

# WORKS RULES

RANK XEROX

Mitcheldean Plant

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This short introduction is to welcome you as a new employee to RANK XEROX, Mitcheldean Plant. This booklet has been designed to acquaint you with the general practices of the Company. Refer to it often, it will guide you in your work. It is the Company's policy to encourage its employees to improve their skill and to give opportunity for advancement to all. It is up to you to see that you get proper instruction in your work and that you become suitable for advancement when the chance arises. If any obstruction seems to exist which we could overcome please let us know.

Please also help to make our Factory a clean, happy and safe place in which to work.

To you we look for co-operation in helping to produce first-class reliable equipment and thus fulfil our responsibilities to our customers and shareholders.

## **ENGAGEMENT**

1. Employees may be called upon to submit to a medical examination by the Company Doctor.

References will be thoroughly investigated and any engagement is subject to the production of satisfactory references.

Termination of engagement (other than for misconduct) will be in accordance with the Contracts of Employment Act, 1963.

2. New employees must hand their National Insurance Card and Income Tax Certificate to the Personnel Department when commencing. If this is not possible a satisfactory explanation must be given. For Pension Scheme purposes new employees will also be asked to produce their Birth Certificate and, in the case of married women, the Marriage Certificate.

## **ATTENDANCE**

3. Normal dayshift working hours are 8 a.m. to 4.45 p.m. Monday to Friday with a meal break of 45 minutes from 1 p.m. to 1.45 p.m. Nightshift hours (where worked) are from 8.30 p.m. to 7 a.m. Monday to Thursday night/Friday a.m. inclusive. The nightshift duty is normally on a fortnightly rota system or a mutually agreed alternative. Employees are required on engagement to signify their ability to meet the Night working commitment. Where, for any reason, an employee finds he is unable to meet this requirement he will be considered for alternative employment although such alternative cannot be guaranteed.

4. Great importance is attached to punctuality at all times

5. Employees are required to register attendance at the commencement of each full shift and after meal breaks on the recording clocks provided for that purpose. It is a serious offence for one employee to register attendance for anyone other than himself. Lost time is calculated on the basis of 6 minutes equalling 1/10th hour. Any portion of six minutes counts as 1/10th hour. It is however current practice to allow a concession of up to two minutes late clocking at the commencement of the Day/Night shift. The commencement of the afternoon work period must not be recorded before 1.35 p.m.

6. Five minutes prior to the end of the morning and afternoon shifts a signal is given to allow for hand washing, etc.

Employees are however reminded that they must not leave their departments until the official finishing time is sounded on the P.A. system at the end of the five minute break. Employees who, for health reasons, have need to leave earlier than official finishing time must apply to the First Aid Department for a concessionary pass issued for this purpose.

7. Notification of inability to attend work (for whatever reason) should immediately be made to the Department Head concerned.

## **GATE PASSES**

8. Employees wishing to leave the premises other than at the normal times must be in possession of a Gate Pass, duly authorised by departmental supervision.

In the case of sickness these Gate Passes must be signed by the Sister in Charge of the First Aid Department.

## **PAYMENT**

9. Wages are normally paid on Thursday afternoon of each week for services rendered from Monday to Friday of the previous week. Any special arrangements for payout necessitated by Holidays, etc., will be made in accordance with notices posted at the time.

10. An employee who is absent from work for any reason and desires another person to receive wages due to him must send a letter authorising this to be done. The letter must be signed by himself and addressed to his Supervisor.

## **PUBLIC UTILITY FAILURES**

11. In the event of interruption outside the control of this Company, it will be the practice to shut down for the day if resumed working cannot be achieved within a reasonable time. Should this happen, employees will be paid on the basis agreed between the Unions and the Employers Federation to cover this circumstance.

