

DIGITAL EQUIPMENT CORPORATION

**you.....
and digital**

DIGITAL AN EQUAL OPPORTUNITY EMPLOYER

Since the beginning of operations in 1957 it has been the Company's policy and practice to consider all applicants for employment without regard to their race, national origin, sex, age, religion, or creed. In the same way, all employees are considered for advancement to positions of greater responsibility solely on their performance and abilities.

If you feel that the intent of the Company's nondiscrimination policy is not being carried out, you are urged to bring the matter to the attention of your supervisor.

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WELCOME TO DIGITAL

This booklet will introduce Digital to you. It provides basic information on the Company, its products, the scope of its operations, work rules, company policies, and benefits. You will find your supervisor and the Personnel Department always available to provide answers to additional questions you might have.

Digital wants all its employees to find satisfaction in their jobs. We hope that you will take advantage of the many opportunities to learn, to improve your skills, and to advance.

We are also anxious to preserve the spirit of informality, self-reliance, and mutual trust which has characterized the Company since it was founded in 1957. This spirit has been a source of strength and satisfaction to us during our beginning years, and we hope to continue on this basis throughout the future of the Company.

ABOUT DIGITAL

Our Growth

Many factors have contributed to making Digital an exceptional place to work — its people, its products, its outstanding record, and its growth. Started in 1957 as a one-floor operation, staffed by a handful of people with one product, many ideas, and faith in the future, Digital grew rapidly into a major international corporation. The product lines have blossomed into a full range of logic modules, computers, computer systems, and related equipment.

Digital now ranks as a dominant force in most medium and small computer markets, a leader in large-scale and time-sharing applications, and also as one of the largest suppliers of electronic modules.

Prospects for continued growth, the development of new products and new markets, and the many opportunities for individual achievement make Digital an exceptional place to work and grow.

Our Organization

Main Plant and Corporate Headquarters:

Maynard, Massachusetts

Other Plants:

Leominster, Mass.; Westfield, Mass.; Westminster, Mass.; Carleton Place, Ont., Canada; Reading, England; San German, Puerto Rico.

SALES AND SERVICE CENTERS

U. S.

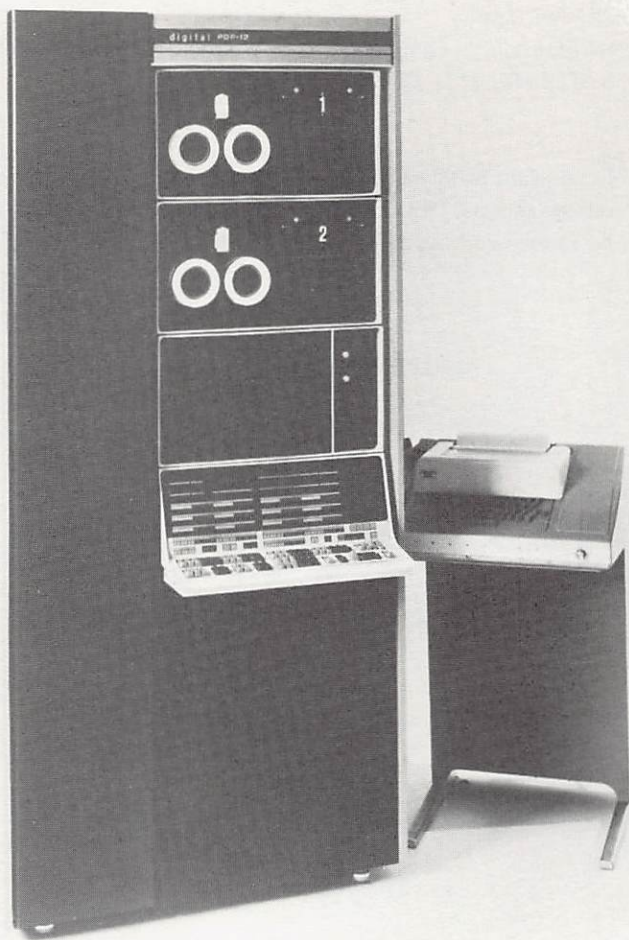
ALABAMA; Huntsville
CALIFORNIA; Anaheim, Los Angeles, Palo Alto, Oakland
COLORADO; Denver
CONNECTICUT; Meriden
FLORIDA; Orlando
GEORGIA; Atlanta
ILLINOIS; Northbrook, Rockford
INDIANA; Indianapolis
MARYLAND; College Park
MASSACHUSETTS; Cambridge, Waltham
MICHIGAN; Ann Arbor
MINNESOTA; Minnetonka
MISSOURI; Maryland Heights
NEW JERSEY; Englewood, Parsippany, and Princeton
NEW MEXICO; Albuquerque
NEW YORK; Centereach (L.I.), Rochester
NORTH CAROLINA; Durham
OHIO; Dayton, Willoughby
PENNSYLVANIA; Pittsburgh, Wayne
TENNESSEE; Knoxville
TEXAS; Dallas, Houston
UTAH; Salt Lake City
WASHINGTON; Bellevue

INTERNATIONAL

AUSTRALIA, Brisbane, Melbourne, Perth, Sydney
CANADA, Edmonton, Alberta; Carleton Place, Ottawa,
and Toronto, Ontario; Montreal, Quebec
ENGLAND, London, Manchester, Reading
FRANCE, Paris
GERMANY, Cologne, Munich

HOLLAND, The Hague
ITALY, Milan
JAPAN, Tokyo
SWEDEN, Stockholm
SWITZERLAND, Geneva

In addition to the staffs of domestic and international sales and service centers, DEC has a large number of engineers and support personnel working at customer sites and remote locations.



PDP-12 general-purpose computer

JOINING DIGITAL

Types of Employment

The various classifications are:

REGULAR FULL-TIME EMPLOYEE: An employee whose regular and continuous work schedule consists of 40 hours per week. Employees in this category are eligible for full benefits such as paid holidays, vacation pay, sick pay, group insurance coverage, retirement benefits, tuition re-funds, and participation in the employee stock purchase plan, payroll savings plan, etc.

REGULAR PART-TIME EMPLOYEE: An employee whose regular and continuous work schedule falls into one of the categories below. As such, he is eligible for the following special benefits:

If he works a regular and continuous work schedule of 30 hours or more per week, he is eligible for—

- 10 days paid vacation
- 12 days sick pay per year
- 9-1/2 paid holidays per year
- Each day is paid on a 6-hour basis
- Employee stock purchase plan.

If he works a regular and continuous work schedule of 20 hours or more per week, he is eligible for—

- 10 days paid vacation
- 12 days sick pay per year
- 9-1/2 paid holidays
- Each day is paid on a 4-hour basis.

TEMPORARY EMPLOYEE: An employee who is working full or part time for a limited period, such as during school vacations.

Temporary employees are not entitled to the benefits described above, but are invited to join in company social and recreational activities.

Minimum Age

We comply with applicable federal and state laws. In Massachusetts, minors under 18 must have a work permit.

Pregnancy

As soon as you are aware that you are pregnant:

- (1) You must notify your supervisor of your expected termination date.
- (2) Provide the company nurse with a certificate, signed by a doctor, stating that you can continue working and indicating the expected date of birth.

You must terminate within four weeks before childbirth and you cannot return to work before four weeks after the birth of the child.

Medical Examinations

Prior to final approval for employment by the Personnel Department, prospective employees must be examined by the company physician.

For appropriate reasons, such as frequent illness occurring during your employment, the Company may require you to have a physical examination by the company physician to determine whether you are physically able to continue to fulfill the requirements of your job.

