

On Her Majesty's Service

WASC1196

L. F. Stocking

301086

~~Mr 137 G/C~~



RULES
AND
REGULATIONS
OF THE
Ordnance Factories

EIGHTH EDITION

1928

1196/3.

Issued to

on

SHOP No.

YOUR IDENTIFICATION No.

is

**Please quote above Number,
also your Shop Number on
all Letters and Enquiries
relating to Wages, Sickness,
Absence, etc.**

**RULES AND REGULATIONS OF THE ROYAL
ORDNANCE FACTORIES.
(EIGHTH EDITION.)**

These Rules, together with the Regulations promulgated in the Appendices, constitute the Rules and Regulations of the Royal Ordnance Factories (Eighth Edition).

These Rules and Regulations apply to all employees of the Ordnance Factories, Woolwich.

They apply also with any authorised modifications, to employees of other Departments, hitherto subject to the Rules and Regulations of the Ordnance Factories.

Employees are also subject to such special rules or conditions of employment, as may be applicable to the grade or nature of their employment (e.g., Danger Building Regulations), as promulgated from time to time.

The Rules and Regulations are subject to amendment.

SECTION I.

GENERAL REGULATIONS.

(1) Working Hours.—The ordinary Factory week consists of 47 hours of work. The local times of starting and stopping work are posted in the sections concerned and are subject to revision as necessary.

(2) Day Rate Guarantee.—Employees on systems of payment by results are guaranteed on a weekly basis their Day Rate for all time actually worked.

(3) Waste of Time.—Leaving the Shops without permission, idling or loitering render the offender liable to discharge.

(28722)

A

(4) **Intoxicants.**—At factories in which intoxicants can be purchased they must be consumed on the Canteen premises. The introduction or consumption of intoxicants is otherwise strictly prohibited. Any employee breaking this rule or found intoxicated will be liable to discharge.

(5) **Secrecy.**—Special attention is called to the Official Secrets Act, copies of which are posted. No information is to be given by employees respecting the work of the Factories or other matters connected therewith, except to persons duly authorised to receive it. Breach of this rule may be punished by suspension or discharge.

(6) **Unauthorised Work.**—Employees are forbidden to carry out in the Factories any work, however trifling (including manufacture or repair of articles for their own personal use), without duly authorised orders.

(7) **Smoking.**—(i) Smoking is prohibited throughout the Arsenal except in places where specially authorised, when the times will be as follows:—

	Shops.	Central Office.
Monday to Friday	Up to 4 p.m.	Up to 4 p.m.
Saturday or other short day ...	Up to 10 a.m.	Up to 11.30 a.m.

When overtime is worked, smoking will be permitted up to 1½ hours from the time of ceasing work.

(ii) Employees smoking, except at authorised places, will be liable to dismissal. Cigarette ends, remains of tobacco from pipes, and used matches must be disposed of in such a way as not to be a menace to the safety of the buildings.

(iii) Any workman who may inadvertently bring smoking materials or means of procuring a light into shops where smoking is prohibited, 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 in danger buildings or inside the factory at Waltham Abbey, will be dealt with under the Rules of these establishments.

(8) **Firearms.**—Any employee in the Factories in possession of firearms, unless such have been issued to him in connection with his duties, will be liable to instant dismissal.

(9) **Theft.**—Misappropriation of Government property will render the offender liable to prosecution and dismissal, and he will be ineligible for re-entry.

(10) **Abuse of Government Property.**—(i) Employees will be held responsible for the safe custody of any public property in their charge; and should such property be lost or damaged through negligence or carelessness, the employee concerned will be liable to such disciplinary action, including dismissal in serious cases, as the Head of the Department may direct. It will be within the discretion of the Head of the Establishment to accept a proposal from the employee concerned to refund the value of the property in whole or part, in mitigation of the offence.

(ii) Before an employee is paid off on discharge he must return to the management all property of the Government, including tools and material, for which he is responsible.

(11) **Machines in Motion, etc.**—(i) Machines are not to be cleaned when in motion.

(ii) Employees are strictly forbidden, under pain of dismissal, to remove or replace bands on main shafting, unless specially authorised by their Foreman.

(iii) Employees neglecting to use any fencing or machinery guard provided for their safety are liable to dismissal and prosecution.

(12) **Patents.**—An employee may not apply for provisional protection or for a patent of any invention without first having obtained permission from the head of his Department on the prescribed confidential form.

(13) **Complaints, etc.**—Complaints or representations by employees must be made in a proper and respectful manner, and in the first place, to or through their Foreman, or through other recognised channels. Every employee has the right of appeal to the Head of the Department and ultimately to the Head of the Establishment.

