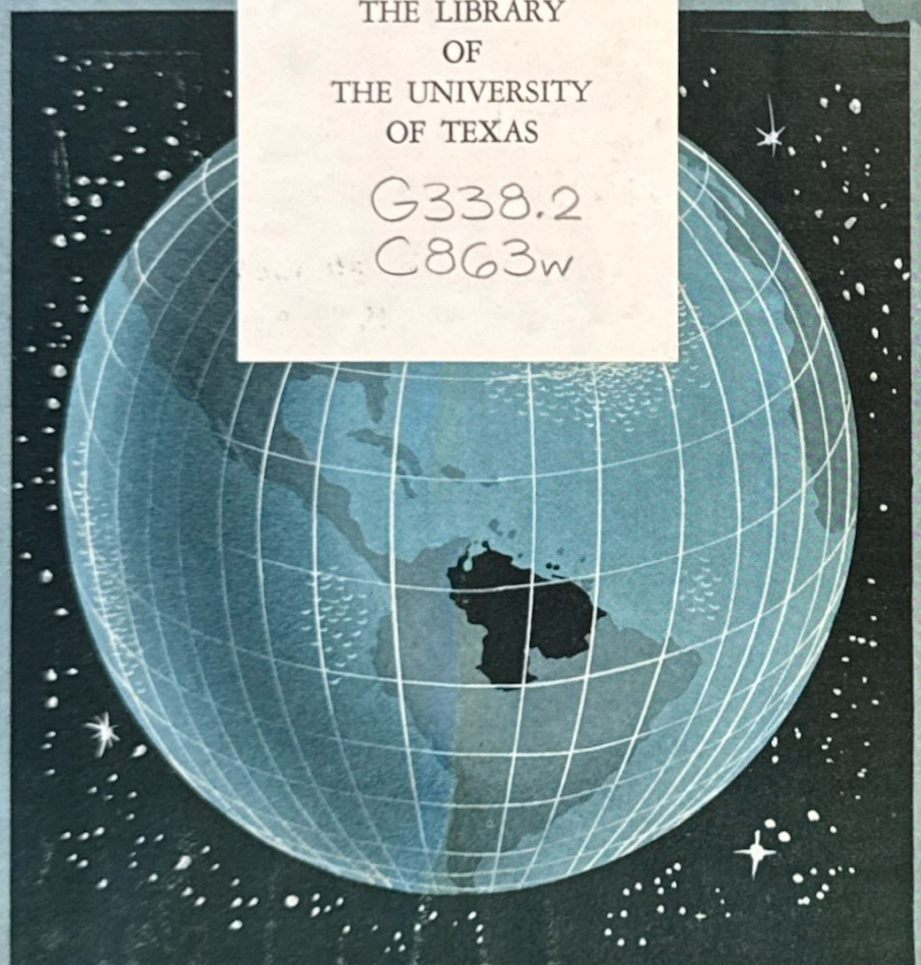
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WORKING WITH CREOLE

IN VENEZUELA





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VENEZUELA

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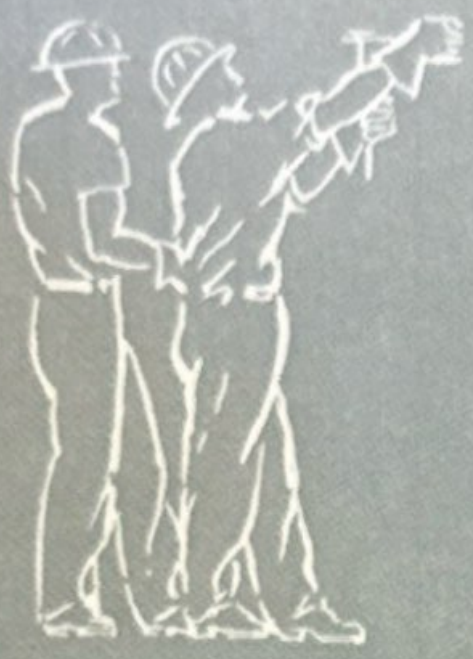
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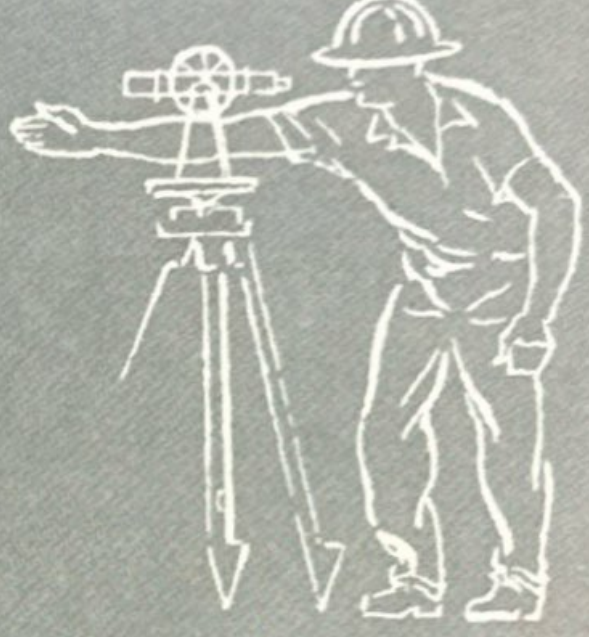




WORKING WITH CREOLE IN VENEZUELA

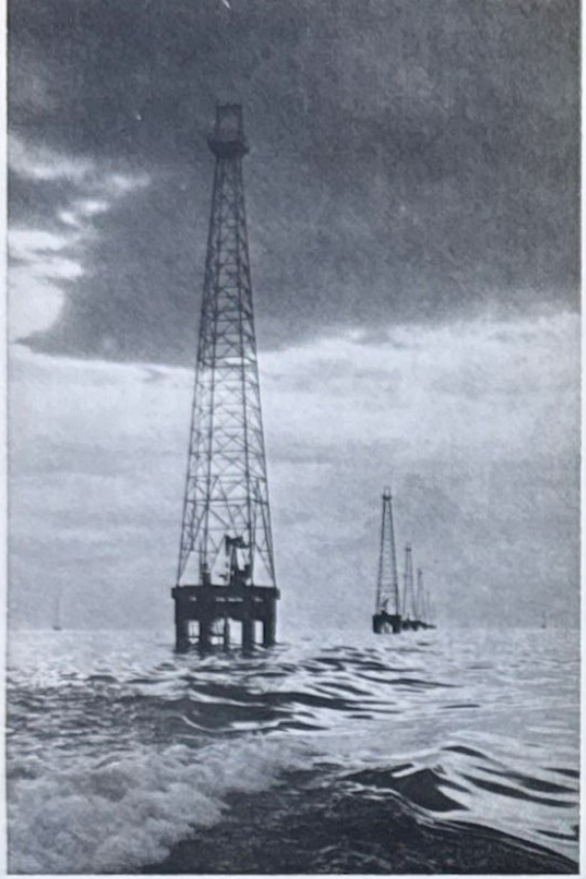












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INTRODUCTION

THIS BOOKLET IS FOR THE MAN OR WOMAN
WHO IS THINKING OF THESE QUESTIONS:

SHOULD I WORK IN THE OIL INDUSTRY?
IN VENEZUELA?
WITH CREOLE?

THESE ARE IMPORTANT QUESTIONS.

THE ANSWERS ARE NOT ALWAYS SO EASY,
PARTICULARLY SINCE EMPLOYMENT OVERSEAS
BRINGS INTO THE PICTURE MANY FACTORS
WHICH MAY BE NEW TO YOU.

YOU SHOULD HAVE THE WHOLE PICTURE
WELL IN MIND
BEFORE MAKING A DECISION
ABOUT A JOB WITH CREOLE.

THEREFORE,
ALTHOUGH THIS BOOKLET IS NECESSARILY LONG
IT IS IMPORTANT THAT YOU READ IT ALL.

CREOLE PETROLEUM CORPORATION
1230 AVENUE OF THE AMERICAS
NEW YORK 20, N.Y.



WHAT IS CREOLE

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CREOLE PETROLEUM CORPORATION is a United States company operating in Venezuela. It is one of the major oil companies of the world.

It is a big company. Its investment of more than one billion dollars in Venezuela is probably the largest of any American company in a single foreign country.

Venezuela is second only to the United States in oil production. And Creole is the largest oil company in that country, producing over one million barrels of oil a day — over 40% of the total of the country.

There are 15,000 Creole employees. They perform all the jobs of a complete oil company: finding the oil, producing it, transporting it, refining and marketing it. Supporting this effort are all types of staffs and service personnel who make it possible for Creole to operate with an unusually good record of success.



Exploration



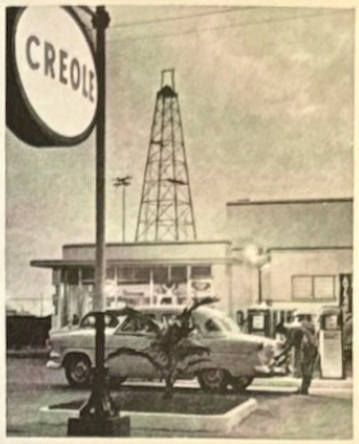
Production



Refining



Transportation



Marketing



Coordination and staff work

Its profits passed the $200 million a year mark in 1951 and have continued upward, approaching $300 million in 1955. Sales have continued on an upward climb. Crude oil is sold to many oil companies in the United States, in South America, and in Europe. Creole's refined products include gasoline, kerosene, diesel fuels, asphalt, and heavier fuel oils. Much of its output goes into these heavier fuels for use in ships, power plants, and industry.

Affiliation With Standard Oil Company (New Jersey)

CREOLE

Creole is a subsidiary company of the world's largest oil company, Standard Oil Company (New Jersey). This is the company popularly known as the "Jersey Company". It owns a very large portion of the Creole stock. Creole's stock is also traded in several important stock markets of the world, including the Caracas exchange.

The Jersey company has many other affiliates around the world. In the United States they include Esso Standard Oil Company in the East and the South, Humble Oil & Refining Company in Texas and the South, also Carter Oil Company in the West. Neither these companies nor Creole are connected with the several other oil companies in the U.S. that have "Standard Oil" as part of their name. Many of the Jersey family of companies use the brand name "Esso" to distinguish their operations or products. In Venezuela, for example, Creole's gasolines are "Esso Extra", "Esso Especial", and "Esso", Likewise its motor oils have the "Esso" name.

Although the original name, Creole Petroleum Corporation, dates back to 1920, the company as we know it today was formed in 1943 with the joining of the Standard Oil Company of Venezuela and the Venezuelan properties of the Lago Petroleum Corporation. This gave Creole important producing areas in both the eastern and western parts of the country. Its headquarters offices in Venezuela are in Caracas, capital city of the country.

ESSO

Lagunillas operations along Lake Maracaibo, showing wells, tankage, shops and offices, and employees' homes

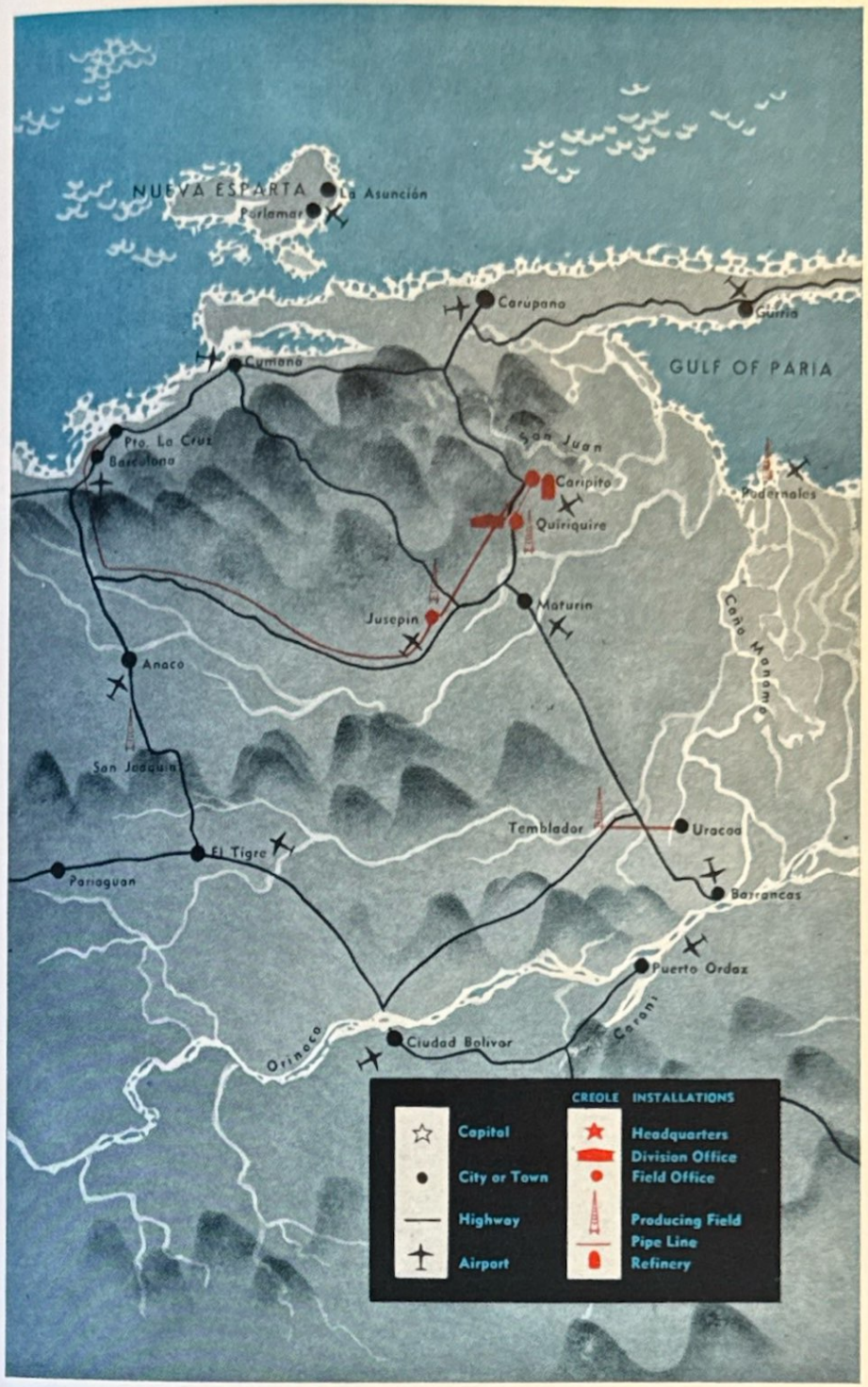
Activities In Many Parts of Venezuela

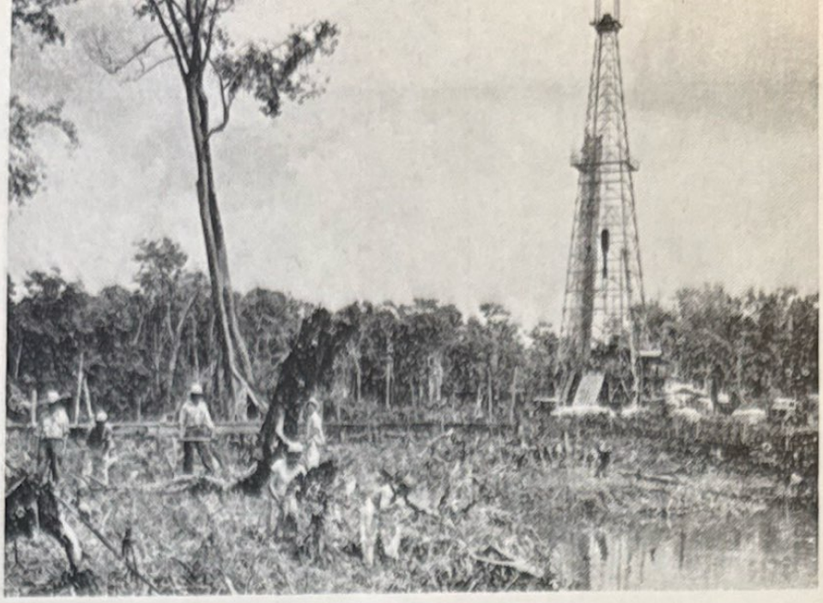
The big producing area for Creole is out in Lake Maracaibo in the West. Over 800,000 barrels a day of crude are produced from over 1,800 wells with derricks sitting on concrete stilts in the lake. In many places the water is 100 feet deep but Creole has long since mastered the art of sinking huge concrete piles and erecting its drilling platforms. Most of these are within 45 minutes from shore by fast launch.

