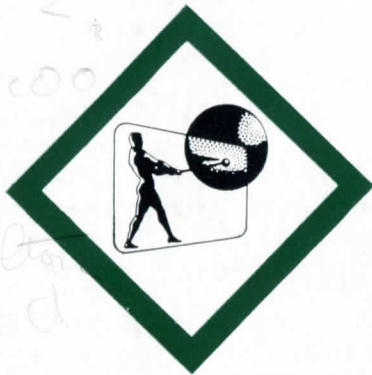


1940 BAF
Willes Brewery.
90 people.

RPI

1964 Rank Z
employees 2000



Clester Carlton
designed

Selenium

Nylon

Paper should not touch drum

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Telephone: VICToria 6633

Printed in England by Tillotsons (Bolton) Ltd., Bolton and London.



NOW YOU ARE JOINING US

An introduction to
The Rank Organisation and
an outline of benefits
and welfare services for
its staff employees

Section 1

THE RANK ORGANISATION

Once the Man with the Gong was known only through films. Now he is the hallmark of quality for a wide range of products and services in the fields of:

FILMS LEISURE INDUSTRY
XEROGRAPHY EDUCATION

Throughout the world, people are using Rank Organisation scientific equipment, xerographic copying machines, language laboratories, radio and television sets, X-ray units, precision measuring instruments, radio telephones and a host of other products calling for the highest standards of craftsmanship.

In the 1965 financial year The Rank Organisation's total sales were £127,147,000, of which over one-fifth was exported.

The Company employs some 45,000 in 17 Divisions with offices in almost every country of the world.

The Rank Organisation was born of a determination that the British film industry should survive and prosper. For thirty years, and during the period of expansion into other fields, it has continued to fight for those same ideals.

Today, it produces films at Pinewood—the most up-to-date and best-equipped studios in Britain—finances independent productions, operates the first and only world-wide British film distribution network, manages some 330 Odeon, Gaumont and other cinemas in the United Kingdom, and controls or operates in partnership over 600 cinemas overseas.

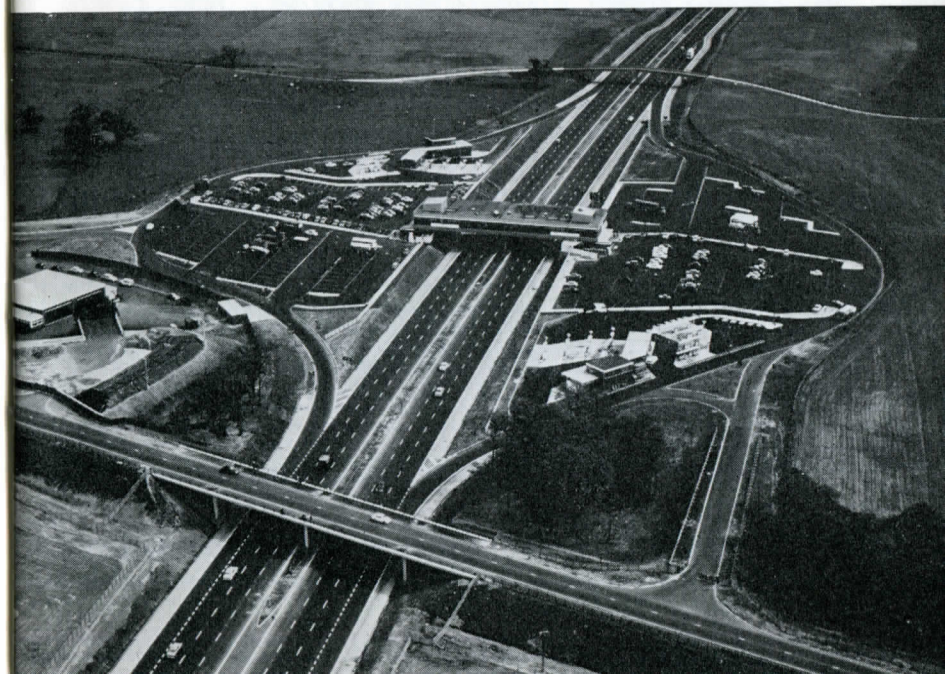
After the war, people used their increased prosperity to enjoy new kinds of entertainment and relaxation. The home itself also became more comfortable and television arrived to end the cinema's monopoly of screen entertainment. Good food, motoring and holidays abroad were additional rivals for the 'leisure pound'. The combined result was a steady decline in cinema-going—a challenge which the Company, under its Chairman John Davis, met with a three-fold plan. The

