

HANDBOOK
for
EMPLOYEES
of
Firestone
PLANTATIONS COMPANY



Addresses of Offices Transacting
Business on Behalf of
Firestone Plantations Company



FIRESTONE PLANTATIONS COMPANY
Akron, Ohio
Telephone: Hemlock 1671



FIRESTONE PLANTATIONS COMPANY
17 State Street :: New York City
Telephone: Bowling Green 9-4837



FIRESTONE TIRE & RUBBER CO., Ltd.
Great West Road
Brentford, Middlesex, England
Telephone: (London Exchange) Ealing 3456



WORLD-WIDE CARRIERS, Ltd.
(Shipping Agents)
2, Mincing Lane, London, E. C. 3, England



FIRESTONE PLANTATIONS COMPANY
Monrovia, Liberia, West Africa

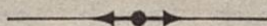


BANK OF MONROVIA, Inc.
Monrovia, Liberia, West Africa



FIRESTONE PLANTATIONS COMPANY
Cape Palmas, Liberia, West Africa

HANDBOOK for EMPLOYEES
of
FIRESTONE PLANTATIONS CO.



1. Application for passport should be made at the county courthouse nearest the employee's place of residence. Applicant should be accompanied by a person who has known him for more than two years and who can certify his identity, and should take with him the following:

- (a) Certified copy of birth certificate; or, in lieu thereof, affidavit of mother or father or other person having knowledge of the facts, certifying the date and place of birth of applicant. Printed forms for this affidavit may be obtained from the county courthouse.
- (b) Two passport pictures, three inches by three inches.

The county passport officer should be requested to advise the Department of State in Washington that applicant desires that the passport be forwarded to:

**Firestone Plantations Company,
17 State Street,
New York City.**

Upon arrival in New York, employee should call at our New York office, 17 State Street, and obtain passport and steamship tickets.

2. In addition to the two prints required for his passport, each employee should obtain eight additional prints of his passport photograph. Of these, two should be forwarded to the Akron office for its files, and the remainder should be taken by the employee to Liberia for use in accordance with instructions which he will receive from the central office on the plantations. An employee's wife need obtain only the two prints required for her passport and two to be taken to Liberia.

3. Every employee must comply with recommendations of the Company's medical department before he will be accepted by the Company for service in Liberia. Wives of employees are required to obtain, before their departure for Liberia, certificates of health satisfactory to the Company's medical department.

4. Employees going to Liberia are informed that inoculation against typhoid, smallpox and yellow fever are believed to be advisable, as a precautionary measure. They should confer with the Company's medical

department, well in advance of the date of departure, as to the proper time and place for obtaining these inoculations.

5. Employees and their wives who are American citizens must register with the American Consulate in Monrovia as soon after their arrival as possible. Employees who disembark at Monrovia should register before leaving Monrovia for the plantation, 45 miles distant.

6. The maximum time of stopover in New York, enroute to or from Liberia, for which the Company will reimburse to employees their living expenses, is one day. Total allowable expenses for hotel room and meals in New York shall not exceed \$6.50 per day per person.

Whenever the steamer upon which an employee is to sail from New York is scheduled to depart in the afternoon or evening, the employee should arrive in New York the morning of the day on which he is to sail.

Morning sailings from New York are infrequent, and in such instances timely notice thereof will be given to the employee. In the absence of such notice, our New York office will advise the employee the exact hour of his departure when the employee calls for passport and steamship tickets.

Upon arrival in New York or other port when returning from Liberia, if the steamer docks in the morning or early afternoon, employees will be allowed no expenses for hotel accommodations for stopover. Excessive gratuities will not be reimbursed to employees. Transportation allowable from New York or other port to employee's home shall not exceed regular train and Pullman fare, and all additional expenses incident to travel on extra-fare trains or by airplane shall be borne by the employee.

Employees living west of Akron should arrange to stop in Akron on the way home from New York, in order to avoid additional expense incident to trips from their homes to Akron.

