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**RULES
AND
REGULATIONS
OF THE
Royal Ordnance
Factories**

NINTH EDITION

1937

Issued to

on

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YOUR IDENTIFICATION No.

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**Please quote above Number,
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Absence, etc.**

**RULES AND REGULATIONS OF THE ROYAL
ORDNANCE FACTORIES**

(NINTH EDITION)

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

They apply with any authorised modifications to all industrial employees at the R.O.F., at the R.D., at the S.E.E., or under the C.I.A., C.I.S.A., C.I.E.S.S., or the W.D. Chemist.

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 any amendments made from time to time.

The rules governing entry are set forth on R.O.F. Form 23 which every applicant is required to complete before engagement.

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.

(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 Acts. A summary of the Acts is posted on the official notice boards, and attention is especially drawn to Section 2, Subsection (c) of the Act of 1911 as amended by the Act of 1920.

Employees will report without delay any incident, wherever arising, which appears to indicate a breach of fidelity or discretion or to have any bearing on the security of the Naval, Military or Air Forces of the Crown, especially when a breach of the Official Secrets Acts is suspected.

An employee receiving any communication which may be construed as a solicitation to commit or abet any action which is or may be an offence against the Official Secrets Acts, or observing or becoming aware of any such action should report the matter forthwith.

No unauthorised communication of information to which access is obtained in the course of employment, whether such information is secret or not, will be made to any newspaper or to any person whether interested or not.

Employees are forbidden to make copies of, or extracts from, official documents, or to utilise such documents in any way for any private purpose or purpose other than the discharge of their official duties.

(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 in authorised places 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 employee 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 employee found with such articles in Danger Buildings or in an explosives or filling factory will be dealt with under the Rules of these establishments.

(8) **Firearms, etc.**—Any employee in possession of firearms, or articles of an explosive nature, while within the precincts of a War Department Establishment, unless such have been issued to him in connection with his duties, will be liable to instant dismissal.

(9) **Theft.**—Misappropriation of Government property, however trivial, or the aiding or abetting thereof, will render the offender liable to prosecution and dismissal.

(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, wasted or damaged through negligence, carelessness, or wanton act, 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, and no near approach is to be made to shafting 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.

When it is not possible to replace a belt in position by means of a pole, the shafting should be stopped, the belt tied to the pulley and moved into place by small movements of the motor, care being taken that all workmen are standing clear.

Belts are not to be left resting on revolving shafting, and ladders should not be placed or left in positions that give access to shafting in motion.

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

(12) Patents.—An employee is not permitted to apply for or obtain a patent for an invention except in the manner laid down in King's Regulations, 1935, App. XX, which can be seen on application.

(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) Unauthorised collections, trading, gambling, moneylending, betting, and forming lotteries and sweepstakes on War Department premises, whether during working hours or otherwise, are strictly prohibited. An employee offending in any of these respects, or by disorderly conduct on War Department premises, or guilty of any misconduct or convicted of any offence which in the opinion of the Head of the Department renders such disciplinary action desirable, will be liable to suspension or dismissal.

(ii) Employees are forbidden to keep or hold a licence for or in any way assist in conducting a public house or beer house, pawn shop or marine store dealer's shop, or bookmaking business. This rule is infringed when the business is conducted or, in the case of a licensed business, the licence is held by a member of the employee's family with whom he resides at the business premises.

(iii) The attention of all employees is specially drawn to the necessity for avoiding any form of financial speculation which might conceivably involve a conflict between their

private interests and their duty as public servants, or might expose themselves or their Department to public criticism. A statement of the principles which should regulate their conduct in relation to the public is contained in the Report of the Board of Enquiry appointed to investigate certain statements affecting Civil Servants (Cd. 3037, Feby. 1928) extracts from which are available for individual reference if required.

(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 to make application for a transfer to another Department must first obtain the written permission of the Head of the Department in which he is serving.

(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) Parliamentary Candidature.—Any employee who may become a Parliamentary Candidate is required to cease his employment when he issues his address to the electors or otherwise publicly announces himself to be a candidate, and he is required at the same time to tender his resignation provisionally (or in default is to be deemed to have done so), which resignation will become effective in the event of the candidature being successful. Where such candidature is not successful, the employee will be permitted at once to withdraw his resignation, when the period of absence from duty will be treated as absence on special leave without pay.