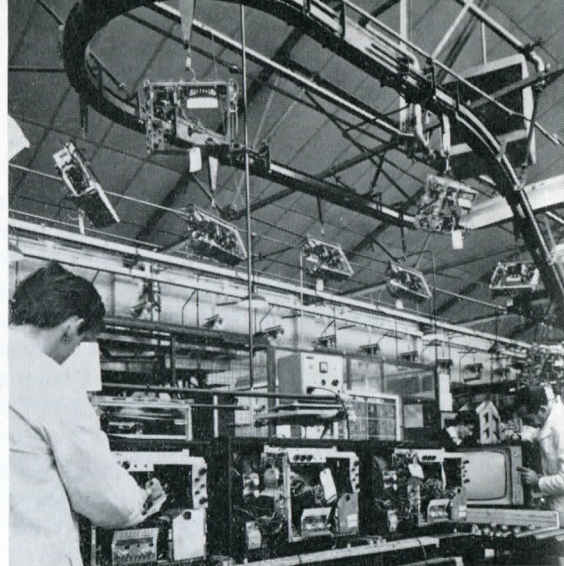
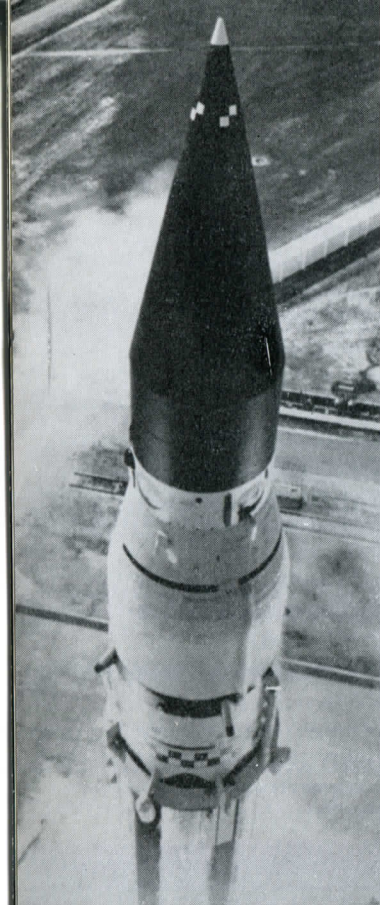
Organisation's cinema interests were rationalised so that they could continue to operate efficiently and profitably. The scope of its activities in other entertainment fields was broadened to match new tastes. Its manufacturing activities were developed to meet the growing demand in the leisure field—notably cameras, projectors, television sets and radios—and to provide industry with a wide range of electronic equipment and precision measuring instruments.

Each new activity was planned to grow logically out of an existing operation. The Company's traditional interests in the cinema had given it a broad understanding of the public's leisure needs and a highly-developed sense of what constitutes 'good service'. It now began to apply this 'know-how' to meeting the public's new requirements.

In the ten years following 1945 the number of cars on the roads had more than doubled, and was forecast to double

An aerial view of The Rank Organisation's Service Area on the M6 at Knutsford, Cheshire, which opened on November 15th, 1963.

