

THE

TICKETS & INVITE.

BRADLEY & Co BLISS:

George Hotel, And/Phon.

2-8 pm 10 am - 7 pm

**RANK PRECISION INDUSTRIES
LIMITED
MITCHELDEAN**

STAFF

If found, return to

.....No.

**RANK PRECISION INDUSTRIES
LIMITED
MITCHELDEAN**

STAFF

STAFF RULES.

ENGAGEMENT.

1. Employees may be called upon to pass a medical examination by the Company's Doctor.

References will be strictly investigated and any engagement will be subject to the result of verification of such references.

Termination of engagement (other than for misconduct) will be by one week's or one month's notice on either side, depending upon terms of engagement. This notice applies only to those who have completed four weeks' continuous paid service with this Company. Misconduct or any breach of rules renders an employee liable to instant dismissal.

2. New employees must hand their National Insurance Card and Income Tax Certificate to the Personnel Office within three days of starting work, or report why this has not been possible.

3. Employees leaving the service of the Company may rest assured that any prospective employer may refer to us as to their character and abilities at any times, but written "testimonials" are not normally given.

ATTENDANCE.

4. Normal working hours end at 5.30 p.m., except on Wednesdays, when the day ends at

5.45 p.m. Starting times will depend on the location and terms of engagement of individual employees, it being the general principle that staff employed in Works departments do a 44-hour week.

5. **WEEKLY STAFF.** All Weekly Staff will clock in on the Staff Clocks. Their overtime payment will be flat rate during the week—that is Monday to Friday ; time and one third Saturday and Sunday on their base rate, with the following exceptions:—

Overtime Monday to Friday—the minimum rate that any person will be paid will be three shillings per hour. The maximum rate that any person will be paid is seven shillings and sixpence per hour, again with the exception, where agreement between Union and Federation differ from this scale.

6. Weekly Staff wishing to leave the premises during the working periods must obtain a Gate Pass, which should be countersigned by their Departmental Head or his deputed assistant. Gate Passes for medical reasons should be issued by the Sister in Charge. (See Rule 20).

7. **SENIOR STAFF** will record their attendance by signing in at the Gate Office. They will not be paid overtime. When leaving the premises at other than standard time they will advise the Gatemen of their name which will automatically serve as their Gate Pass.

8. **MONTHLY STAFF** will not be asked to record their attendance, neither will they be issued with Gate Passes.

9. Great importance is attached to punctuality at all times.

10. Employees shall not enter or leave the Factory by other than the appointed entrance.

11. At the end of the morning and afternoon work periods, the Klaxon Horn is sounded five minutes before time to allow for hand washing, etc. Employees are not allowed to leave their Departments until the final time is signalled on the public address system at the end of five minutes concessionary break.

12. Immediate notification of inability to attend duty (whatever the reason) must be made to the Departmental Head immediately concerned. Medical Certificates should be forwarded to the Medical Department. (See Rule 20).

PAYMENT.

13. Salaries are normally paid on Friday afternoon of each week. Any special arrangements for the pay-out necessitated by Holidays, etc., will be paid in accordance with notices posted at the time.

14. An employee who is absent from work for any reason and desires another person to receive Salary due to him must submit a letter authorising this to be done. The letter must be signed by himself and addressed to his Departmental Head.

ANNUAL HOLIDAYS.

15. Staff are entitled to two weeks' holiday per calendar year with the full salary providing they have been employed since 1st January of the current year. Those who join the staff after that

date are entitled to one day's holiday for each completed five weeks of service with the Company. The number of days will be calculated from commencement of employment to the 31st July.

HOLIDAY PAY ON TERMINATION OF EMPLOYMENT.

16. Any staff employee who leaves the service of the Company for any reason shall be paid a sum equal to one-twenty-sixth of a normal weekly pay, multiplied by the number of the completed weeks' service with the Company from the commencement of employment or the date of the last holiday period, whichever is the later on leaving.

HOLIDAYS AFTER 15 YEARS' SERVICE.

17. A third week's paid holiday will be allowed in the fifteenth year (providing that the first year's employment commenced prior to the 30th September) and thereafter.

SICK PAY.

18. The entitlement is four weeks' salary in each calendar year providing employment has commenced prior to 1st January of the current year.

ILLNESS OR ACCIDENT.

19. An employee who sustains an accident or any injury however slight, must if able to walk, immediately visit the Medical Department for treatment, notify the Departmental Head in every case. Failure to give immediate indication of an accident may lead to difficulties in claiming Industrial Injury Insurance.

20. An employee wishing to cease work on account of sickness during a working day must obtain permission to consult the Sister in charge of the Medical Department who will issue the necessary Gate Pass where necessary. Any employee who is absent through sickness or accident must on the third day of absence and at the beginning of each week thereafter forward to the Medical Department a Medical Certificate of unfitness for work. It is important that the Name and Address and Department be printed clearly on the back of the Certificate when it is sent in. Failure to comply with this rule may cancel the payment of any sick pay. An employee returning to duty after absence through sickness or accident must in every case report to the Works' Surgery, and then to his immediate Supervisor before going to his workplace.

21. In the case of an employee who is in Hospital, a Certificate to show the date of entry must be produced, and another obtained at the time of discharge giving the full time spent in Hospital. Weekly Certificates are not necessary while in Hospital.

22. If there is any serious infectious ailment in an employee's household the Medical Department must be informed immediately.

23. All employees are expected to notify any change of address to the Personnel Officer through their Departmental Head.

24. In the interests of its employees the Company will not allow gambling of any sort, nor the borrowing or lending of money, nor the buying or selling of personal property on these premises.

25. The permission of the Management must be obtained before any subscription lists are circulated or tickets for outside functions are sold.

26. No Notice may be placed upon the Works' Notice Boards except with the permission of the Works' Manager.

27. Employees are not permitted to enter any workplace in which they are not employed unless they have business in the Department on instruction from their Departmental Head.

28. In order to safeguard the Company, employees are expected to volunteer to be searched, if circumstances appear to warrant such a request, and to satisfy the Gatekeeper as to the contents of parcels, etc., taken from the premises.

29. Personal property brought to the Works which is not likely to be used in the working day must be left at the Gate House and be called for at the time of leaving the Works. Employees are

advised that they should not attempt to remove personal property which they have used in connection with their work without having a Package Pass from their Departmental Head.

30. No unauthorised visitors will be allowed in the Works.

31. Employees are not permitted to have personal letters forwarded to them at the Company address or to receive or make private telephone calls except in cases of extreme urgency.

32. The Company cannot be responsible for the funds of Christmas Clubs or similar collections whether made with or without Management approval.

33. It is a condition of employment that Staff Personnel join the Company's Pension Scheme when eligible.

34. It is intended that all rules be applied to both male and female employees where applicable and the use of masculine pronoun is intended to mean either male or female employees. The foregoing rules are subject to change and employees are expected to read notices that are placed on the Works' Notice Boards in conjunction therewith.