Personnel Records

Many kinds of personnel records are maintained, and your assistance is needed to keep them current. Whenever a change occurs in any of the following, please notify the Personnel Department immediately:

Marital Status

Insurance Dependent Coverage

Address (home or mailing)

Insurance Beneficiary

Legal Name

Number of Income Tax Exemptions

*Automobile Make,
Model, Color,
and Registration No.*

*Person to Call in Case of
Emergency*

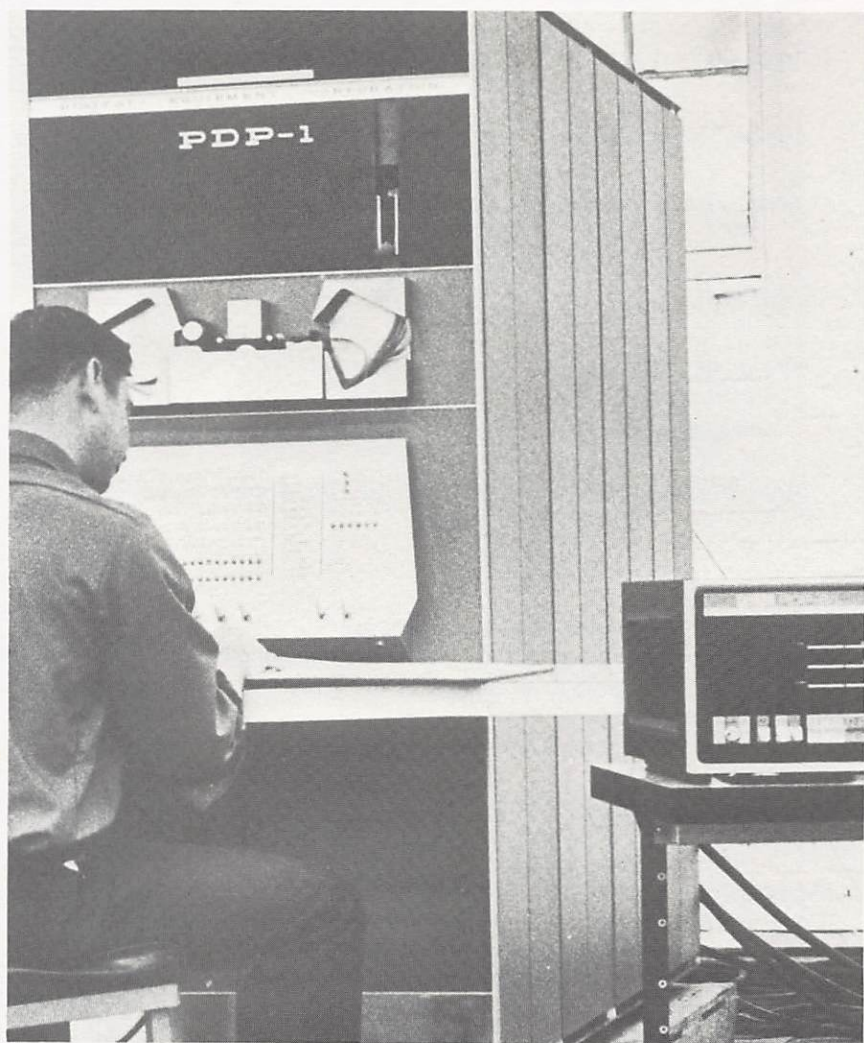
Home Telephone No.

*Selective Service and Military Reserve
Status*

It is vital that you cooperate in keeping records current. For example, failure to provide a change of address or new phone number could mean delay and inconvenience in an emergency or in forwarding a check.

Employee Agreement

As a condition of employment, you will be asked to sign our Invention Copyright and Company Confidential Agreement. In signing this agreement, you agree to notify Digital promptly of all "inventions, improvements, modifications, discoveries, methods, or processes made, conceived, or developed by you or under your direction" during the time you are employed at Digital. This agreement also includes provisions concerning trade secrets, photographs, and moonlighting. Should you have questions about any of the provisions, please contact the Personnel Department.



The First PDP Computer, the PDP-1, contrasted with the PDP-8/L Mini-Computer.

WORK SCHEDULES

Work Week

Our normal regular work schedule is from Monday to Friday. However, your pay covers time worked from Monday through Sunday inclusive.

Work Day

In Manufacturing Groups, the normal work day for a majority of the full-time manufacturing employees assigned to one of our manufacturing groups is from 7:45 a.m. to 4:30 p.m.

In Nonmanufacturing Groups, the work day for all other full-time employees is normally from 8:15 a.m. to 5:00 p.m.

Time Clocks and Cards

The Payroll Department must have an accurate record of your work time to compute your pay correctly. If you are paid on an hourly basis, be sure to punch your card when you start work and when you stop work. Normally you do not have to punch it at the beginning and end of lunch periods, unless you leave the plant. However, check with your supervisor to ensure complete understanding. Do not punch another employee's clock card or allow him to punch yours. Falsifying pay records in any way is a serious offense, and it will result in disciplinary action. If you should forget to punch your time card or should punch a wrong card by mistake, tell your supervisor at once. He will see that the error is corrected.

Job Tickets

These are used in the cost centers to keep an accurate record of the time spent on each job, so costs may be properly charged. Be sure you fill in your ticket at the conclusion of each assignment. Your supervisor will give you the proper job and account numbers.

Lunch Periods

Your lunch period is based on the work shift to which you are assigned. Persons working a regularly scheduled eight-hour shift receive a 45-minute lunch period.

Rest Periods

In addition to the lunch period, you have ten-minute paid rest periods in the morning and in the afternoon. You may obtain refreshments from coffee carts or vending machines. Please do not take more than the allotted time for lunch or coffee break. To do so is not being fair either to the Company or to your fellow workers.

Work sections should arrange their break periods so telephones are still attended. Inquiries from customers, vendors, or company employees should not be delayed because phones are left unattended.

Absences and Tardiness

You are expected to report for work on time. Frequent tardiness cannot be excused since it indicates a definite lack of interest in your job.

If you are absent, you must notify your supervisor no later than two hours after your scheduled starting time. If you are absent for three consecutive days without notifying your supervisor, we will assume that you have voluntarily resigned without notice.

YOUR PAY

Payment by Check

At Digital, you are paid by check every Thursday for the week ending the previous Sunday. As a new employee your first check will be issued on the Thursday following the first week of your employment.

If you are absent on pay day, you can obtain your check from the Payroll Department on the following day. In case of extended absence, arrangements can be made for your checks to be mailed to your home. Should you lose your check, report the loss to the Payroll Department immediately so that payment can be stopped and you can be issued a new check. No one will be allowed to pick up your check for you unless the Payroll Department has your written consent.

Deductions

Your paycheck stub shows: (1) how your earnings for the period were calculated, (2) what was withheld for taxes, (3) what deductions were made with your approval, and (4) what your earnings, taxes, and deductions have amounted to during the current calendar year.

Payroll Check-Stub Definitions

Period Ending: The last day of the pay period covered by the check (our payroll week runs from Monday to Sunday).

Badge Number: The number issued to you by Personnel.

NO. 342 570

TIME										PAY			
PERIOD ENDING		BADGE NO.	REG. HOURS		VAC. HOL. & S.L.	OT. PREM.		REG. EARNINGS		PREM. EARNINGS	GROSS EARN.		

FEDERAL WITH. TAX	F.I.C.A.	STATE TAX WITH.	OS. OTHER	OTHER TAX	OTHER TAX

← TAXES WITHHELD

GROUP INS.	COM. CHEST	PAY SAVINGS	STK. PLAN	OTHER DED.	OTHER DED.