## **SICK PAY — ILLNESS OR ACCIDENT**

12. An Employee who sustains an accident or any injury however slight must, if able to walk, immediately visit the Works' Surgery for treatment, notifying his Supervisor in every case. Failure to give immediate indication of an accident may lead to difficulties in claiming Industrial Injury Insurance.

Sickness payments in any period of twelve months will be made up to the appropriate guaranteed earnings level and the duration of such sick pay will be



computed as follows:

Up to 1 year's service	— Nil
1—2 years service	— 80 hours pay
2—3 years service	— 160 hours pay
3—4 years service	— 240 hours pay
4 years service and over	— 320 hours pay

Money drafts received from the Government must be shown to the wages office in order to obtain the appropriate make-up.

- (a) No payment will be made in respect of the first 3 days of absence in any 3 monthly period counting from the first day of sickness.
- (b) It will be necessary for employees to produce a Doctor's note on or before the third day of sickness and thereafter weekly, and ultimately a final certificate. Each certificate should show in block letters, employee's name, address and clock number.

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.

Failure to comply with this rule may cancel the payment of sick pay. An employee returning to duty after absence through sickness or accident must in every case report to the Works' Surgery.

13. If there is any serious infectious ailment in an employee's household the Works' Surgery must be informed immediately.

## HOLIDAYS

14. The Annual Holiday is 3 weeks, i.e. 15 working days and the dates of the close-down(s) will be announced by the publication of Works Notices. All employees are expected to take their holidays during the official period(s).

On completion of 12 years continuous service employees will become entitled to a further week of annual holiday each year. Payment will be made at G.E.L., ex gratia.

## HOLIDAY PAYMENT

Holiday pay will be made at the Rank Xerox, Mitcheldean Plant, Guaranteed Earnings Level, except where National Agreement provides for payment in excess of this. From this date also, payment for Bank Holidays will be paid at the Rank Xerox Mitcheldean Plant Guaranteed Earnings Level.

## PENSION, LIFE ASSURANCE AND ACCIDENT INSURANCE SCHEMES

15. The Company operates a contributory Pension Scheme which you are, when eligible, required to join and in addition offers Free Life Assurance and Accident Insurance. Details of these schemes can be inspected on request.

Normal Retirement age is 65 for male employees and 60 for female employees.

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

## **SAFETY**

17. On joining the Company all employees receive a booklet on Safety in Industry. Following these hints should make Mitcheldean a safe Plant in which to work.

The Factories Acts place a responsibility for the observance of Safety Regulations on the employee and the observance of these is a condition of employment.

## **GENERAL RULES**

18. It is extremely important that any change, of address, of marital status or next of kin be notified to the Personnel Department through the Supervision of the employee concerned.

19. In the interest 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 its premises.

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

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

21. Smoking is permitted at the discretion of the Supervisor of the Department concerned.

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

23. Employees are not permitted to enter any workplace in which they are not employed except when they have business in that Department on instructions from their Supervisor.

24. The Company regrets that in order to safeguard its property, 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.

25. Personal property brought to the Works which is not likely to be used in the employee's duties may be left at the Gate 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 obtained a Package Pass from their Supervisor.

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

27. 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.

28. (a) The use of personal radio sets at any time during normal working hours in any department within this Factory is not permitted.

(b) In production manufacturing departments during overtime the use of personal radio sets is to be at the discretion of the Head of Department at all times. If during any such overtime period any dispute or disagreement over the use of radio sets arises the Departmental Head has authority to ban the use of the radio.

## **TRANSPORT**

29. The Company runs a special service of buses for the convenience of employees and it is a condition of



employment that fare charges for such transport are deducted from wages. The acceptance of these facilities is made on the full understanding of the following conditions:

- (a) That, while the Company uses its best endeavours to ensure efficiency and punctuality by the independent contractors in the operation of the services the employee will not be entitled to claim any loss in wages resulting from variations, delays, etc., to the scheduled services.
- (b) That the Company shall not in any way be held responsible for any loss, injury or damage which the employee may sustain whilst utilising the services provided.