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

(22) **Speed Limits, etc.**—Motor vehicles must not be driven and pedal cycles must not be ridden to the danger of other users of the roads, and in any case the speed must not exceed the limit authorised in the area concerned.

SECTION II DISCHARGE

(23) **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.

(24) **Retirement for Age.**—The age at which an employee may retire or be retired is 60 years. At the discretion of the Head of the Department, however, he may be retained up to the age of 65 years, at which age retirement is compulsory.

(25) **Discharge, etc., of Boys.**—A boy, other than an apprentice, will not be retained after his seventeenth birthday, unless there is a vacancy for which he is suitable in an occupation that affords training that may be useful to him if he leaves Government employment. Such employment is terminable at any time. After attaining the age of 21 he may be retained if there is a suitable vacancy for an adult.

SECTION III PAYMENT OF WAGES

(26) (i) Employees will attend the pay table (where they will give up their signed clock cards or pay tickets in exchange for wages) in their numerical order of their respective shops.

(ii) If an employee is unable to attend the pay table he may apply to his Foreman for the proper form to authorise another person to draw his pay; but no person connected with the recording of time or make-up or payment of wages or distribution of pay tickets may draw for another employee.

(iii) Any error in the amount of pay must be brought to notice by the employee before he leaves the pay table. No subsequent claim will be entertained.

(iv) Unless the Head of the Establishment is satisfied that exceptional circumstances warrant special treatment, wages not claimed within a year will be forfeited.

(v) Loss of pay card should be reported immediately.

SECTION IV NIGHTSHIFT AND OVERTIME

(27) (i) Payments in addition to normal pay are issuable as follows for hours worked in excess of the normal daily hours, and for hours worked on nightshift or on Sundays, paid holidays and closed days :—

	Period Worked.	Additional Payment an Hour at Day Rate.	
		Dayshift.	Nightshift.
(a) Ordinary working days, stocktaking days, and annual leave week.	Normal hours .. Extra hours :— First two .. Subsequent ..	Nil One-third One-half One	One-fifth* One-third* One-half One
(b) Sundays	All hours between midnight and midnight.	Nil	One-fifth*
(c) Paid holidays	Normal hours .. Extra hours ..	One-half One-half	One-half One-half
(d) Other (unpaid) closed days.	Normal and extra hours.	One-half	One-half

* A special rate applies to the Royal Ordnance Factories, Woolwich.

(ii) For the purpose of calculating additional payments under this rule :—

(a) Each day will stand by itself.

(b) An employee must work throughout the normal nightshift hours on not less than 2 consecutive nights to qualify for the additional nightshift payment.

(c) The number of normal weekly hours will be those prescribed for the establishment.

(d) Normal nightshift hours of employees engaged in productive sections will be arranged to fall between Monday midday and Saturday midday, and authorised hours outside this period will, with the exception of Sunday, be treated as extra hours. This clause does not apply to maintenance men.

(iii) The normal number of hours must be worked before the additional payments specified for extra hours accrue, except in the case of :—

- (a) Absence for certified sickness, contagion or injury.
- (b) Absence with leave.
- (c) Enforced idleness.

(d) Absence on account of working through the previous night in respect of dayshift extra hours or the previous day in respect of nightshift extra hours.

(iv) If short time is being worked, no additional payment as for extra hours will be issuable in respect of hours worked between the full-time starting hour and the full-time stopping hour.

(v) When overtime is worked, the head of the establishment will fix the period which will be allowed for any meal, and such periods will not normally be paid for. When, however, payment is made, additional payments under para. (i) are issuable only in respect of meal times actually worked and for which an equivalent period off is not allowed.

(vi) An employee sent to a distance from his establishment will not in any circumstances qualify for additional payment under para. (i) except for time actually and necessarily worked.

(vii) If an employee is called upon to return to work after having completed, subject to para. (iii) above, the normal hours of work, the additional payment will commence to be paid from the time of restarting at the rate which would have been payable for the particular hours, had he worked continuously. This rule does not apply to employees covered by para. (viii) below.

(viii) An employee on dayshift sent home after midnight on any day, except for misconduct, will receive payment as below for each hour from the time of leaving the establishment until 6 a.m. :—

If sent home between midnight and 2 a.m. 1 hour's pay.
If sent home after 2 a.m. 1½ hour's pay.

(ix) An employee, who has worked during the day and who is required to go on nightshift the same day, will, if he has worked beyond the usual midday meal, receive payment for the first night's work as for dayshift overtime.