Three Creole districts have been established along the eastern shore line of the lake. These are large operations: La Salina has around 3,500 employees, Tía Juana is approaching 2,500, and Lagunillas is over 1,600. The Maracaibo district is drilling in the western part of the lake.



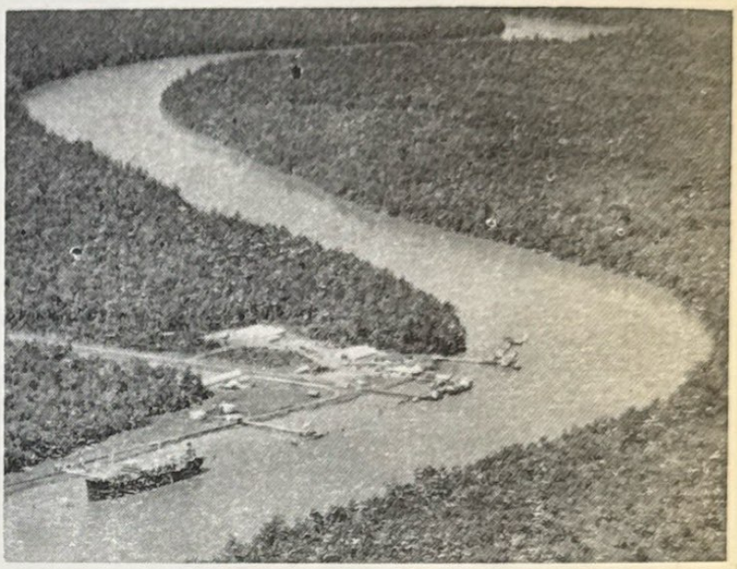

CARACAS
ARUBA
COLOMBIA
GULF OF VENEZUELA
Amuay
Judibana
Punto Fijo
Cardon
Coro
Dabajuro
Maracaibo
Cabimas
La Salina
Tia Juana
Lagunillas
Bachaquero
Mene Grande
LAKE
MARACAIBO
Barquisimeto
Trujillo
Valera
Guanare
Barinas
Merida
San Cristobal
Tachira
Catatumbo


NUEVA ESPARTA
La Asunción
Porlamar
Carupano
Guiria
Cumana
GULF OF PARIA
Pto. La Cruz
Barcelona
San Juan
Caripito
Quiriquire
Pedernales
Jusepin
Maturin
Caño Mosquito
Anaco
San Joaquin
Temblador
Uracoa
El Tigre
Pariaguan
Barrancas
Puerto Ordaz
Ciudad Bolivar
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Producing Field
Pipe Line
Refinery



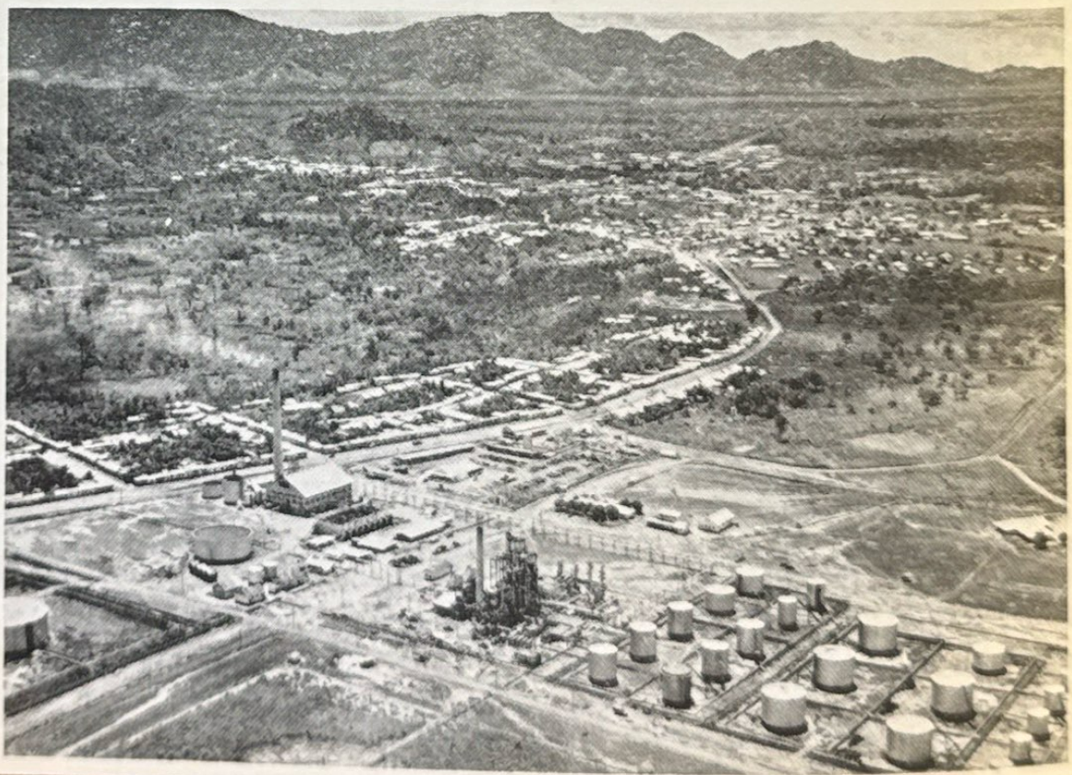
A well in the East

In eastern Venezuela, there are producing activities at San Joaquín, Jusepín, Quiriquire, Temblador and Pedernales. The East accounts for some 20% of Creole's total crude oil production, and has about 2,500 employees.

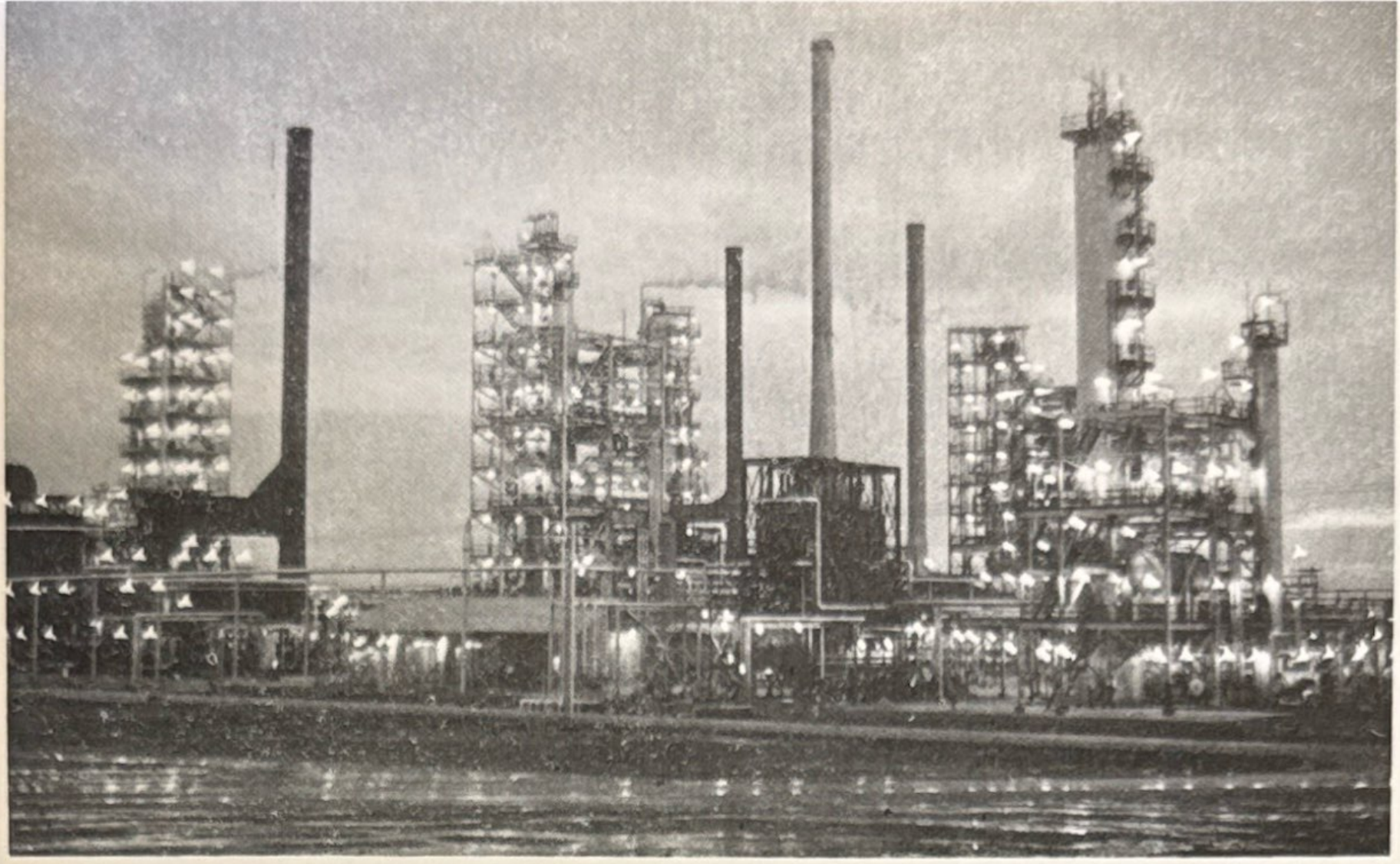


The docks at Caripito

Also in the East is the refinery at Caripito. It processes some 60,000 barrels a day of crude. It is located on the San Juan river and tankers proceed to Caripito, a trip of six hours up from the mouth of the river.

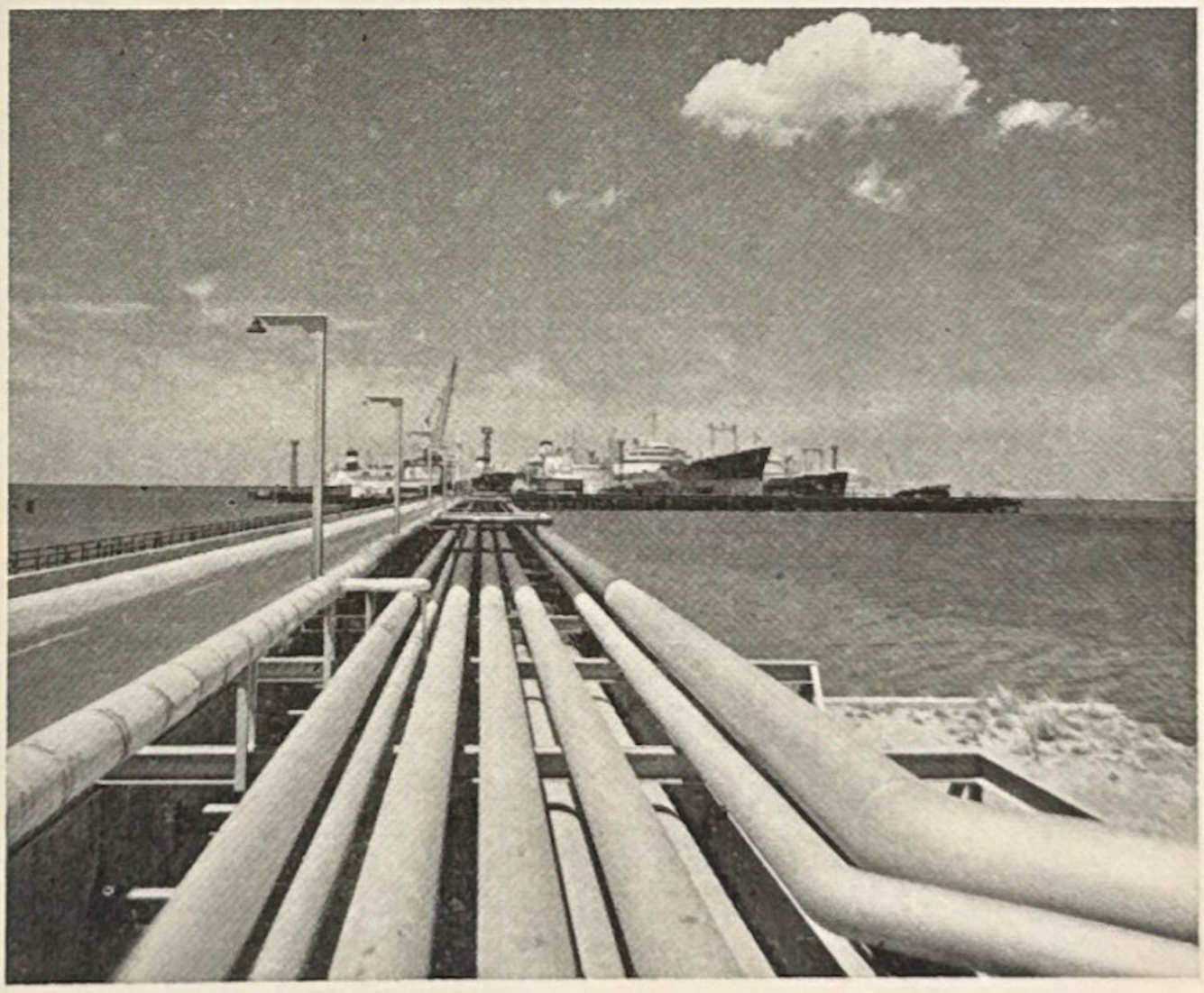


Caripito Refinery



Amuay Refinery towers at dusk

Creole's largest refinery is at Amuay on the Paraguaná Peninsula in the western part of the country. This is a modern refinery which includes three pipe stills and a hydroformer. It was all built since World War II, much of it within the past five years. It has a capacity of 224,000 barrels a day. It receives twice that amount of crude from a pipeline coming from the Lake Maracaibo area. The refinery has extensive dock facilities for the tanker shipment of this crude.



Tankers at Amuay piers

Creole has a $20 million plant far out in the lake to take gas from the wells, compress it and feed it back underground to maintain pressure in the oil reservoirs. A second plant of this type is being built, others are planned. This is typical of the modern approaches being used for conservation and better production.

Underwater production has required many other unusual developments. There are over 2,000 miles of pipe laid under the lake to collect and distribute the crude oil. These must be especially protected against corrosion. Creole operates a fleet of over 350 marine craft of many types to haul personnel and materials to its lake operations.

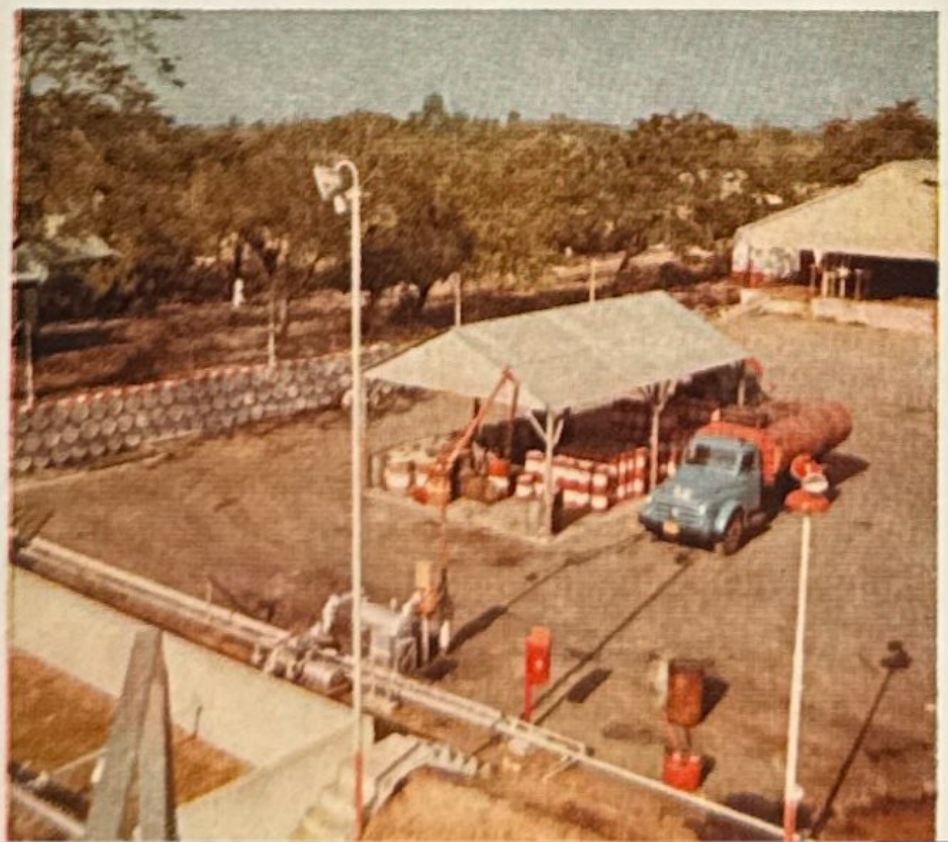
Exploration and drilling are essential to a company's continued success. It must keep finding oil and maintaining its crude oil reserves. Creole has had an active and successful program in this direction. In 1955, for example, it completed 330 wells, up over 50% from the year before. One-fourth of these were wildcat wells, and another 100 were exploratory. Creole's crude oil reserves continue to increase.