(14) **Various Offences.**—(i) Employees are liable to suspension or to discharge if found making unauthorised collections in the factories, trading, gambling, money lending, or guilty of disorderly conduct, or convicted of or committing an offence which, in the opinion of the Head of the Department, renders such disciplinary action desirable in the public interest.

(ii) Employees are forbidden to keep or hold a licence for or in any way assist in the management of a Public House or Beer House, Pawn Shop or Marine Store Dealer's Shop; and this rule is infringed when the licence is held by a member of the employee's family with whom he resides.

(15) **Notices, Meetings, etc.**—No signs, bills or notices may be displayed, nor meetings held within the Factory, except with the permission of the Head of the Establishment.

(16) **Addresses.**—Changes of address must be notified immediately to the Foreman.

(17) **Transfers.**—An employee desiring a transfer to another Department must first obtain the written permission of the Head of the Department.

(18) **Non-Disciplinary Suspensions.**—Employees are liable to suspension in the event of slackness of work, breakdown, lack of material, and for any other cause, which, in the opinion of the Head of the Department, will disturb continuity of work. For such periods of suspension no pay is issuable.

(19) **Search, etc.**—Employees are liable to be searched under Clause 6 of the Public Stores Act, 1875.

No tools or property, whether personal or public, may be taken out of the Factories without a property pass.

(20) **Trades Disputes and Trade Unions Act, 1927.**—The Civil Service (Approved Associations) Regulations, 1927, dated 30th August, 1927, made by the Treasury in pursuance of the Trade Disputes and Trade Unions Act, 1927 (17 and 18 Geo. 5. C. 22) are laid down in Statutory Rules and Orders No. 600 of 1927 and can be seen on application.

(21) **Bankruptcy.**—An employee who becomes a bankrupt or insolvent, must, under pain of dismissal, at once report the fact.

SECTION II. DISCHARGE.

(22) **Notice of Discharge.**—Except in cases of dismissal for misconduct, an employee whose services are no longer required will receive not less than one day's notice, and one day's notice is required from any employee wishing to leave.

RULES & REGULATIONS

OF THE

ORDNANCE FACTORIES (8th Edition) 1928.

SECTIONS IV. AND V. RULES 26 AND 28.

At.....**WALTHAM ABBEY**.....
the following are to be substituted for Rules 26 and 28 (Rule 27 remains unaltered).

NIGHT SHIFT.

(26) **Rates and Conditions.**—The following regulations apply to men who work throughout the night for not less than 2 consecutive nights; they are not applicable to workers employed under Special Conditions of Service.

Employees on night shift will receive payment as shewn below, the normal night shift hours being fixed on a basis of 5 nights comprising a total of 47 working hours.

	Additional payment per hour at day work rate.
(a) For normal night shift hours	$\frac{1}{2}$ hour's pay.
(b) For time worked beyond the normal night shift	$\frac{3}{4}$ hour's pay.
(c) For the week-end period.	
For time worked :—	
(i) Between midnight Saturday and midnight Sunday	1 hour's pay.
(ii) On Saturday up to midnight and on Monday morning prior to the day shift starting hour	$\frac{3}{4}$ hour's pay.
(d) For the first night's work.	

An employee who has worked during the day and is required to go on night shift the same day will receive payment as follows :—

If he has worked beyond the usual mid-day meal hour	As for day shift overtime
If he has not worked beyond the usual mid-day meal hour	As for ordin- ary nightshift

Payment for any Sunday duty (including Night Shift Allowance) is limited to double time.

(27) **Departure of Night Shift.**—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 place for the next shift have arrived.

SECTION V.

OVERTIME.

(28) **Rates and Conditions.**—(i) Payment in addition to normal pay is issuable as follows for hours actually worked in excess of the normal total working hours for the week in question.

Extra Hours Worked.	Additional Payment Per hour.
Ordinary Overtime each week day and on	
Stocktaking Days—	
First 2 hours	$\frac{1}{2}$ hour's pay at day rate.
Beyond 2 hours	$\frac{1}{2}$ " " "
Sundays (all time worked)	$\frac{1}{2}$ " " "
Paid Holidays (see Rule 47):—	
Normal hours	Nil.
Extra hours†	$\frac{1}{2}$ hour's pay at day rate.
Other (unpaid) closed days (see Rule 48):—	
Normal and extra hours†	$\frac{1}{2}$ " " "

* No additional payment is issuable for Normal Hours worked on Stock-taking Days.

† i.e., Time worked in addition to the normal length of the working day.

(ii) The above additional payments do not apply to Gas Factory stokers, who are specially dealt with.

(iii) Absence (other than any covered by leave with pay, or on account of duly certified sickness, Contagion or Injury) correspondingly diminishes the number of hours counting for additional payment.

(iv) When overtime is worked the Head of the Department will fix the period which is to be allowed for any meal and such period will not be paid for.

(v) 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.

OVERTIME.