← VOLUNTARY DEDUCTIONS

FEDERAL WITH. TAX	F.I.C.A.	STATE TAX WITH.	OTHER TAX	PAY SAVINGS	STK. PLAN	COM. CHEST	NET EARNINGS

NON-NEGOTIABLE

										HEALTH INS.		LIFE INS.		GROSS EARNINGS	

YEAR TO DATE

PLEASE DETACH AND RETAIN AS YOUR RECORD OF EARNINGS, TAX AND PAYROLL DEDUCTIONS

DIGITAL EQUIPMENT CORPORATION • MAYNARD, MASSACHUSETTS 01754

260540 NUI

Example of Pay Check Stub

Time

Regular Hours: The actual hours worked in the work week.

Vacation, Holiday, and Sick Leave: The time for which you are entitled to be paid under the provisions of our vacation and sick leave plans. (Pages 31-34.)

Overtime Premium Hours: Are equal to 1/2 of all overtime hours worked, or equal to shift premium percentage of hours worked, or could be the equivalent of both.

Pay

Regular Earnings: The amount you are paid for regular hours worked. Vacation, holiday, or sick leave payments are included here also.

Premium Earnings: Your straight hourly rate multiplied by your overtime premium hours.

Gross Earnings: The total amount you are being paid before taxes and deductions.

Taxes Withheld

Federal Withholding: The amount withheld from your pay and forwarded to the Internal Revenue Service to help meet your Federal Income Tax obligation.

F.I.C.A.: The amount withheld and paid to the Federal Government as your employee contribution to the Social Security Fund. (The company pays an additional amount equal to the employee's contribution.)

State Tax Withholding: The amount of state tax withheld in accordance to the state you are working in. (If you are working in Mass., this will be Mass. Tax.)

O.S. Other: This is for out-of-state "Other Taxes."

Voluntary Deductions

Group Insurance: The total amount deducted for your insurance contribution.

Community Chest: The amount deducted, per your authorization, for the Community Chest.

Payroll Savings Plan: The amount deducted, per your authorization, for Payroll Savings.

Stock Plan: The amount deducted, per your authorization, for the Employee Stock Purchase Plan.

Other Tax – Other Deductions: Spaces left open for future use.

Year-To-Date: The amounts of wages you have earned and the taxes and deductions withheld on a current calendar year basis (amount shown under stock plan is not a calendar year figure, it is the amount withheld during the current 6-month payment period).

Net Earnings: Your actual take home pay for the period. It equals your gross earnings less taxes and deductions.

Remember to report any change in number of dependents to the Personnel Department promptly, so that your deductions for federal and state income taxes can be revised.

Questions About Pay

If you think there is a mistake in your paycheck, notify your supervisor. He will check with Payroll for you. *Please do not call Payroll directly.*

Advances

Advances to employees against future wages and advances for new employees' relocation expenses will not be granted.

Overtime Pay

Time and one-half is paid for all hours worked in excess of 8 hours per day and for hours worked on the sixth day of the work week, provided the employee received 40 hours pay at the straight time rate. If he received less than 40 hours pay at the straight time rate, he will receive straight time on the sixth day up to 40 hours and time and one-half for hours worked in excess of 40.

All overtime work must be approved in advance by your supervisor.

Paid Supper Period

If you are a regular full-time hourly employee and are assigned to either the 7:45 a.m. to 4:30 p.m. or the 8:15 a.m. to 5:00 p.m. work shift, you will be eligible to receive a paid supper period under the conditions described below:

7:45 a.m. to 4:30 p.m. Work Shift

If you are asked to work overtime which extends to or beyond 8:30 p.m., you will be eligible to receive a paid supper period from 5:30 p.m. to 6:00 p.m..

8:15 a.m. to 5:00 p.m. Work Shift

If you are asked to work overtime which extends to or beyond 9:00 p.m., you will be eligible to receive a paid supper period from 6:00 p.m. to 6:30 p.m.

- a. You will receive your normal rate of pay (not overtime pay) during the one-half hour supper break period.
- b. You must punch "out" and "in" if you leave the plant during the supper break period. However, you will still be paid for the half hour at your normal rate of pay.
- c. If you are asked to work through the supper break period, you will be eligible for overtime pay in accordance with the Company overtime pay policy for hourly employees.
- d. In order to qualify under the paid supper period policy, you must take your supper break during the period designated for your work shift as previously outlined.

Evening Shift Pay

All regular full-time employees (40 hours per week) who are assigned to a regularly scheduled evening shift, which extends for a period of at least one week for hourly employees and four weeks for salaried employees*, will receive:

Premium	Evening Shift
10% of base pay	<i>Second Shift</i> — 4:00 p.m. to 12:00 midnight
15% of base pay	<i>Third Shift</i> — 12:00 midnight to 8:00 a.m.

The evening-shift premiums are paid for all hours worked, provided that at least 6 consecutive hours extend into the shifts listed above.

Evening-shift employees receive a 20-minute, paid meal break.

Annual Pay Reviews

HOURLY NON-EXEMPT EMPLOYEES: The rates of all regular full-time and regular part-time hourly employees are reviewed on an annual basis. The granting of wage increases is based solely on merit and performance. Such factors as the employee's attitude, quality and quantity of work, and attendance are considered.

SALARIED NON-EXEMPT and SALARIED EXEMPT EMPLOYEES: Based on salary level, salaried employees are reviewed on a 12- or 18-month basis. Any increases which are granted are based solely on merit and performance.

Terminations

If you should leave the Company, your final paycheck will be mailed to you the following week. If you have given proper notice, you will also

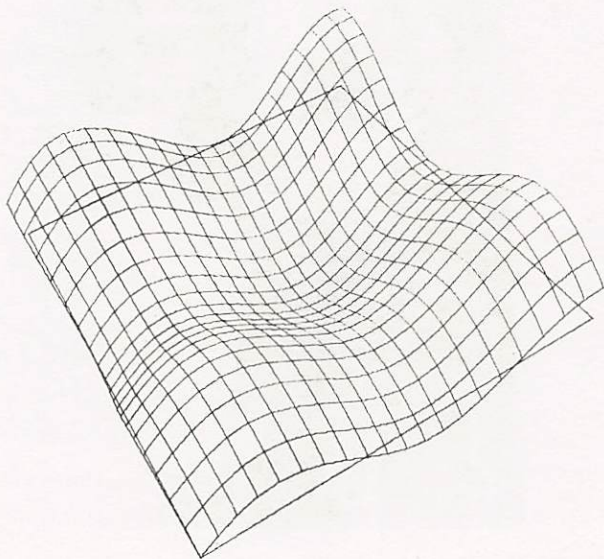
*In certain exceptional instances, salaried exempt employees may receive a shift premium for an evening shift which extends for one week or more. In such instances the authorization of a vice-president is required.

receive any vacation pay which you have accrued, provided you have been continuously employed for the three months immediately preceding the termination date.

Proper Termination Notice

Proper notice is two full calendar weeks for non-exempt employees and four full calendar weeks for exempt employees. Failure to give proper notice will result in loss of any benefits which may have been accrued.

Upon receipt of your notice to terminate, Personnel will contact you to arrange an "exit" interview during which you will be advised of termination procedures.



PDP-8/I 3-dimensional surface plots using
DEC's FOCAL-based plotting program



PDP-10/50 Computer in use at
Dataline Systems Limited Computer Centre
Toronto, Canada

YOUR BENEFITS

INSURANCE AND RETIREMENT PROGRAMS

The provisions of the various group insurance programs are explained to all new employees in detail during their orientation with the Company. Separate booklets, describing the plans, are given at this orientation. These benefits apply to regular full-time employees only.