Gasoline marketing has grown rapidly in Venezuela, particularly with the increasing number of modern cars and the government's program for modern highways. Competition is keen, with modern advertising campaigns, excellent high octane fuels, and up-to-date service stations. Sales in the local market are now at 30,000 barrels a day and going up.









To find and produce oil efficiently in Lake Maracaibo Creole had to develop new techniques. Above a station at Tía Juana to pump gas back into oil reservoirs. Below, drilling operations in the lake

The growth of Venezuela has boosted its demand for petroleum products and modern marketing methods. Here are a new service station and a product distribution bulk plant

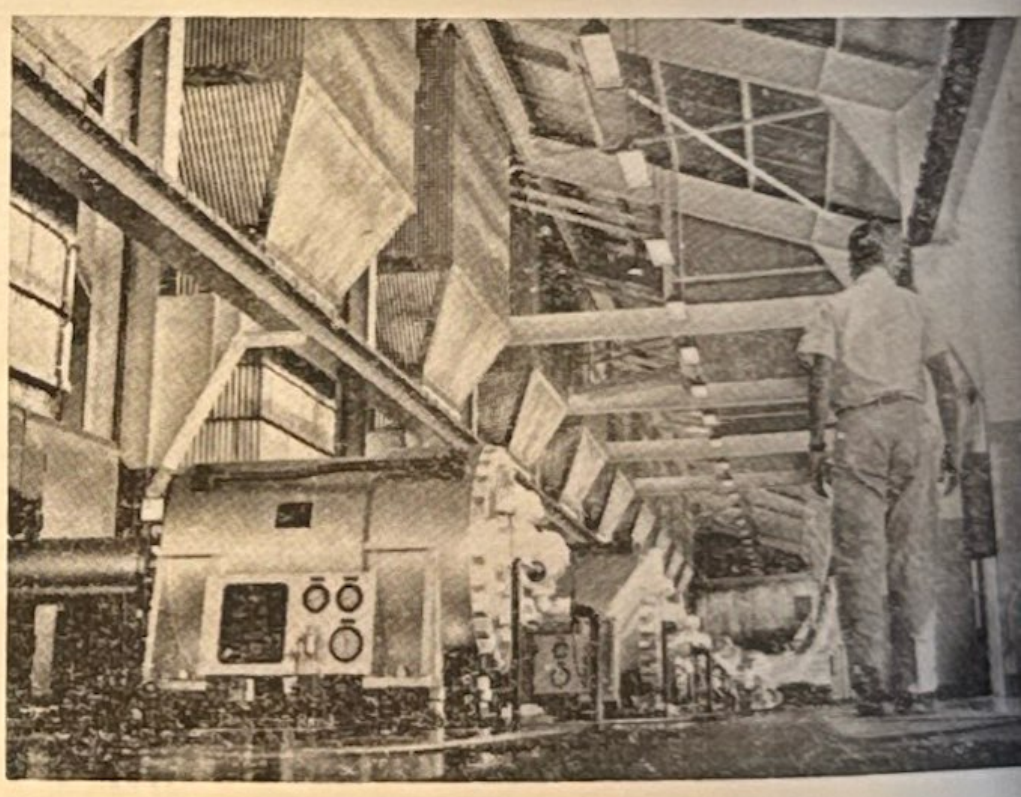


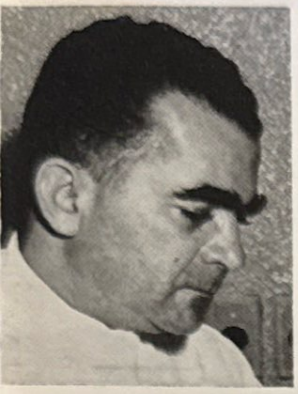
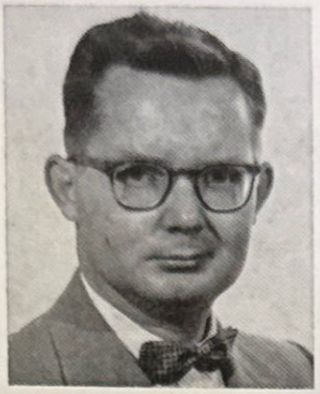
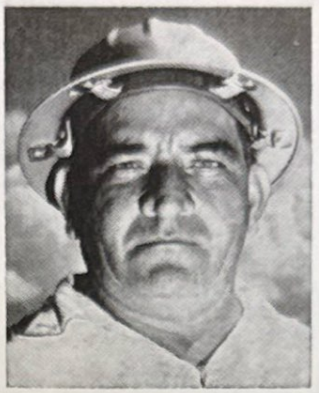
All Types of Skills In Its People

Nine out of ten Creole employees are Venezuelan. Today Venezuelans hold jobs at every level in the company, including the board of directors. They make good mechanics, drillers, operators, accountants, clerks, managers, and staff assistants. They compete for jobs on an equal footing with overseas employees.

Yet such is Creole's need for experienced people that numerous jobs are filled by personnel from the United States. This will continue. Creole offers career employment to both the North American and the Venezuelan.





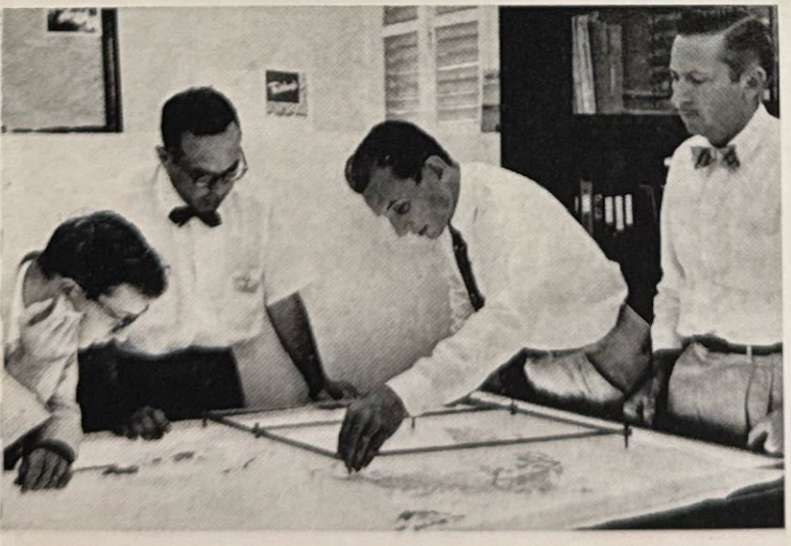






Men in technical fields often come to Creole just out of college. But, in addition, opportunities exist for more experienced people, both those with experience in technical and professional fields, and those skilled in oil operations. The company has many unusual needs. For example it maintains a large fleet of launches, tugs, and barges for its lake operations, and performs the major overhaul of this equipment and engines.

Creole is in all sorts of construction, from homes to wharfs. It operates modern pipelines, water systems, and great electric power plants.

Creole has modern accounting departments, with the latest in machines, including recent developments in the electronic data processing field. Hundreds of employees are engaged in personnel work, medical services, training activities, and community schools.






WHAT IS YOUR PART IN THE PICTURE

You may be looking at foreign service for one or more reasons: perhaps for a career of broader experience; or more rapid advancement possibilities; or more attractive long-term economic features. You should be able to find these in Creole.

New employees are given help and guidance in fitting into their job — and into the life in Venezuela. The company recognizes that people from the United States find that there are many differences — in people, architecture, customs, laws, scenery, and language.

You are considered, in one sense, a guest of the Venezuelan people and their Government. The company is vitally interested in the maintenance of good relations within the country and the community. It expects its overseas employees to be good-will ambassadors. It also expects each person to make a real effort to learn the language and understand the customs of the country.

Plenty of Help to Learn Spanish

A good working knowledge of Spanish is essential to satisfactory job performance — and for progress in the company. It will help you greatly in training Venezuelan employees.

The company recognizes its responsibility to assist overseas employees in this goal. It has a three-part program of instruction:

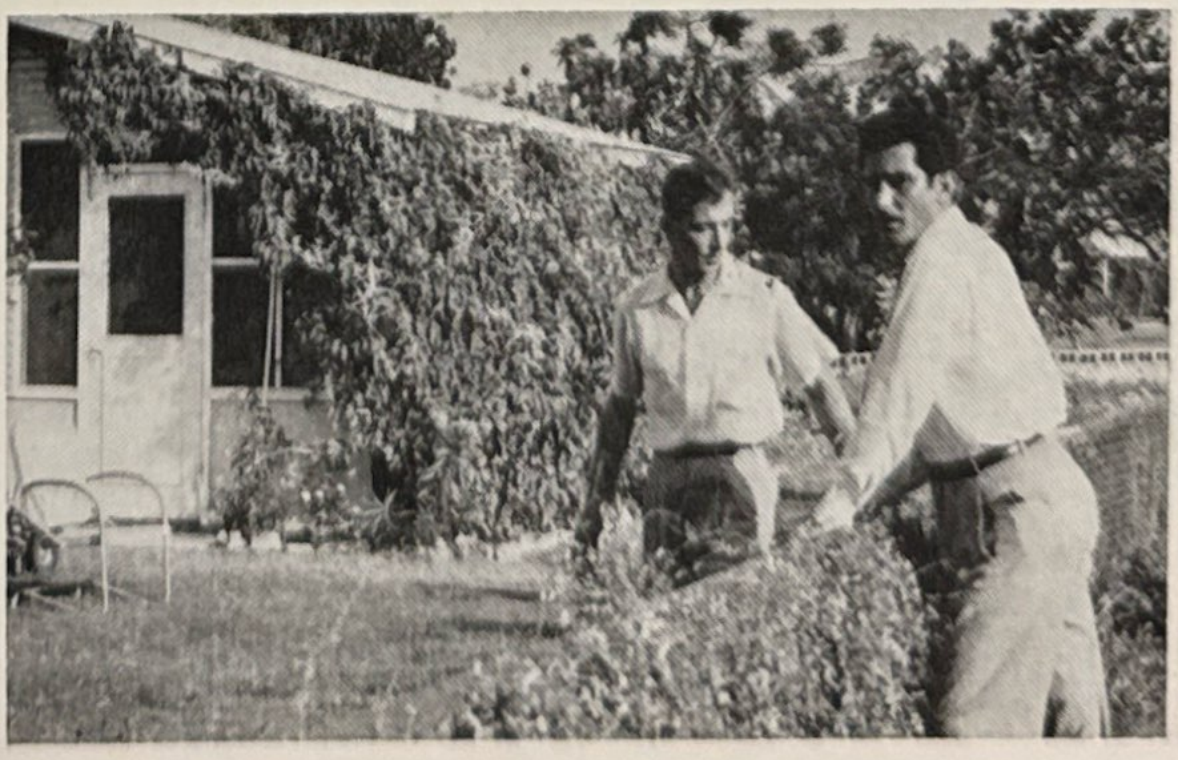
1. A one-month full time, off-the-job course in basic Spanish is normally given new overseas employees. This is scheduled reasonably soon after arrival in Venezuela, but often not for the first few months. At the present time this course is given in Caracas and the employee attending from a field location lives in a hotel with full salary and normal expenses paid by the company.

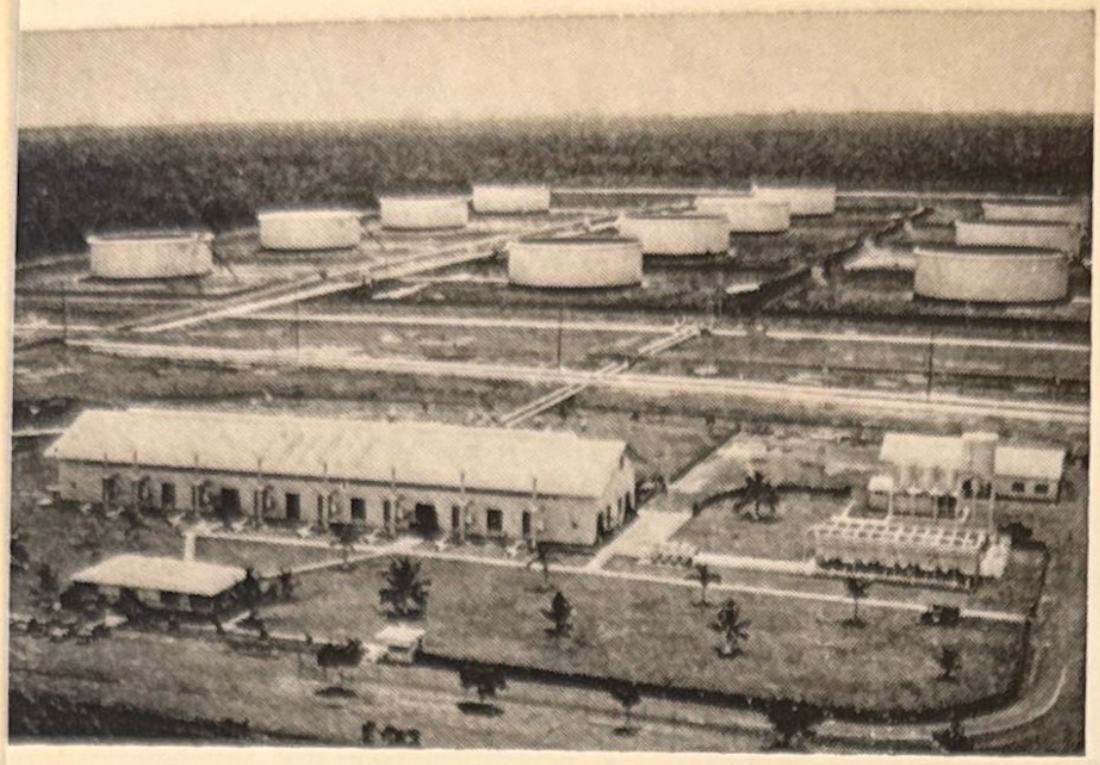
2. A supplementary course is given later, after working hours. This is done in the field locations.

3. An advanced course is given in local areas for those who have completed the others sucessfully. All of these courses are given free of charge.

