**SPECIAL BULLETIN**

From: The Management

To: All Employees:

SUBJECT: STANDARD PROCUDURE INSTRUCTIONS:: RE: DEATH OF EMPLOYEE (S)

1. It has been recently brought to the attention of the management that many employees have been dying while on duty for apparently no good reason at all, furthermore, these same employees are refusing to fall over after they are dead.

**THIS PRACTICE MUST STOP AT ONCE ! !**

1. On or after December 1st, any employee found sitting up after they have died will be drooped from the payroll at once, without any investigations, under the new regulation #29, section 61.

3. Where it can be proved that the employee is being help up be a desk, drafting table, typewriter, production machine or assembly bench, or any other support which is the property of the company, a ninety day period of grace will be granted.

1. The following procedure will be strictly adhered to :::

If, after several hours, it is noticed that an employee has not moved or changed position, the department head will investigate. Because of the highly sensitive nature of or employees,  **and the close resemblance between death and their natural working attitude,**  the investigation will be made quietly so as to prevent waking the employee, if they are sleeping. If some doubt exists as to their true condition, extending a paycheck is a fine test. If the employee does not reach for it, it may be reasonably assumed that they are dead.   
NOTE:: In some cases, the instinct is so strongly developed however that a spasmodic clutcher reflex action may occur. Don’t let this fool you.

5. In some cases a sworn statement by the dead person must be filled out on a special form provided for this purpose. Fifteen copies will be made ….. three copies to be sent to Washington and two to the deceased. The others will be promptly lost in the department files.

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