Company-Paid Medical Insurance

For regular full-time employees, Digital will pay the entire cost of a very comprehensive medical insurance plan, provided the employee also elects to be covered by the Long Term Income Protection Plan.

Coverage includes —

Daily Hospital Room & Board Benefits	Full Semi-Private or \$50 whichever is less.*
Miscellaneous Hospital Extras	\$700.00*
Maximum Maternity Benefits (Hospital & Obstetrician)	\$600.00
Surgical Benefits (Schedule)	\$750.00*
Doctor's Visit in Hospital (Daily Rate)	\$ 6.00*
Supplemental Accident Expense	\$150.00
Diagnostic Laboratory and X-Ray Examination Expenses	\$ 50.00*

When the amounts marked by an asterisk are exceeded, Major Medical provides additional coverage up to \$20,000. It covers 80 percent of all covered expenses after \$50 deductible has been satisfied.

Dependents' Medical Insurance

The coverages for dependents' medical insurance are the same as for the employee. However, the coverage is optional and DEC pays for approximately one-half the cost.

Non-Occupational Accident and Sickness Income Protection

(Regular Full-Time Hourly Employees)

The Company's accident and sickness income protection plan will provide you with a weekly income in accordance with a full schedule determined by your base wages for up to 26 weeks in case of sickness or disability.

Company-Paid Life Insurance

Digital pays the full cost of life insurance coverage for all regular full-time employees.

Weekly Earnings	Amount of Basic Life Insurance
Less than \$116	\$ 7,000
\$116 but less than \$145	9,000
\$145 but less than \$175	12,000
\$175 but less than \$202	15,000
\$202 but less than \$250	18,000

Additional amounts of life insurance, depending on your weekly earnings, may be purchased by you at low cost group rates.

Long-Term Disability Protection

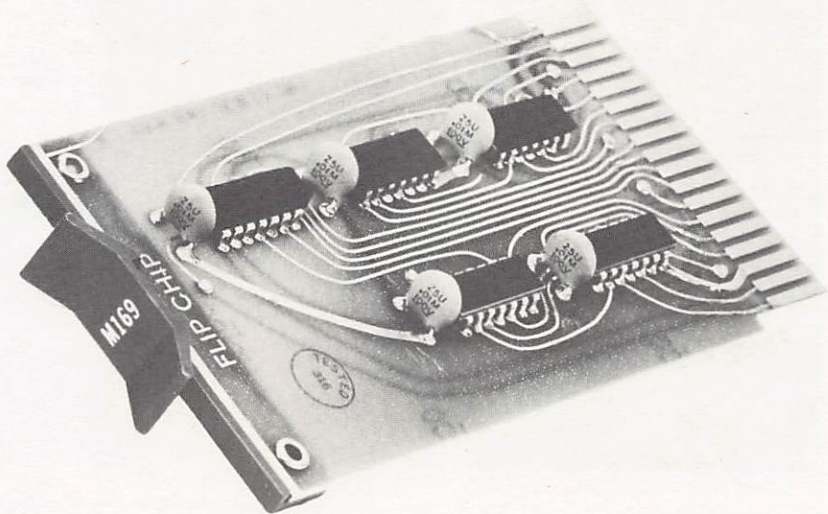
This insurance, which provides an income in case of long-term disability, is purchased by regular full-time employees at low cost group rates, providing they participate in the medical and life insurance programs. This coverage will provide you with a weekly income (up to 66-2/3% of base salary) starting after the first six months of disability and continuing for the duration of disability, up to age 65.



INDAC-8 Computer-Based System for
Industrial Data Acquisition

Company-Paid Retirement Plan

Digital pays the entire cost of a pension plan which provides all regular full-time employees with an income after they retire. Employees are enrolled in the program after they have *a)* reached their 25th birthday and *b)* completed one full year of service with Digital. Normal retirement benefits start at age 65. You may retire 10 years prior to age 65 if you have completed 10 years of continuous service, but will receive reduced retirement benefits. If employment terminates after you have reached 40 and have completed 15 years of continuous service, you will be eligible to receive on your normal retirement date, a retirement income based on your years of credited service at the date of retirement. The plan also allows several options concerning payment to dependents.



M-Series Module

ADVANCEMENT

Promotion From Within

A job at any level in Digital may be just the beginning if you have a real desire to get ahead. This is a growing company, and there will always be the opportunity to move into more responsible, better-paying assignments.

Digital adheres whenever possible to a promotion-from-within policy. This means that, when an opening occurs, DEC employees will be considered for the position first. However, because the Company is young and growing rapidly, it still has to fill many positions from outside sources.

Complete personnel records are maintained on every employee. These records are checked whenever a vacancy occurs to determine the eligibility of our employees. The final decision on promotions is based on individual performance, skill, experience, attitude, and length of service.

Performance Reviews

Performance reviews are conducted periodically for all hourly employees to:

- Determine whether you are suited for the job to which you are assigned.
- Keep an up-to-date record of your accomplishments and work performance, so that you can be considered for a promotion when a vacancy occurs.
- Enable your supervisor to provide you with advice about your progress and future at Digital.
- Provide a fair and accurate evaluation of your performance when wage rates are reviewed.



Two Versions of the PDP-8/I Computer

EDUCATIONAL OPPORTUNITIES

Those who have the motivation and desire to increase their technical skills or to further their education will find Digital ready to assist. Many employees have been able to move into higher-paying assignments and to take on more responsibilities as a result of company-sponsored training courses or company-reimbursed educational programs at schools and colleges.

Tuition Refund Plan

To those regular full-time employees who wish to pursue their studies outside the plant, we offer help in selecting appropriate courses in schools and in defraying the cost of this training. We have a large number of school catalogs in the Personnel Department. Consult your supervisor if you have any plans or questions concerning outside training.

If you intend to enroll at an accredited institution for a course of instruction related to your job at Digital, you may be able to qualify for our company tuition refund. You must submit a tuition refund form to the Personnel Department through your supervisor at least two weeks before the course begins. You will be notified in advance of the actual starting date whether your application has been approved.

The Company will provide full tuition reimbursement for courses which have been approved. Reimbursement is made as follows:

<i>Graduate Courses:</i>	"B" or better — 100% reimbursement
<i>Undergraduate Courses:</i>	"B" or better — 100% reimbursement;
	"C" — 50% reimbursement

Registration and laboratory fees will be reimbursed.

The Digital tuition refund is made in addition to any G.I. tuition benefits to which you may be entitled. To obtain your tuition refund, you must submit a record of your grades, your tuition receipt, and your refund application to the Personnel Office upon completion of the course.

Training

Based on job assignment and performance, employees are selected for company-sponsored training classes in such areas as electronics, programming, maintenance, or supervision. In addition, special seminars are held from time-to-time on varied subjects.

Library

Our library in Maynard contains considerable source material not only on electronics and computer technology, but also on product design and packaging, production techniques, administrative procedures, and many other subjects directly connected with various aspects of our operations. Many of these volumes may be taken from the library on a regular loan basis for home study.

Handbooks

Digital's own handbooks on digital logic and computers are an excellent source of information on our products, both for the beginner and the expert. Copies may be obtained from the Direct Mail Department.

TIME OFF

Paid Holidays

Regular full-time employees receive 9-1/2 paid holidays. We observe the holidays listed:

- | | |
|---------------------|-----------------------------------|
| 1) New Year's Day | 6) Thanksgiving Day |
| 2) Patriot's Day | 7) Christmas |
| 3) Memorial Day | 8) Assignable Holiday |
| 4) Independence Day | 9) Assignable Holiday |
| 5) Labor Day | 10) One-half day before Christmas |

The assignable holidays are a popular and liberal part of our holiday policy. They are assigned by the Company to help make a "long weekend" when a regular holiday falls on a Thursday or Tuesday. For example, one of the assignable holidays is usually granted on the Friday after Thanksgiving.

