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Rules & Regulations
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1902

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SEVENTH EDITION.

1902.



RULES
AND
REGULATIONS
OF THE
Ordnance Factories.

SEVENTH EDITION.

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OF THE
Ordnance Factories.

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Issued to
La Besque Street
entered on *4. 9. 14*
for temporary service.
Rules and Regulations

OF THE
ROYAL ORDNANCE FACTORIES.

THESE Rules and Regulations are published for
the information of all concerned, and are to

NOTE.

*These Rules are under revision.
Many of them, especially those
relating to Sick Pay and Medical
Attendance, are no longer in
force.*

Issued to

La Besque Street

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~~Rules and Regulations~~

OF THE

ROYAL ORDNANCE FACTORIES.

THESE Rules and Regulations are published for the information of all concerned, and are to be regarded as the sole authority on the matters treated of therein. Any question relating to the interpretation of them is to be submitted to me through a Superintendent of a Factory.

ENTRY.

-1. No one is employed until the approval of the Superintendent of the Factory in which he is to work has been obtained; and no one is allowed to leave one Factory for the purpose of joining another Ordnance Factory without having first obtained the sanction of his Superintendent.

1A. Ordinarily, no candidate will be entered whose age exceeds 45 years. When a man, whose name is on the List of Candidates, reaches 45 years of age, his name will be removed. Any man who obtains employment by a false representation of his age will be dismissed.

Medical examination.

Workmen's Compensation Act, 1897.

Previous service.

Commencement of pay

Working hours—ordinary.

2. Every man on entry, before being allowed to proceed to work, must be examined and passed by a Medical Officer of the Ordnance Factories as to his physical fitness for the work on which he is to be engaged, and must signify in writing his acceptance or refusal of the Scheme certified by the Registrar of Friendly Societies under Section 3 of the Workmen's Compensation Act, 1897, in so far as the provisions of that Act may be applicable to him.

3. Anyone who has, previous to his entry in a Factory, served in any other Government Establishment, should, on entry, report the circumstance, in order that a complete record of his service may be kept. Any person concealing his former service will render himself liable to dismissal and to the loss of any superannuation to which at any time he may have become entitled, as well as to prosecution for obtaining a situation under false pretences.

4. Pay commences from the time of starting work.

WORKING HOURS.

5. The ordinary working hours are as follows:—

WOOLWICH:

(EXCEPT BUILDING WORKS DEPARTMENT).

From Monday to Friday, { From 8 a.m. to 1 p.m.
inclusive { „ 2 p.m. „ 5.40 p.m.
Saturday { „ 8 a.m. „ 12.40 p.m.

(BUILDING WORKS DEPARTMENT).

Outdoor Gangs.

March 1st to October 31st:—

From Monday to Friday, { From 8 a.m. to 1 p.m.
inclusive { „ 2 p.m. „ 5.40 p.m.
Saturday { „ 8 a.m. „ 12.40 p.m.

November 1st to February 29th:—

From Monday to Friday, { From 7.15 a.m. to 1.0 p.m.
inclusive { „ 2.0 p.m. „ 4.45 p.m.
Saturday { „ 7.15 a.m. „ 12.45 p.m.

Stokers, Gas Factory, work in 8-hour shifts.

Men employed in the Building Works shops work the same hours as the Woolwich Factories.

ENFIELD LOCK AND BIRMINGHAM

Monday { From 7.30 a.m. to 12 noon.
From Tuesday to Friday, { „ 1 p.m. „ 4.30 p.m.
inclusive { „ 7.30 a.m. „ 12 noon.
Saturday { „ 1 p.m. „ 5.30 p.m.
Saturday { „ 7.30 a.m. „ 11.30 a.m.

Stokers, Gas Factory, Enfield, work in 8-hour shifts.

The normal working hours of the Building Works Department at Enfield Lock are 56 per week.

WALTHAM ABBEY:

DAY WORK.

(Machinery and Store Sections).

From Monday to { 8 a.m. to 1 p.m., and 1.30 to 5.30 p.m.
Friday, inclusive { (without leaving the Factory).
Saturday—8 a.m. to 11 a.m.

(Danger Building Sections)

From Monday to { 8 a.m. to 5.0 p.m.
Friday, inclusive {
Saturday—8 a.m. to 11.0 a.m.

SHIFT WORK.

1st Shift (when on 3 shifts).

From Monday to { 6 a.m. to 3.0 p.m.
Saturday, inclusive {

2nd Shift (when on 2 shifts).

From Monday to { 6 a.m. to 3.0 p.m.
Friday, inclusive {
Saturday—6 a.m. to 12 noon.

3rd Shift.

From Monday to { 2 p.m. to 11 p.m.
Friday, inclusive {

4th Shift.

From Monday to { 10 p.m. to 7 a.m.
Friday, inclusive {

(GAS FACTORY).

The Stokers work in 8-hour shifts.

N.B.—This rule does not apply to duty men, and other special cases.

without leaving the Factory. Two ½-hours allowed for meals to 1st Shift, except on Saturday, when only one ½-hour is allowed. One ½-hour for a meal allowed to 2nd and 3rd Shifts. The time for beginning and ending a shift may be varied, but the total hours worked must be the same.

(BUILDING WORKS DEPARTMENT).

March 1st to October 31st, 56½ hours per week.
November 1st to February 29th, 51 hours per week.

FOR NIGHT SHIFT.

WOOLWICH:

Cartridge Metal Foundries, Quick-Firing Shop and Turnery, Shell Foundry and Shell Forging Shop. From Monday to Friday, inclusive, 6 p.m. to 5 a.m. (two half-hours allowed for meals).

Other shops, Monday to Friday, 5.30 p.m. to 6 a.m. on the following day, less one hour allowed for meals.

ENFIELD LOCK AND BIRMINGHAM:

Monday	{ From 7 p.m. to 11 p.m.
				{ " 12 p.m. " 6 a.m.
From Tuesday to Friday,				{ From 6 p.m. to 11 p.m.
inclusive	{ " 12 p.m. " 6 a.m.

Working
hours—
special.

6. To these hours the necessary exceptions will be made in the case of men working as Stokers, Engine Drivers, Oilers, or in any other capacity where the duties require a more prolonged attendance. Such exceptions are only made by special regulations under the authority of the Chief Superintendent of Ordnance Factories.

TIME CHECK.

N.B.—Rules 7 to 19 do not apply to Waltham Abbey, for which Factory special rules to take their place have been approved.

Metal
tickets

7. Each workman on entry will be given a number, and will be furnished with a set of metal tickets bearing his number, one of which he is to deposit in the ticket box at each hour of commencing work. As these tickets represent money value, rigid exactness is to be observed in every transaction affecting them.

Commence-
ment and
cessation of
work.

8. In all cases the hours for leaving off work will be the hours for leaving the shops, or places where the men are actually at work. For coming to work, the hours named will be the times for depositing the tickets in the ticket boxes, which will be placed as near as possible to the scene of actual work. In the case of the outlying shops of the Royal Arsenal, to which the

CORRIGENDUM.

Rule 8. *Omit from "In the case of," line 6. to "at the times named," line 13..*

9. Anyone losing his ticket must report the circumstance to his Foreman, who will at once make application for the issue of a new one, for which a charge of three-pence will be made. Lost tickets.

10. If a man fail to deposit his correct ticket, he will not be allowed to proceed to his work, for the period represented by the deposit, unless he has obtained the permission of his Foreman, who will then apply on the usual form to the Superintendent for sanction for payment, certifying that the man arrived in good time and worked the full period. Failure to deposit correct tickets.