(x) Payments under item (c) of para. (i) are additional to any holiday pay issuable under Rule 49.

(xi) The above rules do not apply to workpeople on double dayshift or the three-shift system, or to other classes employed under special conditions of service.

(xii) Unless the sanction of the Foreman has been obtained, men on nightshift are not allowed to leave work until those who are to take their place for the next shift have arrived.

SECTION V TIMEKEEPING

(28) (i) Employees are required to record at a clock station their times of commencing and leaving work.

(ii) An employee tampering with a Time Recorder Clock, making any erasure or alteration on any Clock Card, defacing a Clock Card, procuring the clocking of his time by another employee, or clocking another employee's time, will be liable to instant dismissal, and, if the action taken was with fraudulent intent, to prosecution for fraud.

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.

(iii) In the event of failure to clock, sanction for payment will be given if the Foreman is satisfied as to the time actually worked, but the offender will be liable to disciplinary action.

(iv) 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	¼ hr.
After 15 minutes and up to 30 minutes from commencement of call	½ 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.

(v) 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.

(vi) Bad timekeeping will render the offender liable to suspension or discharge.

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

SECTION VI SUBSISTENCE ALLOWANCES AND TRAVELLING EXPENSES

(29) Night Subsistence Allowances.—(i) An employee away from his usual place of duty for a period of absence on temporary duty at an outstation necessitating absence at night from home, i.e. from his usual place of residence, may, except in those cases where other rates are specially authorised, be granted night allowances at the following rates :—

Weekly rate of pay (including bonus).	For the first 7 nights at the outstation.	For the 8th- 28th night at the outstation.	For any further period up to three calendar months at the outstation.
	<i>Rate 1.</i> s. d.	<i>Rate 2.</i> s. d.	<i>Rate 3.</i> s. d.
90s. and above ..	8 0	6 0	5 0
55s. and under 90s. ..	7 0	5 3	4 8
35s. and under 55s. ..	6 0	4 6	4 0
21s. and under 35s. ..	5 0	3 9	3 4
Under 21s.	4 0	3 0	2 8

(ii) The rates in (i) are the maximum rates admissible. In cases of prolonged detention at an outstation, lower rates may be specially fixed by the Head of the Department sufficient to cover the reasonable extra expenses incurred; special rates will, in any case, be fixed for detention at an outstation beyond three calendar months.

(30) Duty at a Second Outstation.—This rule relates to the issue of night allowance in a case where an employee is transferred from duty at one outstation to duty at a second outstation when it is the intention that he will return after a short period to the first outstation.

(i) If at the time of transfer an employee has been instructed that he will be expected to return to the first outstation, after a stay of not more than six nights at the second outstation, and in consequence has necessarily incurred accommodation expenses there, he may be granted night allowance as follows :—

Rate in Rule 29 at which Payment was being made at 1st Outstation.	Rates Payable During Duty at 2nd Outstation in respect of :—		Rates Payable on return to 1st Outstation.
	1st Outstation.	2nd Outstation.	
(a)	(b)	(c)	(d)
1	Nil	1	1
2	2	1	2
3	3	1	3

(ii) Allowances at the rates in column (b) above will only be admissible to the extent to which the extra expense at the first outstation continues necessarily to be incurred, and they will, in any case, be limited to 6 nights.

(iii) In the case in which an allowance is admissible under column (b) and the employee returns to the first outstation after a stay not exceeding six nights at the second outstation, the allowance admissible at the first outstation after return will continue as if there had been no break in the continuity of stay there. In all other cases return to the first outstation will be regarded as transfer to a new outstation. If the stay at the second outstation exceeds six nights, the rates admissible there will be those under rule 29 and no allowance will be made in respect of the first outstation.

(31) Week-ends, etc.—(i) When duty is to be resumed at an outstation after a week-end or public holiday, instructions may be given by the Head of the Department (a) that the employee is to remain at the outstation, in which case night allowance will be issuable for the week-end or (b) that the employee is to return home for the week-end and travel back to the outstation after the week-end, in which case travelling expenses will be refunded and payment will be made for the travelling time. In cases where no such instructions are issued by the Head of the Department, the amount issuable in respect of the week-end will be the smaller of the two amounts issuable as under alternatives (a) and (b).

(ii) When an employee receives payment as under alternative (b) and resumes duty at the outstation after the week-end or public holiday, subsistence allowance will not be paid for the nights absent from the temporary duty station, but such nights will not be excluded in calculating the periods of 28 nights and 3 months referred to in Rule 29 after which reduced rates of subsistence allowance apply.