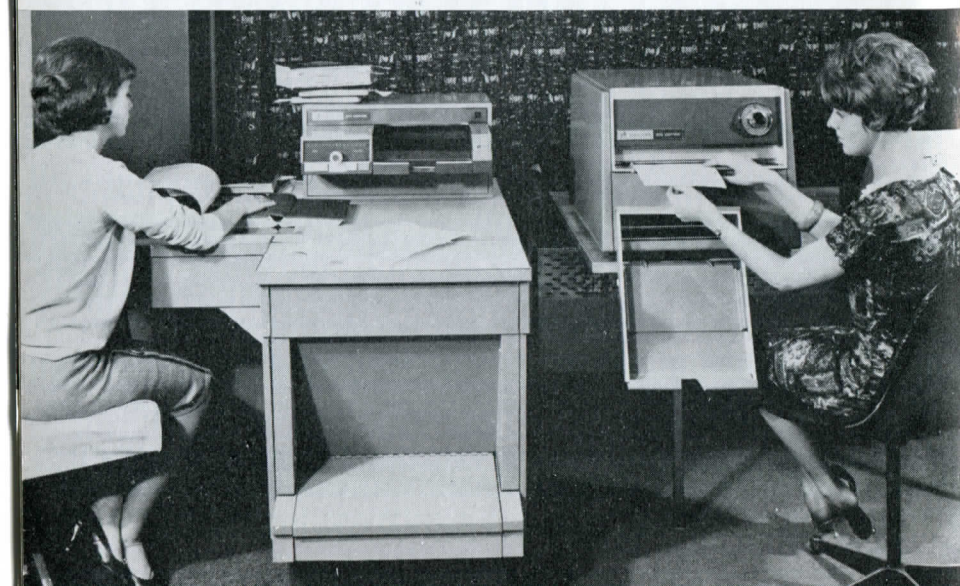




LEFT Essential components of the American Saturn I rocket were tested for accuracy to a millionth of an inch by measuring instruments of Taylor Hobson.

ABOVE A conveyor belt system at the Bush Murphy factory, Plymouth, has brought production to a high pitch of efficiency, and the continuous flow of chassis along the work benches ensures that assembly is completed with economy.

BELOW Rank Xerox office copiers, 914 (left) and 813 (right), provide a unique electro-static process for producing facsimile copies of anything printed, typed, written or drawn—on ordinary unsensitised paper.



again by 1965. Accordingly the Company began to prepare for what is today the **Hotel Division**, with its network of motorway service areas, hotels, holiday inns and restaurants in this country and on the Continent.

The Rank Organisation was among the pioneers of tenpin bowling in Britain, and is now the biggest single operator of this new family sport. At the same time the Company was developing new and more attractive ballrooms and dance clubs. These activities, which also provide outstanding facilities for conferences and public receptions, are under the control of **Dancing and Bowling Division**.

Earlier, the need for cinema equipment had led The Rank Organisation into the manufacture of projectors, screens, seating and theatre furnishings, and ultimately lenses.

To do this it developed or acquired a number of specialised subsidiaries. Among these was **Taylor Hobson**. The precision measuring instruments which this company developed to ensure the quality of its own products found a world-wide market in the post-war years of rapid technological expansion. They are used in the space and other research laboratories of both the United States and the Soviet Union.

A lens is also one of the key components of a Xerox machine, which produces permanent copies of letters and documents on ordinary paper. A further logical link in the chain of activities was thus established with the formation in 1956 of **Rank Xerox**. This Division, jointly owned with Xerox Corporation of Rochester, New York, today manufactures and markets office copying machines for all territories outside the Americas. The growth of **Rank Xerox** has been described as 'explosive'—its turnover has risen from £1,130,000 in 1961 to £26,933,000 in 1965.

The Rank Organisation's early interest in electronics stemmed from sound reproduction in cinemas and from its ownership of Bush Radio. This company consolidated its position with the acquisition of Murphy Radio. **Bush Murphy** enjoys a high reputation for quality in the manufacture of radio and television receivers. It is also in the forefront of colourvision development, and has produced a

major proportion of the colour equipment in use by the B.B.C. and G.P.O. in preparation for the forthcoming colour television programmes. Colourvision equipment from the Division is already in use in television studios in other parts of the world.

