

The Forest of Dean
Newspapers, Ltd.



THE RANK ORGANISATION

RANK MITCHELDEAN PLANT

STAFF RULES

If found return to

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ENGAGEMENT

1. Employees may be called upon to submit to 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.

Engagement is subject to termination at any time on formal notice given by either party; the duration of such notice being that of the normal pay period, unless otherwise specified by service contract.

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 at time 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 time, but written "testimonials" are not normally given.

ATTENDANCE

4. (a) *Administrative Staff* Normal hours of work are from 8.48 a.m. to 5.10 p.m. Monday to Friday.

(b) *Works Staff* Normal hours of work are from 8.00 a.m. to 5.10 p.m. Monday to Friday.

Great importance is attached to punctuality at all times.

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 exception:—

Overtime Monday to Friday—the minimum rate that any person will be paid will be three shillings per hour.

6. Weekly Staff wishing to leave the premises during the working periods must obtain a Gate Pass, which should be countersigned by their Department Head or his deputed assistant. Gate Passes for medical reasons should be issued by the Sister in Charge. (See Rule 17).

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

9. At the end of the morning and afternoon work periods a signal is given five minutes before time to allow for hand washing, etc. Employees are not allowed to leave their Departments until the final time is sounded over the public address system at the end of five minutes concessionary break.

10. Immediate notification of inability to attend duty (whatever the reason) must be made to the Supervisor concerned. Medical Certificates must be forwarded to the Medical Department. (See Rule 17).

PAYMENT

11. Salaries are normally paid to weekly Staff on Thursday afternoon of each week. Special arrangements necessitated by Holidays, etc., will be in accordance with notices posted at the time.

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

HOLIDAY ENTITLEMENT

13. (a) For all purposes, the "Leave Year" is calculated as from 1st August to 31st July. Leave entitlement may not be carried over from one leave year to the next.

(b) Employees who have been in their post for twelve months or more are entitled to two weeks paid holiday in the succeeding year and thereafter annually to be taken at a time to be agreed by the Supervisor.

(c) Employees who have been in their post for five years and over are entitled to three weeks' paid holiday per year. (Only service after the age of 18 is to count for the purpose of holiday entitlement in this category.) One week of the holiday should normally be taken apart from the other two and must be agreed with the Supervisor.

(d) During the first leave year of employment, employees are entitled to one day's

holiday for each 5 complete weeks of service completed during the leave year in question up to a maximum of ten working days (Two weeks).

- (e) Leave under the preceding paragraph may be anticipated only with the permission of the Head of Department. During the first leave year only, additional unpaid leave up to a period making, with any paid leave to which entitlement may exist, a total not greater than the maximum indicated, may be granted at the discretion of the Supervisor.

HOLIDAY PAY ON TERMINATION OF EMPLOYMENT

14. 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 complete weeks' service with the Company from the commencement of employment or the date of the last holiday period, whichever is the later on leaving.

SICK PAY

15. (a) The following minimum scales will apply to the payment during sickness absence of all weekly-paid and monthly-paid employees:—

Less than three months' service	Nil.
Three to six months' service	One week on full pay, One week on half pay.

Six to twelve months' service	Two weeks full pay, Two weeks half pay.
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More than one year's service	Four weeks full pay, Four weeks half pay.
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- (b) In all cases in which sick pay is awarded, a deduction equivalent to the full amount of the National Health benefits will be made.
- (c) Sick pay is to be regarded as cumulative in any one year, commencing from the date of engagement. Thus a new employee would be entitled to a total of two weeks full pay and two weeks half pay in his first working year. Entitlement does not start afresh with every period of sickness benefit.

ILLNESS OR ACCIDENT

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

17. 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.

18. 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.

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

GENERAL RULES

20. All Employees are expected to notify any change of address to the Personnel Office through their Supervisor.

21. 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 its premises.

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

23. No notice may be placed upon the Works' Notice Boards except with the permission of the Management.

24. 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 Supervisor.

25. 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.

26. 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 Supervisor.

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

28. 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.

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

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

RETIREMENT

31. Normal Retirement age is 65 for male employees and 60 for female employees. However, the Company is prepared, under certain circumstances to extend employment on a year to year basis. Employees are required to make Annual Application to their Supervisor for consideration of extension of employment not less than four weeks before the date of Retirement or extended Retirement is due.

PERSONAL RADIO SETS

32. The use of personal radio sets at any time during normal working hours in any Department within this Factory is not permitted.

TRANSPORT

33. 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 express conditions.

- (a) That, while we will use our 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 Office 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. The Personnel Office will also try to suggest suitable accommodation for any new employee coming from a distance.

CYCLES AND CARS

34. Parking facilities for cars and motorbicycles 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.

35. 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' Boards in conjunction therewith.

I have read and understood this book of rules and hints.

SIGNED.....

N.B.—Employees are expected to sign this as soon as possible after receipt. As you may be required to produce your rule book you must look after it carefully. Should it become damaged or lost you may obtain a replacement from the Personnel Office.

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 course 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, the Works' Doctor visits the Factory Surgery once each week, and employees may fix an appointment to see him, 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.

SICKNESS BENEFIT SOCIETY

Arrangements are in operation whereby members may have subscriptions deducted from their wages. Details of the rules of this Society may be obtained from the Secretary, and new employees may be put in touch with him through their Supervisor at their request. This scheme is entirely voluntary and is not connected with the Company's Sick Pay Scheme, previously mentioned.

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.

SUGGESTION SCHEME

Suggestions are welcomed from all employees on any subject relating to the Company's activities. You are invited to write to the Personnel Officer about any such suggestions. Cash awards are given for really useful and practicable contributions. Further details of this scheme can be obtained on request from the Suggestions Officer.

SAFETY FIRST

A Safety First Committee has been appointed and suggestions relating to accident prevention and the safety of the worker are invited. Such suggestions are also considered for cash awards. 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.