If the holiday falls during your vacation or during a 2-week military training session, you receive an additional day of vacation.

If you are a regular full-time employee, you will be paid for each of the holidays listed above at your regular straight time rate for an eight-hour day.

To be eligible for holiday pay, however, you must work until closing time on the work day preceding the holiday and must report for work at the normal starting time on the work day following the holiday.

When an assignable paid holiday immediately precedes or follows a regular company-paid holiday, you will receive only one day's holiday pay if you do not work until closing time on the last work day before the holiday or if you fail to report for work at the normal starting time on the first work day after the holidays.

Paid Vacations

All regular full-time employees who have been continuously employed for a full year as of June 30 are entitled to two weeks' paid vacation.

Paid vacation time is accrued at the general rate of 5/6th of a day for each full month of employment, and our vacation accrual year runs from July 1 through June 30. New employees will receive credit for the amount of vacation accrued through June 30 upon completion of 3 months of continuous employment.

Vacation Accrual

This is the way Payroll specifically determines the number of vacation days each employee has accrued:

Joe was employed February 14. From February 14 to June 30 there are 136 days. Multiply 136 by .0274 (*10 days divided by 365 days*) which equals 3.7 days — .5 of a day and above is considered another day, so Joe would have 4 days' vacation accrued.

You must use all earned vacation time prior to June 15 of the following calendar year, as vacation time may not be accumulated from year to year. Barring departmental conflicts, vacations are normally scheduled from June 15 to September 30. Vacation schedules are subject to the approval of your supervisor.

Vacation Pay

Your vacation pay is determined by multiplying your regular straight time rate for an eight-hour day by the number of vacation days to which you are entitled. You will receive your vacation pay on Thursday before your vacation starts. If a company-paid holiday falls during your scheduled vacation, your vacation pay will include holiday pay in addition to your vacation pay.

Accrued vacation time must be used as such. Pay is never granted in lieu of vacation time.

Additional Paid Vacation After 6 Years Continuous Employment

In addition, employees earn an additional day of paid vacation per year after their 6th year of continuous employment up to a maximum of 3 weeks of paid vacation after their 10th year of continuous employment.

The accrual of these additional days will be based on the number of years of continuous employment completed by June 30.

For Example:

If an employee had completed six years of continuous employment on or before June 30, of a given year, he was eligible for 2 weeks plus one additional day of vacation during the summer vacation period of that year.

You must use all earned vacation time prior to June 15 of the following calendar year, as vacation time may not be accumulated from year to year. Barring departmental conflicts, vacations are normally scheduled from June 15 to September 30. Vacation schedules are subject to the approval of your supervisor.

Death in Family

In the event of a death in your immediate family while you are on the company's active payroll, if you are a regular full-time employee your supervisor will arrange for up to three days paid leave of absence in order to attend affairs related to this death.

Immediate family includes *father, stepfather, mother, stepmother, foster parent, guardian, wife, husband, brother, sister, son, daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, and grandparent.*

Holidays, Saturdays, Sundays, and vacations are considered part of this three-day period, and you cannot be granted additional time off.

In case of death in your immediate family, you will be paid at your regular straight time rate for eight hours for each work day you are absent during the three-day period you are allowed.

Active Military Training

Time off for required military reserve training for a period of up to two weeks in any twelve-month period will be granted to any regular full-time employee.

If your military pay is less than your regular base pay for 40 hours (including shift premiums), the Company will make up the difference between the military pay and your regular base pay. This payment will be prepared upon submission of the military pay voucher to the Accounting Department with an approved request from your supervisor. With the approval of your supervisor and the Personnel Department, cash advances against military make-up pay may be granted in special circumstances.

If you are required to undergo Military Reserve Training you may take your accrued vacation separately from your training period at a convenient time approved by your supervisor.

You must notify your supervisor 30 days in advance as to the specific dates of your training obligation. If a regular scheduled holiday falls during your reserve training, you will receive an extra day off with pay at a later date approved by your supervisor.

12 Paid Sick Days

(Hourly Employees)

In order to provide a continued income to the regular full-time hourly employee who is unable to report for work because of illness, DEC has established a very liberal sick pay plan. This plan, together with the company's Accident and Sickness Income Protection Plan, significantly reduces loss of income which could result from absence because of illness.

If you are sick, you will be paid at your regular straight time rate for eight hours for each day of sick pay you have accrued.

The plan includes the following provisions:

- 1) *12 Paid Sick Days* — One day of sick pay is accrued by each hourly full-time employee for each full month of employment up to a maximum of 12 days.
- 2) *Accrual Starts Immediately* — The employee starts accruing sick pay from the first day of employment, but is eligible to receive this accrued sick pay in the event of illness only after completing six consecutive months of employment.
- 3) *Liberal Accrual Continuation Provision* — When an employee uses any or all of his accrued sick paid days, he will then again begin to accrue additional sick paid days up to the maximum of 12 days.

Examples:

- a. On February 1, an employee had accrued (and had not used) 12 sick pay days. During February, he was absent from work for 12 days because of sickness. He would receive no interruption in pay because he had accrued 12 sick pay days. On March 1, he would be credited with a sick pay day for February and would continue to accrue additional sick pay days during March, April, May, etc. up to the maximum of 12.
- b. On February 1, an employee had accrued (and had not used) 5 sick pay days. During February, he was absent from work for 7 days because of sickness. He would receive pay for his 5 accrued sick pay days, but would receive no pay for the other two days. On March 1, he would be credited with a sick pay day for February and would continue to accrue additional sick pay days during March, April, May, etc., up to the maximum of 12.

Sick pay days cannot be used for personal excused absence or vacations, and we expect our employees to honor that intent.

If you are absent because of illness or injury for 5 or more consecutive work days you will be required to submit to your supervisor a statement from your physician citing the reason for your absence and certifying your ability to return to work.

Jury Duty

Regardless of your length of service with the Company, if you are a regular full-time employee, Digital will ensure that you incur no loss of income in the event you are required to serve on a jury. Digital will therefore compensate you for the difference between the amount of jury pay you received and the basic earnings you would have received at Digital during your absence from work.

If you serve on a jury, you must provide the Personnel Department with a voucher, check, or other evidence showing the amount of compensation you received.

SERVICES

Payroll Savings Plan

Persons working for Digital in Maynard are eligible to participate in the Payroll Savings Plan after they have completed three months of service. Through the plan, automatic deductions are made from the employee's pay and placed on deposit with the Assabet Institution for Savings.

First Aid Room

In Maynard we have a dispensary in Building 5, Floor 4, for the first aid requirements for our employees.

Company Publications

You are kept abreast of company developments and activities through *On-Line*, a monthly publication which is mailed directly to employees' homes.

Recreational Activities

As a company, we enthusiastically sponsor and encourage several activities in the sports field. In Maynard we have bowling, golf, basketball, and softball leagues which are open to all interested employees.

Stock Purchase Plan

Employees working more than 20 hours per week, who have completed one full year of service, are eligible to participate, if they so desire, in the Company's Stock Purchase Plan. Normally, there are two enrollment periods each year, and information on enrollment is circulated to all employees via their supervisor.

U.S. Savings Bonds

Regular employees are eligible to participate (after three months of employment) in the U.S. Savings Bond payroll deduction plan. Deductions are used for the purchase of Series E Bonds.



PHA-8/I System for use in Physics Applications.