Bush Murphy's other products include automation and control equipment, communication systems, and electro-medical equipment.

Among hi-fi enthusiasts, the name of **Wharfedale** is world-renowned. More than half of its production of loudspeakers is exported, mainly to the United States.

Home and Leisure Service, with nearly two hundred shops in the high streets of Great Britain, rents and sells TV and radio sets and electrical equipment for the home, and provides interference-free radio and television relay service in many areas.

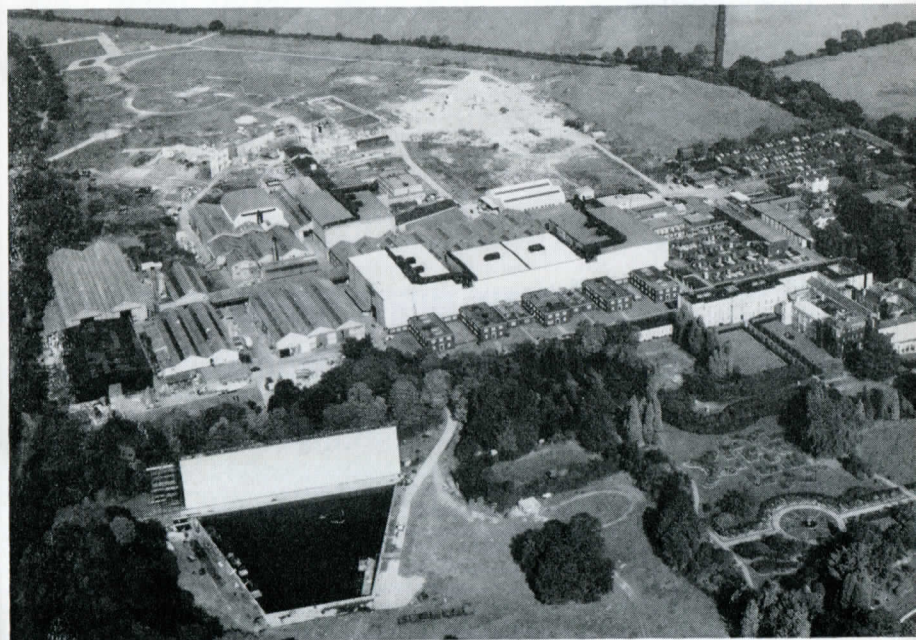


This Home and Leisure shop at New Cross, London, is one of nearly 200 throughout the country offering the finest selection of television sets, radios and domestic appliances for rental or sale.

Through its film library, The Rank Organisation has long had an interest in education. Its **Audio Visual Division** is now fast becoming one of the world's most comprehensive suppliers of teaching aids, such as teaching machines and language laboratories.

This Division also markets a wide range of cameras, projectors, screens and accessories, and processes and prints colour films for amateurs and professionals.

The Divisions are supported by various **Central Services**, which include specialised departments covering marketing, personnel, property and insurance. The centralisation of these specialist functions avoids duplication of effort, and ensures that uniform methods and standards of efficiency are maintained.



An aerial photograph of Pinewood Studios at Iver, Bucks, occupying 100 acres and set in beautiful wooded countryside. In the foreground is the "tank" for filming water scenes and on the other side of the studios is the main lot for building exterior sets.

Section 2

FINANCIAL BENEFITS and WELFARE SERVICES

This section outlines the financial benefits and welfare services available to staff employees of The Rank Organisation.

The brief details given below are meant only as a general guide, and are not binding on you or on the Organisation, nor do they supersede any local arrangements which may be made from time to time. Further information can be obtained from your local Personnel Officer.

Information under the following headings will be found on the pages shown below.

Retirement and Dependants

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Retirement and Dependants

Contributory Pension The Contributory Pension Scheme secures for its members a pension on retirement at normal pension age—65 for men, 60 for women. This is paid for the remainder of the pensioner's life. If he or she should die before receiving pension payments for five years, the dependants or legal representatives of the pensioner will receive a lump sum equal in value to the further payments which would have been made if he or she had lived for the full five-year period. The amount of the pension is based on the average salary (and commission, where appropriate) received by the pensioner during the whole of his period of membership of the Scheme.