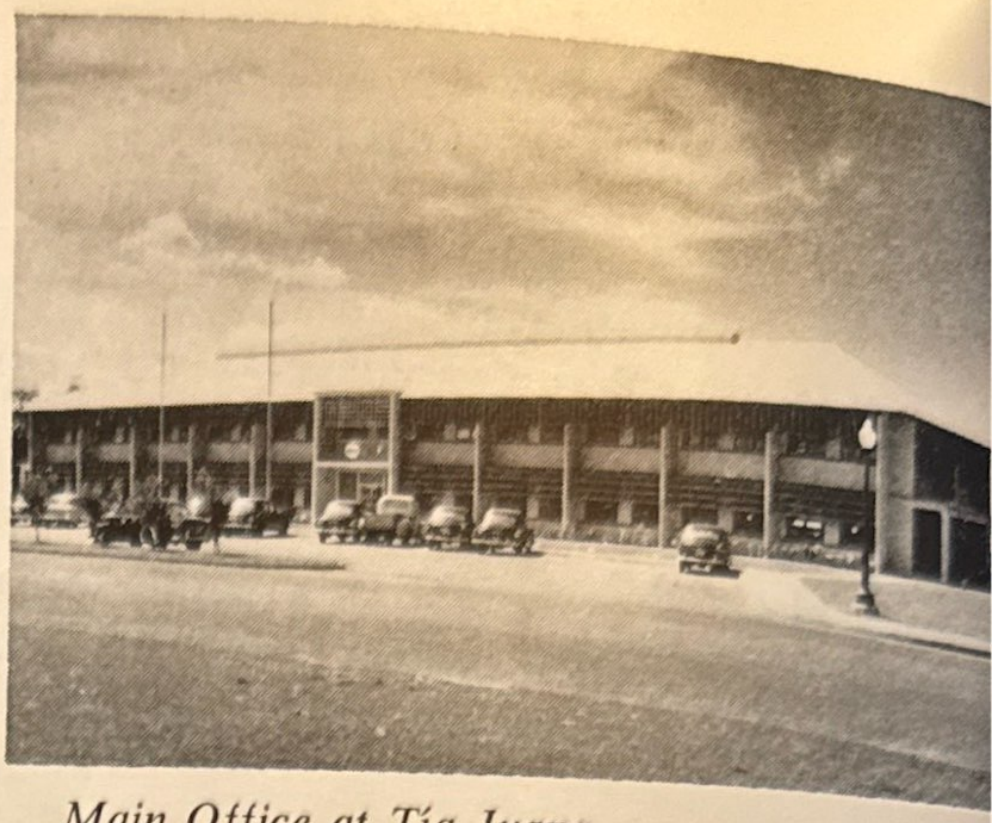
In addition, instruction can be arranged outside of working hours under the company's Educational Refund Plan, where 2/3 of the tuition costs are refunded when courses are satisfactorily completed.

This company assistance is aimed at helping — but the individual still has the responsibility to develop his working knowledge of Spanish. There is plenty of opportunity to practice and Spanish is not a difficult language.





Pipeline pumping station at Ulé

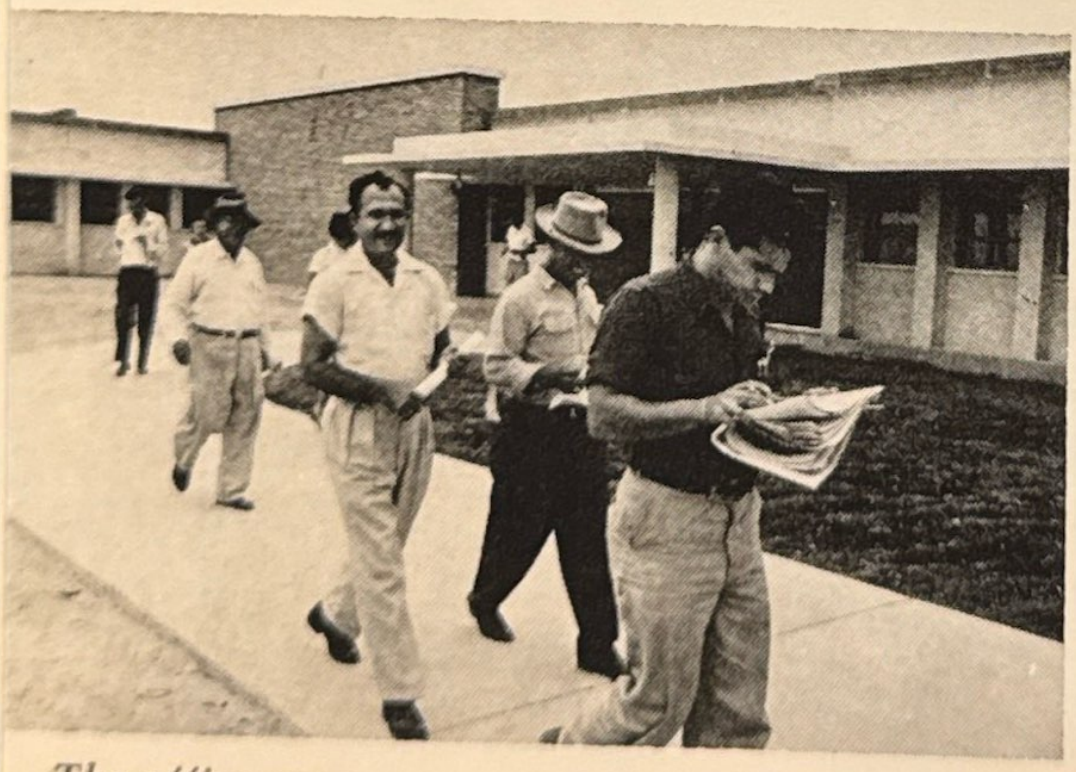


Main Office at Tía Juana

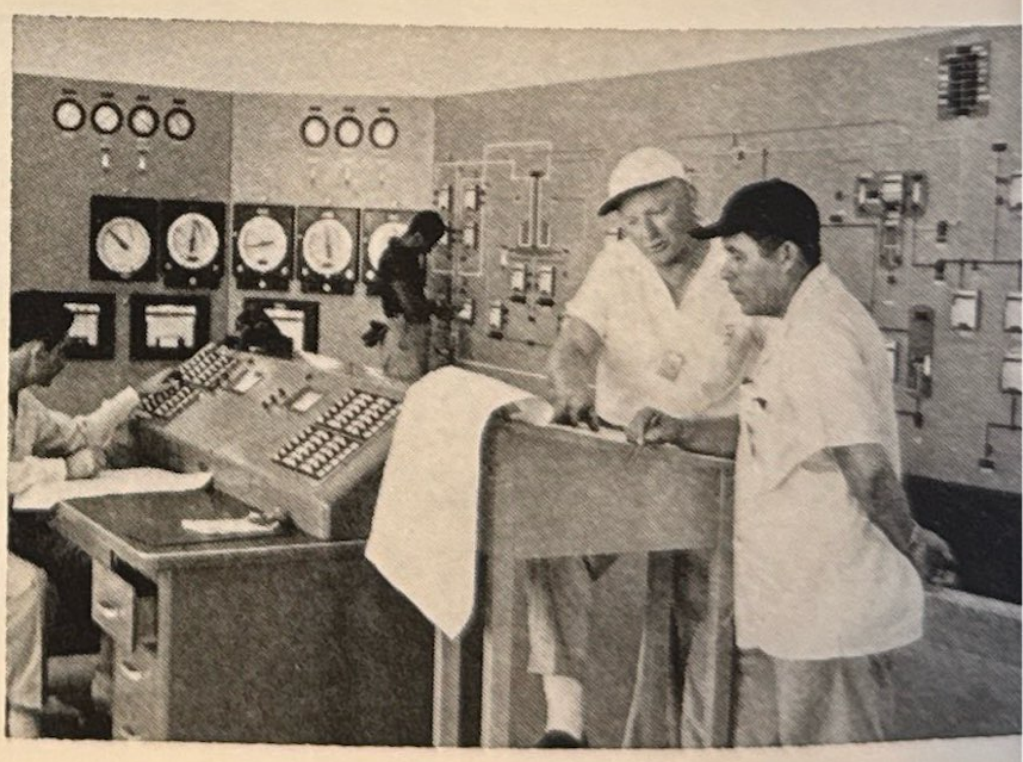
Your Assignment — Now and Later

When you are offered a position with Creole, the details of your assignment are made clear. It is intended to start you in a specific spot. The needs of the company may change, however, and thus require your assignment to a related type of work.

In a company which has been growing and developing in various directions there has been an increasing need for transfers of some overseas personnel. The transfer possibility always exists. These are transfers within Venezuela, to and from cities and operational areas. Often the transfer means new or enlarged opportunity.



The office area...



and a control room... at Amuay

Through its Personnel Development Program, the company makes every effort to select the best qualified individuals for promotion. In fact, the purpose of this Program is to help each individual plan his career along the lines which are most interesting to him, and then to provide opportunity to develop himself to his maximum potential. These opportunities are typically in the form of training courses or training assignments. Often they provide the opportunity to learn new phases of the business.

In most places in the field the normal work schedule is six days, 48 hours a week. The practice in Caracas is a five-day week, 8 hours a day. Overseas personnel with supervisory responsibilities receive no overtime pay since they are considered as being on a continuous responsibility basis.



An important supervisory responsibility is to train your employees. Part of your normal duties will be the instruction of Venezuelans not only in their current assignments but also to qualify for promotion. Success as a supervisor requires patience, persistence, ability to improvise, and an understanding of your workmen.

Overseas employees are brought into Venezuela because Creole needs their specialized skills. They may not engage in or be connected with any other business in Venezuela.

Your Regular Monthly Pay

When you are selected for a position you will receive an employment offer letter from Creole. This written offer and its acceptance is the only work "agreement". (Certain new employees with research duties are asked to sign an agreement covering patent rights.)

The employment relationship is one that continues indefinitely, until terminated by transfer, retirement, or in some cases resignation or dismissal.

Your salary is paid monthly in U.S. currency by check drawn on a U.S. bank. Although the company reserves the right to make salary payments in Venezuela in Venezuelan currency, it has not been paying overseas employees this way.

Your pay check is mailed by the company from Venezuela direct to the bank or individual you select in the United States. You can cash your personal checks at Creole's offices, and thus secure Venezuelan currency for living expenses.

It is difficult to cash checks drawn on banks of countries other than the United States. It is therefore very advantageous for you to *establish an account with a U.S. bank before departing* for Venezuela. After arrival you will be asked to designate where your pay check is to be sent.



A group of Creole field employees

The Profit Sharing Payment

As an employee you are also entitled to receive the profit-sharing ("Utilidades") payments the company makes as specified in Venezuelan law. The company has paid the maximum every year since the law was established although the amounts cannot be fully determined each year until the company's yearly earnings are calculated. Since 1945 payments have amounted to 16-2/3% of the overseas employee's annual salary. This equals two months' extra pay for one who worked the full year. In recent years the payment has been made in two parts: one in December based on 11 months' earnings; the balance paid the following March.

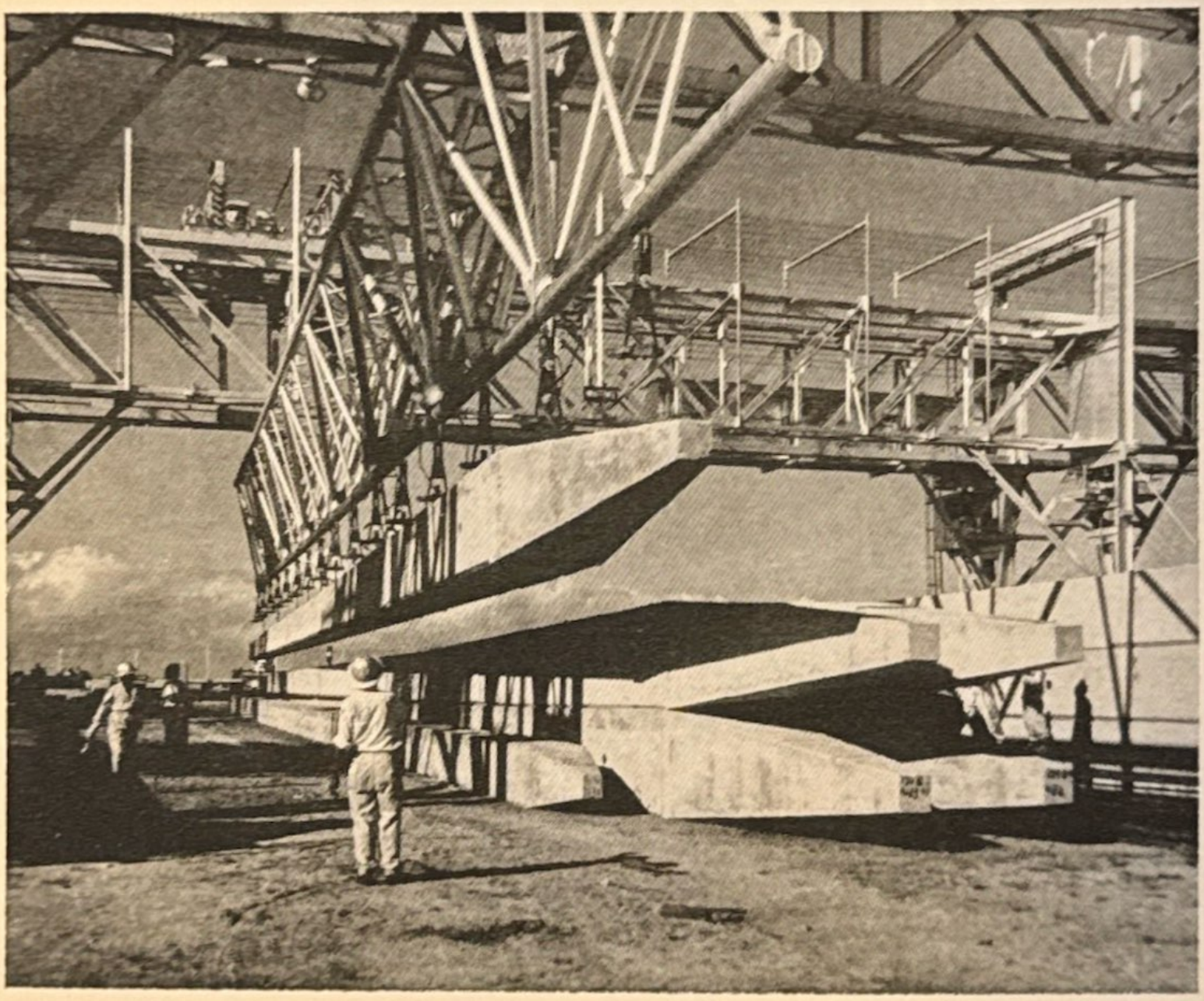
The Income Tax Picture

Venezuela levies an income tax which will average from 3% to 4-½% of your gross earnings, including "utilidades". The law requires the company to withhold 1% of your monthly salary, which is considered the "normal" tax. The balance is paid in your return which is filed after the end of each calendar year.

Under present Venezuelan income tax laws, you will find an opportunity for substantial savings over what you would pay if living in the States and subject to U.S. income tax.

The company does not withhold any part of your salary for U.S. income tax. Your salary is exempt from U.S. income tax if you qualify properly. One way is by maintaining uninterruptedly your residence in a foreign country for one full taxable year — normally a calendar year. Business or pleasure trips back to the States do not normally affect your foreign residence status, so long as your home remains abroad.

Concrete piles for well platforms are hoisted by heavy crane at La Salina



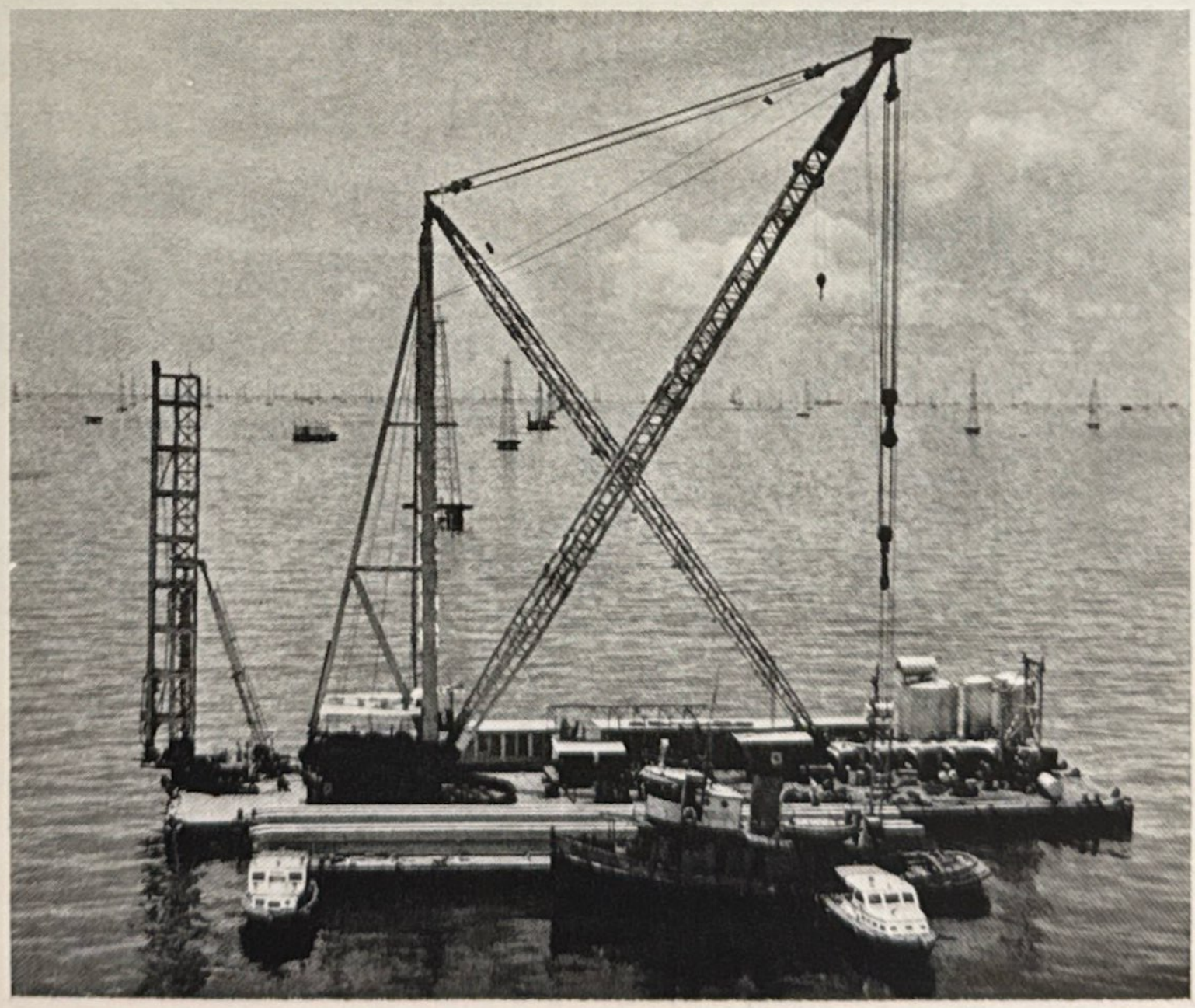
It is also possible to exempt part of your salary (up to $20,000) from tax if you are in foreign countries for 510 days out of 18 consecutive months.