(28) Rates and Conditions.—

DAY SHIFT.

The following Rules are not applicable to workers employed under special Conditions of Service.

For the purpose of calculating overtime payment, each day shall stand by itself. The full number of normal working hours in the day must be worked before any overtime payment can accrue for the day in question, except in cases of :—

- (i) Absence for certified sickness or injury.
- (ii) Absence with leave.
- (iii) Enforced idleness (including short time).
- (iv) Absence on account of working through the previous night.

Payment for overtime will be at the rates shown below :—

*Additional payment per
hour at day work rate.*

(a) **Ordinary working days.**—(i) For time worked outside the limits of the ordinary working day, except as provided for under (ii). (No payment shall be issuable in respect of meal time unless *actually worked* and then only where an equivalent period off is not allowed) $\frac{1}{2}$ hour's pay.

(ii) For time worked between 12 midnight and the normal starting hour for day workers when the employee has continued working through the night from the previous day shift 1 hour's pay.

(b) **Sundays.**—For time worked between 12 midnight Saturday and 12 midnight Sunday 1 hour's pay.

(c) An employee on day shift sent home, except for misconduct, after midnight will receive payment as above for time actually worked, and a further payment as follows :—

If sent home between midnight and 2 a.m.—for every hour after leaving the establishment up to 6 a.m. $1\frac{1}{2}$ hours' pay.

If sent home after 2 a.m.—for every hour after leaving the establishment up to 6 a.m. 2 hours' pay.

(d) In the event of a workman being called upon to return to work after having completed the normal hours of work, overtime shall commence to be paid from the time of re-starting at the same rate as would be payable if he had worked continuously.

PAID HOLIDAYS.

(a) The conditions governing payment for work on ordinary days, under which overtime payment is issuable only for hours in excess of the total of a normal working day, will apply in respect of work on *Stocktaking Days*.

(b) In respect of work on Paid Holidays, para. (a) applies in addition to holiday pay where issuable.

(c) All time worked on other *Closed Days* will be treated as overtime and paid accordingly.

SECTION VI.

ABSENCE DUTY.

(29) Nightly Rates.—(i) Employees absent from their usual place of duty on temporary duty at any one station at a distance necessitating a change of their place of residence may be granted allowances as follows :—

Weekly Rates of Pay.	Nightly Rates.		
	For the first week or part of week of absence.	From the second to the fourth week of absence inclusive.	For any period beyond the fourth week of absence but not exceeding three months.
(1)	(2)	(3)	(4)
From below £8 to £4 10s. inclusive.	8 0	6 0	5 0
From below £4 10s. to £2 15s. inclusive.	7 0	5 3	4 8
From below £2 15s. to £1 15s. inclusive.	6 0	4 6	4 0
From below £1 15s. to £1 1s. inclusive.	5 0	3 9	3 4
Below £1 1s.	4 0	3 0	2 8

(ii) The above rates are maximum rates which in cases of prolonged detention in one place will be liable to reduction to a rate sufficient to cover reasonable extra expense involved. Special individual rates will be fixed when continued expense is involved in absences extending beyond three months without definite change of station.

(iii) No absence allowance or overtime payment will be issuable in respect of sea passages for which the fares include the cost of meals and sleeping accommodation.

(iv) No absence allowance is payable during periods of injury, sickness or leave, except by special authority of the Head of the Department.

(30) Duty at Second Outstation.—(i) When an employee absent on duty at an outstation and drawing absence allowance at a lower rate than that in Column 2 of Rule 29 (i) is required to proceed from and return to that station on duty involving absence from that station at night, the appropriate rate of absence allowance as prescribed in Rule 29 (i) may be issued in respect of the second outstation and the reduced rate of absence allowance in respect of the first outstation may be continued provided the extra expense at that station continues necessarily to be incurred. When the extra expense at the first outstation is reduced the absence allowance will be reduced accordingly. Where the maximum rates of Column 2 of Rule 29 (i) are being drawn at the first outstation they will be discontinued in respect of that outstation when the employee proceeds to a second outstation. They may, however, be recommenced when the employee returns to the first outstation.

(ii) When it is known that the absence from the first outstation will exceed 6 nights, the allowance in respect of that outstation will cease from the date of departure therefrom.

(31) Return to usual place of duty at week-ends.—

(i) Provided there is no appreciable loss of time spent in travelling to and from home, a week-end should not normally be spent away from home unless it is more economical to incur absence allowance than to pay return fares and for travelling time.

(ii) Travelling expenses, including payment for travelling time, may be allowed in respect of journeys to and from headquarters within the limits of amount of absence allowance which would have been payable if the employee had remained absent over the week-end.

(iii) Return to the usual place of duty at week-ends, unless for official purposes, is not regarded as breaking the continuity of a stay at one place for purposes of reduction of rate of absence allowance.