SAFETY

Safety Glasses

The wearing of safety glasses is mandatory in all areas where work is considered potentially hazardous to eyesight. The cost of nonprescription glasses will be paid by DEC. If you require prescription lenses, you should obtain a special prescription blank from the company nurse in the dispensary. This form must be taken to your personal eye physician and returned to the dispensary in order for the company nurse to order your glasses for you. The employee will be expected to absorb the cost of the examination and the fitting. The cost of your lenses and frames will be paid by DEC.

Fire

Fire exits are clearly marked. Signs indicate the exits to be used in each area. All employees should familiarize themselves with the location of the nearest fire exit to their work station. A Fire Marshall is designated for each work area. He is responsible for making sure safety regulations are complied with and for the evacuation of his area in the event of emergency. If you have any question regarding fire evacuation routes and exits, contact your area Fire Marshall.

Elevators

State regulations do not permit passengers on our elevators. They are for freight only.

Accidents

It is extremely important that you report to your supervisor immediately all accidents and injuries which occur on Digital premises. Minor injuries may be treated by the Company nurse, but injuries of a more serious nature are referred to the Company doctor by the nurse and are usually treated at a local hospital.



PDP-10 Time-Sharing System

SECURITY

Security Clearance

Some of our products are manufactured for, or used in connection with, the Federal Government, and certain information must be protected. This information may be classified "secret" or "confidential" depending on the degree of protection required. If your work at Digital involves access to classified information, you will be asked to complete a Personal Security Questionnaire which will be forwarded to the proper agency for clearance by the Security Office. You will not be able to work on classified projects until this clearance has been granted.

Even if it appears that your job at Digital may not require a security clearance, please advise the Personnel Department if you have held a security clearance elsewhere. It is imperative that a terminating employee who has a security clearance at Digital personally check out with the Security Office prior to terminating for necessary Digital clearance termination processing. Failure to do so may jeopardize any future security clearance requested.

Plant Security

Our buildings contain valuable equipment upon which the success of the Company and the future of our jobs depend. At times they also contain classified documents which are vital to the security of our country. This is why it is of the utmost importance for us to maintain complete security.

Badges

Everyone who enters a Digital building must wear a badge in plain view. Employee badges are issued by the Personnel Department. Visitor and

temporary badges are issued by the receptionists or security guards. If you observe anyone in the plant without a badge, please notify your supervisor immediately. If you forget your badge, you will be required to obtain a temporary badge upon entering the buildings. If you should lose your badge, you should notify Personnel or Security immediately.

Signing In

All employees, except those working on evening shifts, entering or leaving the plant between the hours of 6 p.m. and 6 a.m. on work days or anytime on Saturdays and Sundays must sign in and out in the after-hours log.

Doors and Windows

All windows must be closed at the end of the work day. If your work station is adjacent to an area where no one is regularly assigned, make sure open windows in this area are closed before you leave. Also check to see that passageway windows are closed and that any doors which are supposed to be shut are closed and, if required, locked securely.

All emergency exits remain closed and locked at all times, except when monitored by a security guard for employee exit or entry. Emergency exits, when secured, have alarm systems and are to be used only in case of emergency. Unauthorized use is strictly prohibited.

Company Information

In a business like ours, where ingenuity plays such a big part in our success, it is just as important to protect plans and ideas as it is to safeguard actual physical assets. What you learn on the job about our designs, manufacturing methods, test techniques, marketing strategy, and administrative policies should not be discussed with outsiders.

This is especially important with respect to information about our customers and their operations. If we are to maintain their confidence and goodwill, we must always prove ourselves worthy. As for classified informa-

tion about work we are doing for the government, any unauthorized disclosure will have the most serious consequences for the Company and for the employee concerned.

Company Property

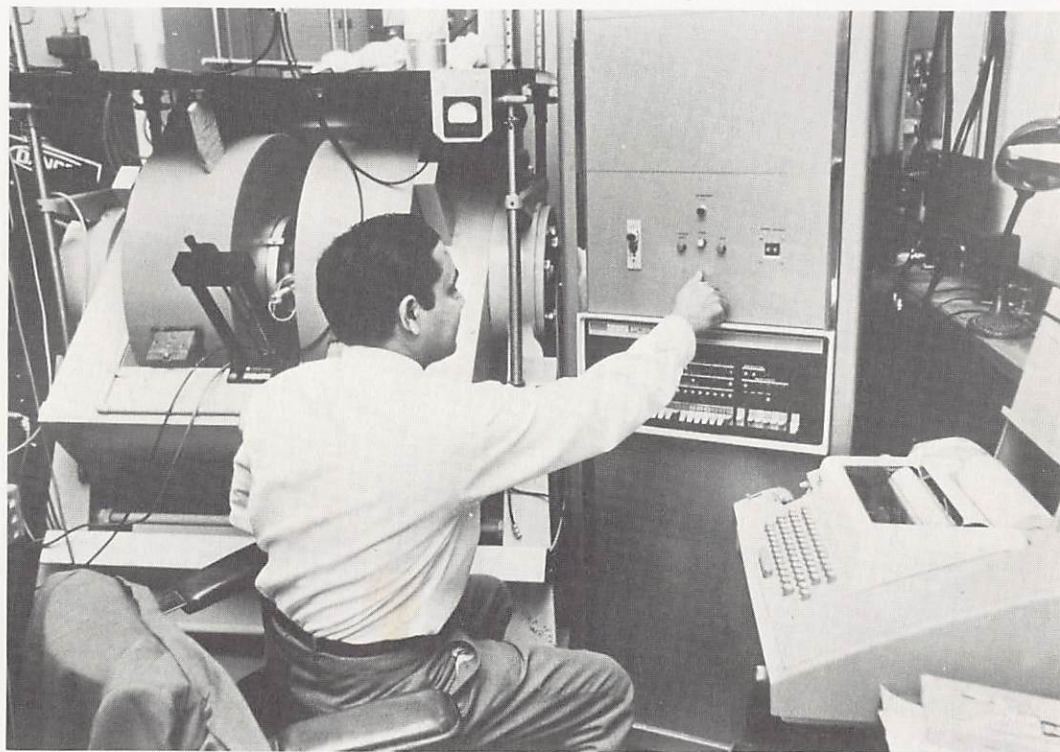
The rule concerning physical property is simple and straightforward. Anyone willfully defacing or destroying company property or anyone taking company property from the plant without permission will be subject to disciplinary action.

Property Removal

All employees having occasion to remove material from the premises are required to present a properly completed Property Removal Pass to the guard on duty. Property Removal Passes are obtained from, and approved by, cost center managers or their authorized representatives. An employee removing Company property on loan is responsible and liable for its return, and restitution in the event of damage, loss, or theft during the loan period.

Personal Property

The Company cannot assume any liability for personal property left or damaged in the plant.



PDP-8/L — Based System being used for Studies
of Nuclear Magnetic Resonance

RULE GUIDE

All organizations find it necessary to have rules and regulations designed to safeguard the best interests of all members of the group. For the most part your conduct on the job should be governed by your own judgement, consideration for your fellow workers, and respect for the safety and efficiency of the organization.

In general any act by an employee that may result in harm to the Company or its employees, or interference with the rights of Digital employees or of the Company, may be cause for disciplinary action.

The following are prohibited:

- Misrepresentation of facts in obtaining employment or falsifying employment, medical or security records.

- Destroying, defacing or damaging property of the Company or of another employee.

- Aiding or assisting any person in gaining unauthorized entrance to or exit from the Company premises.

- Participating in any form of gaming, including any card, dice or other game of chance for a price or a prize.

- Theft, pilferage, or unauthorized removal of Company property or the property of others.

- Fighting or willfully causing bodily harm.