Any man who has failed to deposit his correct ticket, and who proceeds to work without the prior permission of his Foreman, is liable to be suspended for a subsequent call.

10A. The Superintendent will determine, in each case, how much time, if any, is to be allowed to men who arrive late in consequence of fog or stress of weather. If the Superintendent be satisfied that, with reasonable precaution, a man could have arrived in good time, the man will be checked for the whole call at his day-work rating. Lateness due to stress of weather.

Men of out-door gangs of the Building Works Department, who are absent at first call in the winter months, may be permitted to proceed to work at 9 a.m. Out-door gangs, B.W.D. 1st call, winter months.

11. Locomotive Engine Drivers and Stokers who absent themselves at the first call may be suspended for that day. Any Driver or Stoker, however, reporting himself within 10 minutes of the first call, may proceed to his work, but will be checked one hour's pay. Locomotive Engine Drivers and Stokers.

12. In order that the ticket box may not be shut in the face of those who may be close to it when the Factory bell is stopped, one minute's grace is given, which, excepting in the case of men on night-shift (see Rule 14), is in no case to be exceeded. One minute's grace.

Cartridge Metal Foundries, Quick-Firing Shop and Turnery, Shell Foundry and Shell Forging Shop. From Monday to Friday, inclusive, 6 p.m. to 5 a.m. (two half-hours allowed for meals).

Other shops, Monday to Friday, 5.30 p.m. to 6 a.m. on the following day, less one hour allowed for meals.

ENFIELD LOCK AND BIRMINGHAM:

Monday { From 7 p.m. to 11 p.m.
 ,, 12 p.m. ,, 6 a.m.
 From Tuesday to Friday, inclusive { From 6 p.m. to 11 p.m.
 ,, 12 p.m. ,, 6 a.m.

Working
hours—
special.

6. To these hours the necessary exceptions will be made in the case of men working as Stokers, Engine Drivers, Oilers, or in any other capacity where the duties require a more prolonged attendance. Such exceptions are only made by special regulations under the authority of the Chief Superintendent of Ordnance Factories.

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Commence-
ment and
cessation of
work.

8. In all cases the hours for leaving off work will be the hours for leaving the shops, or places where the men are actually at work. For coming to work, the hours named will be the times for depositing the tickets in the ticket boxes, which will be placed as near as possible to the scene of actual work. In the case of the outlying shops of the Royal Arsenal, to which the

men are taken by trains from near the Plumstead Gate, the tickets will be deposited as the men enter or leave the trains, according to Superintendent's discretion, while for the return from work, the trains will start so much before the times named, as will bring the men to the Gate at the times named.

9. Anyone losing his ticket must report the circumstance to his Foreman, who will at once make application for the issue of a new one, for which a charge of three-pence will be made. Lost tickets.

10. If a man fail to deposit his correct ticket, he will not be allowed to proceed to his work, for the period represented by the deposit, unless he has obtained the permission of his Foreman, who will then apply on the usual form to the Superintendent for sanction for payment, certifying that the man arrived in good time and worked the full period. Failure to
deposit cor-
rect tickets.

Any man who has failed to deposit his correct ticket, and who proceeds to work without the prior permission of his Foreman, is liable to be suspended for a subsequent call.

10A. The Superintendent will determine, in each case, how much time, if any, is to be allowed to men who arrive late in consequence of fog or stress of weather. If the Superintendent be satisfied that, with reasonable precaution, a man could have arrived in good time, the man will be checked for the whole call at his day-work rating. Lateness
due to stress
of weather.

Men of out-door gangs of the Building Works Department, who are absent at first call in the winter months, may be permitted to proceed to work at 9 a.m. Out-door
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11. Locomotive Engine Drivers and Stokers who absent themselves at the first call may be suspended for that day. Any Driver or Stoker, however, reporting himself within 10 minutes of the first call, may proceed to his work, but will be checked one hour's pay. Locomotive
Engine
Drivers and
Stokers.

12. In order that the ticket box may not be shut in the face of those who may be close to it when the Factory bell is stopped, one minute's grace is given, which, excepting in the case of men on night-shift (see Rule 14), is in no case to be exceeded. One
minute's
grace.

Principal Foremen and Foremen.

13. Tickets are not issued to Principal Foremen, Foremen, and others holding corresponding positions. They are nevertheless required to be present throughout the working hours of the Factory to which they belong; and all such persons, except Principal Foremen, are at the beginning of each call to sign a book, kept by the Manager.

Lateness—Night Shift

14. Any man on night-shift who may be too late to deposit his ticket at the first period, provided he presents himself within ten minutes after the proper time at the Ticket Office or, where no Ticket Office is available, to the Warder detailed for the purpose, may proceed to his work, but he will be checked one hour's pay, unless the check be remitted by the Superintendent of the Factory.

Improper use of tickets.

15. Any man who defaces a ticket will be charged threepence for a new one; and any man who deposits a defaced, or spurious ticket, or deposits a ticket for another man, will be liable to summary dismissal and prosecution for fraud.

Tickets of men on night-shift or overtime.

16. When night-shift or overtime is worked, special tickets will be given, when necessary, to the men employed thereon, and these are, up to 6.30 p.m., to be deposited by the men at the Ticket Office on leaving the Works. Those who leave after that time are to deposit their tickets with the Police at the gates. Anyone neglecting to deposit his ticket loses his extra time, unless it is applied for by his Foreman, who must give full explanation as to the cause of the omission.

Re-issue of tickets.

17. The tickets will be re-issued to the men before work ceases for the day, but should anyone not receive them owing to absence, or other cause, application must be made at the Ticket Office for them, 5 minutes before the time fixed for starting work on the following day.

Punctuality.

18. No one is to leave off work until the bell rings. Any person found loitering after his ticket has been deposited, or leaving off work before the bell rings, or loitering after the cessation of his work, will be liable to be suspended. The Factory clock will regulate the general attendance.

Succession of shifts.

19. Unless the sanction of the Foreman has been obtained, men on night-shift are not allowed to leave

work until those who are to take their places for the next shift have arrived.

20. Any man who loses 18 hours in any successive four weeks without leave, or an excessive number of morning calls, or who habitually loses time, is liable to suspension, or discharge. Penalty for losing time.

21. Any man who absents himself without leave for two consecutive days, will be held to have left his employment, and will be struck off the books, unless the Superintendent of the Factory shall decide otherwise. Absence without leave for two consecutive days.

21A. Absence without leave on the occasion of the local football, cricket, or other matches, is strictly forbidden. Any employé so absent will for the first offence be punished by suspension for one or more days, the number of days being at the discretion of the Superintendent of the Factory. Any repetition of the offence will be more seriously dealt with. Absence without leave on special occasions.

22. When overtime is worked, the Superintendent will fix the period which is to be allowed for any meal, and such period will be excluded when the pay for overtime is calculated. Meal time when overtime is worked.

23. Each of the first two additional hours worked in any one day, otherwise than on piece-work, beyond the authorised working hours, will be paid for as an hour-and-a-quarter, and each hour of further overtime worked will be paid for as an hour-and-a-half. In any case extra time will not be counted until the total weekly number of ordinary hours has been made, except in a broken week, when extra time will accrue daily, if no break occurs through the man's own default. This Rule does not apply to (1) Engine Drivers, Stokers and Oilers, (2) out-door gangs, Building Works Department, (3) men working on continuous operations or on day and night-shift, (4) duty men at Waltham Abbey, or (5) other special cases where at the discretion of the Superintendent of the Factory only common time is allowed. Sunday work, from 6 a.m. to 6 p.m., in the Gas Factories is paid as time-and-a-half. Payment for overtime.