Exempt income from U.S. income tax includes only compensation for personal services rendered outside the U.S., called earned income. It does not include income from dividends, interest, sales of property, etc., regardless of the source. Neither foreign presence nor foreign residence relieves one from filing a return or paying a tax on income not earned for services outside the U.S.

The amount paid as Venezuelan income tax may, under certain conditions, be taken as a deduction or as a credit against U.S. income tax.

If an employee at a due day for a U.S. income tax return has not qualified for an exemption under the methods indicated above, but expects to do so in the future, he may — giving such expectance as a reason — request an extension of time for filing his return until the time he has qualified.

Construction barge with pile-driving rig in Lake Maracaibo field



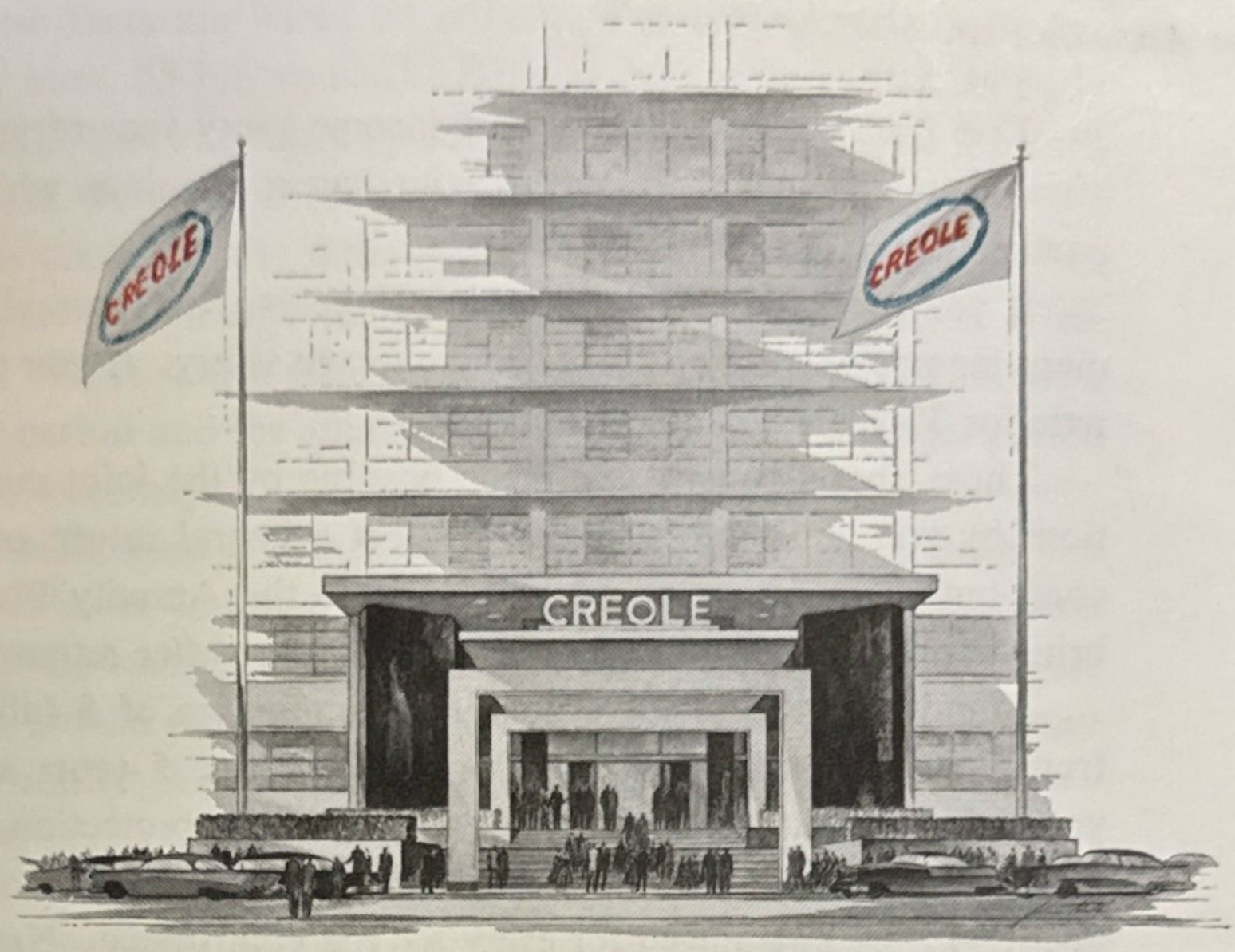
Your salary is established for work anywhere in the country, whether your family is with you or in the States.

Salaries paid for work with Creole in Venezuela are considerably higher than paid in the United States for comparable work. Part of this is as an inducement to work overseas on a permanent basis. Part of it is because the cost of living in Venezuela is substantially higher than in the States.

There is no "cost of living" bonus or allowance, excepting for persons assigned to (or later transferred to) Caracas or the city of Maracaibo. A temporary cost of living allowance of 5% of the employee's salary is paid while actually assigned to those cities because living costs there are higher than in the fields.

The company gives a great deal of attention to insuring that salaries of its individual employees are fair, just, and up-to-date in comparison with positions within the company and with salaries paid in other leading companies both in Venezuela and the States.

Broad salary ranges for every position give the company ample opportunity to reward meritorious individual performance with salary increases. Increases may also be given recognizing greater responsibilities when an individual is promoted. Salary reviews are made periodically and take into account not only the individual's job performance, but also economic factors which affect general salary levels.



BENEFITS SUPPLEMENT YOUR INCOME

Creole is noted for the security it offers you through its benefit plans. These plans help you to meet many of the heavy financial burdens that often face individuals and families. They provide a way of guaranteeing old age income for the years after your retirement. They protect you against the financial hazards of disability. They enable you to build up savings against the emergencies all of us occasionally meet. They protect your family in the event of your death.

Highlighted here are the more important features of some of these plans. We will be glad to give you the texts of official booklets which govern the plan.

This Plan will provide you with income every year of your life after retirement equal to 3% of your career earnings while you participated in the Plan.

If you participate in the Plan for 25 years, your annual retirement income would be 75% of your average salary. If you participate for 30 years, it would be 90%.

These liberal benefits are made possible by the joint contributions by you and the company. You get a liberal return on your contributions, since every $7 you put into the Annuity Plan will bring you back about $3 every year of your life after retirement.

Annuities are paid for a guaranteed minimum of 5 full years from your retirement. Should you die before the 5 years are up, your widow or other beneficiary would have that protection. As a result, if you retire at normal retirement age, payments totalling about $15 are guaranteed for every $7 you contributed. Naturally the longer you live beyond 5 years of your retirement the greater this return is.

YOU INVEST

$ $ $ $ $ $ $

YOU RECEIVE

$ $ $ $ $ $ $ $ $ $ $ $ $ $ $

1ST YEAR 2ND YEAR 3RD YEAR 4TH YEAR 5TH YEAR

5 YEARS OF PAYMENTS GUARANTEED TO YOU OR YOUR FAMILY

PLUS

$ $ $

EACH YEAR

FOR THE REST OF YOUR LIFE

These facts are based on retirement at normal retirement age (60 for men, 55 for women). But you may retire earlier, as early as age 50. You can move up your retirement age one year for each 2½ years of overseas service (for instance a man with 20 years overseas could elect to retire 8 years early, or at age 52).

If you retire early, the amount of your annuity income is reduced. The reason is clear. You and Creole make payments for a shorter period and the annuity would have to cover a longer period of life expectancy.

As mentioned above these annuities are paid for by both you and Creole. If you participate in the Plan, 7% of your salary will be set aside each pay period. Creole contributes enough to assure you the annual retirement income described above. On the average Creole contributes about three times as much as the employee.

You will also be covered by U. S. social security during your service in Venezuela since Creole is a U. S. corporation and you and the company will be required to make social security contributions. The retirement income figures cited above include that part of your social security income that results from company contributions. The part that results from your own Social Security contributions will represent additional retirement income.

If you leave the company before retirement for any reason, you may get back in cash all the money you contributed to the Annuity Plan plus interest. Or, based on the length of your company service, you may take part (or all) in the form of a certificate for a paid-up annuity. Payments on this will be scheduled to begin when you normally would have retired from the company. Any balance will be paid in cash.

Should you die before retirement, all the money which you contributed to the Annuity Plan plus interest will be paid to the person or persons legally entitled to it.

Both the company's and your annuity contributions are turned over to a large U. S. banking house serving as trustee, which holds the accumulating funds in trust until your retirement or termination of employment. At that time your annuities are purchased from an insurance company (unless in the case of a termination you choose a refund of your contributions).

If you participate in the Annuity Plan, you can also instruct the company to deposit a part of your salary in the Savings Plan. Depending on how much you contribute, Creole makes regular contributions to your account in the Savings Plan as follows:

	PER CENT OF YOUR SALARY				
YOU CONTRIBUTE	2	4	6	8	10
CREOLE ADDS	1	1½	2	2½	3
TOTAL SAVINGS	3	5½	8	10½	13



You can use any balance in your Savings Plan account to buy Standard Oil Company (New Jersey) stock at the market price. The shares of stock will be held in the Plan in your name. But the dividends are sent to you.

At intervals of not less than 6 months, you may withdraw up to 2/3 of what you have put into your Savings Plan account.

You may also borrow money against your balance in the Savings Plan at intervals of not less than 6 months. If your credit balance is large enough you can get a loan of up to a ½ year's salary. Loans must be paid back within 4 years. You are charged interest at a low rate.

If you leave the company for any reason your credit balance in the Savings Plan, including any stock and all the money contributed by Creole, is paid to you (or if you should die, to whomever is legally entitled to it).



La Salina . . .
maintenance headquarters for lake operations



Outside storage of production equipment...
La Salina

Basic Survivor Insurance

In the event of the death of an employee payments are made to a qualifying beneficiary. These benefits are provided at no cost to the employee. Qualifying beneficiaries include a wife, minor children or parents. To be eligible for these benefits an employee must participate in the Annuity Plan and have at least one year's service.

An immediate lump sum payment of $500 cash is made, followed by monthly payments, each equal to ½ of the employee's monthly salary at the time of his death. The maximum number of full installments payable (as long as there are qualifying beneficiaries) is shown in the table. Payments include any similar benefit required by law and paid for by Creole.

NUMBER OF YEARS SERVICE	NUMBER OF MONTHLY SURVIVOR BENEFIT PAYMENTS
1 to 2	6
2 to 3	10
3 to 4	14
4 to 5	18
5	24
6 or MORE	Add 1 additional payment for each year of service over 5

Basic survivor benefits continue to protect your family after you retire. The widow, minor children or parents who qualify may receive a lump sum cash payment, plus a series of monthly payments. Such payments in the case of retired employees are somewhat smaller than those provided in cases of active employees.

Supplemental Survivor Insurance

Any regular employee who participates in the Savings Plan may also sign up for supplemental survivor insurance. No medical examination is required if the employee enrolls within 31 days of his date of employment. The benefit payment is equal to one year's salary but cannot exceed $50,000. Employees pay low cost group rates for this protection.

If an employee participated in this insurance all the time he was eligible after reaching age 35, he may carry his protection into his retirement. He may elect to carry the same amount of protection he had just before retirement, if he pays part of the cost. Or he may take one-half of that amount, at no cost to himself. In either case the amount of insurance reduces 5% each year after age 60 until age 69.

Permanent Disability Benefits

Employees who have 10 or more years of company service and become totally and permanently incapacitated for continued service with the company, are eligible for substantial permanent disability income. This income continues for life unless a man's physical condition improves and he can return to work. The cost of this benefit is borne entirely by Creole.

Aviation Accident Insurance

Any regular employee may take out up to $200,000 of Aviation Accident Insurance at attractively low group rates. The company helps to pay the premium up to $50,000 worth of coverage for those who fly on company business, including a new employee's first trip to Venezuela.



AWAY FROM THE JOB

One of the advantages of foreign service is longer vacations with travel at Company expense to and from your "point of origin". This is normally the place where you had permanent residence prior to employment by Creole. If you have no permanent residence at the time of employment, the New York Office selects the most appropriate point, judging where you have your strongest ties.

Creole's vacation plan is unique in several ways, all designed to provide maximum flexibility for you and individual members of your family. You earn 29 days of vacation each year during your first four years of service and 30 days per year thereafter. (Annual vacations of school teachers are described on the next page.) You may take all of your vacation time each year or, if you prefer, take less than the full vacation one year and add the difference to your next vacation.

In addition to your vacation, you get two days of travel time for each round trip to your country of origin. Both the vacation time and the travel time are at full salary. If you travel to and from your country of origin every year on vacation, the Company will pay for the trip on the basis of round trip, first class air fare. If, on the other hand, you choose to travel at Company expense only every second year, and prefer to go by sea, the Company will provide first class ship passage. This option of annual or biennial vacation travel at Company expense applies individually to you, your wife, and each of your children under age 19.

You are eligible for each vacation on the anniversary of your employment. Although you may not depart more than 30 days early on your first vacation, subsequent ones may be scheduled to begin up to 6 months early or 6 months late as best fits your convenience and the Company's. After the first vacation there is no restriction whatsoever about timing of vacation travel of your family members. Whether they travel with you or separately from you to and from your country of origin, and no matter how early or late, the Company will pay for the trip when it is made.

In alternate years you can take a local vacation. This is a two-week vacation with full salary, but no travel time or expenses. You become eligible for it 12 months after employment, or as soon thereafter as is convenient to the company.

The purpose of the local vacation is to give you a change and a holiday. There is no restriction where you may go. Modern air travel has widened the possibilities of using this period. Many have used it to enjoy pleasant spots within Venezuela and in the nearby resort islands of the Caribbean.



Venezuelan vacationlands, the beachfront and the Andes



A reserve officer in the U.S. Armed Forces may be granted a leave of up to 15 days for training periods in the States. This can be taken only as a supplement to a foreign vacation. The company will pay the difference between your salary and what the government pays as your compensation.

Creole has a liberal policy if you are inducted, enlist for up to three years, or are called to active duty in the U.S. Armed Forces. You go on a leave status and retain certain company benefits. You get two months' pay as a lump sum if you have one year of service (half that with six months' service).

If you have qualifying dependents Creole makes regular monthly payments. These are the difference between your Creole pay and what the government pays you in military service, but no more than either the amount you contributed to your dependents or half of your company salary.

