



WOMEN WANT Labor Mobilization
and Utilization
TO "GET IT OVER!" 4-6



RCA Victor Division

RADIO CORPORATION OF AMERICA
Camden New Jersey



**WOMEN ARE
CAREFUL**

WHENEVER YOU EMPLOY A WOMAN

Limit her hours to 8 a day, and 48 a week, if possible.



Arrange brief rest periods in the middle of each shift.



Try to make nourishing foods available for lunch periods.



Try to provide a clean place to eat lunch, away from her workplace. Make pure and cool drinking water accessible.



See that toilet and rest-rooms are clean and adequate.



Watch work hazards—moving machinery; dust and fumes; improper lifting; careless housekeeping.



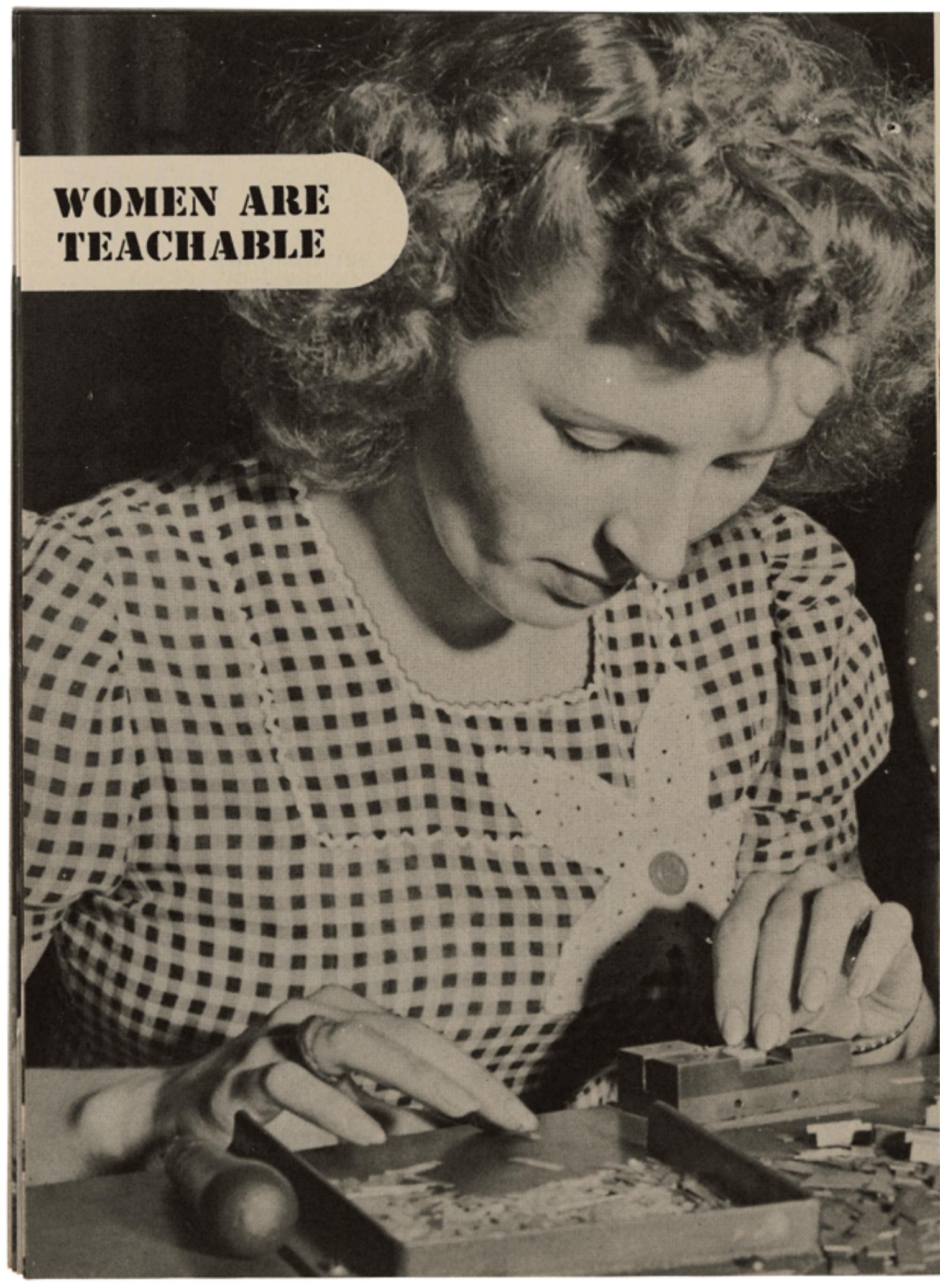
Provide properly adjusted work seats; good ventilation and lighting.



Recommend proper clothing for each job; safe, comfortable shoes; try to provide lockers and a place to change to work clothes.



Relieve a monotonous job with rest periods. If possible, use music during fatigue periods.



**WOMEN ARE
TEACHABLE**

• WHEN YOU SUPERVISE A WOMAN

Make clear her part in the process or product on which she works.



Allow for her lack of familiarity with machine processes.



See that her working set-up is comfortable, safe and convenient.



Start her right by kindly and careful supervision.



Avoid horseplay or "kidding"; she may resent it.



Suggest rather than reprimand.



When she does a good job, tell her so.



Listen to and aid her in her work problems.



**WOMEN ARE
COOPERATIVE**

FINALLY—CALL ON A TRAINED WOMAN COUNSELOR IN YOUR PERSONNEL DEPARTMENT

To find out what women workers think and want.



**To discover personal causes of poor work, absenteeism,
turnover.**



**To assist women workers in solving personal
difficulties.**



To interpret women's attitudes and actions.



To assist in adjusting women to their jobs.

**WOMEN ARE
PATIENT**

WHEN YOU PUT A WOMAN TO WORK

Have a job breakdown for her job.



Consider her education, work experience and temperament in assigning her to that job.



Have the necessary equipment, tools and supplies ready for her.



Try out her capacity for and familiarity with the work.



Assign her to a shift in accordance with health, home obligations and transportation arrangements.



Place her in a group of workers with similar backgrounds and interests.



Inform her fully on health and safety rules, company policies, company objectives.



Be sure she knows the location of rest-rooms, lunch facilities, dispensaries.



Don't change her shift too often and never without notice.