In the case of men engaged on continuous operations and on day and night-shifts, every additional hour worked beyond 48 hours per week by a man on the day-shift will be paid for as an hour and a quarter.

Engine Drivers and Stokers at the Woolwich Factories are allowed overtime at the rate of $1\frac{1}{2}$ times $\frac{1}{4}$ th of their weekly rating for each hour (other than meal times) (during which they are engaged supplying steam, beyond the ordinary working hours of the Factory or Shop in which they are engaged. For meal times during which they are engaged supplying steam, they will receive $\frac{1}{4}$ th of their weekly rating for each hour worked.

The consolidated weekly ratings of Engine Drivers and Stokers cover the ordinary hours of the night-shift.

Out-door Gangs, Building Works Department, are only allowed overtime for Sunday, and between 9 p.m. and 6 a.m. on week-days.

Principal Foremen, and persons of superior rank, are not paid for over-time.

Foremen, Assistant-Foremen, and others ranking as such, receive pay for over-time, including Sundays, at common-time rates only.

Overtime of man sent to a distance from Factory.

23A. A man sent to a distance from his Factory will not in any circumstances be paid overtime at time-and-a-quarter or time-and-a-half except for time actually and necessarily worked. When a man is actually travelling on duty out of the ordinary factory hours, he may be paid for the period of the journey at common time, except that when he is travelling by sea, and is re-imbursed his passage money, covering meals and sleeping accommodation, no issue whatever for extra time (either at common or overtime rates) should be made without the authority of the Chief Superintendent of Ordnance Factories.

Pay for work on holiday or closed day.

24. Men who are required to work, otherwise than on piece-work, on a holiday or closed day for which no pay is granted, or on a Sunday, will receive one-and-half hour's pay for every hour worked on such day, subject only to the conditions that they have made the ordinary number of hours for the week concerned, and that men who are required to work on days when the Factory or Shop is closed for stock-taking, will be paid at common time rates only. This does not apply to Gas Factory workmen, who are paid their ordinary rates except for Sunday work between 6 a.m. and 6 p.m.

In the case however of men being employed during the usual working hours on a holiday referred to in Rule 64, payment will be made at bare time rate for

the time so worked, in addition to the one day's pay for the holiday.

This Rule does not apply to Principal Foremen and others who are not paid at all for overtime attendance, nor to Foremen and Assistant Foremen who are governed by the final paragraph of Rules 23 and 65, nor as regards Sundays, to men working in the Gas Factories whose case is provided for in Rule 23.

25. Men on night-shift, whether on day-work or piece-work, will be granted an allowance at the rate of half-an-hour's pay at day-work rate for every hour worked after 12 p.m., in addition to their ordinary day-work pay or piece-work earnings. Any man absent without leave during the first period of night-shift will not receive the bonus for that night. Unless otherwise ordered, one hour, without pay, will be allowed for supper, during which the men may remain in or go out at their own option. No night-shift bonus is issuable to men working on three shifts, or to duty men at Waltham Abbey, or to men in the Gas Factories.

Night-shift bonus.

Supper time night-shift.

25A. The night-shift bonus may be issued to night-shift men, whether on day-work rates or piece-work, for the hours (after the ordinary hours for termination of night-shift) in which they continue to work until the hour fixed for the arrival of the day-shift. Afterwards, they are treated as ordinary day-shift men. Where, in 5-day shops, the night-shift terminates at 5 a.m. on Saturday, but night-shift men are required to work on after that hour, there being no day-shift that day, the night-shift bonus will cease to be issued after the hour on which the day-shift ordinarily commences work, and the extra time will be paid for at common time rate only.

Pay and bonus for extra normal hours of night-shift.

26. When a man paid on day-work rate is temporarily detailed to discharge the duties of a Foreman, Assistant-Foreman, Examiner, or Marker-out, on a higher rate of pay, who happens to be temporarily absent, no increase of pay will be given to such man for such service; nor will any increase of pay be given to a man paid on day-work rate, who is detailed to discharge the duty of a man who is acting in the manner described at the beginning of this Rule.

Temporary assignment of higher duties.

In the case of a man paid on piece-work, increased pay may be issued in such circumstances, on the conditions (a. to d.) specified in Rule 27.

Supervision
of gang
temporarily
formed.

27. When a man, whether paid on piece-work or day-work rate, is detailed to take the supervision of a gang temporarily formed, in consequence of an increase in the work and the numbers employed in the Factory, increased pay may be issued under the following conditions.

- (a). Day-work rating at the minimum rate of the new and temporary position, may be issued while a man is actually at work in such superior capacity.
- (b). This same temporary rate may be adopted for the calculation of Holiday Pay, and pay for closed periods, issuable during the period of such temporary employment, and also for the issue of injury pay, where the injury is sustained in the execution of the duty for which the temporary rate is assigned.
- (c). For calculation of Sick Pay during such period, the old and not the temporary rate should be adopted.
- (d). The temporary advanced rate should cease to be issued on the cessation of the special duty in question.

LEAVE OF ABSENCE.

Limit and
conditions
of leave.

28. Any man wishing to be allowed leave of absence, is to make application to the Foreman of his branch, who will submit the same on the proper Form to the Manager; but no workman is allowed more than 96 hours leave in any one year, without the special sanction of the Superintendent of the Factory.

Any man who may have obtained leave, after having deposited his ticket, must obtain a Pass before leaving the Factory.

All absence, not previously approved, will count as lost time.

Holidays
and closed
days occur-
ring during
absence with
leave.

29. Men absent with leave may receive pay for any holiday that may occur during such absence, provided they have been employed in the Factories or have been entitled to sick pay within the six working days preceding the holiday. They will not receive pay for closed days, the time for which is worked up.

Days lost by
absence
without pay.

30. All days lost by absence without pay, both with leave and on the sick list, exceeding 12 days in each year, and also all days lost by absence without leave,

or by suspension, or while waiting work, that have occurred during the last 10 years of a man's service, are deducted from his total service should he be entitled to an award under the Superannuation Acts.

31. The Superintendent of a Factory is authorized to grant ordinary leave with pay annually, as follows:—

Managers	7 days.
Assistant-Managers	7 days.
Principal Foremen, Foremen, Assistant Foremen, and others holding equivalent rank, who are in receipt of the pay assigned to those grades...	56½ hours.

The following special leave, with pay, may be granted in addition by the Chief Superintendent of Ordnance Factories, on the recommendation of the Superintendent of the Factory:—

Managers	4 weeks	} annually.
Assistant-Managers	3 "	
Principal Foremen	12 working days	

Foremen, Assistant-Foremen, and others holding equivalent rank, who are in receipt of the pay assigned to those grades. } a continuous period of 6 working days annually, or 12 working days biennially.

The privileges of Mechanical Assistants as regards leave will be those of the rank to which their pay corresponds.

For those persons who make less than 48 hours weekly, the number of hours of ordinary leave to be granted in a year, will be less than those stated in the rule in the proportion of the number of hours of their weekly attendance to 48.

32. All issues of holiday pay will be made at day-work rating. Rate for holiday pay.

33. Six months must be served in the qualifying rank before the leave attached to the several ranks under Rule 31 can be granted. Biennial leave cannot be granted until a man is in the second year of his service in the qualifying rank. Qualifying service for leave.

Pay.

Issue of pay ticket.

Incorrect pay ticket.

Loss of pay ticket.

Responsibility in regard to tickets and examination of money at pay table.

Overpayment of wages to be reported.

Conduct during payment of wages.

Obtaining money by false pretences.

Neglect to attend duly at pay table.