(32) Day of Return.—For the day of return if the total absence on duty is not less than 10 hours in excess of one or more complete periods of 24 hours, absence pay at one half the rate in Rule 29 (i) Column (2) may be allowed.

(33) Absence on Duty not involving absence at night.—(i) For absence on duty over three miles from Factory and residence, not necessitating absence from home at

night, an allowance of $\frac{1}{4}$ of the rate in Rule 29 (i) Column 2 above is payable if the absence extends to 5 hours, or of $\frac{1}{2}$ rate if it extends to 9 hours.

(ii) Where absence is for a portion of a day and includes time taken for a meal, such time will be included in the period of absence.

(34) Stipulations regarding reckoning of Travelling Time.—(i) Time spent at the usual place of employment or on journeys from home to the usual place of employment, or *vice versa*, will not be reckoned towards the period of absence qualifying for the issue of travelling allowance, under Rules 31, 32 and 33.

(ii) Similarly when an employee commences a journey on duty from home or returns thereto direct, travelling allowance and travelling expenses will be payable in respect of the actual period of absence from home up to the amount not exceeding that which would have been admitted in respect of journeys between the usual place of employment and the place of temporary duty.

SECTION VII.

INJURIES AND SICKNESS.

(35) Reporting of injuries.—An employee injured, however trivially, while at work, must report to his Foreman immediately, and, if so instructed must proceed at once to the Surgery. Non-compliance with this rule may entail loss of Injury Pay or Compensation.

(36) Injuries within the scope of the Workmen's Compensation Acts.—An employee who is incapacitated from performing his work as a result of an injury or industrial disease falling within the scope of the Workmen's Compensation Acts, will be dealt with in accordance with those Acts, unless he had previously accepted the Government Scheme of Compensation, current at the date of injury, when he will be dealt with under such Scheme.

(37) Disabilities arising out of employment, but not within the scope of Workmen's Compensation Acts.—If an employee incurs a disability clearly due to the nature of his work, though not by accident arising out of, and in the course of his employment, or by an industrial disease

scheduled under the Workmen's Compensation Acts, as an act of grace payments may be made to him for a limited period equivalent to the weekly Compensation which would be issuable under the Act or Scheme, as the case may be, in respect of a disability covered by them, less the appropriate deductions in respect of National Health Insurance Benefit (which is issuable in respect of such absence). In order to enable such Benefit to be claimed by the individual concerned, a Medical Certificate certifying the disability, must be obtained from the Factory Medical Officer.

(38) Negligence.—Anyone who through negligence or carelessness subjects himself or his fellow workmen to the liability of injury is liable to disciplinary action.

(39) Hospital Deductions.—An employee who is accorded Hospital treatment will be charged for cost of subsistence subject to the proviso that if the treatment is accorded under the Government Compensation Scheme, the charge will be so regulated that in no week does it reduce the Hurt Pay or compensation issuable below the amount prescribed in the Scheme.

(40) Notification of Sickness.—If sick, an employee must immediately notify his Foreman and, if not on the Factory panel, forward his own doctor's certificate to the Factory Medical Officer. Failing this he may be treated as an absentee. On resuming work, the employee must attend at the Factory Surgery.

(41) Sick Leave.—Sick leave will normally be limited to a continuous period of not more than three months. Extensions may be granted in special cases if the Factory Medical Officer certifies that there is a probability of the employee becoming fit. (See also Rule 44.)

(42) Sick Pay.—No Departmental sick pay is issuable to employees who entered the Ordnance Factories after 14th July, 1912.

(43) Sickness due to Vaccination.—Half day rate, subject to the regulated deduction for N.H.I. benefit will be issuable during sickness due to vaccination, for a period not exceeding 8 weeks, in any of the following circumstances:—

- (i) Where a general notice urging vaccination or re-vaccination has been issued.

- (ii) In any case in which, on the recommendation of the Factory Medical Officer, vaccination has, in the interest of the Department, been carried out.

- (iii) In the case of new entrants who are required as a condition of their employment to be vaccinated or re-vaccinated, pay as above will be issuable for periods of sickness due to such vaccination that occur after the date appointed for joining for duty.

(44) Discharge of Employees on account of infirmity of Mind or Body.—(i) Employees who are reported by the Factory Medical Officer to be permanently medically unfit, will be discharged from the date of such report.

- (ii) Subject to the above paragraph, cases of prolonged sickness will be reviewed at the expiration of three months, or in the case of employees eligible for Departmental Sick pay, when the normal allowance period is exhausted; and retention on the books will depend on the circumstances of the case.

- (iii) When, in exceptional cases, retention on the books after the expiration of six months' sick leave in any period of twelve months is approved, further unpaid sick leave will not qualify for holiday pay or for any other privilege payment, nor count as service for incremental or for superannuation purposes. Men frequently absent through sickness are liable to be discharged as physically unfit for duty.