This Scheme is additional to the State Basic and Graduated Pension Schemes.

If you are a full-time permanent employee between the ages of 25 and 64 (men) and 30 and 59 (women), and your basic salary is more than £9 per week, you are required to join the Contributory Pension Scheme on the 1st July after joining us. If you join the Company after this date you enter the Scheme on the 1st July of the following year.

Staff enjoy the facilities of the modern Penthouse Restaurant at The Rank Organisation's administrative offices at 11 Belgrave Road.



If, after joining the Scheme, you die before reaching pension age, your contributions will be refunded to your dependants.

If you leave us before reaching normal pension age, you are entitled to a refund of all the contributions you have paid, less tax.

Alternatively, you may leave your contributions in the Scheme so that you will draw a proportionate pension on reaching normal pension age.

The cost of the Scheme is met partly by The Rank Organisation and partly from your own contributions, which will be about 5% of your basic salary plus average commission if any.

Widows' Pension The non-contributory Widows' Pension Scheme provides for a pension to be paid, at the discretion of the Board, to the widow of any staff employee who dies whilst in service.

This pension is payable to the widow until she dies or remarries and will normally amount to one-half of the pension which the employee would have received under the Contributory Pension Scheme at age 65, had he survived and assuming no change in salary.

All male staff employees automatically become members of the Widows' Pension Scheme upon joining us. The whole cost of this Scheme is borne by The Rank Organisation.

There is also a Contributory Widows' Pension Scheme for staff employees between the ages of 50 and 64.

Life Assurance The Life Assurance Scheme covers your life for a sum equal to twice your annual salary plus average commission. Should you die whilst in our service, whether at work or not, that sum will be paid to your dependants.

If you are a full time staff employee you are automatically covered by the Scheme from the day you join us until you leave or reach retirement age.

The whole cost of this Scheme is paid by The Rank Organisation.



Lessons with the Rank Language Laboratory are not only more exciting but more effective for students of all ages. Education authorities overseas as well as in this country are now placing orders for the Laboratory.

This picture shows a section of one of the largest Laboratories in the British Isles—a 32 position installation.

Accident Insurance The Accident Insurance Scheme provides cover if you meet with an accident (not necessarily in the course of your work), which proves fatal or results in loss of limbs or eyes, or in permanent total disablement.

If you are a staff employee you are automatically covered by the Scheme from the day you join us until you leave or reach retirement age.

The cover is usually about three times your annual salary and is normally paid as a lump sum at the discretion of The Rank Organisation to you or to your dependants.

The whole cost of this Scheme is met by The Rank Organisation.

Financial Help

Staff Purchase Scheme This Scheme enables all employees to obtain a discount on a wide range of goods from a number of suppliers.

A list of these suppliers and the goods they offer can be obtained from Divisional Personnel Departments.

House Purchase Scheme The purpose of this Scheme is to help staff who wish to buy accommodation for their own occupation and who need a larger advance than that usually obtainable from a Building Society (at present normally limited to 80% of valuation).

When you have been in full-time continuous employment with us for a minimum of three years, you may apply for assistance under this Scheme.

The Scheme is designed to provide you with an additional 15% advance on most types of houses, flats or maisonettes valued at up to £7,250.

The cost of insuring this additional advance and of the Valuation Survey fee is borne by The Rank Organisation.

An office scene at 11 Belgrave Road, London.

Railway Season Ticket Scheme This Scheme enables you to obtain the maximum possible reduction on your season ticket, and also provides against fare increases. It is applicable to all staff with one year of service or more, whose season ticket costs not less than £25 per annum.

Your ticket is purchased by The Rank Organisation, and you pay for it by deductions from your salary spread over the year. You can claim a refund for any period of fourteen days or more when you do not use your ticket through illness or any other cause. You can also arrange for the ticket to be dated from the end of one summer holiday to the beginning of the next.

