

***EAST PENN manufacturing co., inc.***

**EAST PENN POLICIES AND PROCEDURES MANUAL**

Revision No.2

Effective Date: 1/1/01

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Change # 2980

Approved By: Robert D. Harrop

Document No.: EPPPM\PERS\SEC1\28B.DOC

**Personnel Data Changes**

It is the responsibility of each employee to promptly notify East Penn Manufacturing, Co. Inc. of any changes in his/her personnel data. Personal mailing addresses, telephone numbers, any changes to the status, age, and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed please notify the facility Manager or office.

**Record of Revisions**

Revision #	Revision Date	Description
1	11-10-11	Change number 1480 updated header and footer information
2	1-29-16	Change Number 2980 Doc 28B: a second version of the policy was created to reword, add and delete items to create a policy that is relevant to the warehouse facilities.