- (iv) If an employee who is not on the pensionable establishment dies whilst borne on the books of the Department, the Treasury may, in certain circumstances, grant to his dependents, such gratuity as they might have granted to him if he had been discharged owing to infirmity of mind or body. (See Appendix A.)

- (v) If an employee who is suffering from a disability which renders it improbable that he will return to duty, wishes to apply for discharge as medically unfit in order to bring his claim for gratuity, application by him or on his behalf, supported as necessary by medical certificate, may be made to the Factory Medical Officer, who, if he considers the circumstances warrant such a course, may recommend that the request be acceded to.

(vi) No employee may be selected for discharge "on reduction" if known to be permanently unfit from mental or physical infirmity; or, if he has been on the sick list for a continuous period of more than six months, unless he is certified to be in such a state of health that there would be a reasonable prospect of his becoming fit to return to work.

SECTION VIII.

INFECTION.

(45) Notification of Infectious Diseases.—Employees must not come to work after contact with infectious diseases, but must arrange for immediate notification to the Factory Medical Officer, and await his instructions.

(46) Pay.—Pay will be allowed in the case of enforced absence while arrangements are being made to prevent infection, provided the Factory Medical Officer is satisfied that the absence has been of the shortest duration permissible in the circumstances.

Such pay will normally be limited to one week at day rate, but an extension at half rate for any period that may be necessary beyond the second week (no pay being issuable for the second week) may be approved in special cases in which a certificate is produced from the local Medical Officer of Health to the effect that isolation arrangements are impeded by lack of hospital accommodation, or by danger to life incidental upon the removal of the patient.

SECTION IX.

HOLIDAYS AND CLOSED PERIODS.

(47) Holidays.—Subject to the exigencies of the service the following will be observed as holidays in the Ordnance Factories generally; and, at Woolwich only, the second Saturday in July (Beanfeast Day) in addition.

Christmas Day, or if Christmas Day falls on a Sunday, the day following.
Good Friday.

Friday afternoon and Saturday prior to Whit Sunday.
(King's Birthday).

August Bank Holiday.

In the case of employees on duty away from the Factories other days may be substituted to suit local conditions.

For these periods, pay at day rate is issuable subject to the following conditions:—

(i) Pay is issuable for a holiday occurring during, or immediately before or after a period of unpaid leave, provided the employee has been at work within 12 days of the holiday; and for a holiday occurring on the day following date of discharge, provided discharge was not on account of misconduct.

(ii) Pay is not issuable to employees who have been continuously on the sick list for more than six months prior to the holiday, or who are under suspension for any cause other than those under Rule 18.

(iii) Pay is liable to forfeiture if the employee has absented himself without leave during the last working period immediately prior to, or during any period of the working day next following the holiday, or during any period of extra attendance required of him at the end of the day preceding or on the day following the holiday.

(iv) Pay is issuable to employees otherwise qualified who are on the sick, contagion, or injury lists, and such pay includes any sick, contagion or injury pay issuable in respect of the holiday.

(48) Closed Periods.—(i) The Ordnance Factories will normally be closed on all Statutory Bank Holidays; on the Saturday before Easter, on Annual Stocktaking Days, and for such other periods as may be notified from time to time.

(ii) For these days (except August Bank Holiday) no pay will be issued; but in a week containing a closed period an adult full time employee who during the week has

"earnings" as defined below, will receive an allowance determined as follows:—

- (a) If a day worker on the minimum rate, so much pay, if any, for the closed period as may be necessary to bring his earnings for the week up to the minimum rate for a full ordinary week; but such pay will not in any case exceed the value of the period of closure calculated at the minimum rate.
- (b) If other than a day worker on the minimum rate, so much pay, if any, for the closed period as may be necessary to bring his earnings for the week up to the amount he would have received if he had been a day worker on the minimum rate.
- (iii) Employees who are on the sick or injury lists during the closed period will not be eligible for any allowance under this Rule but will receive such sick or injury pay as they would receive if the Factories had been open.
- (iv) Any allowance otherwise issuable under this Rule is liable to be forfeited if holiday pay has been withheld for a paid holiday immediately before or after the closed period, or if the employee had failed in respect of the closed period to comply with the general conditions governing the issue of holiday pay (*see* Rule 47) or if, in the opinion of the Head of the Department, he has not fully availed himself of his opportunities for earning.
- (v) No allowance under this rule is issuable in respect of periods of suspension (whether disciplinary or non-disciplinary).
- (vi) "Earnings" for the purpose of this Rule include all wage payments, allowances and bonuses, except absence allowance and payment for fire drill. They do not include sick or injury pay.
- (vii) The minimum rate is the current minimum rate for adult unskilled labour (male or female, as the case may be), duly authorised for the establishment in question.