- Inciting, participating, or assisting in a riot or disturbance.

- Criminal, immoral, or indecent conduct.

- Possessing or using intoxicants or drugs, or reporting to work under the influence of intoxicants or drugs.

Making, or permitting to be made, a false or untrue Company record relating to work or materials.

Disclosing, revealing, or making available, any information deemed restricted or confidential by the Company, or information classified for Government security purposes, to any person not authorized to receive it and who has no "need to know."

Falsifying a time card in any way, or punching the time card of another employee, or allowing one's own time card to be punched by another.

Using or operating any equipment or property without being authorized.

Originating or making false reports concerning the Company or its employees.

Smoking in areas where smoking is prohibited.

Cameras

Cameras are not permitted in company buildings without authorization.

Solicitations

Solicitations on company property or in-plant by anyone for outside fund drives, organizations, charities, etc., are forbidden. Intradepartmental collections are permitted only if they are confined to the employee's home department, are conducted during rest periods or lunch periods, and are approved by the departmental supervisor and the Personnel Department.

Radios

Personal radios are not permitted in the plant.

Pets

Pets and animals are not allowed in company buildings.

Moonlighting

Outside business activities must not interfere with your ability to meet company work requirements. In particular, employees must not accept any relationships with companies in the same business as Digital, or with any of Digital's vendors, customers, or competitors.

Telephone Calls

Telephone calls of a personal nature must be limited to emergencies, since our telephone facilities are ordinarily used to capacity for business traffic.

Firearms/Weapons

Bringing in or possessing on Company property any weapon, including firearms, without management approval, is prohibited.

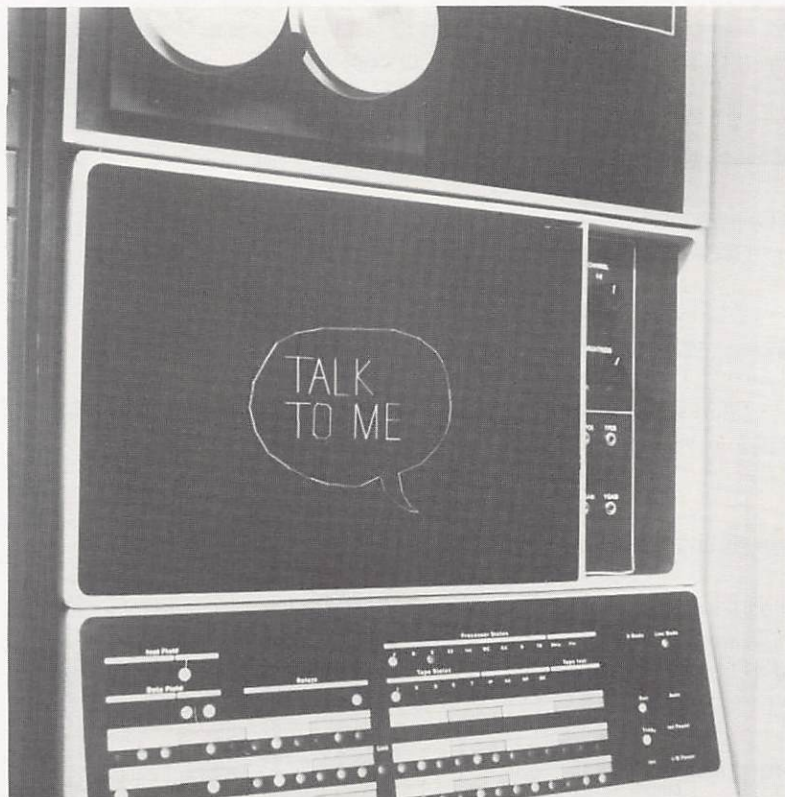
Distributing Literature

Selling, soliciting, or distributing any printed or written material anywhere on Company premises without management approval, is prohibited. Posting of literature, posters, etc., is not permitted without Personnel Department approval.

Housekeeping

Our rules on housekeeping, like those on personal conduct, are intended solely to make our facility a safe, efficient, pleasant place to work.

We all have responsibility for the general condition of the plant. Our maintenance men cannot be everywhere at once, so we must often take the initiative in correcting conditions which detract from the appearance of halls, storage rooms, and other areas in common use. Please be sure to do your part.



Users can talk with PDP-12 Computers through
LAP-6/DIAL-2 Program

GENERAL INFORMATION

Bulletin Boards

Important information which must reach you quickly will be posted on bulletin boards at convenient locations throughout the plant. Occasionally information of particular interest to you and your family will be passed out at work or mailed to your home. Any appropriate notices you wish to have placed on a bulletin board must be submitted to the Personnel Department for approval and posting.

Employee Referrals

Digital's continued rapid growth is creating new job openings at all levels. Employees are encouraged to recommend friends and acquaintances who meet Digital's employment standards for employment here. Members of the Personnel Department can provide you with information about existing openings and job requirements.

Transfers

Should you wish to transfer from your job to another assignment, please contact your supervisor. He will notify the Personnel Department.

Use of Your Car

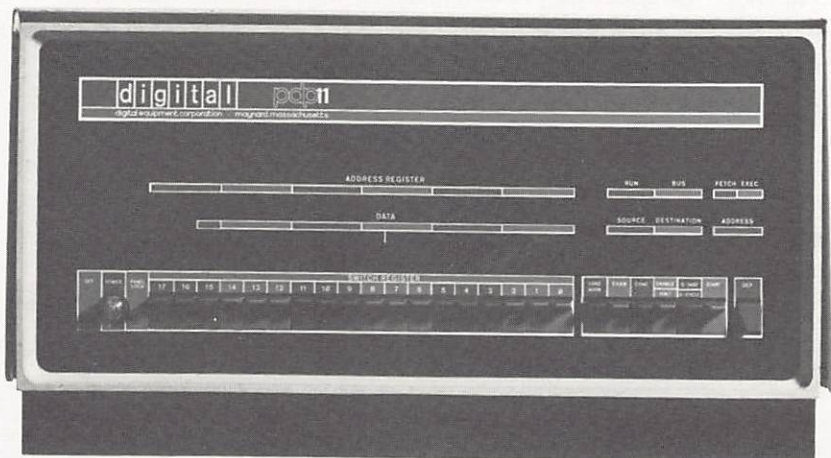
If you have to travel by automobile on company business, you may not use your own car unless you have received permission from your supervisor. The allowance for the use of employee-owned cars on company business is the company's approved rate. Digital is not liable for damage which may occur to your vehicle while you are on company business.

Car Pools

Should you wish to look into the possibility of riding to work with another employee, the Personnel Department will assist you.

Lost and Found

If you find any article and do not know to whom it should be returned, please leave it at the Personnel Department. If you lose anything in the plant, please report the loss to the Personnel Department so that the item can be returned to you if it is found.