Further details of the bus times and regulations will normally be obtained from the Personnel Department or from the Stewards of the individual vehicles. These Stewards are authorised to be in charge of the passengers while in transit and employees are expected to adhere to any reasonable instructions which any Steward may give in the course of his duties. The Passes remain the property of the Company and must be shown or surrendered on request. Employees under eighteen years of age may travel upon the Company's special bus service at half fare.

## CYCLES AND CARS

30. Parking facilities for cars and motor-bicycles and sheds for pedal cycles are available. These may be used at owner's risk and subject to instructions of the Management. The Company will not in any way be responsible for any loss or damage. A speed limit of 10 m.p.h. is to be carefully observed inside the Works. Employees who use pedal cycles are not permitted to ride them inside the Gates.

## FIRE INSTRUCTIONS

31. Any Person discovering a fire should immediately:—

- (a) Sound the alarm by breaking the glass of the nearest alarm box.
- (b) On the nearest internal telephone ring 555 and give location of the fire.  
Alarms will then sound in Main Buildings as a continuous ringing bell and in Building 29 as the intermittent sounding of bells and sirens.

If you are working in the immediate area of the fire you should leave as quickly as possible via the nearest exit.

You are warned that lifts may **not** be used as means of escape.

If you are not in the immediate area of the fire await the instructions of your Section leader/Foreman/Chargehand.

If you have a car parked near the area of the fire, or near appliances or exits, move it to a safe area when the way is clear of personnel leaving any nearby building.

Do not interfere with the fire fighting equipment. The use of this is the responsibility of the Works Fire Brigade.

Listen for announcement over the P.A. System advising of alarm testing during working hours or a false alarm when no action will be taken to evacuate buildings.

32. 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.



## **INFORMATION**

### **H.M. FORCES**

Members of Territorial or Cadet Forces who require leave of absence for training purposes should make application through their Supervisor to the Personnel Manager, such application being supported by a request from the Commanding Officer.

### **MEDICAL AID**

The Company maintains a Works' Surgery with a fully qualified and experienced Sister in Charge for the purpose of giving advice and treatment in connection with any accident or sickness or disability arising out of or in the cause of employment.

While the duties of the Sister are confined to cases of the above description the Company without taking any responsibility, permits employees to consult her in certain other circumstances where she may be able to give advice or treatment. In addition, employees may fix an appointment to see the Works Doctor, through the Sister.

### **PROPERTY LOST OR FOUND**

An employee losing or finding any article is requested to inform Personnel Office who will use best endeavours to assist in tracing the property or the owner as the case may be.

## **WORKS CANTEEN**

The Works Canteen provides food and liquid refreshments at reasonable prices and no effort is spared to see that customers are satisfied. The Canteen Committee elected by employees has been set up to provide a liaison between the Canteen Contractor and customers, but in addition the Canteen Manager is always willing to receive suggestions or complaints. Employees under eighteen years of age may obtain midday meals in the Canteen at half price.

### **SPORTS AND SOCIAL CLUB**

Arrangements may be made for subscriptions to this organisation to be deducted from wages and employees not already members should contact the Secretary of the Club for this purpose. The Secretary will give any information that an employee requests about the activities of the Club, and suggestions for new sections of it are always welcomed. It is the policy of the Company to give every encouragement to the Club in extending its activities.

### **SAFETY**

A Safety Committee has been appointed and suggestions relating to accident prevention and the safety of the worker are invited. No attempt should be made to repair or modify any equipment (electrical or mechanical) without the knowledge and/or assistance of the appropriate maintenance department.

## **PERSONNEL DEPT.**

An employee meeting any difficulty and requiring advice or assistance on any subject or having any cause for dissatisfaction may seek an appointment with the Personnel Dept. at any time. Employees having fixed a time are expected to obtain permission to leave their Department in order to keep such an appointment. In suitable cases access to the General Manager will be obtained.