Los Caracas, a protected, modern beach resort



Creole hires its employees for career service and there is relatively little turnover. As anywhere else, however, there are terminations. In these cases the employee is protected both by Venezuelan law and company policies. If an employee resigns he is expected to give one month's notice after one year of work, fifteen days after six months, and one week after one month. When an employee resigns the company does not pay return travel expenses except when foreign vacation is due.

The company may also terminate employment at any time by giving the same advance notice indicated above, or by payment of salary in lieu of notice. Under law, when the company terminates an employee, he receives termination indemnities approximating a month's pay for each year of company service.

Where the employee is discharged for certain causes, however, no notice is required, no termination indemnities are payable, and the employee pays his own return travel expenses. These causes include dishonesty, immoral conduct, unjustified absence from work, intentional or negligent acts affecting the safety of others, and the like.

Company policy provides for proper safeguards of the rights of individuals and their protection from unfair or arbitrary acts. Terminations are made only for valid reasons and only after careful consultations with all parties concerned.

How About Transfers Elsewhere

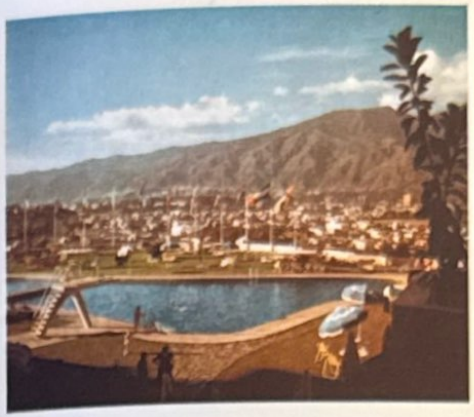
Creole can occasionally make available to experienced employees an opportunity to be considered for a position with an affiliated company. Normally these opportunities are for people with considerable experience and therefore the chances for such transfers are mostly limited to longer-service employees who have already achieved positions of substantial responsibility. The new employee should be thinking in terms of Creole only; but being a member of a big "family" is an added advantage.



WHAT IS VENEZUELA LIKE

This is a land of many contrasts. It has ultra-modern living areas; and rugged, primitive spots unchanged in several centuries. It has steep mountains of grandeur, lush plains, arid wastes, wind-swept sands, and tropical spots of beauty and comfort.

Venezuela is big — some 1/3 million square miles, which makes it one-third larger than Texas. It stretches for 1,000 miles along the northern coast of South America, flanking the Caribbean Sea and the Atlantic Ocean. Virtually all Creole's operations are within 100 miles of the coast line. In fact Venezuela is mostly developed along the coast, excepting where its lakes and rivers have provided transportation.





Caracas... new and old... the eastern suburbs and charming Plaza Bolivar



The lush vegetation of the Eastern Venezuelan hills



The tropical palm...



and the exotic orchid

The country has four natural zones. The Maracaibo Basin is a warm lowland surrounding the big lake. The Andean highlands stretch from Colombia on the West and skirt below Lake Maracaibo and then eastward as a coastal range for much of the length of the country. The Llanos are grass plains spreading across most of the country between the mountains and the great river system of the Orinoco. Then there is a little known region of dense forest south of the Orinoco called the Guiana highland.

Both the Llanos and the Guiana highlands are very sparsely settled. Most of Venezuela's population of 7 million people is in the highlands and the Maracaibo basin. Caracas, the capital, has been growing at a remarkable rate and has passed the million mark.

The coastline is approximately 11 degrees north of the Equator. The climate varies with the altitude. Sea level areas are warm, highlands from 3,000 to 7,000 feet are temperate, above 10,000 feet it is cold. Perpetual snow is found at 16,000 feet. Venezuela has 22 peaks rising to 15,000 feet or better.



Angel Falls, world's highest waterfall



Sandy windswept beachfront near Amuay



Llaneros ride the Orinoco plains



The snow-capped Andes

The Climate In The West

Maracaibo area has a temperature range of 70° to 100°F., with an average about 85°. The climate is somewhat comparable to the San Antonio region of southwest Texas. The annual rainfall is about 30 inches.

On the Paraguaná Peninsula, where the Amuay Refinery is located, the rainfall is quite low — about 12 inches a year. The temperature range is the same as Maracaibo, but the trade winds are much stronger here. They average 15 miles an hour and blow almost continuously, reaching as high as 35 - 40 miles an hour for short periods.

In western Venezuela and Amuay, main office buildings are air-conditioned. Many employees have secured air-conditioners for one or more windows of their homes.

The Climate In The East

Moving on eastward, the Creole locations in the Maturín area more nearly resemble areas of lush tropical vegetation, heavier rainfall, and moderately warm temperatures. The temperature ranges from 65° to 95°F. The rainfall near Caripito and Quiriquire is about 100 inches a year, with high humidity in the wetter summer months. The rainfall at Jusepín and San Joaquín is considerably less. Trade winds reach this eastern area and moderate the climate. This climate can be likened to southern Louisiana in the summer.



One of Caracas' many cloverleaf intersections

Caracas is Different

On the other hand, Caracas is a city virtually without air conditioning, due to its "spring-like" climate the year around. It is in a valley surrounded by peaks of the coastal range, but is itself at about 3,000 feet elevation. The average temperature is 67°. In the period April-September the daily high is 80 to 85°, with comfortable humidity. In the period December-February the temperature may fall to 50° in the evening. Rainfall in Caracas varies from 35 to 40 inches, occuring mostly in the summer months.

Caracas is the governmental, financial, and commercial center of Venezuela. It has the main offices of many large foreign and domestic companies. This is one of the fastest growing cities of the world, and considered by many to be one of the most beautiful. It is completely modern, with all the facilities of a big city.

A Bit of History

This country was a Spanish colony for many years. Columbus discovered Venezuela in 1498 on his third trip to America. Many of the interesting names of places in Venezuela date back to the Indians who occupied the land before the Spaniards came.

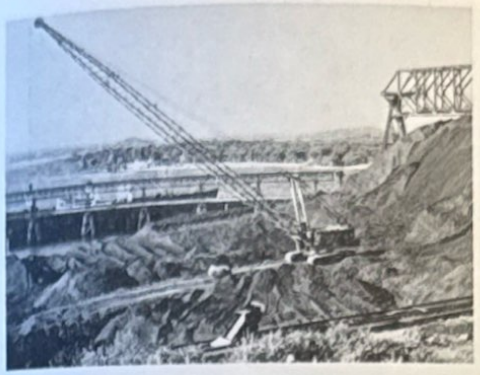
In 1811 the country declared its independence from Spain. The final battle of the war for independence came at Carabobo in 1821. Today the country is a republic.

Spanish is the national language. Many of the customs of the land and its culture had their origin in Spain. In recent years the cultural ties with the United States have grown stronger. There are many economic ties to the U.S., and there are many in the country who have visited or studied in the U.S., see its movies regularly, and have been interested in learning the English language. There are 70,000 North Americans living in Venezuela.

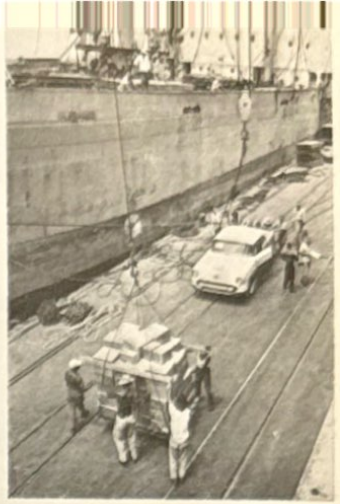
Venezuela is a land of opportunity. This is bringing substantial immigration from Europe. People from Italy, Portugal, and Spain and elsewhere are coming to work in Venezuela, and bringing with them new skills and talents welcomed by the government in its efforts to keep up the great progress of the country.



Simón Bolívar... the Liberator



Iron ore... a major export



Imports at La Guaira

Looking at the Economic Side

The economy of the country is heavily dependent on foreign markets. The leading export is petroleum, either as crude oil or as fuel oil to shipping and industry. Oil accounts for 75% of the country's foreign exchange. Recently there has been a major development of iron ore for export — over five million tons moving down the Orinoco river in 1955, and expected to increase as the U.S. Steel and the Bethlehem Steel activities in the Ciudad Bolívar region reach their full stride. Other exports beside iron ore and oil include coffee, cacao, hides, fruit and gold.

Venezuela buys more from the U.S. than any other Latin American country except Mexico. Goods from virtually every state are shipped to Venezuela in an import trade that is nearing one billion dollars a year. Much of this is in items of metal manufacture, such as oil field equipment, refinery equipment, automobiles, electrical goods, refrigerators and household appliances. Many imports are of prepared food products, beverages, textiles, and chemicals.

The Venezuelan Government is encouraging local industry — in many cases this has resulted in comparatively high import duties on items which can now be made within the country.

A local steel industry is developing in the Caroní River area. A petrochemical industry for fertilizers and other chemicals is developing near Puerto Cabello, using natural gas from oil fields to the south. A giant dam is being built on the Guárico river and will provide irrigation to potentially fertile land.



Modern Transportation — Mostly Air

Much of the movement of goods and people in Venezuela is by air, road, and water. There are three domestic airlines, owned and operated by Venezuelans. Their service is highly developed. Five airlines provide direct and frequent service from the U.S. to Caracas and to Maracaibo. Other lines serve Europe and South America.

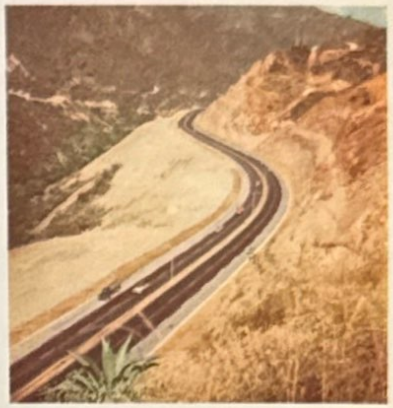
New York is 7-½ hours away, Miami 6, New Orleans 10, Houston 11 — by today's planes. It is quite possible to have breakfast in Venezuela and eat dinner that day in the States. Virtually all travelling on company business is done by air.

An extensive highway building program has broadened the opportunity for the use of a car for pleasure or business. All-weather highways serve the Creole field activities (excepting two remote and small locations — Pedernales and Dabajuro). Cross country travel still offers limited facilities for restaurants and overnight accommodations; but these are developing rapidly.

The roads to Amuay and the Lake Maracaibo region are generally good and rapidly being developed into a modern highway system. Part of this is included in the Pan American Highway. Driving to the Maturín area in the East is at present a 14 to 16 hour trip from Caracas, but new construction is in progress.

Roads around Caracas are quite modern. A number of superhighways have been constructed, including the "Autopista" which makes the trip between Caracas and the Maiquetía airport, or the port of La Guaira, a 15 minutes pleasure.

The Caracas-La Guaira Autopista, a twenty-minute ride of breathtaking beauty from seacoast to 3,000 feet elevation. Mile-for-mile the world's most expensive highway



A Few Other Points

Great strides have been made in Public Health. The Government reported that in the year 1955 malaria was virtually nonexistent. Medical facilities in Caracas and Maracaibo are excellent. Fresh pasteurized milk and good drinking water are available in all main cities and at Creole installations.

Education is receiving greater attention and support. Elementary school facilities have reached an increasing number of Venezuelan families. This educational effort is producing more people capable of handling jobs in industry, and of furthering the agricultural program of the country. Creole is now able to concentrate on hiring workers with not less than grammar school education.

The currency of the country is one of the most stable in the world. The basic unit is the bolívar — named for Simón Bolívar who led his country's fight for independence. One bolívar is currently worth 30 cents in U.S. money. For $1.00 you get Bs. 3.33 at the official exchange. This does not normally fluctuate. There is no restriction in force on the taking of U.S. or Venezuelan currency in or out of the country.



LIVING CONDITIONS IN THE FIELD

When Creole first started producing oil, its operations were in remote and isolated areas. To house its employees and their families the company built camps of homes with all of the utilities and services required in any community.

The company built roads, electric power plants, water systems, schools, stores, dispensaries, sanitation systems and recreational facilities. These were self-contained communities, pleasant and comfortable to live in.

All this was necessary because there just weren't any existing facilities in the places Creole had to go to find its oil. Through the years these company communities have continued to grow and become more modern and attractive as improvements have been made by the company and the families living there.

However these areas are no longer isolated and remote. As the country has grown, towns and cities have sprung up in the vicinity of virtually every Creole operation. This has offered to our people the opportunity to live in an outside community. New housing for purchase or rental is beginning to be available in modern styles and materials, especially in the Amuay and Tia Juana areas.

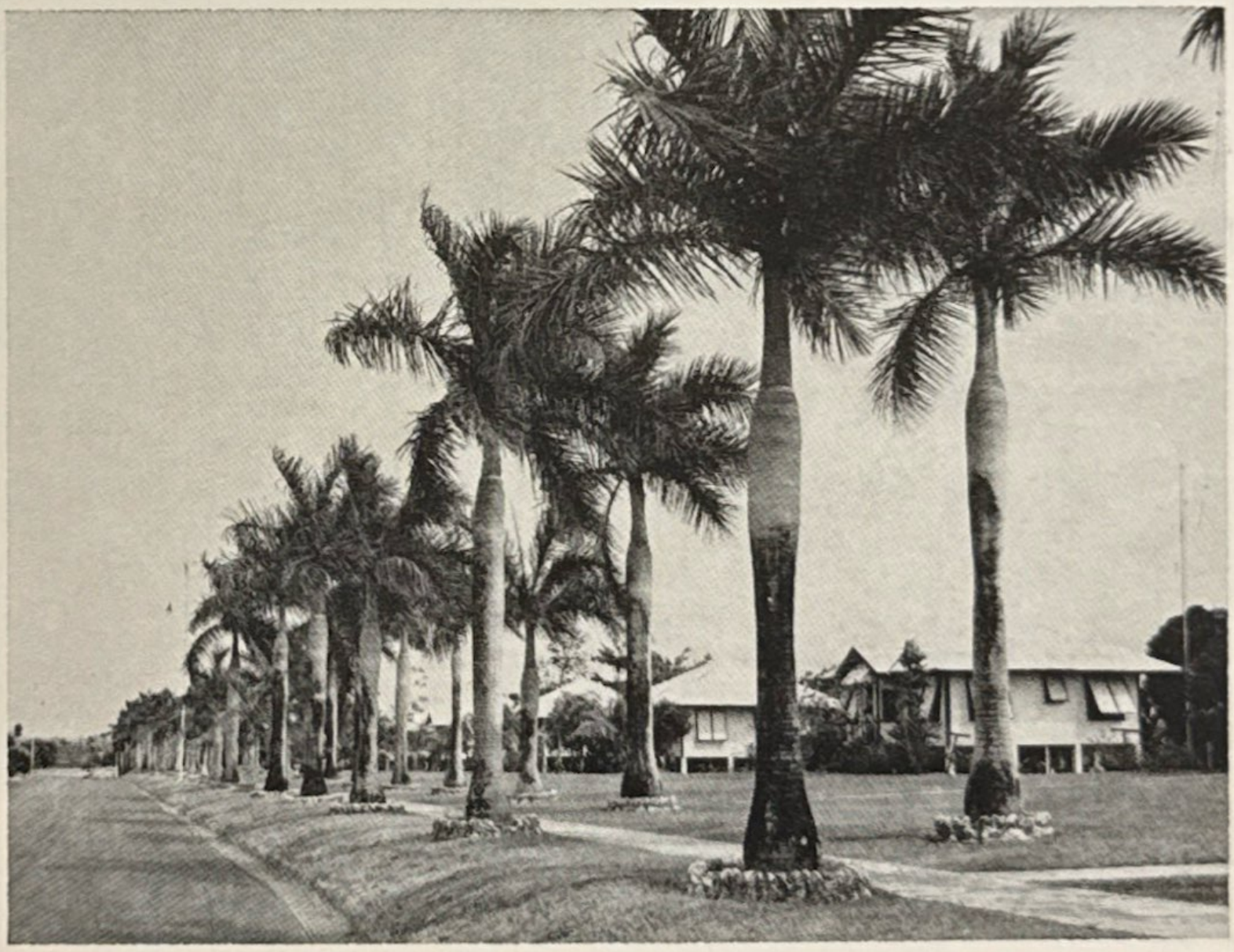
It is now possible to find many of the goods and services you need in stores in the towns that adjoin many operations.