SECTION X.

LEAVE, ETC.

(49) **Absence without Leave.**—(i) Leave not approved counts as lost time.

(ii) Any employee 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 Head of the Department shall decide otherwise.

(50) **Lads attending Classes.**—(i) Leave of absence with pay on the following days is granted if work permits, to lads under 21 years of age who attend in their own time classes in not less than two approved subjects and who produce satisfactory certificates for the preceding six months.

(a) Easter Monday.

(b) Whit Monday.

(c) Boxing Day.

(d) The afternoons of two appointed days of local Sports Meetings.

(ii) The term "approved subjects" includes languages in preparation for an examination which can, in the case of the lad concerned, be regarded as vocational in regard to his employment in the Ordnance Factories.

(iii) All lads, including Apprentices, who attend evening classes, and wish to be considered for this privilege, must report the fact to their Foreman directly they commence such attendance, so that their names may be registered, and their performances at the particular classes watched. Failure to report at the time indicated may entail loss of the privilege.

(51) **Service as Jurors and Witnesses.**—(i) Employees serving on Juries will receive pay at day-rate, minus Court Allowance. If summoned as witnesses they should recover their expenses in the usual way but in no case will they be paid by the Ordnance Factories for the time they are absent from their work unless they have been ordered to attend the Court on behalf of the Factories, and their Court Allowance is not equal to their normal day-rate for the period of necessary absence. In the latter event the difference will be made up.

In all cases a certificate in respect of Court attendances and allowances on a form obtainable on application to the employee's Foreman must be produced.

(ii) Employees of the War Department are not permitted to accept invitations to appear as expert witnesses in private

lawsuits for the purpose of giving evidence on matters of which they have acquired knowledge in the course of, and in connection with, their official duties. An employee who receives an invitation of this nature, should reply that official regulations do not allow him to give such evidence.

If an employee, after replying in these terms, is nevertheless subpoenaed to appear as an expert witness, the matter should be reported, through the usual channels, so that instructions may be given as to what further action should be taken.

R. TOWNSEND,

Director of Ordnance Factories.

1st March, 1928.

APPENDIX A.

GRATUITIES.

1. Under the provisions of the Superannuation Acts gratuities on discharge are issuable at the discretion of the Treasury, to employees not on the pensionable establishment, in the circumstances specified in the Table at paragraph 2, subject to the employee's diligence and fidelity warranting the award and on the general conditions set forth below.

2. Table.—

Cause of Discharge.	Minimum qualifying service (see 4 to 9 below).	Maximum amount of gratuity.
(i) Reduction of Establishment ...	7 years.	One week's pay for each completed year of service (see 3 to 9 below).
(ii) Infirmary of mind or body (certified to be permanent).	15 "	
(iii) Age (60 years or over) ...	15 "	
(iv) Death whilst borne on the books of the Department. (Issuable only if dependents are left.)	15 "	

3. Method of Computation.—(i) Gratuities are based on substantive day work rates or on the average of such rates during the last 3 years of service. Supplements to gratuities are issued in respect of a proportion of cost of living, etc., advances.

(ii) No gratuity will exceed one year's pay.

(iii) The amount is subject to reduction in respect of any misconduct during service.

4. Stipulations as to Service.—All service prior to attaining the age of 16 years, and certain categories of service above that age, are excluded.

5. Complete days lost during the last 10 years of service for the reasons specified below, will not normally count as service:—

(i) Absence without leave.

(ii) Absence with leave but without pay in excess of 12 days in a calendar year.

(iii) Suspension for breach of regulations.

(iv) Suspension under Rule 18.

(v) Sick leave in excess of six months in any period of 12 months (unless pay is issuable for such excess) or of 12 months in any period of 4 years.

6. In cases in which the service is not continuous, no period of service will normally count:—

- (i) If rendered prior to a date on which service was terminated for a cause other than one of those specified in paragraph 2 (i to iii).
- (ii) If rendered prior to a break of 3 complete years.
- (iii) If rendered prior to a date at which the sum of the breaks amounts to 7 years.
- (iv) Unless, either it is a continuous period of not less than 6 months, or it amounts with other service rendered in the calendar year in question, to a total of not less than 6 months. In the case of service rendered in the first and last calendar years of service, this condition will be held to be satisfied if the service rendered amounts to not less than half the period between the date of entry and December 31st, or between January 1st and the date of discharge respectively.
- (v) If a gratuity has previously been awarded in respect thereof, (unless refunded), (see 8 below).

7. **Service in other Departments.**—Service in another Government Department qualifying for gratuity under the Superannuation Acts will count subject to the above conditions, provided that such service was terminated by discharge for one of the causes specified in paragraph 2 (i) to (iii) or by direct transfer.

Special conditions apply where service has been rendered under the Government of India, or of a Dominion or Colony.