Baggage in excess of the weight allowed by railways (150 pounds for each first-class ticket) to be checked upon employee's ticket or tickets without charge, must be shipped by freight or, alternatively, excess baggage charges thereon borne by the employee. The Company will reimburse each employee (regardless of whether he is accompanied or later joined in Liberia by his wife) for freight charges, based upon a minimum valuation, between his place of residence and Liberia upon additional baggage or household goods not to exceed 800 pounds, gross weight.

Any duties payable under the Liberian tariff upon personal property taken into Liberia shall be payable by the employee.

7. An employee holding an automobile driver's license should take such license with him to Liberia. This will avoid the necessity of his passing a driver's test in Liberia in order to obtain a Liberian driver's license.

8. The Company reserves the right to return employees to the United States by the most economical route consistent with reasonable comfort. Currently, this is via all Elder Dempster boats except those of the "A" class, with transshipment in Europe to boats of the American Merchant Lines or steamers of like class. In case any employee desires to secure his own passage via other routes or other lines, the following amounts will be paid in commutation of passage unless by the time leave is due lower rates are available to the Company:

For men: Liberia to England£27- 8-0

For women: Liberia to England 22-16-0

For men or women, England to United States:

Summer rate, Aug. 1 to Sept. 2126- 0-0

Winter rate all other times21- 0-0

In addition, each person, man or woman, entitled to passage will be allowed ~~£20-0-0~~ 20.00 to cover gratuities, hotel and other expenses from pier in Liberia to pier in the United States.

9. Employees can secure legal permission to own firearms in Liberia upon payment of a nominal registration fee for each arm. Before leaving the United States, or Europe if employed there, notice should be given to the Company of the firearms being taken, with complete description of make, calibre, type and serial number of each arm, together with the total amount of ammunition. The Liberian Government at present charges an import duty of £2-0-0 on each firearm. The Company will insist that such firearms be declared and duty paid thereon in accordance with the law.

10. The Company will gratuitously assume the risk of fire loss of each employee's personal property in Liberia and loss of or damage to such property in transit to and from Liberia, up to a value not to exceed \$250.00.

11. Employees should inform relatives and other correspondents of their proper mail addresses and postage rates. The post-office address of the Harbel plantation is:

Firestone Plantations Company
Monrovia, Liberia, West Africa

The address of the Cavalla plantation is:

Firestone Plantations Company
Cape Palmas, Liberia, West Africa

Regular mail letter rates are, 5¢ for the first ounce plus 3¢ for each additional ounce.

Air mail letter rates are the regular mail letter rates as above plus 28¢ per **half ounce**.

12. Experience has proved that the following household equipment is ordinarily required, whether for a single employee or married couple:

Kitchen

Complete set of utensils, as company supplies only kitchen stove, table and chairs.

- 2 frying pans, 1 large and 1 small.
- 1 large knife.
- 1 small knife.
- 1 flour sifter.
- 1 cooking spoon.
- 3 bread pans.
- 2 pie pans.
- 3 stew pans, different sizes.
- 1 coffee pot.
- 1 tea pot.
- 12 "chore girls."
- 24 dish towels.
- 24 dish cloths.
- 1 grater.
- 1 set mixing bowls.
- 1 lemon squeezer.
- 1 tea kettle.
- 1 meat grinder.
- 1 can opener.

Dining Room

- 3 table cloths 72"x90".
- 1 dozen napkins.
- 1 set dishes for six.
- 1 set silverware for six.
- Glassware for six.
- Salt and pepper shakers of glass or metal.

Bedroom and Bathroom (per person)

- 3 pairs sheets for 39" beds.
- 3 pairs pillow cases.
- 2 medium weight blankets.
- 1 dozen bath towels.
- 1 dozen face towels.
- 1 dozen wash cloths.

Rugs and curtains are not furnished by the Company, nor does the Company recommend the purchase of these articles prior to an employee's arrival in Liberia. If, after employee has been assigned to living quarters, he desires to purchase rugs and curtains, they may be obtained from one of the stores in Liberia.

13. The following is a suggested list of wearing apparel:

Work Clothing

- 4 pairs work shoes. Any kind worn in the United States will be suitable.
- 24 pairs cheap cotton work socks.
- 18 cotton work shirts.
- 18 cotton work trousers, preferably khaki.
- 18 suits of light cotton underwear.