34. A pay ticket, on which are marked the man's number and the amount he is entitled to receive on the following pay day, is supplied to each person employed, holding a position below that of Principal Foremen. Anyone finding the amount of pay inserted on his ticket to be incorrect will at once call the attention of his Foreman to the circumstance. Should any ticket be lost or mislaid, it will be at once reported to the Foreman, who will immediately inform the Cashier, so that payment may be stopped.

35. When once a pay ticket has been issued and cashed at the pay table, no further claim can be entertained in regard to it. The greatest care should therefore be taken with these tickets, as the loss of a pay ticket may lead to the loss of the money. The money should be carefully examined at the time of payment, as no mistake can be acknowledged after a man has left the pay table.

36. Anyone who receives from the Cashier more money than is named on the ticket, must at once report the circumstance. Anyone who knowingly conceals the fact is guilty of a fraudulent act, and will be instantly discharged. He will also be liable to prosecution.

Strict order and silence must be observed during the payment of wages. Any man reported for disorderly conduct at such time will be dealt with in such manner as his Superintendent may direct.

36A. Any employé attempting to obtain cash for a pay ticket representing wages to which he knows he is not entitled, or who endeavours by any means to procure payment of public money which he knows to be not due to him, will be instantly discharged and will also be liable to prosecution.

37. Any workman, other than a timekeeper or Foreman's writer, not being in his place at the pay table to receive his pay at the proper time, is liable to be kept without his pay until the following pay day. Any man who habitually neglects to attend at the pay table at the proper time is to be reported by the Cashier and dealt with in such manner as the Superintendent of the Factory may direct.

38. If a man be sick, or on leave, or absent or detained on duty, or unable to attend the pay table in consequence of the existence of infectious disease in his domicile, he can, by sending in the proper form, through his Foreman, authorize another person to draw his pay for him. No timekeeper, worktaker, or bookkeeper is allowed to draw another man's pay under any pretence whatever.

Payment to substitute of workman.

39. Foremen and workmen are strictly forbidden to enter into any private arrangement regarding pay, or to make any re-adjustment of wages after they have been issued at the pay table.

Private compacts regarding wages.

40. Persons in receipt of weekly wages will, when absent on duty, at a distance of more than three miles from the Factory, receive allowances in accordance with the following scale:—

Allowances to men absent on duty.

Weekly Rates of Pay.	Daily Rates.					
	For the first week, or part of week of absence.*	From the 2nd to the 4th week of absence, inclusive.*†	For any period beyond the 4th week of absence, but not exceeding 3 months.*†			
	s. d.	s. d.	s.	d.	s.	d.
From £8 and upwards	10 0	6 8	5	6		
From below £8 to £4 10s. 0d., inclusive	8 0	6 0	5	0		
From below £4 10s. 0d. to £2 15s. 0d., inclusive	7 0	5 3	4	8		
From below £2 15s. 0d. to £1 15s. 0d., inclusive	6 0	4 6	4	0		
From below £1 15s. 0d. to £1 1s. 0d., inclusive	5 0	3 9	3	4		
Below £1 1s. 0d.	4 0	3 0	2	8		

* At any one Station.

† For the day of return, absence pay at one-half of the daily rate for the first week of absence will be allowed.

Limitations, in special cases of allowance to men absent on duty.

41. If not absent during a night, $\frac{1}{2}$ of the daily rate, as given in Rule 40, will be allowed if the absence extends to 5 hours, and $\frac{1}{2}$ the daily rate if it extends to 9 hours. If absent during a night, $\frac{1}{2}$ a day's absence pay will be given for the day of return. Where the absence on duty extends beyond 3 months, special arrangements will be made, under the authority of the Chief Superintendent of Ordnance Factories. Where the absence is for a portion of a day, and includes time taken for a meal, no pay will be allowed for such time, but it will count towards the absence allowance.

Absence allowance in special cases of leave.

41A. When an employé absent on duty becomes incapacitated for duty by injury or sickness, or obtains leave for a day or more during the period of such absence on duty, no absence allowance under Rule 40 for the days affected by such injury, sickness, or leave can be issued without the special authority of the Chief Superintendent of Ordnance Factories.

Men travelling by sea or by railway sleeping car.

42. Rules 40 and 41 are not applicable to men travelling by sea, when the passage money covers meals and sleeping accommodation. In such cases special arrangements will be made under the authority of the Chief Superintendent of Ordnance Factories.

Men travelling by railway sleeping car may not charge in their travelling claims the extra cost involved for sleeping accommodation. That should be defrayed out of the absence allowance granted under Rule 40.

MEDICAL ATTENDANCE.

Free medical attendance.

42A. The conditions under which free medical attendance is granted to men injured in and by the execution of their duty are defined in Rules 56 to 58. In other cases, free medical attendance is granted under the conditions defined in Rules 43 to 45.

SICKNESS.

Title to medical attendance in sickness.

43. All persons who have three years' continuous service are entitled to medical attendance at their residences, should they be unable to attend personally at the Surgery, provided that, if employed in the Royal Arsenal, they live within a radius of one mile from a point midway between the Main and Plumstead Gates; or if employed elsewhere, live within a mile of the Factory. Continuous service under this Rule implies that the service has not been broken by discharge

through the man's default, nor by his voluntary resignation, nor by an award of a gratuity on discharge, (unless such gratuity has been refunded under Rule 62a), and that no break in his service in consequence of discharge through sickness or reduction exceeds 3 years. The period of a man's suspension for his own default, or through slackness of work, does not count as service.

When a person who has been pensioned from a Government Department relinquishes his pension and is re-employed in an Ordnance Factory, his former service counts towards medical attendance and sick pay.

Men who leave the Ordnance Factories by permission, in order to take up service under the Government of India, and who obtain re-employment in the Ordnance Factories after termination of their Indian service, by ill-health, reduction, or completion of a period of engagement, may count for the purposes of medical attendance, sick pay, and awards under the Superannuation Acts, their former service in the Ordnance Factories, provided that the interval between the dates of discharge from Indian service and re-employment in the Ordnance Factories does not exceed 3 years. Where the Indian service is terminated by direct transfer to the Ordnance Factories, and the service under the Indian and Home Governments is continuous and successive, the Indian service also will count towards medical attendance, sick pay, and towards awards under the Superannuation Act, 1892.

43A. Applications for medical attendance at their residences from workmen employed at the Royal Arsenal, who are entitled to such attendance, should be made to the Medical Department before 11 a.m., except in cases of urgent necessity.

44. Assistant-Foremen, and others ranking as such, Foremen and persons of higher rank, are entitled to medical attendance on the same conditions as workmen, but irrespective of length of service.

44A. Army pensioners employed in the Ordnance Army Factories are allowed medical attendance for themselves, pensioners, their wives, their children and step-children (up to 14 years of age) provided they reside within the radius of one mile.

Attendance
at Surgery.

45. Men of over three years' service who reside outside the radius can only obtain medical aid on personal application at the Surgery. Men under three years' service, except at Enfield, are only entitled to medical assistance in case of injury or sudden illness while at work. Such men are nevertheless to attend at the usual hour at the Medical Department, to have their names put on the Sick List. Anyone who is unable to attend, owing to his living at a distance from the Factory, or from being taken ill when not at his work, should notify the same to his Foreman, and also send a medical certificate to the Medical Officer, furnishing his number, age, service, and place of residence. Failing this, he is liable to be dealt with as an absentee under Rules 20 and 21.

Resumption
of work.

46. A workman who, having been on the Injury List, Sick List, or Infection List, is fit to resume work, should attend at the Medical Department to have his name withdrawn from the List. Any man failing to comply with this instruction will be dealt with as an absentee, and will be liable to discharge in accordance with Rules 20 and 21.