PDP-11 Small-Scale General Purpose Computer

PRODUCTS

COMPUTERS

SMALL

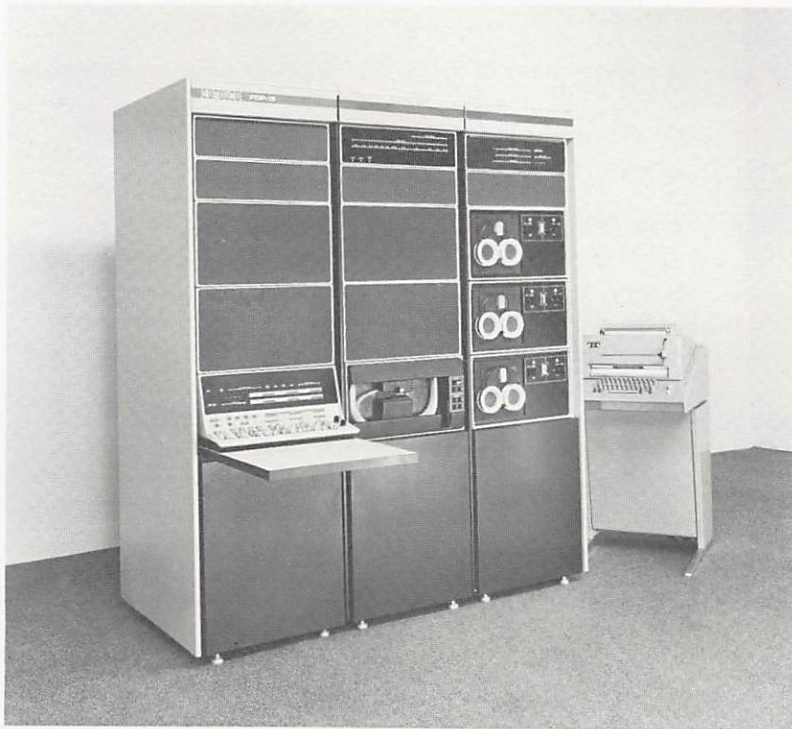
- PDP-8/I* One of the most powerful and versatile general-purpose, small computers available. It has basic core memory of 4,096 words, each 12 bits in length, and a memory cycle time of 1.5 micro-seconds. Table model weighs 250 pounds. Integrated circuitry used throughout.
- PDP-8/L* Smallest member of the PDP-8 line. Also makes maximum use of integrated circuitry. Word size and core memory size are the same as the PDP-8/I. Memory cycle time is 1.6 micro-seconds. Weight of table top unit is 83 pounds.
- PDP-11* An expandable, general purpose computer with 4,096 basic words of standard core memory, each word 16 bits in length. Memory cycle time is 1.2 microseconds. Machine uses integrated circuitry and has some medium-scale integration in central processor.
- PDP-12* Laboratory computer system capable of executing PDP-8 and LINC-8 programs. It has basic 4,096-word core memory. Each word is 12 bits in length. Basic laboratory system includes interactive graphics capability, magnetic tape storage, A/D converter, and prewired, real-time clock.

MEDIUM

PDP-15 A medium-scale series with an 18-bit word length. Four basic versions: PDP-15/10, PDP-15/20, PDP-15/30, and PDP-15/40.

LARGE

PDP-10 General purpose large computer with basic memory of 8,192 (36-bit) words, expandable to 262,144. Will accommodate 63 time-sharing users simultaneously with batch and real-time jobs at the same time.



PDP-15 Computer

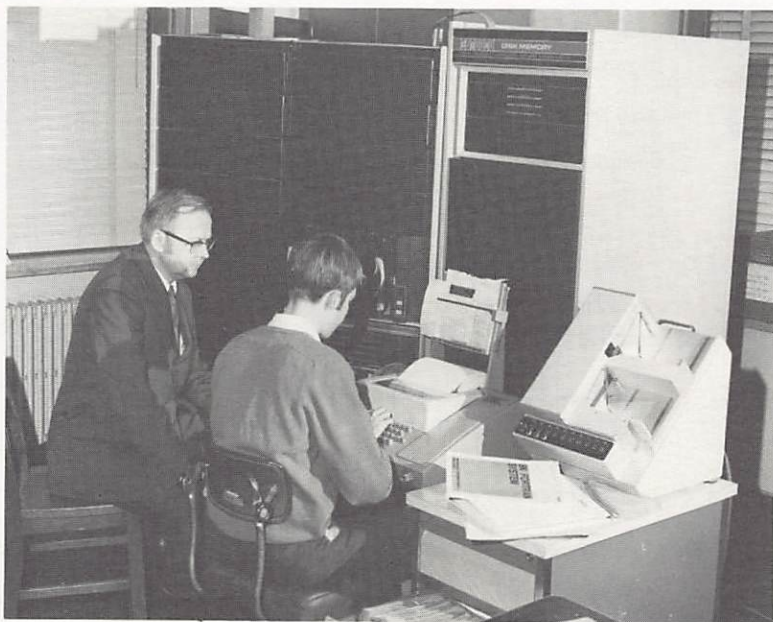
COMPUTER-BASED SYSTEMS

- INDAC-8** Small computer-based system for industrial data acquisition, process control, data logging, process monitoring, and quality testing, using simplified language.
- 680/I** Small computer-based data communications system built around PDP-8 family computers. It concentrates up to 128 Teleprinter grade lines into one or more medium-speed channels, drastically reducing telephone line charges.
- LAB-8** Small computer-based signal averaging system, used in biomedical, chemistry, and physics laboratories.
- TSS-8** Small computer-based general purpose time-sharing system designed to accommodate up to 16 users with a variety of software.
- TYPESET-8** Small computer-based system for setting type, producing punched tape containing all hyphenation, justification, and format commands needed to set 12,000 lines of copy per hour.
- GLC-8** Small computer-based gas liquid chromatography system that will service 20 or more gas chromatographs simultaneously. It automatically reduces and analyzes data accurately, repetitively, and economically.
- QUICKPOINT-8** System for preparation of tapes for numerically controlled, point-to-point machine tools.
- PHYSICS SYSTEMS** Computer-based systems for pulse height analysis, built around the PDP-8/L, PDP-8/I, PDP-12, and PDP-15.

CLINICAL-LAB-12 Real-time, on-line multiterminal small computer system designed to provide the clinical laboratory with an economical means for dealing with the problems of data collection, reduction and analysis.

EDUCATIONAL SYSTEMS These systems include computer and a variety of applications software. In the group are single-language, time-sharing systems and a hardware/software combination to replace the calculator.

DISPLAYS A variety of displays are available for all applications when speed and flexibility of graphic communications increase system efficiency.



PDP-8/I in use by Student to solve mathematical problems.

CONTROL DEVICES

PDP-14 & PDP-14/L Solid state machine controllers for repetitive and mass-production systems. PDP-14/L has less capability.

PDP-11/10 A dedicated controller with 1,024 words of 16-bit, read-only memory, 128 words of 16-bit standard. One microsecond cycle time.

LAB-K A logic controller for use in life science research to control time and events in experiments.

TRAINING/TESTING DEVICES

Computer Lab An instructional aid used to teach digital and computer logic fundamentals.

K-series Logic Lab A self-teaching, industrial, control-logic trainer which can also be used to help design and build control system prototypes.

MODULES

M Series Integrated circuit logic modules for high-speed applications, computer interfacing, and instrumentation.

K Series Noise immune modules for control applications in industrial and high noise environments.

W Series Communications interfacing and special functions modules.

A Series Analog/digital and digital/analog converters, operational amplification, and sample and hold modules.

SPECIAL SYSTEMS

DEC's special systems group custom-builds hardware/software systems for special applications.

SOFTWARE

A comprehensive line of software is available with DEC's hardware. Assemblers, debugging routines, editors, monitors, floating-point packages and mathematical routines, diagnostic programs, etc., are provided. DEC has also developed such conversational, interpretive languages as: FOCAL, an on-line language used as a tool by students, engineers, and scientists in solving a wide variety of numerical problems; and DIBOL, a business-oriented computer language designed to bring the speed and power of PDP-8 family computers to small and medium size businesses.

OPTIONS & PERIPHERALS

Analog/Digital converters, display and plotting equipment, drums and disks, magnetic tape equipment, card equipment, etc.

SUPPLIES

Power supplies, cabinetry, mounting hardware, DECtape, DECtape reels, storage racks, tape supplies, teletype ribbon and paper, etc.

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