As it continues, this new development will offer employees a chance to live much as they would in Caracas or in the United States. It will give them the chance to choose the sort of home they will have and the places they will go for their shopping, for recreation and for worship. It will open up new avenues of opportunity for community activities and interests.

Because of these advantages to employees, and because it is good for the country that our people be integrated into local and national life, the company has helped to stimulate the development of these new communities. They are certain to grow, and will gradually replace the camps that have been the focal point of living in the field for a number of years.

The comments that follow, however, refer primarily to housing and services provided by the company, since at the present time this is still the way the majority of our employees live. This section does not have to do with life in Caracas and Maracaibo, which are cosmopolitan cities. Sections on those locations follow.

A palm-lined avenue of staff houses at Quiriauire



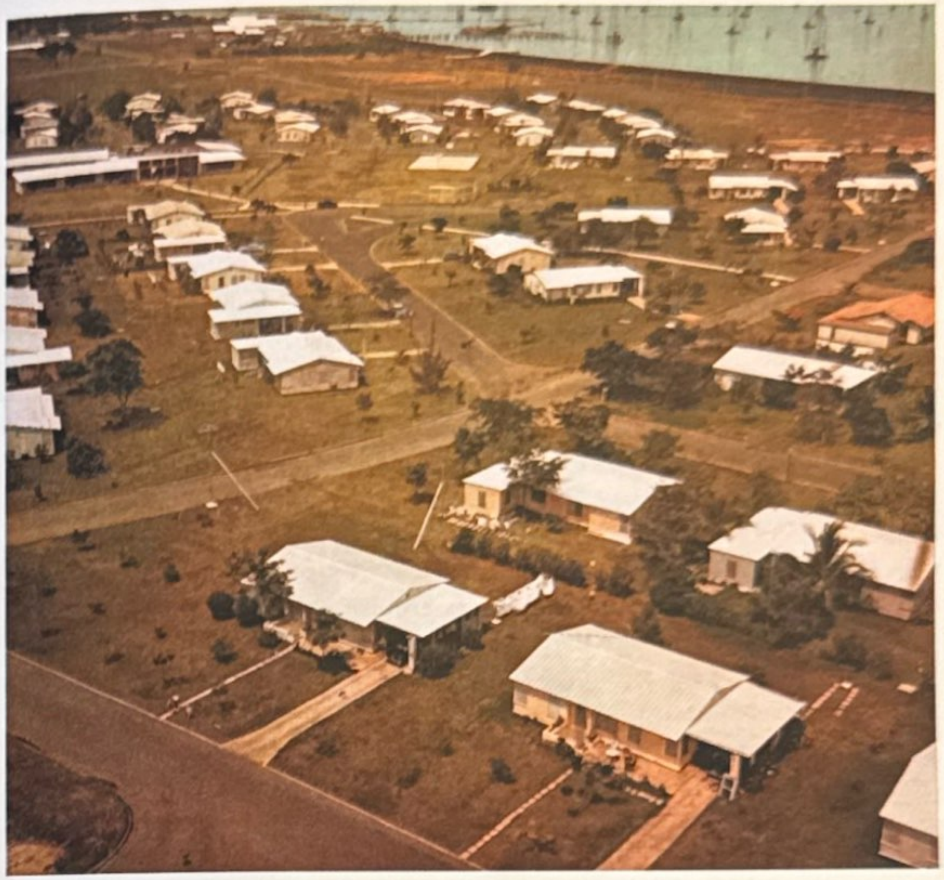
Communities of company-owned housing have the appearance of small residential developments, with good streets, lights, grass, trees and flowers. Company offices and shops are close by, as are such facilities as the school, the bachelor housing, and the club.

Three of these communities provide for roughly 100 staff employees each — namely Lagunillas, Quiriquire and Caripito. Jusepín has half that number, and San Joaquín around 20. The bigger locations are Tía Juana with some 165 staff employees, La Salina with over 180, and Amuay with over 200. Counting dependents, the staff population would be three or four times this.

The company houses are modern, comfortable homes of a variety of two bedroom and three bedroom designs. The size of family is considered in house assignments, but there is such a shortage of housing in all areas that the company can not guarantee the employee a choice in size or style of house.

In fact, the pressure of expansion in the Lake Maracaibo area has forced the use of some Quonsets and other temporary dwellings. Such housing assignments are made for an indefinite period at the present although progress on outside community housing will help relieve the pressure.

At Amuay considerable progress has been made in the construction of permanent family housing and the temporary facilities there are expected to be replaced. Some Quonsets are still in use there but have been specially built to be quite comfortable. They have two or three bedrooms, some with maid's quarters attached. The rapid development of housing in outside communities near Amuay is also helping to remedy the housing shortage.



Senior staff housing at Tía Juana





Other styles of staff housing at Amuay and La Salina

You may rent either a company house or one in an outside community. In either case rents will range from around $135 to $200 a month, with the average around $165. In addition there will be charges for electricity, gas, water, and garbage disposal.

In the permanent houses a typical layout will provide a combination living-dining room about 14′ x 23′. The bedrooms average 12′ x 12′ plus a closet. Kitchens average 9′ x 12′ and have gas or electric stoves, plus the hot water heater.

Houses come unfurnished, except for kitchen range, automatic hot water heater, and the light fixtures. You provide your own furniture and take care of all minor maintenance of the house and grounds. People find they need the same amount of furniture and household items as in the States.

Costs in the country are higher and the selection is not as great. Electrical equipment is operated on the same 110 volt, 60 cycle current that is customary in the States (excepting Caracas which has 50 cycle, 110 volt current). Television sets can be used at Amuay Bay (as at Maracaibo and Caracas).



Views of staff housing at Tia Juana and La Salina show trim lawns, curbed streets, utilities





Rattan furniture and bright draperies, adapt well in the field. Note short wave radio at left



Built for temporary use, Quonset-style staff homes have been attractively landscaped and designed to provide ample living space

Provision For Bachelors

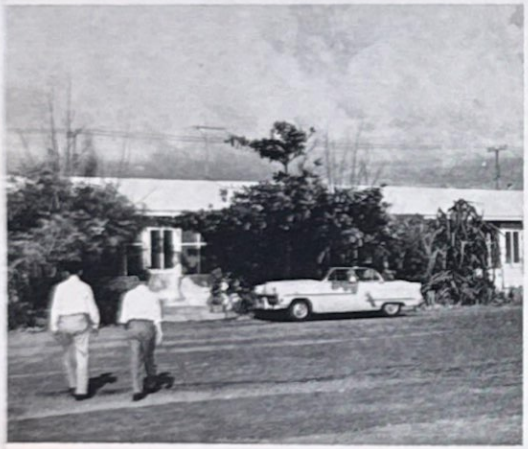
Men hired for the first time come without their families pending arrangements for housing. (See Page 72). Bachelor housing is provided at all camps. Accommodations vary considerably; a few dormitory-type are still in use. For the most part, however, bachelors live in houses for 4, with one man to a room, with a common living room and private or semi-private bath. Often a pantry with refrigerator is provided. Basic furniture is provided, but some wish to add their own refinements.

Bachelors pay a monthly rental charge that includes all utilities. Room service is available if desired. This includes supplying bed linen, towels, making beds, and cleaning and dusting.

Dining facilities are maintained convenient to the housing area. These are operated by concessionaires or where necessary, by the company. Meals can be paid for individually, or a substantial saving is possible on a monthly fee basis. The meals are wholesome and appetizing, and are under the supervision of experienced stewards.

Bachelors may prefer to eat outside camp, and good public restaurants are increasingly available. Some men have developed the facilities to operate with cooks of their own. Bachelor services may be discontinued as outside services become available.

Members of families may eat in the dining hall at per meal rates.









Modern supermarkets are in many Creole areas... at left, Maracaibo, at right, Amuay

Good Food Is Near At Hand

Food is generally readily available in privately operated stores. Where these are not available, company commissaries stock several hundred items for the convenience of company employees. Fresh fruits and vegetables are available there, and on the outside. Frozen fruits and vegetables are also generally readily available. Beef of local origin is plentiful and costs about the same as in the States. Pork and lamb are relatively scarce and expensive. Fresh fish is available in certain areas. Most of the types of staples used in the States are available. The pasteurized milk compares favorably with U.S. standards.

Outside supermarkets are just beginning to develop. One now in La Salina and one in Amuay compare favorably to those in the States.

Prices for food are difficult to compare, but you can anticipate paying 100% to 150% more for food in Venezuela than in the States. This is one of the phases of the higher living costs here.

Domestic help is usually available in all company installations. Much of this help is inexperienced and thus needs training. A cook gets from $45 to $70 a month; for $35 to $45 you get a person as nursemaid, housecleaner and/or laundress. Pay is somewhat higher in Caracas. Subsistence is also furnished the domestic help.



Staff school children learn in two languages... the school at La Salina

Schools for Children

The company operates elementary schools through eight grades in each permanent field installation. Instruction in these schools is in both Spanish and English, and is given by well qualified teachers with college degrees and teaching experience. Many of these teachers are young women from the United States, others are fully qualified Venezuelans. Under this program children of both overseas and Venezuelan staff employees have a chance to learn another language than their own.

The curriculum follows the subject matter customary for elementary schools in the United States and qualifies for entrance into American high schools. Our graduates make good records in their secondary education in the States.

A new student entering a staff school from the United States, who knows no Spanish, is placed in his regular grade and studies the same subjects as in his program in the States. He will be tutored in the Spanish language and the other subjects studied in it until he is ready to take those subjects with his regular class.

After completion of the first eight years, children of overseas personnel usually go to the States for high school and college. Four-year high schools with instruction in English and curricula qualifying for college entrance in the States are not available in any field

area. Children under 22 receive one round trip a year at company expense to attend a full-time high school or undergraduate college of recognized standing in the U.S. or Canada, or countries in the Caribbean outside Venezuela.



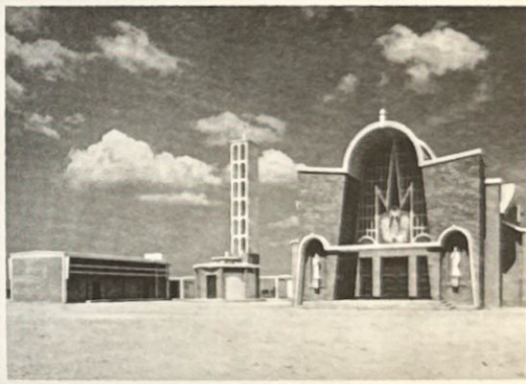
Between classes at Amuay staff school

Churches

Church facilities in Venezuela are quite readily available for those of Roman Catholic faith. Non-denominational church services and also Sunday School services are conducted in most company field areas. These are held in English.



The church near Lagunillas



A new church, at Judibana near Amuay



Sickness occurs in Venezuela just as in the U.S. There are some tropical diseases but these are rarely found within camp areas; their avoidance requires merely simple routine precautions. In general, the health conditions of our employees are excellent and they have lower sickness rates than comparable groups in the U.S.

For any occupational injury or illness sustained by an employee in the line of duty, the company provides all treatment its facilities permit and when this is insufficient provides top-notch outside treatment. The expense is paid by the company.

Excellent medical service is provided at each permanent field area. As far as facilities permit, medical care and hospitalization are provided to all field employees without charge. This does not include care which requires outside specialists.

Families of overseas employees are also provided out-patient service, without charge, to the extent of the facilities of the regular medical staff. A charge is made for obstetrical cases and operations, and for daily subsistence when family members are hospitalized in company facilities.

Company physicians and nurses are Venezuelan. They have received excellent training; many of the doctors have also had periods of graduate training in the U.S.



The clinic at Quiriquire

Hospitals at Caripito and Maracaibo were originally built by Creole. They are now operated not by the company but by the Society of Catholic Medical Missionaries. The hospital at Caripito has 100 beds; at Maracaibo there are 120 beds. Both establishments are well equipped. Amuay and the districts on Lake Maracaibo use the Maracaibo facility. The one at Caripito serves company personnel in the East. Amuay also uses a nearby government hospital.

The company's public health organization carries on a health promotion and disease prevention service. This includes inspection to insure a pure water supply, inspection of sanitation, and preparation and procurement of food. Insect control is highly effective. Through the use of modern public health control measures and the use of DDT, sanitary conditions are maintained and the incidence of transmissible diseases among company workers is kept low — actually much lower than some of the southern portions of the U.S. where climatic conditions are similar.



This modern hospital at Maracaibo is quickly available to company personnel in the west

There are many ways to find recreation in the permanent field installations. Opportunities for entertainment and recreation vary from one location to another, but there is always a variety of ways to satisfy the interests of every member of the family.

In some areas there are employee clubs using facilities the company has built. All overseas personnel and others living in the senior staff community become members by the payment of monthly dues.

In some camps there are newer and more elaborate facilities built by a cooperative association formed by the members. This type of country club requires its members to buy a share in the property — these shares are currently available at around $300 each. Also there are monthly dues. There are no company club facilities where these newer country clubs exist. There is no problem in selling your club share upon transfer or separation.

These clubs are centers of community entertainment. Their facilities usually include tennis, swimming, pool, billiards, ping pong, and in a few locations there is bowling. Most have snack bars and a few have restaurants. The open air swimming pool available at most clubs is used by all members of the family.

Movies are available at least two nights a week, with both English and Spanish films.

Dances, outdoor suppers, bingo parties, and informal affairs in homes and at the club are frequent.





Clubs, like the one shown at Tía Juana, are centers of staff social life. Golf and swimming are enjoyed the year round



A Variety of Sports

All the major permanent locations have a 9-hole golf course nearby. Those at Jusepín, Quiriquire, and Caripito benefit by the climate and are green and have plenty of grass. The one at Amuay is "desert" style, but challenging and typical of the enthusiasm of the people there to create an opportunity for sport. Two of the three along Lake Maracaibo use oiled sand greens; the Tía Juana course has grass greens. Golf courses are operated separate from employee clubs and have monthly dues.

Baseball is quite popular in Venezuela. Many camps have ball fields equipped for night use.

Fishing in Lake Maracaibo is rather good. It is mostly bottom fishing from oil well platforms. Deep sea fishing off the coast of Amuay brings good results both from trolling and bottom fishing.

A fishing party boat is often available at Amuay. Fresh water fishing trips into the Andean mountains have been popular.

The Need For a Car

Just as in the States, most employees and their families depend on their cars to get around socially, do errands, travel, and so on. Some of the leading American makes are now assembled in Venezuela. Many European cars are now in the country. There are buses in a few locations and taxis almost everywhere. Most overseas employees have their own cars and find excellent use for them.















Planning Purchases of Clothing

Shopping for clothing is quite limited in the field areas. Maracaibo and Caracas, of course, have well-equipped modern stores, including some of the department store type. Maturín also has some general shopping facilities. However, because of the problem of reaching stores conveniently, and the fact that prices are usually lower in the U.S., most clothing purchases are made when poeple are home in the States on vacation.

This emphasizes the importance of planning clothing needs in advance of coming to Venezuela. Choice of clothing is influenced by temperature, the availability of dry cleaning service, and by custom. In Caracas light-weight tropical suits are most satisfactory for men in the daytime. At night some prefer spring-weight clothing, including a dark suit for all but the rarest "formal" occasions. White clothing is not worn in Caracas.



For women, the Caracas clothing requirements are similar to those of mild summer and spring. Dark clothing is worn frequently in the evening.

In the field areas the emphasis is on washable cottons for every-day use. White may be worn in the field if desired. Most field area employees prefer to work in short-sleeved shirts of cotton or synthetic







fabrics. Coats and ties are not worn in offices in the field. Ties and white shirts are common in the Maracaibo offices. Coats and ties in Caracas.

Many have asked for a suggested list of clothing to bring to Venezuela for a two-year supply. Such a list is included in a separate information sheet. It is a minimum and should be altered to suit individual preferences. Note also that you may need to plan on a stay in Caracas for Spanish instruction.



Custom duties are very high on new clothing, therefore it is essential for customs purposes that your clothing and shoes show that they have been worn. Washable items should show that they have been laundered. For further information, see Page 74.

At Amuay employees wear khaki or light-weight washable trousers. Men like long-billed sports caps because of the wind; for the same reason women need light scarves for their hair. Light wraps are needed for outdoor movies and evening activities. Light spring coats for women and regular suit coats for men usually suffice. Sun glasses are desirable.