(32) Day Subsistence Allowances.—(i) A day allowance will be issuable in respect of the day of return after a period of absence for which a night allowance is issuable, provided that the total period of absence on that day is more than 10 hours counting from the expiration of one or more complete periods of 24 hours from the commencement of the outward journey from home or usual place of duty. The allowance will be at half Rate 1.

(ii) A day allowance will be issuable in respect of a period of absence on duty not necessitating absence at night from home, provided the duty is at a place distant more than 3 miles by the most direct route both from the employee's usual place of duty and from his home, and provided also, that the period of absence is 5 hours or more. If the period of absence is 5 hours and under 9 hours, the allowance will be a quarter of Rate 1, and if the period of absence is 9 hours or more, the allowance will be half of Rate 1.

(iii) (a) When an employee travels from and returns to his usual place of duty, the admissible period of absence will be the period away from his usual place of duty.

(b) When he travels from and returns to his home the admissible period of absence will be the period away from home, subject, however, in any case, to a maximum admissible

period equal to the time that would have been taken had the employee travelled as under (a).

(33) Periods at an Outstation within Daily Travelling Distance.—When an employee is ordered on temporary duty for a period at an outstation which can be reached by daily journeys without detriment to the proper performance of the duty, the Head of the Department will authorise the employee either to remain at night at the outstation or to travel daily. Any additional expense which may be incurred through the employee making arrangements other than those authorised by the Head of the Department will not be allowed.

(34) Night and Day Allowances—Circumstances in which not Payable.—Subsistence allowance will not be payable in respect of periods when an employee is on the sick or injury list or on leave unless payment is specially authorised by the Head of the Department; nor in respect of periods during which an employee is accommodated and rationed at the cost of the public; nor during a sea passage for which the fares include the cost of meals and sleeping accommodation.

(35) Travelling Expenses.—Subject to the following conditions, an employee is entitled to a refund of the travelling expenses necessarily incurred when proceeding on duty :—

(i) No travelling expenses are admissible between his home and his usual place of duty.

(ii) The refund of travelling expenses will not exceed the cost of the cheapest means by which the duty can be efficiently performed.

(iii) Gratuities to railway porters, etc., and booking fees, will not be refunded.

(iv) (a) When an employee travels from and returns to his usual place of duty, the travelling expenses refunded will be for the cost to and from his usual place of duty.

(b) When an employee travels to and from his home, the travelling expenses refunded will be the cost to and from his home, subject, however, in any case, to a maximum amount equal to the cost of the journeys that would have been taken if the employee had travelled as under (a).

(36) **Travelling Time.**—When an employee travels on duty to (or from) an outstation the time necessarily taken in travelling from (or to) his usual place of duty, or his home, will be paid for at common time rate, subject to a maximum payment equal to the payment admissible from (or to) his usual place of duty.

SECTION VII

INJURIES AND SICKNESS

(37) **Reporting of injuries.**—An employee who is injured, however trivially, while at work, or who claims to have contracted an industrial disease due to the nature of his employment, must report to his Foreman immediately, and, if so instructed must proceed at once to the Surgery. The instructions of the Factory Medical Officer must be observed. Non-compliance with this rule may entail loss of Injury Pay or Compensation.

(38) **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.

(39) **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.

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

(41) **Hospital Deductions.**—An employee who is accorded Hospital treatment will be charged for 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.

(42) **Notification of Sickness.**—If sick, an employee must report immediately to his Foreman. If not a Factory panel patient he must forward his own doctor's certificate to the Factory Medical Officer (stating his department, number, age and address), failing which he may be treated as an absentee; and before resuming work he must attend at the Factory Surgery bringing with him a certificate of fitness.

(43) **Sick Pay.**—No Departmental sick pay is issuable except to certain employees who entered as adults prior to 15th July, 1912 and have reserved privileges as shown in appendix B of the Eighth Edition of the R.O.F. Rules, and to certain special grades for which separate instructions have been issued.

(44) **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 3 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 and who have actually started work.

(45) Medical Attendance.—Insured employees at Woolwich Arsenal or Woolwich Dockyard resident within a radius of one mile from a point midway between the Main and Plumstead Gates may choose the Factory Medical Officer as their panel doctor under the National Health Insurance Acts.