Banking Facilities The Rank Organisation has made special arrangements with the National Provincial Bank to provide you with the following benefits:

- 1 If you keep a minimum balance of £100 and do not draw more than sixty cheques a year, no charges are made.
- 2 If your minimum balance is £50, you will be charged 10/- a year.
- 3 If the balance is less than £50, you will be charged £1 a year.

These arrangements apply to all staff employees and are intended for those who wish to open an account with the National Provincial Bank. All you need is a letter of introduction from your local Personnel Officer to the National Provincial Bank branch of your choice.

Should you require any other bank services, you should agree the charges for these with the Bank Manager.

Personal Loans In approved cases, The Rank Organisation will make loans to staff employees to meet genuine personal and domestic emergencies. Loans are not normally made to meet expenses of any other kind.

Loans of £100 or less are free of interest, but must be repaid within one year. Larger loans bear interest, but repayment may in certain cases be spread over a period of up to five years. You repay loans and interest by regular deductions from salary.



Health, Welfare and Social

Medical Service The Rank Organisation provides first-aid facilities and treatment for minor illness at most of its main locations. State Registered Nurses are normally in charge of these Medical Departments.

Inoculation and vaccination facilities are available at some centres. Our doctors visit the larger locations outside Central London and you may consult them by prior appointment, without charge.

Our Medical Officers are not intended to replace your own doctor but to provide additional help and advice concerning your health and welfare. The Medical Officers are actively interested in the prevention of illness and injury, and advise the Organisation on everything to do with reducing hazards to health and safety.

Dental Service There are Dental centres at Belgrave Road, Whyteleafe and Denham. The use of this service is open to all employees within easy distance of these locations, and appointments may be made at the most convenient centre, either by calling in person or by telephone. Comprehensive dental care is provided, under the normal National Health arrangements. Treatment which is not covered by the Health Service can normally be provided by our dentist for a small charge.

Private Health Insurance The Rank Organisation maintains a group membership in the British United Provident Association, which pays to its members fixed sums towards the cost of private medical care, private rooms in hospitals or nursing homes, or consultants' fees.

As a staff employee, you are entitled to participate in this group membership, which reduces your subscription by 20% and entitles you to immediate benefit without having to wait three months as do normal members. You can choose one of five scales of benefits, and the subscription varies accordingly. You pay your subscription direct to the BUPA. The Rank Organisation merely introduces you to the Association. Your local Personnel Officer will tell you how to join.



Crowds form outside The Rank Organisation's new Odeon twin theatres, Nottingham. These cinemas are the most technically advanced in the world and the first to be fully automated.

In assessing requests for loans, the Head of your Division or Department will require to be satisfied that the request is fully justified, and will take into account length of service and other factors.

Financial Help for Professional Studies If you are taking a course of study in your own time that is relevant to your work and likely to help your career, and if the course is approved by your management, The Rank Organisation will pay all the fees for registration, tuition and examination, and half the cost of necessary books.

You will also receive a small award when you pass the whole of the Intermediate examinations for an approved qualification, and another when you pass the Final examination.

Courses of study in connection with Apprenticeships are covered by a separate Scheme.

General Welfare The Rank Organisation is always ready to help any members of its staff and their dependants who are in personal difficulties arising from ill health, bereavement and the like.

Full-time Welfare Officers with appropriate nursing and welfare qualifications and experience are attached to various centres of The Rank Organisation. They welcome requests to visit and assist widows, to help those in hospital or ill at home, and to advise pensioners and those in difficulty.

The Welfare Officers are also able to advise and help you in the use of State and Local Government welfare services and can tell you what direct assistance can be made by The Rank Organisation in any given case. Where appropriate, they link up and co-operate with the Cinematograph Trade Benevolent Fund and similar bodies.

Local Personnel Departments provide similar service at smaller centres.

25-Year Clubs All Divisions of The Rank Organisation maintain a Club for members of the staff who have completed 25 years of continuous service.