Title to sick
pay.

47. Except as provided in Rule 49a, sick pay is allowed to workmen, whose sickness is duly certified by the Medical Officer, at the following rates:—

If necessarily absent from sickness, arising from other cause than duty, but not attributable to intemperance or misconduct, and provided the person be of good character, half pay at day-work rating after three years' continuous service, as defined in Rule 43, for no longer continuous period than one month, nor for more than two months on the whole in one year; after ten years' service, three-fourths pay, at day-work rating, for no longer continuous period than two months, nor for more than two months on the whole in one year; and after fifteen years' service for no longer continuous period than three months, nor for more than three months on the whole in one year. In no case, however, shall the sick pay issued to an employé below the rank of Assistant-Foreman, be at a rate exceeding £2 per week.

If a continuous sickness extends into a second calendar year, the sick person does not therefore become entitled to a second period of sick pay for that sickness.

48. The number of hours representing a month's sick pay, will be 200 for those persons who work 48 hours per week. The allowance for persons who work less than 48 hours per week, will be reduced in proportion of the number of their weekly hours to 48. The allowance to persons working over 48 hours per week will be proportioned on the scale of 250 hours for persons working 54 hours per week, e.g., men working 49 hours per week receive $\frac{49}{54}$ ths of 250 hours, as a month's allowance of sick pay.

Number of
hours sick
pay per
month.

49. Except as provided in Rule 49a, all Assistant-Foremen, and others ranking as such, as described in Rule 31, and persons of higher rank, when sick, draw full pay, and for the same periods relatively to their services as workmen, except that they are not required to have three years' service before being entitled to sick pay.

Foremen
and persons
of higher
rank.

49A. Persons not on the Establishment, entered or re-entered in the Ordnance Factories subsequent to 31st July, 1900, will under no circumstances receive sick pay at more than half their day work rating.

Persons
entered sub-
sequent to
31st July,
1900.

50. Sick pay will only be issued from the date on which a man is placed on the sick list by the Medical Officer. Any neglect in reporting sickness will therefore lead to a loss of sick pay.

Date of
commence-
ment of sick
pay.

CORRIGENDUM.

Rule 47. Line 9.—"one month" to read "two months."

53. Men out sick, if entitled to sick pay, will be paid for the Holidays specified in Rule 64, but not for such other periods as the Factories may be closed.

Pay for
holidays and
closed days.

Men out sick, if not entitled to sick pay, will yet be paid for the holiday, provided they have been employed in the Factories, or have been entitled to sick pay within the six working days immediately preceding the holiday.

No sick pay, injury pay, or infection pay is issuable to a man when the Factory or Shop to which he belongs is closed for stock-taking.

Attendance
at Surgery.

45. Men of over three years' service who reside outside the radius can only obtain medical aid on personal application at the Surgery. Men under three years' service, except at Enfield, are only entitled to medical assistance in case of injury or sudden illness while at work. Such men are nevertheless to attend at the usual hour at the Medical Department, to have their names put on the Sick List. Anyone who is unable to attend, owing to his living at a distance from the Factory, or from being taken ill when not at his work, should notify the same to his Foreman, and also send a medical certificate to the Medical Officer, furnishing his number, age, service, and place of residence. Failing this, he is liable to be dealt with as an absentee under Rules 20 and 21.

Resumption
of work.

46. A workman who, having been on the Injury List, Sick List, or Infection List, is fit to resume work, should attend at the Medical Department to have his name withdrawn from the List. Any man failing to comply with this instruction will be dealt with as an absentee, and will be liable to discharge in accordance with Rules 20 and 21.

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ser-... three-fourths pay, at day-work rating, for no longer continuous period than two months, nor for more than two months on the whole in one year; and after fifteen years' service for no longer continuous period than three months, nor for more than three months on the whole in one year. In no case, however, shall the sick pay issued to an employe below the rank of Assistant-Foreman, be at a rate exceeding £2 per week.

If a continuous sickness extends into a second calendar year, the sick person does not therefore become entitled to a second period of sick pay for that sickness.

48. The number of hours representing a month's sick pay, will be 200 for those persons who work 48 hours per week. The allowance for persons who work less than 48 hours per week, will be reduced in proportion of the number of their weekly hours to 48. The allowance to persons working over 48 hours per week will be proportioned on the scale of 250 hours for persons working 54 hours per week, e.g., men working 49 hours per week receive $\frac{49}{54}$ ths of 250 hours, as a month's allowance of sick pay.

Number of
hours sick
pay per
month.

49. Except as provided in Rule 49a, all Assistant-Foremen, and others ranking as such, as described in Rule 31, and persons of higher rank, when sick, draw full pay, and for the same periods relatively to their services as workmen, except that they are not required to have three years' service before being entitled to sick pay.

Foremen
and persons
of higher
rank.

49A. Persons not on the Establishment, entered or re-entered in the Ordnance Factories subsequent to 31st July, 1900, will under no circumstances receive sick pay at more than half their day work rating.

Persons
entered sub-
sequent to
31st July,
1900.

50. Sick pay will only be issued from the date on which a man is placed on the sick list by the Medical Officer. Any neglect in reporting sickness will therefore lead to a loss of sick pay.

Date of
commence-
ment of sick
pay.

51. Men in the habit of taking advantage of the privilege of sick pay from year to year, or frequently absent through sickness although not entitled to sick pay, will be discharged as physically unfit for duty.

Habitual
sickness.

52. No one who is suspended from any cause will receive sick pay during his absence.

Men suspen-
ded.

53. Men out sick, if entitled to sick pay, will be paid for the Holidays specified in Rule 64, but not for such other periods as the Factories may be closed.

Pay for
holidays and
closed days.

Men out sick, if not entitled to sick pay, will yet be paid for the holiday, provided they have been employed in the Factories, or have been entitled to sick pay within the six working days immediately preceding the holiday.

No sick pay, injury pay, or infection pay is issuable to a man when the Factory or Shop to which he belongs is closed for stock-taking.

Applications
to private
medical men

54. Any man entitled to medical attendance who applies to a private Surgeon or to a hospital, without first procuring permission, on the proper form, from the Medical Officer of the Factory, will not necessarily be placed on the sick or injury list. Applications to private medical men should, therefore, only be made in cases of necessity, the circumstances of which must be fully explained.

Obedience
due to Medi-
cal Officer.

A man who disregards a reasonable instruction from the Medical Officer of the Factory will receive neither sick nor injury pay. He will also be liable to dismissal, unless a satisfactory explanation be furnished to the Superintendent of the Factory.

Stoppage for
subsistence
in hospital.

54A. Sick or injured persons, other than those who entered or re-entered the Ordnance Factories subsequent to 31st July, 1900, and who have accepted the Scheme referred to in Rule 2, are, when admitted into hospital at Woolwich or Waltham, subject to a stoppage of one shilling per diem for subsistence, the amount thus recovered being handed over to the cook or nurse who provides the food supplied.

Physical un-
fitness with-
out illness.

55. Where physical unfitness for work arises, without any illness, sick pay cannot be issued.

INJURIES.

Report to be
made of all
injuries.

56. Any workman meeting with an injury, however trivial it may seem, in and by the execution of his duty, should report the circumstance to his Foreman immediately, in order that a Certificate stating the nature and cause of the injury may be prepared and forwarded to the Medical Officer. In the absence of such immediate report, no injury pay, sick pay, or compensation in respect of the injury, will be granted unless the workman produces sufficient reliable evidence to establish the fact that the injury arose in and by the execution of his duty.