(46) Discharge of Employees on account of Infirmary 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. Only in exceptional cases will retention on the books after the expiration of six months' sick leave in any period of twelve months be approved.

(iii) Men frequently absent through sickness are liable to be discharged as physically unfit for duty.

SECTION VIII

INFECTION

(47) 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.

(48) 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 is 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

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

Good Friday.

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

August Bank Holiday (one other day may be substituted to suit local conditions).

Christmas Day.

Boxing Day (except in Scotland).

New Year's Day (in Scotland only).

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 on unpaid sick leave who have been retained on the books after the expiration of six months sick leave in any period of twelve months immediately prior to the holiday, or to employees who are under suspension for any causes other than those under Rule 18.

(iii) Subject to para. (ii) 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.

- (iv) 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.

(50) Closed Periods.—(i) The Royal Ordnance Factories will normally be closed on the following days:—

The Saturday before Easter.

Easter Monday.

Whit Monday (except in Scotland).

2nd January (in Scotland only).

Annual Stocktaking Days, and such other periods as may be notified from time to time.

(ii) For such days no pay will be issued; but in a week containing a closed period, other than a closure in conformity with local custom or to suit the convenience of the majority of the employees, 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, injury or contagion lists during the closed period will not be eligible for any allowance under this Rule but will receive such sick, injury or contagion 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 49) 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, payments in respect of leave, allowances and bonuses, except absence allowance and payment for fire drill. They do not include sick, injury or contagion 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.

(51) Annual Leave.—(i) The leave year is from 1st February to the 31st January; and, subject to the exigencies of the service, the Factories will close each summer for the annual leave week, which, at Woolwich, will normally be the week preceding the August Bank Holiday.

(ii) Payment will be made as follows to employees placed on leave for the annual leave week:—

- (a) If the employee has completed 12 months' continuous service—one week's pay at day rate.
- (b) If he is an adult not qualified under (a) above—an allowance under Rule 50 as for a closed period.
- (c) If he qualifies under (a) above by the following 31st January, at the date of qualification, one week's pay at the day rate held at the annual leave week *less* any payment or allowance made under (b) above.

(d) If he is otherwise eligible for annual leave he will be required to take the week within his annual leave scale, and will be paid accordingly.

(iii) An employee required to work during the annual leave week, or debarred from being placed on leave as being on the sick, injury or contagion list, or on special Territorial leave with pay during the week, may be allowed at another time :—

(a) If he has 12 months' continuous service—one week's leave with pay,

(b) If he has given 12 months' satisfactory service in the last 3 years of which not less than 6 months' service is continuous since the date of last entry—leave with pay at the rate of 1/12th week for every complete month of service during the leave year of entry,

provided that such leave is completed before the following 31st January.

(iv) An employee debarred from Holiday Pay under Rule 49 (ii) will not be eligible for leave or payment under (ii) or (iii) above.

(v) An employee due to be discharged under Rule 24 for age before or during the annual leave week, may be allowed as leave with pay the portion of one week proportionate to his completed months of service since 1st February, but his service will not be extended beyond the due date of discharge to allow such leave to be taken.

(vi) Leave cannot be carried forward from one leave year to the next; nor is payment issuable in respect of leave not taken.

(52) 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.

(53) 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) 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 Royal Ordnance Factories.

(iii) All lads, including Apprentices, who wish to be considered for this privilege, must report to their Foreman directly they commence attending evening classes, so that their progress may be recorded. Failure to report at the time indicated may entail loss of the privilege.

(54) 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 Royal 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.

(55) Service for Increment.—Complete days lost on account of absence without leave, of unpaid leave other than that allowed for purposes of attending annual training in Territorial, Auxiliary and Reserve Forces, or of sick leave in excess of three months in any period of twelve months unless pay is issuable for such excess, will not count for incremental purposes.

R. TOWNSEND,

Director of Ordnance Factories.

28th October, 1937.

APPENDIX A

GRATUITIES

1. General Conditions.—Under the provisions of the Superannuation Acts gratuities on discharge are issuable as follows at the discretion of the Treasury to employees not on the pensionable establishment, subject to the employee's diligence and fidelity warranting the award and on the conditions set forth below.

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 "	

2. Method of Computation.—(i) Gratuities are based on substantive day rates or on the average of such rates during the last 3 years of service.

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

(iii) The amount may be subject to reduction for misconduct.

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

4. Deductions from Service.—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 any calendar year in excess of the number of days by which the employee's allowance of paid leave falls short of 18 days. Leave for attendance at certain public committees will, however, under certain conditions, count.