A new Club member receives a Presentation Scroll signed by the Chairman, an engraved silver box and a gift of his own choice.

Twenty-five-year Clubs' activities vary with the size of their membership, but all Rank Organisation Divisions or units hold an annual get-together for their 25-year members. This usually takes the form of a dinner or a luncheon, at which members can meet their old friends and colleagues. It is usual for pensioner members of the Club to be invited to such gatherings.

Section 3

GUIDE FOR NEW EMPLOYEES

Before you Join Your first contact with The Rank Organisation was probably with a member of our Personnel Department. A representative of that Department has a talk with all applicants for positions in the Company, to decide how their training and experience meet the requirements of the various jobs we have available.

The Head of the Department in which the vacancy exists makes the final choice and the successful candidate is then offered the post, subject to satisfactory references.

Executives are asked to attend for examination by one of the Organisation's medical officers. Other staff fill in a medical questionnaire which is submitted to our doctors.

On being offered a position you will be given a copy of our 'Standard Terms of Engagement'. You and the Company exchange signed copies of this document, which conforms with the Contracts of Employment Act, 1963. These standard terms (as amended from time to time) govern the conditions of your employment with us.

Your First Day When you arrive to join us you will usually be asked to report to a member of the Personnel Department to whom you will give your cards. He (or she) will look after you on your first day, and try to help you settle in to your new surroundings quickly and pleasantly.

You will be told about any local facilities—staff restaurants, sports and social arrangements—which apply in your particular unit and which cannot be covered in this booklet. You will also be told of any local rules and procedures you need to know. (We try to have as few of these as possible, but some are essential.)

Finally, you will be introduced to the person for whom you will be working. He or she will give you all the additional information you need about your new Department and its work, and guide you in making a start on your new job.

Later On When you have been with us for a few weeks a representative of the Personnel Department will have a further chat with you to see how you are settling in.

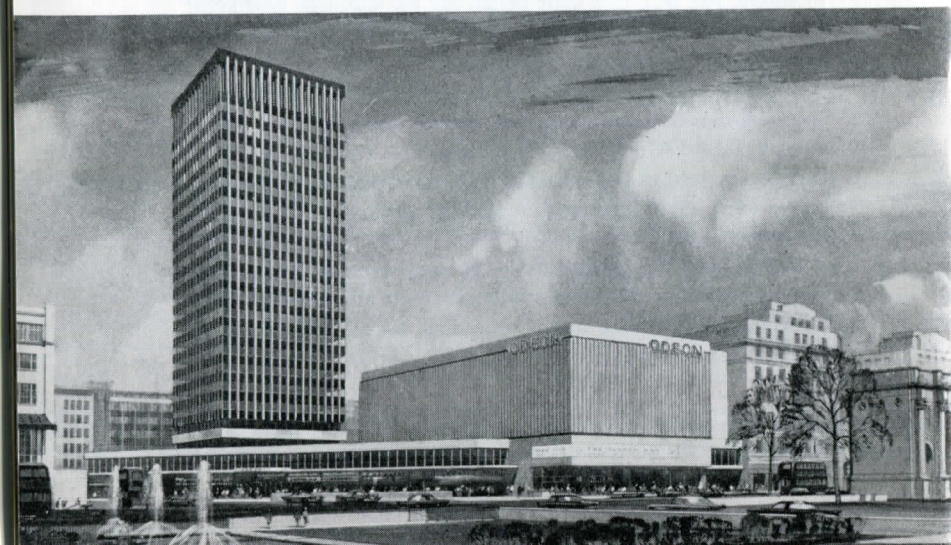
The Personnel Staff are always available should you wish to see them on a personal matter. If, however, you have a problem relating to your work, you should first discuss it with the Head of your Department.

Your Future with us We have offered you a position because we feel you are well suited to it and have the qualities it demands.

There are many opportunities for further training and advancement within the Company, and our policy is to promote from within wherever we can. If your progress should ever be hindered by lack of suitable openings in one Division, there may well be an opportunity for you in another.