Every workman receiving an injury on duty, however trivial the injury may seem, must be sent at once to the Surgery to have his wound attended to.

Injury
resulting
from mis-
conduct.

56A. A workman who sustains an injury which is attributable to his serious and wilful misconduct will not be allowed injury pay, sick pay, nor medical attendance, nor will he be recommended for compensation of any kind.

57. A workman who sustains personal injury by accident in the circumstances set forth in Section 1 of the Workmen's Compensation Act, 1897, and who has declined to accept the Scheme certified by the Registrar of Friendly Societies under Section 3 of that Act, will be dealt with under the provisions of the Act and will not be entitled to any further benefit in respect of the injury. A workman so injured who has accepted the Scheme will be dealt with under the provisions of the Scheme, a copy of which is annexed to these Rules.

The "Regulations of their Departments" referred to at Clause 9 of the Scheme are, in the case of employes of the Ordnance Factories, Rules 56, 57, and 58 of the 6th Edition of "The Rules and Regulations of the Ordnance Factories."

58. A workman who is incapacitated from performing his work through an injury received in and by the execution of his duty in circumstances outside the scope of the Workmen's Compensation Act, 1897, or by sickness clearly attributable to the nature of his work, will in respect of injury pay and medical attendance receive similar treatment to that accorded to injured workmen under Clauses 6 to 9 of the Scheme.

59. Any one who, through negligence or carelessness, subjects himself or his fellow workmen to the liability of accident is to be at once reported, so that the case may be investigated and the man punished, as may be deemed necessary by the Superintendent of the Factory.

AWARDS UNDER SUPERANNUATION ACTS.

60. With the exception of certain Principal Foremen and persons of higher rank who obtain Civil Service Certificates under Section 17 of the Superannuation Act, 1859, no one who has entered the Service since the 4th June, 1870, is entitled to a pension, nor will any service rendered after the 31st December, 1889, by those who entered subsequently to 17th December, 1861, count towards pension. It is to be distinctly understood that a claim to pension does not exempt anyone from any penalty to which he may render himself liable by misconduct, or any breach of the Rules of the Ordnance Factories.

Gratuities under Section 4 of the Act of 1887.

61. With reference to Section 4 of the Superannuation Act of 1887, the Secretary of State will recommend, for a gratuity on discharge on reduction, those men who have served 7 years, and whose conduct and efficiency while serving warrant the Chief Superintendent of Ordnance Factories in recommending them for it. In cases of discharge owing to age, or infirmity of mind or body, a minimum of 15 years' service is required by the Act.

Qualifying service for awards under Superannuation Acts.

In order that service may count for the purpose of an award under the Superannuation Acts, it is requisite (1) that it be rendered by the employé subsequently to his attaining the age of 16 years, (2) that it be continuous, as defined under Rule 43, except that where a man is qualifying for superannuation (not for a gratuity) on retirement, no part of his pensionable service which is terminated by reduction, or abolition of office, or infirmity of mind or body, will be omitted from the calculation of pension on the ground of the length of the interval until his subsequent re-employment.

It should be clearly understood that, in the case of a person qualified by service for pension or gratuity dying while still borne on the books of the Department, his legal representative will have no claim to such pension or gratuity.

Awards based on day-work ratings.

62. All awards made under the Superannuation Acts are based on Day-work ratings.

Refund of gratuities.

62A. Where a man who has been discharged with a gratuity desires on re-employment to refund such gratuity, with the view of being enabled to reckon his former service for future benefits, such as sick pay, or increased gratuity, he may do so subject to the following conditions:—

- (1). The application to refund must be made within a week of his re-employment.
- (2). The refund cannot be made by instalments.
- (3). In the event of his final discharge for any reason other than age, infirmity, or reduction (or even for age or infirmity if with less than 15 years' service) he would forfeit all claim to gratuity.

- (4). In the event of his dying in the service, his legal representatives will have no claim to a gratuity.
- (5). In no case will a refund be accepted where the break in his service amounts to 3 years.

INFECTIOUS DISEASES.

63. On the outbreak of any infectious disease involving the absence from duty of an Arsenal employé under Rule 63A, the Medical Attendant (or in the case of residents within the Borough of Woolwich, the Medical Officer of Health) will report the case to the Principal Medical Officer of the Royal Arsenal. The employé concerned will then be placed on the Infection List, and no personal attendance will be required from him until such time as he attends at the Surgery of the Royal Arsenal to satisfy the Principal Medical Officer that he is free from infection.

Outbreak of infectious disease to be reported.

63A. All persons employed in the Ordnance Factories are prohibited from coming to their work at any time when Small Pox, Scarlet Fever, or other serious infectious disease is present in their families, or in the house in which they reside. Any person violating this order will subject himself to dismissal. When infectious disease is present in the house of any employé, he should at once ascertain that the circumstance has been reported under Rule 63, and, if not, then himself report to the Medical Officer of the Factory, and take steps for the isolation or removal of the patient to a Hospital, or for his own removal to other quarters. To cover the time required for making such arrangements, and for necessary disinfection, full pay at day-work rate will be allowed for a period not exceeding one week, on the Certificate of the Medical Officer of the Factory that the man was necessarily absent. On the expiration of the week the issue of pay will cease, but the man must continue to absent himself from work until such time as he may be declared by the Medical Officer of the Factory to be free from infection.

Prohibition from coming to work from infected houses or families.

Pay to men on Infection List.

This Regulation applies also to all Foremen and others ranking as such, and persons of higher rank.

In cases, however, where the Local Medical Officer of Health either (1) certifies that enforced absence of an employé beyond two weeks arises from insufficient

hospital accommodation, or (2) certifies at the time of the notification of the disease under the Public Health London Act (1891) that the removal of the patient to hospital would endanger life, a representation of the facts should be made to the Chief Superintendent of Ordnance Factories, through the Superintendent of a Factory, with a view to the issue of pay at one-half the day-work rate—or, in the case of Foremen, and persons ranking as such, and persons of higher rank, full pay—for the whole period of enforced absence.

HOLIDAYS.

Paid holidays.

64. The following days are observed as Holidays:—
 Christmas Day, or, if Christmas Day happens to fall on a Sunday, the day following Christmas Day,
 Good Friday,
 The day appointed for the celebration of His Majesty's Birthday,
 The first Monday in August, and, in the Royal Arsenal,
 The 2nd Saturday in July (Bean Feast).

For these days, pay at day-work rate is granted to all men employed. The men who happen to be working night-shift in the week concerned, will not on that account receive any larger sum for holiday pay than those working day-shift; and men on temporary rates will not receive holiday pay at such rates except in the conditions set forth in Rules 26 and 27.

For His Majesty's Birthday it has been specially decided that $8\frac{1}{2}$ hours' pay at day-work rate, is to be issued to all employes working 48 hours per week, and $9\frac{1}{2}$ hours' pay to those paid or checked as for a 54 hours' week, irrespective of the day on which it may happen to fall or be kept.

Closed days, other than paid holidays.

65. The Factories are closed also on all statutory Bank Holidays, and on the Saturday before Easter, but no pay will be issued for these days, other than the first Monday in August, except to Assistant-Foremen, and others ranking as such, Foremen, and persons of higher rank; these will be paid as for the holidays specified in Rule 64.

When Assistant-Foremen, and others ranking as such, and Foremen are required to work on a closed

day, or any portion thereof, they will receive pay at bare time for the time so worked, in addition to the pay for the closed period.

66. Anyone absent without leave during the last period of the working day before, or any period of the working day next following a holiday or closed day (such as Bank Holidays, &c.), will receive no pay for the holiday and will be liable to be suspended for one or more days as the Superintendent of the Factory may think fit.