Dress Clothing

3 white suits, each with extra pair of trousers.

Linen suits are generally worn, but other suitable materials are White Duck, Seersucker and Palm Beach.

12 shirts.

24 handkerchiefs.

2 pairs low-cut shoes—white, two-tone, black or brown.

A number of our staff, instead of dress shoes, wear mosquito boots, which are made of soft leather and extend to just below the knees. These boots are worn inside the trousers. They cannot be obtained in the United States but may be purchased in Liberia.

12 pairs socks.

1 sun helmet. The two types generally worn are: (1) Rubber and cork. (2) Pith. An oiled silk covering must be worn over the pith helmet in the rainy season to prevent its absorbing water. A good sun helmet may be obtained from the M. O'Neil Company, Akron, Ohio, at a cost of about \$5.00.

For ready identification, it is advisable that all wearing apparel and bed clothing be marked with name tapes.

A tuxedo and its accessories may be taken, but it is not essential.

Woolen clothing is not suitable for wear in the tropics. All woolen clothing taken to Liberia for wear enroute should be stored in an air-tight tin trunk for protection against

moths and humidity. Such trunks may be purchased in Liberia.

14. Through a subsidiary, the United States Trading Company, the Company maintains on the plantations general stores for its employees, which carry leading brands of tinned goods, shaving supplies, tobaccos and other staples. Several European firms maintain stores in Monrovia and Harper.