8. **Refund on Re-Entry.**—An employee may on re-engagement refund any gratuity he may have received in respect of previous service, with a view to such service being counted for gratuity on final discharge, provided that:—

- (i) The application to refund is made within one year of re-employment.
- (ii) The refund is made in one sum directly the application is approved.
- (iii) Paragraph (6) does not preclude the reckoning of the previous service.
- (iv) The applicant passes a medical examination as to fitness at the time of his application.

9. Up to the date on which refund is actually made, the applicant will remain on the footing of a new entrant, and in the event of final discharge for a cause other than one

of those specified in paragraph 2, or without the necessary qualifying service therein specified, no gratuity whatever will be issuable.

APPENDIX B.

RESERVED PRIVILEGES (SICK AND INJURY PAY).

The following rates of O.F. Sick and Injury Pay are applicable only to unestablished insurable manual workers who entered or re-entered the Ordnance Factories as adults on or before 14th July, 1912, and whose subsequent service has been continuous.

Description of Class.	*Sick Pay.		Injury Pay.	
	Amount.	Period	Amount.	Period.
Entered or re-entered prior to 1.8.00.	Three-fourths of day rate† subject to limit of 45s. per week less deduction in respect of N.H.I. benefits.	15 weeks in any Calendar year (see Note "e").	Full rate† up to a limit of 45s. per week where more beneficial than awards under the Government Scheme or W.C. Acts.	Six months (1,200 hours).
Entered or re-entered subsequent to 31.7.00 and before 15.7.12, and born before 15.7.91	One-half of day rate† subject to limit of 45s. per week less deduction in respect of N.H.I. benefits.	Do.	Subject to deduction in respect of National Health Insurance Benefit if the case is outside the scope of the W.C. Act.	

* Including sickness arising from Vaccination.

† In respect of substantive grading.

- Notes.** (a) No delay should occur in reporting sickness as the above payments are issuable only from the date on which an employee is placed on the sick list by the Factory Medical Officer.
- (b) The above payments do not accrue during periods of suspension for any cause, or where physical unfitness for work arises without any illness.
- (c) Instructions of the Factory Medical Officer of the Factory must be observed.
- (d) Hospital subsistence deduction (see Rule 39) shall not reduce the amount of injury pay for the week in question below the amount payable under the ordinary provisions of the Government Scheme.
- (e) If a continuous period of sickness extends into a second calendar year, the sick person does not thereby become entitled to a second period of sick pay for that sickness.

APPENDIX C.

TIME-KEEPING REGULATIONS.

1. Employees will be furnished with Clock Cards upon which they will record their times of commencing and leaving work, at a Clock situated in the neighbourhood of their work. Each Clock Card covers a period of one week's attendance. In the case of transfer from one shop to another a separate card will be used in each shop.
 2. On arrival at work, each employee will take his Clock Card from the "Out" Card Rack, and record his time by inserting it into the Time Recorder slot and depressing the lever until the bell rings. He will then deposit the card at its proper place in the "In" rack. At the end of the call the card should be taken from the "In" rack, stamped, and inserted at its proper place in the "Out" rack.
 3. Special care should be taken in stamping cards; these should not be forced or held back in any way.
 4. In no circumstances is any erasure or alteration of a card permissible.
- If an incorrect stamping has been recorded or an alteration made on an employee's card without his knowledge, he must at once report it or he will be held responsible for the irregularity.

5. An employee tampering with a Time Recorder Clock, making any alteration to any Clock Card, defacing a Clock Card, or clocking another person's time, will be liable to instant dismissal, and, if the action taken was with fraudulent intent, to prosecution for fraud.

6. If an employee omits to record his time of arrival, or if he records such time upon a wrong card, he should at once inform his Foreman; who may, if the man has arrived in good time, suitably endorse the clock card or cards concerned, and apply to the Head of the Department on the usual form for sanction for payment. Should the employee omit to report such errors or omissions to his foreman, he is liable to suspension and may be punished in addition for breach of discipline.

7. The Card Racks will be opened 10 minutes before the authorised time for commencing work and locked one minute after. They will be opened for clocking off at the authorised time for ceasing work and closed 5 minutes later.

8. Employees detailed to work overtime will clock off at the actual time they leave work. Where a break after the normal time for ceasing work is allowed for the partaking of a meal, such break will be deducted from the recorded attendance.

9. Employees clocking on after commencement of the call, will, provided they start work at once, be checked as follows:—

<i>Time of commencing work.</i>	<i>Check.</i>
Up to 1 minute from commencement of call	Nil.
After 1 minute and up to 15 minutes from commencement of call	$\frac{1}{4}$ hr.
After 15 minutes and up to 30 minutes from commencement of call	$\frac{1}{2}$ hr.
and so on.	

