle of the main roadway. This movement was necessary so that we could consolidate our security officers into one location and still provide the needed security. This move alone will reduce our security force by four positions.

We will start an inspection program for all vehicles that drive into the mill site. This will include employees, vendors, contractors, and visitors. Details for the inspection program are covered in another memo.

We hope that these improvements will be a long term benefit for providing a safe and secure mill for our employees.

John H. Svenson

JRCorp:Wauna
JHS/to

cc: Joe Hertig
Charly Warren

SECURITY POLICY INSPECTION OF VEHICLES

This policy defines the responsibilities and process for inspecting vehicles entering and or exiting James River Corporation, Wauna Mill property.

- All vehicles, both James River Company vehicles and all other vehicles are subject to inspection upon entering and/or exiting James River Corporation, Wauna Mill property. Inspection is defined as: inspecting the interior, trunk area, underside and under the hood of a vehicle for property belonging to James River that has not been authorized for removal. Authorized removal is defined as: material accompanied by a "Permit to Remove Material" and/or a "Tool and Equipment Pass" properly completed and having the signature of an approved James River representative. No hand written notes will be accepted.
- Inspections shall be conducted randomly and on a daily basis. A minimum of (# to be determined by facility management) vehicles shall be inspected per shift.
- Security officers will request permission to inspect vehicles prior to conducting the inspection. Security officers shall request the operator of the vehicle to open the trunk, doors, and hood. The security officer shall refrain from touching objects in the vehicle. If the security officer deems it necessary to open or move an item in the vehicle, i.e., briefcase, they shall request the operator to open or move said item.
- A detailed log shall be maintained on all vehicles inspected. The following information shall be recorded: date, time, operator's name, vehicle description, license plate number, name of security officer and the results of the inspection.
- Upon discovering unauthorized James River property during the inspection the security officer is to immediately notify the designated James River representative. That person shall proceed to the gate, interview the person relating to the unauthorized removal of James River property, confiscate said material and advise the individual that they will be contacted as to the action to be taken by James River.

- Following are the disciplinary actions that will be taken for failure to consent for an inspection and/or finding of unauthorized James River property.

- Failure to Consent to an Inspection:

James River Employee - Will likely result in termination.

Contractor/Vendor/Visitor - Employee of contractor/vendor/visitor shall be permanently banned from James River property. A letter shall be forwarded to the management of said contractor/vendor/visitor explaining the situation. If employees of a contractor/vendor/visitor violate this policy two times, then the contractor/vendor/visitor will be prohibited from performing work for James River Corporation.

- Unauthorized Removal of James River Property:

James River Employee - Management will review the information and take the appropriate action.

Contractor/Vendor/Visitor - Management will review the information and take the appropriate action.

**JAMES RIVER CORPORATION
WAUNA MILL
DRIVE IN PARKING AGREEMENT**

NAME _____

EMPLOYEE # _____

In consideration of James River Corporation (hereto referred to as JR) giving me permission to drive onto the mill site and parking in a designated lot, the undersigned hereby agrees to assume all risk during driving and parking on the mill site and agrees to save, indemnify and hold JR, its officers, agents, employees, and representatives harmless from any and all claims for personal injury and/or death or damage to personal property of any nature whatsoever arising or growing out of driving and parking on the mill site.

I acknowledge that the agreement is revocable by JR at anytime.

I will observe all speed limits and "Plant Safety Rules" while driving and parking on the mill site.

I acknowledge also the fact that James River Corporation, Wauna Mill, has a security policy for inspection of vehicles that are allowed to drive and park on the mill site and I agree to comply with said policy.

Vehicles parked inside the mill must have the appropriate parking stickers on the vehicle at all times. Vehicles without an appropriate sticker will be towed.

MAKE _____

MAKE _____

YEAR _____

YEAR _____

ACCEPTED AND AGREED TO BY:

COLOR _____

COLOR _____

LICENSE _____

LICENSE _____

Employee signature

Date

APPROVED BY:

Management signature

Date

OWNER INFORMATION

NAME: _____

EMPLOYEE #: _____

VEHICLE #1

MAKE: _____

YEAR: _____

COLOR: _____

LICENSE: _____

VEHICLE #2

MAKE: _____

YEAR: _____

COLOR: _____

LICENSE: _____

VEHICLE #3

MAKE: _____

YEAR: _____

COLOR: _____

LICENSE: _____

VEHICLE #4

MAKE: _____

YEAR: _____

COLOR: _____

LICENSE: _____