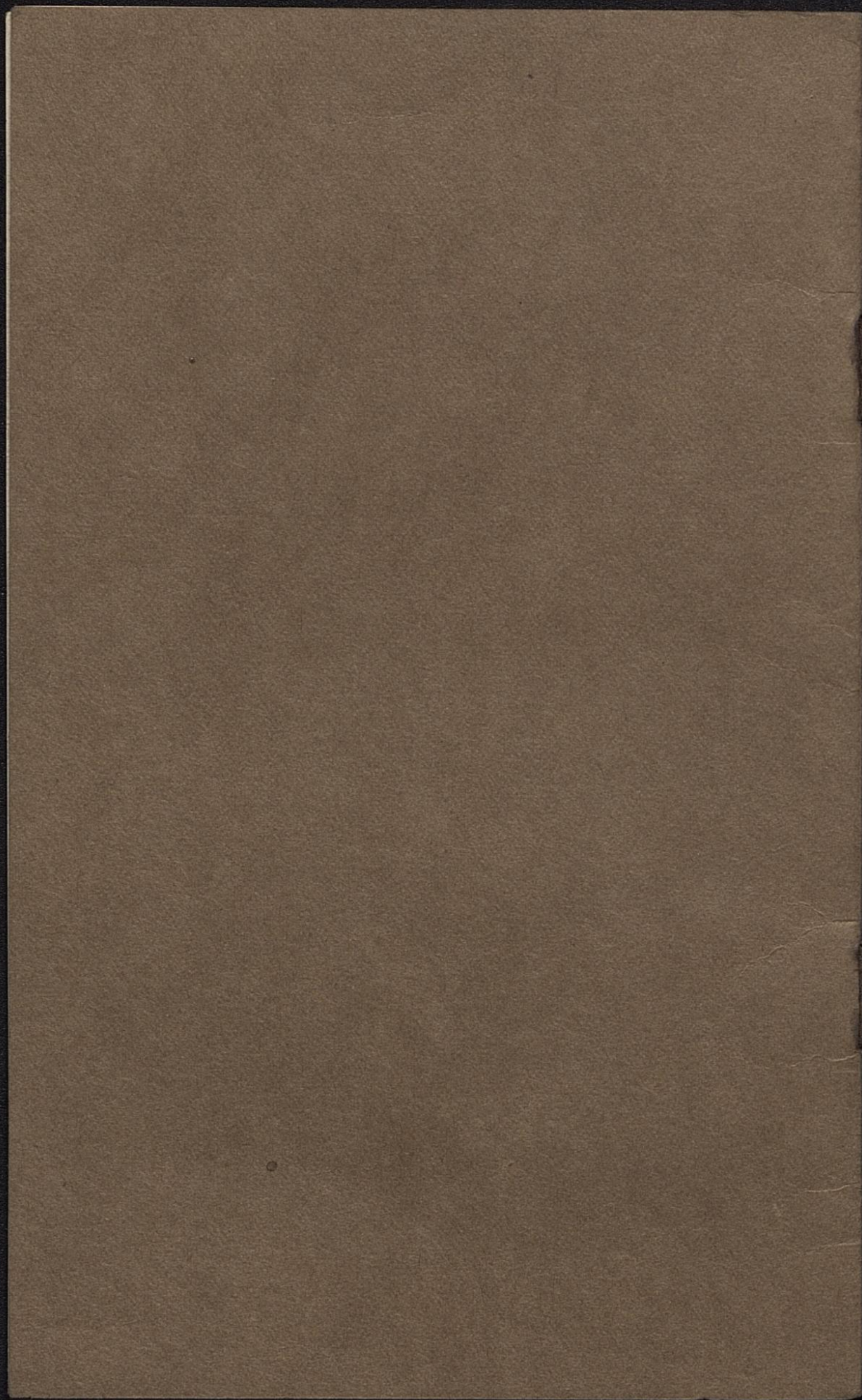


This handbook is subject to amendment in any particular from time to time by the Company.

January 1, 1939.

Effective April 1, 1939

Receipted Hotel bill, Pullman ticket stub and freight bill must accompany each employee's expense report submitted for reimbursement of any of these items of expense.



Firestone Plantations Co.,
Akron,
Ohio.

Gentlemen:

Of the salary of \$ 450⁰⁰ monthly, payable under my contract of employment with your Company, dated November 28, 1939, please arrange for monthly payments of \$ 150⁰⁰ to be made to me in Liberia and credit the remainder each month to my checking account in the Firestone Park Trust & Savings Bank, except such salary payments as may become due after my departure from Liberia, which will be held in abeyance pending adjustment of accounts upon my return to the United States.

Yours very truly,

Milam F. Juref

THE Firestone Tire & Rubber Company

HARVEY S. FIRESTONE
FOUNDER

FACTORY AND GENERAL OFFICES
FIRESTONE PARK
AKRON, OHIO

AKRON, OHIO
September 6, 1939

Mr. M. F. Tandy,
Glen Ferris,
W. Va.

Dear Mr. Tandy:

With further reference to our Hydro-electric project in Liberia and our recent conversation in connection with same, we are pushing forward with this project as fast as possible and are very anxious to purchase the major equipment in a very short time owing to the turn of international affairs. Therefore feel that we can offer you immediate employment in connection with same at a salary of \$450. per month.

Would appreciate your advising whether you are interested in employment on this basis, and if so, when you could report to Akron.

Very truly yours,
THE FIRESTONE TIRE & RUBBER COMPANY

A. J. Kernal
ENGINEERING DEPARTMENT

WTR:271

ERNEST HOWELL,
PRESIDENT AND GEN. MGR.

C. W. DABNEY,
VICE PRESIDENT

P. O. BOX 607
PHONE CAPITOL 22-161

BENJ. A. CARUTHERS,
SECRETARY AND TREASURER

V. B. HARRIS,
SALES MANAGER

CAPITAL CITY SUPPLY CO.

WHOLESALE DISTRIBUTORS
INDUSTRIAL SUPPLIES
INSULATING MATERIALS

COR. BROAD & SMITH STS.

CHARLESTON, W. VA. November 16, 1939

Mr. Milam F. Tandy
264 West Market Street
Akron, Ohio

Dear Milam,

I was very glad indeed to receive your letter and the enlarged picture of our yacht. After sailing around with me the trip across the Atlantic Ocean should seem very mild indeed.

Louise and I were awfully sorry we missed connections with you the last time you and Gladys were in Charleston and think it would be an excellent idea, inasmuch as the driving time down this way is only about six hours each way, if you would come down once more before you take off for "darkest Africa".

I am expecting to be away from next Wednesday night until the following Sunday or Monday and, incidentally, it is possible I might be in New York next Friday or Saturday so you might see what could be done toward having the sailing date of your steamer set up a few days so we could make connections in New York.