- (iii) Suspension for breach of regulations.
- (iv) Suspension under Rule 18.
- (v) Sick leave in excess of three months in any period of 12 months (unless pay is issuable for such excess), or of 12 months in any period of 4 years.
- (vi) Unpaid sick leave occurring at the end of an employee's service.

5. Reckonability of Periods of Service.—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 (i) to (iii) of the Table in para. 1.
- (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 156 working days or it amounts with other service rendered in the calendar year in question to a total of not less than 156 working days. 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* 7 below).

6. 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 (i) to (iii) of the Table in para. 1. or by direct transfer.

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

7. 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 (5) does not preclude the reckoning of the previous service.

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 1, or without the necessary qualifying service therein specified, no gratuity whatever will be issuable.

APPENDIX B

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 concerning 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 C

ENLISTMENT INTO TERRITORIAL, AUXILIARY AND RESERVE FORCES

The conditions set out hereinunder govern enlistment 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. Consent will be extended only to those whose services can be spared immediately in an emergency, and in the case of an individual taking up a commission in

the Reserve of Air Force Officers or enlisting into the Royal Air Force Reserve (including Special Reserve) during the requisite period of initial training as a pilot.

3. The Forces which employees may be permitted to join or, if eligible, to re-engage in, are as follows :—

The Territorial Army (except National Defence Companies).

The Royal Naval Volunteer Reserve.

The Auxiliary Air Force.

The Supplementary Reserve (Categories "B" and "C").

The Army Reserve (Section D).

The Royal Naval Reserve.

The Royal Fleet Reserve.

The Reserve of Air Force Officers.

The Royal Air Force Reserve.

The Royal Air Force Volunteer Reserve.

An Employee is not allowed to enlist into Voluntary Aid Detachments, the National Defence Companies of the Territorial Army, or the War Department Constabulary Reserve, nor is he allowed to take a Commission in the Supplementary Reserve of Cavalry, Artillery, Tanks, Foot Guards and Infantry unless exempt from preliminary training. Permission may, on certain conditions, be given to enrol into the Metropolitan Constabulary Reserve.

4. (i) A regular employee who is a member of the Territorial Army and who attends the annual training in camp for the full period of a fortnight may be allowed special leave with pay on the following scale :—

(a) An employee with an annual leave allowance of 18 days or less, a special leave allowance of 12 days.

(b) An employee with an annual leave allowance of more than 18 days but less than 24 days, a special leave allowance sufficient to bring the total allowance (special and annual leave combined) up to 30 days.

- (c) An employee with an annual leave allowance of 24 days or over, a special leave allowance of 6 days.
- (ii) A regular employee who is a member of the Royal Naval Volunteer Reserve will be allowed special leave with pay as in (i) above in any year in which 14 days' naval training is undertaken and twice that amount in any year in which 28 days' naval training is undertaken, provided always that the total special leave with pay for naval training in any period of four years does not exceed three times the amount of the scale allowance.
 - (iii) A regular employee who joins the Auxiliary Air Force as an airman and who attends annual training with a unit for so long as a fortnight will be allowed special leave with pay as in (i) above. A similar allowance may be granted to an employee who is an officer of the Auxiliary Air Force, provided that the period of training in any one year—either annual training with a unit or periodical flying or both combined—is not less than a fortnight.
 - (iv) A regular employee who is a member of the Supplementary Reserve, the Army Reserve (Section D), the Royal Naval Reserve, the Royal Fleet Reserve, the Royal Air Force Reserve, including the Reserve of Air Force Officers, or the Royal Air Force Volunteer Reserve, will be allowed special leave with pay on the scale laid down in (i) above when attendance is required for the purposes of annual training; reservists of these forces when liability for annual training is limited to 12 days (which may include Sundays) will qualify for special leave with pay, provided that they complete that period of training.
 - (v) The grant of any special leave with pay, under (i) to (iv) above, is subject to the condition that the period of training is not less than that specified.
 - (vi) Any special leave granted for the purposes of preliminary training in the Reserve Forces mentioned in (iv) above will be reckoned either as annual leave or as special leave without pay. Any such special leave without pay will be allowed to count for increment.

APPENDIX D

RESTRICTIONS ON OUTSIDE EMPLOYMENT

- (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. In particular, reference to the Head of the Establishment should be made before any professional consultative work is undertaken.
- (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.



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