Absence without leave for a period contiguous to a holiday or closed day.

67. Anyone leaving a Factory, but who works the last period of the day before a holiday, will receive pay for the holiday, if entitled thereto.

Holiday pay to men leaving or out waiting work.

Payment for a holiday will also be made to a man out waiting work, provided he has been employed in the Factories or entitled to sick pay within the six working days immediately preceding the holiday; but payment will not be made to a man out under suspension for any other cause.

68. Lads attending a Factory Technical School, the Woolwich Polytechnic, or other similar institutions will, on production of certificates that they have regularly attended two courses of technical classes during the six months immediately preceding the holiday, and that their school conduct has been satisfactory, be allowed holidays, with pay, on Easter Monday, Whit Monday, and Boxing-Day (or the day after Boxing-Day when Christmas-Day happens to fall on a Sunday). They will also be allowed half-holidays, with pay, as follows:—

Lads attending Technical Schools.

In the case of lads serving in the Factories at Woolwich { On the occasions of the Cadets' Sports at the Royal Military Academy: and of the Woolwich Garrison Sports.

In the case of lads serving elsewhere ... { On two occasions of local sports.

MISCELLANEOUS.

69. Men who wish to leave their employment must give sufficient notice to allow of their pay accounts being made out. A day's notice will be given to workmen when their services are no longer required, except in cases of dismissal for bad conduct. One week's

Notice to be given on leaving.

notice is required from Gas Stokers wishing to leave, and one week's notice will be given them, except in case of dismissal for bad conduct.

Retirement
through age.

70. Workmen who have attained the age of 60 years are permitted to retire on the ground of age and to receive any benefits to which they may be entitled under the Superannuation Acts. It is, also, competent for the Superintendent of a Factory to enforce the retirement, on the ground of age, of workmen who have attained that age. In any circumstances workmen, whether entitled to superannuation or not, are compulsorily retired on attaining the age of 65, and messengers on attaining the age of 60 years. Retention up to that age must be understood to be in all cases contingent upon the efficient performance of work. In no case are the services of men to be continued beyond the date at which they cease to be thoroughly competent to discharge all the duties of the post they hold.

Obedience.

71. Workmen are to render implicit and unhesitating obedience to the orders of the Foremen or others under whom they are employed. They are also to obey the orders of the Warders. Any act of disobedience or insubordination will lead to the immediate suspension of the offender, and, in aggravated cases, to his dismissal.

Machines.

72. Machines are not to be cleaned when in motion. Workmen are strictly forbidden to replace bands on main shafting unless specially authorized by their Foreman to do so. Any person, other than those so authorized, who shall be detected replacing or removing bands, will be liable to dismissal.

Workmen who neglect to use or maintain any guard or fencing provided in connection with the machines at which they work, will subject themselves to dismissal, and be liable to prosecution.

Intemper-
ance.

73. Any man coming to his work intoxicated, or known to lose time through intemperance, will be discharged.

Money-
lending.

73A. Money-lending transactions, as between employes, are to be discouraged. All Assistant-Foremen and persons of superior rank are to report any such transactions as may come to their notice. Any employe borrowing money from a subordinate is liable to dismissal.

74. No employe is permitted to keep a Public House, Beer House, or Marine-Store Dealer's Shop. Employes are warned that they are strictly forbidden to buy, sell, take or canvass for orders, collect money, or carry on trading of any kind, either for themselves or others within the gates of the Factories. Foremen and Warders are required to report any breach of this Rule that may come to their knowledge, and any one found to have infringed it will be discharged.

74A. Any employe convicted of an offence which, in the opinion of the Chief Superintendent of Ordnance Factories, renders it undesirable that the services of that employe should be continued in the Ordnance Factories, will be discharged. Convictions
for offences.

75. All persons employed in the Ordnance Factories are strictly precluded from purchasing Ordnance or War Department Stores when offered at a public sale, or from purchasing such Stores in any way. Purchase of
Ordnance or
War Depart-
ment stores.

76. No information is to be given by any person employed in any of the Factories respecting the work of any of the Factories or on other matters connected therewith, except to persons duly authorized to receive it. Any breach of this Rule may be punished by suspension or dismissal. Special attention is called to the Official Secrets Act of 1889, copies of which have been posted up in the several Factories. Official
secrets.

77. No work is to be done in the Factories for any Contractor by anyone in the employ of the Factories, either during or after the working hours, without special sanction. Every employe is forbidden, under pain of dismissal, to make or repair in the Ordnance Factories any article, however trifling, for the private use of himself or any other person. Any employe detecting an abuse of this nature is required to report the circumstances to his Superintendent in the manner prescribed at Rule 80. Work for
Contractors
or for
private use.

78. No one is allowed to leave his work to accompany visitors over the Factory. Escorting
visitors.

79. It must be understood that an hour's pay is remuneration for a fair hour's actual work. If idleness, loitering about the Factories, or leaving the shops Negligence
of work.

without permission be detected, the lost time will be deducted, and the persons concerned will be liable to suspension or discharge.

Method of making communications or complaints.

80. If any workman has any representation or complaint to make, he must do so through the Foreman under whom he is employed. The Foreman will at all times forward every complaint he may receive to the Manager, who will investigate it and, if he considers it necessary, report to the Superintendent of the Factory. All complaints made in a proper and respectful manner will receive careful attention; and it is to be distinctly understood that every workman has a right of appeal to his Superintendent, and ultimately to the Chief Superintendent of Ordnance Factories. Workmen are cautioned against making misrepresentations or frivolous complaints of any kind, or forwarding complaints through any other than the proper channel. Any infringement of this order will render the offender liable to dismissal. It is to be distinctly understood that this rule is infringed when workmen, in order to ventilate a grievance, refuse to attend at the Pay Tables to receive the amount shewn on their pay tickets.

Misappropriation of Government property.

81. Workmen are cautioned against appropriating to their own use, or misappropriating in any way any articles belonging to the Government, however trifling their value, as any such irregularity will, on detection, be visited with the instant dismissal of the offender and expose him to prosecution. Any person charged with misappropriation of Government property and pleading "not guilty" will, on conviction, not only be dismissed from the Government service, but will be refused all re-entry into the service.

If in the case of a first offender, who, on being accused, acknowledges his guilt at once, the Superintendent of the Factory regards the circumstances as exceptional and as justifying him in recommending any relaxation of this Rule, a full representation of the case may be made to the Chief Superintendent of Ordnance Factories.

Wrong use of materials.

81A. Every employé is required to prevent to the utmost of his power the wasteful expenditure or improper use of materials, and the improper employment of labour. Any employé detecting an abuse of this

nature is required to report the circumstances to his Superintendent in the manner prescribed at Rule 80.

Any employé detected in such an abuse will be dismissed.

82. Any workman who may inadvertently bring matches of any kind, or other dangerous articles, or a tobacco pipe, into the works, should immediately deliver them up to his Foreman, otherwise he will render himself liable to suspension or, on repetition of the offence, to discharge. Any workman found with such articles, or with means for procuring a light, in Danger Buildings, or inside the Factory at Waltham Abbey will be at once dismissed.

Smoking is, however, permitted to men on night shift, to Stokers and to men on foundry work, during meal hours, when no danger is incurred thereby. Superintendents of Factories will decide what men are to be permitted to smoke and will specify places and hours for the purpose. They will also arrange for the custody of pipes. Men smoking, except at authorised places and times, will be liable to dismissal.