I haven't been playing a great deal of golf lately but my ping pong game is getting pretty good, if I do say it myself. I understand there is a golf course of sorts which you will have access to in Liberia so no doubt you will be able to keep in practice.

Louise and I are keenly interested in your adventure and earnestly hope you will let us hear from you from time to time in return for which we will of course be only too glad to keep you posted as to things here in Charleston.

If you find it impossible to get down this way again before you leave I suppose I will have to take this means of wishing you both the best of luck and a successful adventure. Louise of course backs me up in this.

- 2 -

11/16/39

Be sure to let us hear from you, and I might say that any snapshots of your trip and new home you might care to send will be received with much interest.

CWD
v

Sincerely,

Bill Dabney

Extra Copies

C O P Y

October 3d, 1933.

C. H. Locher, Esq.,
Glasgow, Virginia.

Dear Sir:

Your recent appointment as Consultant on construction of the Cove Creek Dam prompts me to write you in regard to the possibility of securing a position in your organization in which I could apply the training and experience I have had in power development. In the event that any such position is open, I request that this letter be considered a formal application.

I am a native born American, single, twenty-nine years old, and a Protestant. I am free of physical defects.

I attended public schools in Hopkinsville, Kentucky, and graduated from the high school there in 1922. In 1925 I received the degree of Bachelor of Arts, cum laude, from Georgetown College and in 1928 I graduated with the degree of Bachelor of Science in Civil Engineering at the Massachusetts Institute of Technology.

During my last year at Georgetown College I held the position of assistant in the Physics Department and in the second semester, due to vacancies in the department, I served as laboratory instructor for all the general courses.

From June until September, 1928, I was assistant to Mr. H. K. Barrows, Consulting Engineer of Boston, Massachusetts, and was engaged in the study of flood control for the state of Vermont. My work in this position included the preliminary layout, cost and power estimates for the various proposed reservoirs and power projects. I took active part in the study of the effects upon floods of impounded and temporary storage, and the various related hydraulic features of such an investigation.

From September, 1928 until June, 1929, I was a member of the instructing staff of the Civil Engineering Department of Massachusetts Institute of Technology, being assistant to Mr. Barrows, Professor of Hydraulic Engineering. During this school year I continued my studies in the field of hydraulic engineering under Professor Barrows' direction and I practically completed the requirements for the degree of Master of Science.

Since July, 1929, I have been assistant to the Chief Engineer of New-Kanawha Power Company at Glen Ferris, West Virginia. This company, with Rinehart & Dennis Company of Charlottesville,

October 3d, 1933.

Virginia, as principal contractor, is completing the construction of a large hydro-electric development, consisting of a dam, a tunnel approximately three and one-half miles long and varying in diameter from 32 to 46 feet, and a power house. My engineering experience in this position has been chiefly in hydraulics, but the varied nature of my duties as assistant to the Chief Engineer has kept me in close contact with all phases of construction and office work. My work in hydraulics has consisted of extensive studies of backwater, probable power and revenue estimates, tunnel losses and economics, and general river hydraulics.

I have also been in charge of the hydraulic testing done in connection with the design of certain parts of the development. This work included a series of model turbine and draft tube tests conducted at the Worcester Polytechnic Institute hydraulic laboratory and two series of model tests conducted in a laboratory which I constructed here. These latter experiments dealt with the design of the tunnel intake and a rather general investigation of spillage over dams.

During the past two years I have been in charge of field parties engaged in the preliminary and final surveys for a transmission line, triangulation, tower layout and cable installations. I have also been engaged in instrument work in our tunnel and at the power house and dam, and have served as concrete inspector.

For practically the entire construction period I have prepared the progress reports and assisted in the preparation of the final estimates. These duties required an intimate knowledge of all phases of the construction and they gave me an opportunity to study the operations more thoroughly than is normally possible on work of this sort.

I should like to refer you to the following:

Mr. O. M. Jones, Chief Engineer, New-Kanawha Power Company,
Glen Ferris, West Virginia.

Mr. L. H. Davis, Vice-President, New-Kanawha Power Company,
30 East 42d Street, New York City.