Much of the foregoing applies wherever you work in Venezuela. Some additional information is given here about living in Caracas or Maracaibo, or for those assigned to roving field parties.







FIELD PARTY ASSIGNMENTS

Roving geological or geophysical field parties usually have a six weeks tour in the field, followed by one week in the Caracas office. The families of these men live in Caracas. The men receive the 5% additional living allowance for assignment to Caracas.

These assignments are essentially an outdoor life, with living in portable camps and without the usual recreation facilities. The typical group consists of technical and supervisory personnel, with some supporting personnel, including a first-class cook. Automotive transport is used so long as feasible.

The camps are equipped with portable electric light plant, refrigerator, radio, the best in food, and are furnished with all conveniences possible under the circumstances. Overseas employees are charged for subsistence and laundry (but this is reimbursed through expense account for charges actually incurred since they are away from their established homes.)

Field party assignments for recently graduated geologists provide a one-year training period with work in surface geology, subsurface geology, photogeology, geophysics, and some laboratory experience.



Drilling for seismographic tests in the Guárico region



A field party relaxes for lunch



Placing a charge in a seismographic survey



LIVING IN MARACAIBO

This is a cosmopolitan city of 300,000 and the second largest city of Venezuela. Its hot and sunny tropical climate is refreshed about 8 months of the year by the Caribbean trade winds.

Housing

Employees rent their houses or apartments in privately-owned facilities of the city. Unfurnished apartments are usually available without too much delay, but houses are more difficult to obtain. Rents start at $200 to $250 a month and may go higher for those who need bigger space or wish to be more selective. Modern construction is moving in rapidly and replacing the old-world Spanish flavor. Window air conditioners are popular and useful. Electricity is 110 volt, 60 cycle.

The company once owned a number of houses in Maracaibo, but these have now been sold or rented and the people are better integrated now with the community. A few bachelor quarters are still in use (under similar terms to those in the field), but those who wish may find their own accommodations in town. No dining facilities are maintained.

Schools

There is an excellent English-language private school in town which covers from kindergarten to the ninth grade. Instruction is by experienced American and Venezuelan college-graduate teachers and is bilingual as in field activity schools. The company helps finance the tuition cost with the net cost to parents being $30 a month for one child; $15 for a second; and $7.50 for each additional child. There is an annual charge of $18 for books and supplies.

Medical Facilities

The company maintains a clinic which provides employees with outpatient treatment and consultation without charge. All other medical attention for the employee or his family is at his own expense. The company has a Group Hospital and Surgical Benefit Plan for employees. There are good doctors and hospital facilities readily available in the city.

Recreation and Shopping

A club is available to employees with swimming, tennis, movies, dances, and its own snack bar and cocktail lounge. Maracaibo also has a country club with a golf course and a yacht club. There is professional baseball and horseracing.

Food is available in supermarkets; clothing in numerous stores. The temporary 5% cost of living allowance is paid all overseas employees during periods they may be regularly assigned here. This allowance is only paid in Caracas and here, and is dropped when an employee is transferred away from these cities.





LIVING IN CARACAS

The Caracas office is a well equipped modern structure readily accessible by car and bus. The top officers of the company are here, excepting for a smaller group in New York. Numerous overseas employees of Creole and other companies make Caracas their home.

Caracas is one of the most highly publicized cities of the world, partly for its beauty, and for its remarkable growth. There is no need for the company to build housing here; both homes and apartments have been developing most rapidly.

Housing

Modern, attractive apartments are readily available in Caracas, and homes may also be rented, although they are more scarce. Rentals in the neighborhood of $250 a month for a 2-bedroom apartment would be about average. Some apartments can be obtained as low as $165; homes run $300 and more. Utilities average an additional $45, since electricity is quite expensive. Electricity is 50 cycle, 110 volt and therefore 60-cycle clocks and phonographs must be adapted for use. Other rotating electrical equipment operates more satisfactorily if designed for the 50 cycle current.

It is normally necessary to furnish your own kitchen stove. Bottled gas is available and is cheaper than electric cooking. There is no company dining hall or commissary in Caracas, but stores, places of recreation, transportation and services of all kinds are readily available.

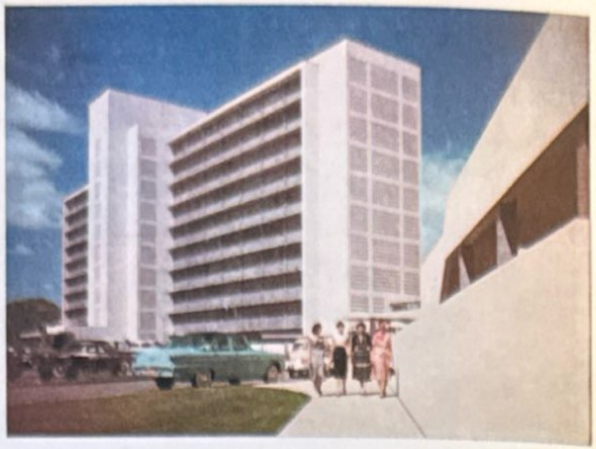
Bachelor accommodations, plus board and laundry can be estimated at $180 to $240 a month in private homes and boarding houses. Small furnished or unfurnished apartments are available.

Schools

Although there are a number of choices of Spanish schools, most overseas families are interested in either of the two schools that include instruction in English. The Campo Alegre School is a modern institution for 400 children, teaching the eight primary grades and one year of high school. Bello Monte School has a high school program of four years. This program is accredited for colleges in the States.

Campo Alegre teaches some of its courses in Spanish as mentioned earlier for company-operated schools in the field. Its tuition charges are somewhat higher than the following figures, but the employee pays the full charges and then is reimbursed by Creole so that his costs come out to $30 a month for one child; $15 for a second; and $7.50 for each additional child.

Bello Monte is a private school operated by the Presbyterian Foreign Mission. Its program also includes a grade school conducted entirely in Spanish.



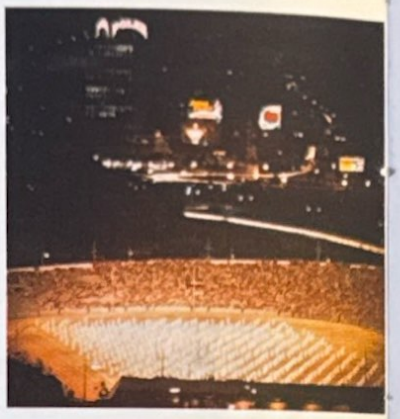
Edificio Creole, Company headquarters



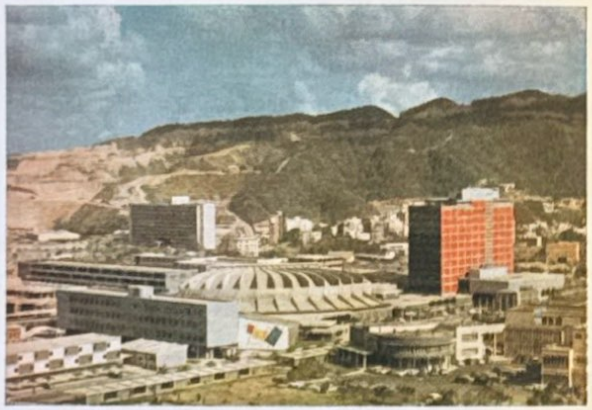
Centro Bolivar, called "the twins", typifies this modern city



A midday scene in one of Caracas' many shopping sections



A night exhibition in Olympic Stadium



University City, college campus and cultural center

Medical Facilities

Medical facilities are considered good but fees can be expected to run about 50% higher than in the States. The company maintains only a clinic which provides employees with outpatient treatment and consultation without charge. All other medical attention for the employee or his family is at his own expense. The company has a Group Hospitalization and Surgical Benefit Insurance Plan to help employees meet such costs.

Churches

There is adequate opportunity for religious activities in Caracas. A non-denominational American Church has been established in a modern building and has Sunday School, church services, and other activities — all in English. Catholic churches are in all parts of the city. The one in the suburban Las Mercedes section has some of its activities in English.

Entertainment

Caracas is rich in entertainment possibilities. There is horse-racing, bullfights, professional baseball, big-league soccer, the finest in movies, stage and concert appearances, television on three channels, excellent restaurants, and points for sightseeing. There is swimming in the sea, on either side of La Guaira.

There are a great many riding clubs, tennis clubs, and golf clubs. Many employees and their families enjoy the exercise and social life that centers on their club. Costs vary, up to a rather substantial figure for the purchase of a membership in one of the two golf clubs. Shares in clubs can often be rented more economically than bought. Additional clubs are available or being built about 30 minutes outside the city and membership and dues are less expensive.



THE PROCESS OF GETTING TO VENEZUELA

Creole wants to help its new employees with the many questions and details involved in moving to Venezuela. The well-equipped office in New York City assists in facilitating this. In addition, representatives of Creole are stationed in Miami and New Orleans to assist employees and their dependents any time they enter or leave the country through those ports.

All company employees and their dependents are met at the ports of entry into Venezuela and assisted by company representatives.

The airport at Maiquetía connects Caracas with the world by many airlines



Get started early on your passport application. Remember that it takes an average of three to four weeks to secure a U.S. passport and clearance from the Venezuelan Government for a visa to enter the country. You will be notified promptly when your passport and visa have been received by the company.

At that time you will be asked to indicate the date you will be available to leave. Your salary will start on the date you leave your point of departure on instructions of the company.

The company pays for your travel to Venezuela with a reasonable allowance for incidental travelling expenses. The company will pick the route and the method of transportation.

Expenses to which you are entitled include actual costs of tickets if purchased by you, meals, tips and incidentals while in transit to the port. You receive a fixed daily allowance for living expenses at the port of exit for an approved stop-over period, plus reasonable baggage and taxi expenses. Your transportation is paid to Venezuela and within the country to your place of employment. You are also entitled to the cost of pre-employment medical examination for you and your family, required inoculations, cost of your passport, passport photographs, etc.

Products for Caracas are pumped over the mountains to the city from this coastal terminal at Catia La Mar



Sorry, We Have a Housing Shortage Too

New employees come to Venezuela without their families. Later, your immediate family is entitled to the same travel and expenses as you receive. The delay is largely due to housing shortages.

The rapid growth of the company's operations in many areas has made it quite important that families not arrive until suitable housing is available. Even in the bigger cities some delay in finding accommodations is usual, so the company policy is uniform to all.

Help on Extra Living Expenses

The company tries to keep this period of separation as short as possible. In view of the fact that you have added expenses in maintaining two locations while separated, Creole will reimburse you some of your living expenses in Venezuela until your family can join you.

In Caracas or Maracaibo, this reimbursement is for a period of two months and covers actual expenses up to $300 month. This period of time will permit you to attend Spanish school and find housing.

In field locations where the company maintains senior housing you receive living expenses up to $225 a month until housing is made available to you or your family can join you. Usually housing is made available to allow sufficient time for family travel and for furniture to be delivered from your point of origin.

As soon as action has been initiated on your family's travel, the company will assist your family with all arrangements for travelling and for shipping furniture and household effects.



Creole has extensive water-borne operations and equipment. A high speed launch carries personnel from shore to producing operations

An Important Note

Impending departure for an overseas assignment naturally absorbs most of one's attention and enthusiasm, but it is important not to neglect your personal affairs which will continue to be conducted in the U.S.; your property, obligations, and personal business matters of all kinds. Some employees, for example, realize only after they have left the United States that they should have executed an up-to-date will. A will should be drawn only after a review of your entire financial and family situation, with appropriate legal advice. Often this means that you should have the assistance of an estate lawyer familiar with the tax probate laws of the State where your property is and where the will would be probated. Such assistance is not available overseas. All new employees should consult their personal attorneys on these matters before departure for Venezuela.



A tug brings an empty tanker to its berth

When you come down the first time you will probably be travelling by air. The usual 66 lbs. baggage allowance may not be sufficient. The company will pay for an additional 55 lbs. by air.

If you ship things like trunks by boat you should take enough with you to allow for several months due to possible slow movement of water freight.

Generally speaking you should bring with you or ship the personal effects that you have found you need to make for comfortable living at home. You will find that you have much the same use for them in Venezuela. However it is important that the things that you bring along are clearly for your personal use, or they might be subject to customs duty. With respect to clothing, it is worthwhile to have it laundered or give other evidence that it is intended for your own personal use. Also, pharmaceuticals should only be shipped in single, partially used containers.

There are certain types of items that should not be included in your shipment under any circumstances, such as firearms, and others which can only be included if they meet specific requirements of Venezuelan custom regulations. Detailed instructions in this connection will be furnished you by the Creole offices in the United States before you pack your things.



At Amuay,
silvery refinery towers . . .

A new overseas employee is entitled to one shipment to Venezuela of his household effects and his furniture (in addition to personal effects mentioned above). There are numerous details on this which are furnished you at the time. Essentially, the policy provides that the company pays packing, transportation, insurance, unpacking, loss or damage, and customs duties — so long as the shipment is reasonable in size and composition. Prior company approval is needed, and you need to submit a list of items to be shipped. One reason for this is that there are certain items which, if brought into Venezuela in unused condition, have extremely high import duties.

In general, employees find that they can bring their normal possessions and the things they need to be comfortable — and can do so at no cost to themselves.

On your move to Venezuela the company pays the costs for moving your household effects and furniture. It also will reimburse you for some of the costs of setting up your new household such as connecting and converting appliances, screening, and similar items to a maximum of a half month's salary.



. . .and cavernous earthen
crude oil storage pits

Bringing Your Automobile

Employees who wish to bring an automobile must pay for this themselves. Many have done so, since the cost of an equivalent car in Venezuela is usually higher than the U.S. price, plus what you would pay in freight and import duties.

For lighter cars such as Fords, Chevrolets and Plymouths, you may anticipate transportation and customs charges of a minimum of $600. These rates increase rapidly on larger cars. Licenses and permits are expensive in Venezuela — approximately $60 a year. Driver's licenses vary in cost but are much higher than in the States. Your U.S. driving license will be useful in getting a local license. Bring the bill of sale on the car or other proof of ownership for registering the car.

Many find it advantageous to purchase automobile insurance coverage after arrival in Venezuela.

If you plan to take your car, please ask the New York Office for instructions and they will aid your shipment.

All these detailed comments may make you feel that the process of getting to Venezuela and getting settled is a complex one. Actually, it works quite smoothly and hardly a day goes by but what a new Creole overseas employee makes this switch and takes it in his stride. Many around you will have had the same experience and can help you in your new surroundings.

THE DECISION IS YOURS

Your decision to work in Venezuela with Creole is an important one for both you and the company.

It calls for careful thought.

Almost inevitably a small percentage of those who go abroad do not adjust to foreign service. This is unfortunate, since short service abroad is a loss to the company and particularly to the individual in terms of his time, opportunities and finances.

Before you make all the plans and the substantial purchases for clothing and household furnishings, consider all of the factors mentioned in this book, the differences from things back home. These things make the initial period of adjustment a problem to some people.

Remember, though, that Creole people have made their homes abroad for many years and have found the experience and life pleasant and rewarding. They have not focused their aim on higher incomes — such things are partly offset by higher living costs or different living standards. Instead, these people have found for themselves and their children a life they like with broader knowledge of the world, its languages, and its customs.

Employment with Creole in Venezuela should not be thought of as merely a short-term experience, or just "a place to work". A man thinking in these terms is not likely to stay long. This is a career assignment — not just a stepping stone for transfer to the United States.

If you are able to think of Venezuela in terms of your new home, we are sure you will enjoy this life. It will make of your career an interesting and exciting experience.

The outlook for Creole is one of growth and vigor. If you seem to fit into that future, there will be much of interest ahead.



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Your children who study in high schools, colleges or universities outside of Venezuela are also entitled to one round trip per year at Company expense until they reach age 22. These trips do not have to coincide with vacation travel of you or the rest of your family.

Foreign service school teachers have annual summer vacations, with pay, lasting about three months. Travel expenses paid by the Company are exactly the same as those described above for other foreign service employees. Most teachers prefer to go to their country of origin every year, in which case the expenses are based on air travel.

Since changes in conditions and legal requirements may make it necessary to modify any of the rules, regulations of working conditions described herein, the statements made are not considered permanent or irrevocable. However, continued faith in the fairness of this company has been warranted in the past, and we fully expect to merit this faith in the future.

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CARIBBEAN SEA
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