Should an employee present himself for work after the Card Racks are locked, he must obtain his clock card from his Foreman.

10. Bad timekeeping will render the offender liable to suspension or discharge.

11. An employee obtaining permission to leave the Factory during working hours must obtain a pass from his Foreman and record his time of departure as instructed.

APPENDIX D.

RULES RELATING TO PARTICIPATION OF GOVERNMENT EMPLOYEES IN GOVERNMENT CONTRACTS, SALES, ETC.

The following general rules relative to participation in Government contracts by, and the purchase of Government stores from, or their sale to, Government employees must be observed by all concerned:—

1. Unless the employee concerned shall have first disclosed fully to the Head of his Department the measure of his interest in the contract, and permission of such head of department shall have been given for the contract, purchase or sale to proceed, notwithstanding the interest held by such employee.

(i) No Government contract shall be let to an employee of the contracting department or to any partnership of which he is a member (apart from a corporation in which he is a shareholder).

(ii) No Government contract shall be let to any company of which an employee in the contracting department is a director (except as a nominee of His Majesty's Government).

(iii) No employee shall be permitted to accept a directorship, except as a nominee of His Majesty's Government, in any company holding a contract with his Department.

2. No purchase shall be made from, and no sale made to, any employee without the express sanction of the Treasury except as follows:—

(i) Transactions occurring in the ordinary course of public business, e.g., the purchase of Stationery Office publications, National Savings Certificates, postage stamps, money orders, etc.

(ii) Sales of provisions, clothing, etc., under regulations approved from time to time.

(iii) Sale of old stores, etc., at fixed prices (available to the public).

3. In no circumstances should any employee negotiate or arbitrate in any matter affecting a contract, purchase or sale, where, in his private capacity, he is interested either as a principal or as a shareholder in a company being one of the principals to the matter under consideration.

4. All employees are reminded that it is their duty, if they have occasion to come into contact with any matter con-

cerning a business organisation, in which they have an interest, to disclose that interest to the Head of their Department for such action to be taken as may be considered necessary.

APPENDIX E.

ENLISTMENT INTO TERRITORIAL, AUXILIARY AND RESERVE FORCES.

The conditions set out hereinunder govern the enlistment of O.F. employees into the Forces referred to above:—

1. The written consent of the Head of the Department must first be obtained, and produced by the employee when enlisting.

2. Enlistment is limited to 5 per cent. of the total employees of the Department, and consent will be extended only to those whose services can probably be spared in the event of an emergency calling for mobilization.

3. Employees are not allowed to enlist into Voluntary Aid Detachments. Neither are they allowed to take commissions in the Supplementary Reserve of Cavalry, Artillery, Tanks, Foot Guards and Infantry unless exempt from preliminary training. Nor are they allowed to take commissions in the Reserve (including the Special Reserve) of Air Force Officers if "ab initio" training is involved.

4. Special leave *with pay*, subject to the condition that the period of training is not less than that specified, may be allowed for six working days to employees who are members of:—

The Territorial Army and who attend the annual training in camp for a full period of a fortnight in a year.

The Royal Naval Volunteer Reserve when 14 days Naval Training is undertaken in a year, (twelve days special leave with pay in any year in which 28 days naval training is undertaken, provided always that a maximum of 8 weeks' special leave with pay for Naval Training in any period of 4 years is not exceeded).

The Auxiliary Air Force—As *Airmen* and who attend training for so long as a fortnight.

As *Officers*, provided the period of training in any one year—either annual trainings with a Unit, or periodical flying, or both combined, is not less than a fortnight.

5. No privileges in regard to special leave with pay will be extended to those employees who obtain permission for enlistment in the following Forces.

Supplementary Reserve (Categories "B" or "C").

Army Reserve (Section D).

Royal Naval Reserve.

Royal Fleet Reserve.

Reserve of Air Force Officers (including the Special Reserve).

APPENDIX F.

OUTSIDE EMPLOYMENT OF PERSONS EMPLOYED IN THE FACTORIES.

- (1) No employee will be allowed to accept any part in the management of any society, or trading, commercial, industrial or financial firm or company which would require the attendance of such employee at any time during the normal working hours of the establishment in which he is employed.
- (2) No employee will at any time engage in any activity which would in any way tend to impair his influence as a public servant nor will he engage in any occupation or undertaking which might in any way conflict with the interests of the War Department, or be inconsistent with his position as a public servant.
- (3) Any employee who may have any doubt as to the propriety of undertaking any particular work will report the circumstances for the consideration of the Head of his Establishment.
- (4) The undertaking of a banking business by employees is regarded as incompatible with employment under the War Department.
- (5) Special leave, with or without pay, will not be granted to enable any employee to undertake obligations involving possible interference with his duties under the War Department.

Printed by H.M.S.O. Press, Harrow.