Mr. P. H. Faulconer, President, Rinehart & Dennis Company,
Charlottesville, Virginia.

Mr. H. K. Barrows, Consulting Engineer, 6 Beacon Street,
Boston, Massachusetts.

Prof. C. M. Spoffard, Head of Civil Engineering Dept.,
Massachusetts Institute of Technology,
Cambridge A, Massachusetts.

Very truly yours,

MFT:M

Glen Ferris, W. Va.,
October 17th, 1933.

Mr. E. C. Ferriday, Manager
Contractors Section, E. I. du Pont de Nemours & Company,
Wilmington, Delaware.

Dear Sir:

Mr. P. H. Faulconer has forwarded to me your letter of September 26th and the enclosed application form.

I am returning the filled in application to you directly, as you suggested. In order that you may have a more detailed account of my experience record I am also enclosing a copy of my letter of application to Mr. C. H. Locher.

I wish to thank you for your interest and to assure you that I shall indeed appreciate your effort in my behalf.

Very truly yours,

MFT:M

C O P Y

E. I. du Pont de Nemours & Company
Incorporated
Wilmington, Delaware

September 26, 1933.

Mr. P. H. Faulconer,
Rinehart & Dennis Company,
Charlottesville, Va.

My dear Percy:

I found yours of September 22nd on my return after several days' absence from the office, and nothing gives me greater pleasure than to interest myself in Mr. M. F. Tandy, about whom you write. I am enclosing an application blank and while it is one used by the du Pont Company, at the same time Mr. Tandy can use it as it will give me certain concrete data which I will have in front of me when I speak to Mr. Locher about him and if you will forward it to him at his permanent address and tell him to get in touch with me direct, I will appreciate it. I want to say, however, that the spirit of the Tennessee authorities is to draw from labor and talent in the immediate vicinity where the project is located, just as in California on the Aquaduct local men are being given first consideration. This does not mean that they wont consider Mr. Tandy favorably, but I know that even men in the Tennessee basin are much incensed over the fact that the Tennessee Valley Project has not gone along with more speed. On your recommendation, however, I know Mr. Tandy must be a good man and you may be sure I will do what I can for him.

With kindest regards and trusting that you and yours are well, I remain

Yours very truly,
(Signed) E. C. Ferriday
Manager-Contractors Section.

ECE/EHC

C O P Y

RINEHART & DENNIS COMPANY, INC.,

Charlottesville, Va.

September 22, 1933.

Mr. Owen M. Jones,
Glen Ferris, West Va.

Dear Mr. Jones:

Have yours of September 18th.

I will be glad to do anything in my power to assist you in locating a job for any of your engineers, - especially Tandy. I know Mr. Locher very well and will write to him at once.

If I am not mistaken, Mr. Ferriday, of the duPont Powder Company, is a very good friend of Mr. Arthur E. Morgan, Chairman Tenn. Valley Authority, and I will ask Mr. Ferriday to write a letter in behalf of Tandy. Mr. Ferriday is also a very good friend of Mr. Locher's, and I will ask him to speak to Mr. Locher in Tandy's behalf.

With very best regards, I am

Very truly yours,

(signed) P. H. Faulconer

C O P Y

September 22, 1933.

Mr. E. C. Ferriday,
Wilmington, Del.

Dear Ferriday:

I am just in receipt of a letter from Mr. Owen M. Jones inquiring into the chances of locating some of his very best men with the Tennessee Valley development. I know that you are very well acquainted with Mr. Arthur E. Morgan, Chairman, and also Mr. Locher, and would appreciate it if you would write to each one in behalf of Mr. M.F. Tandy, who has been Mr. Jones' assistant all the way through the development of the Glen Ferris job. I heartily recommend Mr. Tandy, as he is very fine personally, and is qualified to handle any hydro-electric development.

Mr. Tandy is a graduate of Georgetown College, and also of the Massachusetts Institute of Technology. I do know that he has done some very fine work on experimental designing for hydraulic problems on the Glen Ferris job.

Anything that you can do for Mr. Tandy, as I said before, will be very much appreciated.

With best regards, I am,

Very truly yours,

C O P Y

September 22, 1933.