We welcome you to The Rank Organisation and hope your career with us will be long, happy and rewarding.

Artist's impression of the comprehensive development now under way at Marble Arch, where the old Odeon cinema is being replaced by a new Odeon, a parade of shops and a tower office block for Rank Estates Ltd.



THE RANK ORGANISATION

Headquarters 38 South Street, London
Administrative Offices 11 Belgrave Road, London
 439/445 Godstone Road,
 Whyteleafe, Surrey.

DIVISIONS: Main Centres in the United Kingdom

ADVERTISING FILMS

Production and distribution of cinema and television commercials and short sponsored films.

Mayfair, London. Park Royal, London.

AUDIO VISUAL

Wholesaling and marketing of educational equipment, furnishings, screens and screen frames; studio, T.V. broadcasting and closed circuit T.V. equipment; still and cine cameras and projectors; lecture hall and stadium seating; exhibition and interior design services.

Shepherds Bush, London. Perivale, Middlesex. Denham, Middlesex. Sidcup, Kent. Boreham Wood, Hertfordshire. Golborne, Lancashire.

BUSH MURPHY

Manufacture and marketing of television and radio equipment for domestic and commercial use; flying aids, medical, military, electronic, mechanical and telecommunications equipment.

Welwyn Garden City, Hertfordshire. Chiswick, London. Kew, Surrey. Plymouth, Devonshire. Skegness, Lincolnshire. Redruth, Cornwall. South Shields, Co. Durham.

CELLULOID PRODUCTS

Film stripping and recovery.

Barking, Essex.

DANCING AND BOWLING

Operation of ballrooms, banqueting and conference facilities and tenpin bowls throughout the United Kingdom.

Belgrave Road, London.

DATA SYSTEMS

Manufacture and marketing of the Xeronic Highspeed Computer Output Printing System.

Woodger Road, London.

FILM PROCESSING

Colour and black-and-white film and still processing.

Denham, Middlesex. Acton, London.

FILM PRODUCTION

Production of feature films and operation of Pinewood Studios.

Pinewood Studios, Buckinghamshire.

HOME AND LEISURE SERVICE

Retailing and rental of radio and television sets and electrical appliances through nearly 200 shops throughout the United Kingdom. Relay wireless and television service in 36 towns.

Whyteleafe, Surrey.

HOTEL

Operation of Motorway Service areas and holiday hotels in the United Kingdom, Republic of Ireland and Continent of Europe.

Belgrave Road, London.

ODEON NORTHERN IRELAND

Operation of cinemas in Northern Ireland.

Antrim Road, Belfast.

OVERSEAS FILM DISTRIBUTION

World-wide distribution of many British, American and other foreign films, in addition to Rank Organisation productions.

Wardour Street, London.

RANK XEROX

Manufacture and marketing throughout the world, with the exception of the Americas, of xerographic equipment for high-speed document copying.

Mortimer Street, London. Mitcheldean, Gloucester. Great Portland Street, London. Alfred Place, London. Boreham Wood, Hertfordshire. Denham, Middlesex.

TAYLOR HOBSON

Manufacture and marketing of lenses and optical systems, machine tools, measuring instruments, non-destructive testing equipment and many other industrial products.

Leicester, Leicestershire. Leeds, Yorkshire. Brentford, Middlesex. Birmingham, Warwickshire.

THEATRE

Operation of Odeon and Gaumont theatres throughout the United Kingdom; also theatre catering; Top Rank Clubs; Top Rank Rendezvous (Dance Clubs).

Belgrave Road, London.

U.K. FILM DISTRIBUTION

Distribution throughout the U.K. and Republic of Ireland of British, American and other foreign films, in addition to Rank Organisation productions. Production and distribution of weekly 'Look at Life' colour magazine film series.

Wardour Street, London.

WHARFEDALE

Manufacture and marketing of high-fidelity loudspeakers.

Bradford, Yorkshire.