## CORE'S PROPOCALS TO MONTGOMERY WARDECO. REGARDING IMPROVED EMPLOYMENT PRACTICES

The San Diego Chapter of The Congress of Racial Equality make the following proposals to Montgomery Ward & Co. regarding improved employment practices:

- That all stores issue a forthright statement of non-discriminatory policy with regard to hiring, up-grading, training, lay-offs, rehires and working conditions. Publicize it to employees at all levels, and to custormers and the community. Make it explicit in training sessions, manuals and company publications.
- 2. Review the ethnic pattern of employees, Sob by job and department by department; if evidenced indicates reclutance or failure to hire or upgrede members of any group take appropriate action.
- 3. Include a nondiscrimination clause in union contracts, and in contracts with suppliers, vendors, concessioners and services. Insist on compliance.
- 4. Advertise job vacancies in minorit news media. Surte "all qualified applicants welcome? or the equivalent.
- 5. Utilize mass media and company publications to project and image of the company as employing minority workers. Publicize the achievements of those employees.
- 6. Make your needs known to minority churches, school principals, teachers and counselors and to organizations such a NAACP, CORE, Urban League, and agencies affiliated with community welfrare councils.
- 7 CEncourage minority employees to refer qualified friends and relatives; place job orders with the State Employment Service.
- 8. Display The FEPC poster where applicants and interviewers will see it.
- 9. Make a conscious effort to place members of minority groups in positions or departments which they have not prevously entered, especially in "public contact" positions.
- Tally applicants and referrals by ethnic group for purposes of providing and account of "equal opportunity" practices on a continuous basis.
- 61. Meet wirh the proper representatives of CORE once a month for the next three months, and peradically thereafter to provide at that time an up-to-date compilation of breakdown of workforce within the category of supervisory and non-supervisory of the present whitem non-white and negro people.
- 12. Place minority workers in trainee positions, especially theose which lead to skilled, supervisory or executive levels through an in-service program.

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From: San Diego chapter of the Congress of Racial Equality (CORE)

To: Montgomory Ward & Company

Subj: COFE's proposals to Montgomery Ward & Company regarding improved employment practices for the purpose of substantially increasing the number of minority personnel in all job categories

The following proposals are made to Montgomery Ward & Company regarding improvement of employment practices:

- 1. That all stores issue a forthright statement of non-discriminatory policy with regard to hiring, upgrading, training, lay-offs, rehires and working conditions. Publicize it to employees at all levels, and to customers and the community. Make it explicit in training sessions, manuals and company publications.
- 2. Review the ethnic pattern of employees, job by job and department by department; if evidence indicates reluctance or failure to hire or upgrade members of any group, take appropriate action.
- 3. Include a nondiscrimination clause in union contracts, and in contracts with suppliers, vendors, concessioners and services. Insist on compliance.
- 4. Advertise job vacancies in minority news media. State "all qualified applicants welcome" or the equivalent.
- 5. Utilize mass media and company publications to project an image of the company as employing minority workers. Publicize the achievements of those employees.
- 6. Make your needs known to minority churches, school principals, teachers and counselors and to organizations such as MACP, CORE, Urban League, and agencies affiliated with community welfare councils.
- 7. Encourage minority employees to refer qualified friends and relatives; place job orders with the State Employment Service.
- 8. Display the FEPC poster where applicants and interviewers will see it.
- 9. Make a conscious effort to place members of minority groups in positions or departments which they have not previously entered, especially in "public contact" positions.
- A/10. Tally applicants and reformula by ethnic group. (Caution: Do not record the racial or ethnic identity of individuals on pre-employment forms or records.)
  - 11. Neet with the proper representatives of COTE once a month for the next three months, and periodically thereafter to provide at that time an up-to-date complication of breakdown of workforce within the category of supervisory and non-supervisory of the present white, non-white and Regro people.
  - 12. Place minority workers in trainee positions, especially those which lead to skilled, supervisory or executive levels through an in-service program.

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- 2. Review the ethnic pattern of employees, job by job and department by department; if evidence indicates reluctance or failure to hire or upgrade members of any group, take appropriate action.
- 5. Include a nondiscrimination clause in union contracts, and in contracts with suppliers, vendors, concessioners and services. Insist on compliance.
- 4. Advertise job vacancies in minority news media. State "all qualified applicants welcome" or the equivalent.
- 5. Utilize mass media and company publications to project an image of the company as employing minority workers. Publicise the achievements of those employees.
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- 8. Display the FEPC poster where applicants and interviewers will see it.
- 9. Make a conscious effort to place members of minority groups in positions or departments which they have not previously entered, especially in "public contact" positions.
- 10. Tally applicants and referrels by ethnic group. (Caution: Do not record the racial or ethnic identity of individuals on pre-employment forms or records.)
- 11. Reet with the proper representatives of COTE once a month for the next three months, and periodically thereafter to provide at that time an up-to-date complication of breakdown of workforce within the category of supervisory and non-supervisory of the present white, non-white and Regro people.
- 12. Place minority workers in trained positions, especially those which lead to skilled, supervisory or executive levels through an in-service program.