Under no circumstances will any smoking be permitted at Waltham Abbey, nor will tobacco be allowed to be taken in, either in the hands or in the clothes.

83. Workmen employed in Danger Buildings should make themselves thoroughly acquainted with the printed instructions in regard to the work which are posted in the workshops, as ignorance of these will not be accepted as an excuse for irregularities.

84. Workmen are not exempt from serving on Juries, but will receive their pay, minus Court allowances, whilst so absent from their work. Workmen who are legally summoned as witnesses should recover their expenses as witnesses in the usual way. In no case will they be paid by the Ordnance Factories for the time they are absent from their work, unless they have been required by their Superintendent to attend the Court on behalf of the Factories, and their Court allowance is not equal to their day-work rate at common time. In the latter event the difference will be paid by the Ordnance Factories.

85. Men are liable to suspension in the event of slackness of work. During this period they are at perfect liberty to take employment wherever they can

Dangerous articles, matches and pipes.

Smoking.

Work in Danger Buildings.

Workmen summoned as Jurors or Witnesses.

Suspension for slackness of work.

obtain it; if re-employment at the Factory is not available within a period of two months, they are struck off the books of the Factory as discharged on reduction. If, however, when work is available at the Factory, a man absents himself from the Factory, he is struck off as leaving voluntarily.

Exercise of influence in connection with public elections.

86. In all elections for Members of Parliament, the exercise of any influence, direct or indirect, on the part of any Official to induce the workmen to vote in any way, is strictly prohibited; and in order to take further precaution against the exercise of such influence, no canvassing by any candidate, or by any one on his behalf, will be permitted within the Arsenal, or any of the Factories, excepting only of such voters as may be resident therein. The same Regulations are to be strictly observed as to School Board, County, District, Borough, and Parish Councils, and Municipal elections.

Facilities for voting at elections.

86A. On the occasion of a contested Parliamentary Election, held on any other day than Saturday, in the constituency in which a Factory is situated, the Factory will be closed for the period of the afternoon call and the employes will be paid for such period as for a holiday, under Rule 64. If employes have votes in other constituencies where a contested election is held on another day, the Superintendent of the Factory may grant such voters two hours' leave, with pay, for the purpose of recording their votes.

On the occasion of elections other than Parliamentary, the Factories will not be closed; but, in the case of School Board, County, District and Borough Council elections, the Superintendent of the Factory may grant, at his discretion, to employes who vote at an unusually long distance from the Factory one hour's leave, with pay, for the purpose of recording their votes.

In no circumstances will pay be issued under this Rule to men absent, with or without leave, on the morning of the polling day, to men on night-shift, or to men on the sick and injury list.

Candidature for election to public bodies.

87. Employes of the Ordnance Factories may not become candidates for election to District Councils, or any other public representative body, the meetings of which are held during the hours required for official duty.

In the case of Parish Councils, the meetings of which are not held before 6 p.m., there will be no objection to an employe becoming a candidate, so long as the Superintendent of the Factory is satisfied that the duties of the Parish Council will not interfere with the performance of Ordnance Factory duties.

88. Any person employed in the Ordnance Factories, Patents, who may propose to take out a patent for any invention, must first, before seeking provisional protection, obtain authority to do so by application through his Superintendent to the Chief Superintendent of Ordnance Factories. Should such patent be subsequently used in the public service, any facilities in working out and perfecting the invention, which the inventor may have enjoyed by reason of his official position, will be taken into account in any settlement of the terms for its use.

89. The powers to be exercised under these Rules by Superintendents of Factories will, in the case of employes of the Central Office, be exercised by the Civil Assistant to the Chief Superintendent of Ordnance Factories. Central Office employes.

E. BAINBRIDGE,
COLONEL,
CHIEF SUPERINTENDENT OF
ORDNANCE FACTORIES.

January, 1902.

WORKMEN'S COMPENSATION ACT, 1897.

SCHEME OF COMPENSATION

in case of injury to Workmen in Government Establishments.

*CERTIFIED by the Registrar of Friendly Societies
pursuant to Section 3, Sub-section (1) and Section
(8) Sub-section (2) of the above-mentioned Act by
Certificate dated 8th June, 1900.*

1. Where it is established to the satisfaction of the Treasury that the death of a workman results from the injury, and the workman leaves any dependants wholly dependent upon his earnings at the time of his death, a sum equal to his earnings in the employment of the Government during the three years next preceding the injury, or the sum of one hundred and fifty pounds, whichever of those sums is the larger, but not exceeding in any case three hundred pounds, shall be payable, provided that the amount of any weekly payments made under this Scheme shall be deducted from such sum, and if the period of the workman's employment by the Government has been less than the said three years, then the amount of his earnings during the said three years shall be deemed to be 156 times his average weekly earnings during the period of his actual employment by the Government.

2. Where the workman does not leave any such dependants, but leaves any dependants in part dependent upon his earnings at the time of his death, the amount payable shall be half the amount which would be payable in the case of "dependants wholly dependent."

3. The Treasury will be prepared, in any case in which the authorities of a Department consider that the interests of a workman's dependants would be better served by a pension to the widow, or mother (where there is no widow), than by a lump sum, to deal with the case as follows, namely: There shall be deducted from the lump sum payable to the dependants under the Scheme the amount which would be granted in such a case as a gratuity for the children, if any, according to the principles laid down in the Warrant framed under Section 1 of the Superannuation Act of 1887, and there shall be granted to the widow, or mother (where there is no widow), a pension equal to the annuity which the remainder of the aforesaid lump sum would purchase according to the Post Office tables for the purchase of immediate annuities.

4. Provided that, where the widow or mother, as the case may be, was wholly dependent on the deceased, the pension granted shall not be less than £10 per annum.

5. On the death of a workman leaving no dependants, a payment of not more than ten pounds shall be made, as under the Workmen's Compensation Act, 1897.

6. Where total or partial incapacity for work results from the injury, for the period not exceeding six months, between the date when the workman is placed on the Hurt List on account of the injury, and the date when he is reported as fit to return to duty or as permanently unfit, the injured workman shall receive half his average weekly earnings during the previous twelve months if he has been so long employed, but if not then for any less period during which he has been in the employment of the Government.

7. Should the rate of pay of his class be increased while he is on the Hurt List, he shall participate in the increase.

8. In addition, he shall receive free treatment in hospital, where the use of a hospital is available to his Department for the purpose. Where it is not so available, he shall receive free medical attendance.

9. Any workmen serving on 1st August, 1900, who are entitled under the regulations of their Departments to more favourable treatment while on the Hurt List than is provided for above shall continue to be so entitled during continuous service from that date.

10. In cases of permanent incapacity for work, a pension shall be paid to a workman at the following rates, viz. :—

Where his capacity to contribute towards his own support has been shewn to the satisfaction of the Treasury to have been totally destroyed	Twenty-four sixtieths of his average weekly earnings during the previous twelve months if he has been so long employed, but if not then for any less period during which he has been in the employment of the Government.
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Materially impaired... ..	Eighteen sixtieths.
Impaired... ..	Twelve sixtieths.
Slightly impaired	Six sixtieths.

11. These payments shall in all cases be in addition to the pension, if any, for which the workman is qualified by length of service, provided that the compensation for injury and the pension in respect of length of service shall not together exceed the pay of the workman at the date of the injury, or £300 a year, whichever is the less.

12. Workmen who do not contract that the provisions of the Scheme shall be substituted for the provisions of the Act, must henceforward be dealt with, in cases of injury, solely in the manner provided by the Act; and any benefits, in cases of injury, which such workmen now receive under the regulations of their Department, in excess of the benefits provided by the Act, can no longer be accorded.