Mr. C. H. Locher, Sr.,
Glasgow, Va.

Dear Mr. Locher:

I am very glad indeed to note that the Government has selected an old wheel horse of Virginia as consulting supervisor of the Tennessee Valley project. I am not asking for any jobs or contracts for myself or my firm, at the present time, but during the life of the Hawks Nest-Gauley Bridge project for the New-Kanawha Power Company at Glen Ferris, W. Va., I was in constant contact with a very bright young man who did a lot of experimental work on hydraulic problems connected with this job, and who has made good in every respect. He is a graduate of Georgetown College and of the Massachusetts Institute of Technology.

Mr. M. F. Tandy will be through at Gauley Bridge in a short time, and would be glad to land something where there is a future.

I am recommending Mr. Tandy as a man who, I think, you would like, should you have an opening, and a coming, outstanding engineer.

With best regards, I am

Very truly yours,

September 9th, 1933.

Dr. A. E. Morgan,
Chairman, Tennessee Valley Authority,
Knoxville, Tenn.

Dear Sir:

Mr. M. F. Tandy, with whose letter this is enclosed, has been employed by New-Kanawha Power Company since July 1, 1929 as Assistant to the Chief Engineer. He is a graduate of Georgetown College in Kentucky and also of Massachusetts Institute of Technology.

We have been engaged in water power development on New River. Mr. Tandy's work with us has included studies of river hydraulics, and the testing of hydraulic models: supervision of construction in connection with the dam, tunnel, power house and transmission lines. He has also handled office work and reports.

Mr. Tandy has a gift for organizing and instructing assistants which has been very valuable during the past four years. We should like to be able to retain him permanently, but are in accord with his desire to find an expanding field of service rather than mark time after the completion of this work. I earnestly commend him to your favorable attention.

Very truly yours,

Chief Engineer.

OMJ:M

October 3d, 1933.

C. H. Locher, Esq.,
Glasgow, Virginia.

Dear Sir:

Your recent appointment as Consultant on construction of the Cove Creek Dam prompts me to write you in regard to the possibility of securing a position in your organization in which I could apply the training and experience I have had in power development. In the event that any such position is open, I request that this letter be considered a formal application.

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C. H. Locher, Esq., - 2.

October 3d, 1933.

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I should like to refer you to the following:

Mr. O. M. Jones, Chief Engineer, New-Kanawha
Power Company, Glen Ferris,
W. Va.

Mr. L. H. Davis, Vice-President, New-Kanawha
Power Company, 30 East 42d St.,
New York, N. Y.

Mr. P. H. Faulconer, President, Rinehart & Dennis
Company, Charlottesville, Va.

C. H. Locher, Esq., - 3.

October 3d, 1933.

Mr. H. K. Barrows, Consulting Engineer,
6 Beacon Street,
Boston, Mass.

Prof. C. M. Spoffard, Head of Civil Engineering
Department, Massachusetts
Institute of Technology,
Cambridge A, Mass.

Very truly yours,

MFT:M

EMPLOYMENT CONTRACT

FIRESTONE PLANTATIONS COMPANY, hereinafter called the Company, has agreed to employ MILAM F. TANDY, hereinafter called the Employee, and MILAM F. TANDY has agreed to accept employment in the service of the Company in the Republic of Liberia upon the following terms and conditions:

1. The Company will provide transportation to a Liberian port by such vessels and routes as it may select and will reimburse to the Employee all expenses incident to such travel which the Company shall deem reasonable and necessary.

2. The Company will pay to the Employee salary at the monthly rate of ~~Four Hundred Fifty Dollars~~ (\$450.00) Dollars for the duration of this contract; and should the contract be extended beyond two years as provided by Section 7, or at the request of the Employee acceded to by the Company, monthly compensation for such additional period shall be at the rate last above named.

Salary due hereunder shall be paid, on or before the fifth day of the month following each completed month of service, and shall be payable, at the Company's option, in U. S. currency, or its equivalent in English sterling at the rate of exchange current on each day of payment.

3. The Company will provide the Employee with living quarters in Liberia in such places as may be designated by the General Manager, such quarters to be supplied with furniture. The Employee will provide himself with all linens, blankets, china, silverware, kitchen utensils and lighting equipment required by him.

4. Upon completion of two years or more of continuous and satisfactory service in Liberia, such service dating from the day of arrival at a Liberian port, the Company will:

(a) Provide the Employee with return transportation to the port at which he embarked under this contract on such vessels as it may select, and rail transportation by the most direct route from such port to Glen Ferris, West Virginia. In lieu of such transportation, the Company, at the Employee's option, will pay to the Employee in cash or by draft or order payable in the United States or Europe the equivalent cost of such transportation.

(b) Grant to the Employee vacation leave on full salary at the rate last earned, such leave to accrue during the period of employment at the rate of six weeks for each year of service in Liberia and pro rata for any lesser period served in excess of two years; provided, that such accrued leave pay may, at the option of the Company, be paid in advance in a sum not to exceed one-half of the amount due, upon the Employee's departure from Liberia, the balance to become payable upon the expiration of one-half of the leave period due; otherwise to be payable monthly during the leave period.

(c) Pay to the Employee a traveling allowance deemed by it to be sufficient to cover all necessary and reasonable expenses incidental to travel by the means designated by the Company.

5. If the Employee desires to avail himself of the medical services provided by the Company in Liberia and of the use of the Company's hospital equipment, he may do so without expense for such service or for the medicines prescribed and supplied. If other medical service is required by the Employee it will be at his own expense.

6. The Employee warrants that his experience and qualifications for service are as set forth in his written application for employment by the Company, and agrees faithfully, fully and to the best of his ability to render such service as may be required of him by the General Manager of the Company in Liberia. The Employee also agrees to observe and act in accordance with all general instructions in force from time to time for the guidance of the Plantations Company staff and especially those which are intended to promote the maintenance of harmonious relations with the people and the Government of Liberia.

7. The duration of this contract shall be from the day preceding the date of embarkation until two years after the date of the arrival of the Employee in Liberia, unless by exercise of the option hereby reserved to it the Company shall require its extension by not more than sixty days, or unless an extension is granted by the Company at the request of the Employee.

8. The Employee accepts all risks and hazards connected with his employment by the Company in Liberia, and of the travel required.

9. This agreement may be terminated, otherwise than by expiration, as above provided:

(a) By the Company in the event of the breach of the contract or any of its provisions by the Employee.

In case of the termination of the contract by reason of its breach by the Employee he shall be entitled to no return transportation, traveling allowance, or accrued leave and shall be required to refund to the Company such part of the cost of his outward transportation and incidental travel expense as may be proportionate to the unexpired term of his contract to serve in Liberia in relation to its whole term of twenty-four months.

(b) At the option of the Company, upon one month's advance written notice, or the payment of one month's salary in lieu of notice.

In the event of the exercise of this option by the Company, the Employee shall be entitled to return transportation, traveling allowance, and proportionate accrued leave then earned, at the rate stipulated in Section 4.

(c) By the inability of the Employee to continue performance of the contract by reason of ill health or other physical disability, certified by the senior medical officer of the Company in Liberia.

In case of termination of this contract under the provisions of paragraph (c) of this section 9, the Employee shall be entitled to return transportation, traveling allowance, and proportionate accrued leave, then earned, at the rate stipulated in Section 4.

10. The Employee agrees that all amounts owing to the Company, United States Trading Company, Bank of Monrovia, Inc., or any subsidiary or affiliate of The Firestone Tire & Rubber Company shall be deductible from salary when thirty days past due, or before any leave or termination settlement is made.

11. The Employee agrees that no leave settlement as provided in Section 4 shall become due or payable until a clearance shall be issued to him by the Central Office in Liberia showing that proper accounting has been made for all Company property, monies, and records, and that all formalities required by regulations governing the transfer of responsibilities to his successor have been complied with.

FIRESTONE PLANTATIONS COMPANY,

By *E. H. Ashley*

Dated Akron, Ohio, this 28th
day of November, 1939.

Wilson F. Jaud
.....
Employee

In the presence of:

W. M. Adams
.....

Anna M. Farley
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