



The Culter Mills Paper Company Limited

Handbook for Employees



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Welcome to Culter

Message from the Managing Director

I hope that you will be happy with us, that you will find Culter an enjoyable place in which to work and that your job will be satisfying and rewarding.

We started in 1751 with four people and have since grown to become one of the major mills for fine printing, writing and coated papers and are now part of a forward-looking Group. We are very proud of our Company and hope that you will become so as well.

You will have an important contribution to make, whatever the job that you do. I hope that you will join with me, and all of us who work here, in the combined effort to achieve as much in the future as we have achieved in the past.

The following pages give some idea of our history, aims and policies and also some of the rules which guide and help us all in our work here.

May I wish you a long and happy association with us.



R. A. Adam

Welcome to Outlet

Thank you for choosing Outlet

We are pleased to have you as a member of our community. Our goal is to provide you with the best possible experience. We offer a wide variety of products and services to meet your needs. We are committed to providing excellent customer service and value for your money. We hope you will enjoy your time with us and that we will be able to assist you in any way we can.

We are currently offering a special promotion on our products. This is a great opportunity to save money on your purchase. We hope you will take advantage of this offer. We are also offering a variety of other services to help you get the most out of your purchase. We are committed to providing you with the best possible experience.

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Section 1 | General Information

The Group

The Culter Mills Paper Co., Ltd., in 1967 joined up with The Guard Bridge Paper Company Ltd. and Smith & McLaurin Ltd. to form Culter Guard Bridge Holdings Ltd.

The Group has now further expanded activities into photocopying equipment, office supplies and micro-filming (Caledonian Reprographics Ltd.), and transport (Scotflow).

Guard Bridge

Is situated in Fife not far from St. Andrews and concentrates on the plain paper market. The Mill produces a variety of fine papers for every purpose from printing to writing, from artistic drawing to sober book-keeping, with increasing emphasis on those demanding the greatest technical expertise. Archive Text, a paper made to last 500 years, is one of many such products.

Smith & McLaurin

Is a converting Mill and coats, gums and embosses paper made elsewhere. At the present time they supply every major record Company in the U.K. with their Discus Record Label paper and export to no fewer than eighteen overseas countries. Pancake, an all-weather dry gummed paper for labels, seals and stickers, has been one of their most outstanding recent developments. Unlike conventional gummed papers, Pancake does not curl under conditions of varying humidity, so delay and wastage in printing is eliminated.

Culter Mills

There's been a papermill continuously at Peterculter, on Royal Deeside eight miles west of Aberdeen, for well over 200 years. The first was set up in 1751 and had a staff of four – the owner, his wife and their two sons. Yet even in those early days the forward-looking spirit which characterises Culter today was well in evidence: the mill was the first in Scotland to install a machine that made paper by a continuous web process.

Now there are up-to-date machines turning out over 500 tonnes of paper a week. The entire output consists of fine papers, and the greater proportion of it is coated by one method or another.

Coating and Culter, in fact, are practically synonymous. The mill was the first in the country to use the revolutionary blade-coating process in which paper is coated – on both sides – on the machine that makes it.

In off-machine coating, too, Culter has led the way. The large Coating Factory is equipped with the latest machines, and numbers among its products Hi-Fidelity, Britain's leading range of genuine art papers and boards.

The high standards achieved in manufacture are fully maintained in the vital ancillary processes of cutting, sorting, trimming and wrapping. Among the high-speed automated equipment in use is an electronically controlled machine which not only cuts sheets to size but rejects any which are faulty.

Though Culter concentrates on quality coated papers, there's still a wide variety of uncoated products to be handled. An efficient administrative system takes care of all the complications and enables production to be planned accurately and economically. The progress of every order can be checked literally at a glance.

Tucked away in a corner of the mill site is a section vital to the Company's present and future progress – the Technical Department's research and development laboratories. While other branches of the department maintain round-the-clock quality control over all aspects of production, this centre carries on a continuous enquiry into new methods and materials, particularly in the field of coating, and provides a customer liaison service which makes sure that every paper meets the constantly changing demands of modern printing.

The Engineering Department ensures that the machines keep running around the clock. Mechanical and electrical maintenance is backed up by the more specialist instrument and electronic sections, and the upkeep of the buildings is the responsibility of a strong squad of building tradesmen.

This, then, is Culter Mills – a compact, flexible, yet complete organisation fully equipped with the ever-more sophisticated machines and techniques needed to make the best paper today – and tomorrow.

Principal Products of the Group

Culter

fine qualities for colour printing
 Challenge Art Paper and Boards
 Hi-Fidelity Art Paper and Boards
 Hi-Fidelity Matt Art Paper and Boards
 Culter Blade Extra
 Silver City Cartridge
 Coating Base Paper
 Gumming Base Paper
 Strong Book Jacket Art
 Colour Display Art Paper and Boards
 Super-calendered Carbonising Paper
 Cultercote Cartridge
 Culter Soap Wrap
 Woves, Ledgers, Bonds, Duplicators
 Security papers

Guard Bridge

modern business and printing papers
 Eden Grove Bond
 Classic White Eden Grove
 G.B. Ledger
 Guardbridge Security Cheque
 Guardbridge Duplicator
 Guardbridge Fine Book Wove
 Trident

Smith & McLaurin

specialist coated and adhesive papers
 Delseal Delayed Action Heatseal Label Paper
 Discus Record Label Paper
 Flatsheet All Weather Gummed Paper
 Inseal Instantaneous Heatseal Label Paper
 Pancake Dry Gummed Paper

Many speciality and technical grades, Antique and Long Life Papers, Cheque and O.C.R. Papers, Mould Inhibited Coated Papers, Carbonising Papers etc., are also produced by the Group.

Section 2 | Conditions of Employment

Working Hours

The mill normally operates from 6 a.m. on Monday to 12 noon on Saturday. Dependent on the process, employees operate on one of the following time schedules.

(a) 3 Shift Work

10 p.m. – 6 a.m.
2 p.m. – 10 p.m.
6 a.m. – 2 p.m.

Shifts change weekly and rotate in the order given above. If a week-end run through is worked the shift sequence is:

Shift During Week	Saturday & Sunday	Monday
6 – 2	6 – 2	10 – 6
10 – 6	10 – 6	2 – 10
2 – 10	2 – 10	6 – 2

(b) Day Shift Work

8 a.m. – 12.30 p.m.
1.30 p.m. – 5 p.m.

(c) Allowed Breaks

1. Male shift employees are allowed a twenty minute meal break. It is expected that, wherever possible, production will be maintained during this break. Meals may be ordered and collected from the Canteen for consumption beside the machine.
2. Female shift employees are allowed a thirty minute meal break and a ten minute interval during the shift.
3. Day process workers have a rest allowance built into their bonus schemes. This allowance provides for breaks during the day and further details may be obtained from departmental supervisors.
4. Day maintenance workers have two fifteen minute breaks, one in the morning and the other in the afternoon.
5. Day workers working overtime in excess of their normal working day will be allowed half an hour unpaid break if the overtime is worked in the evening and an additional fifteen minutes paid break if worked in the morning.

(d) Overtime

It is Company policy to contain overtime to the minimum necessary for efficient production. Where overtime is necessary this will be in accordance with the provisions of the appropriate National or Local Agreement.

1. Shift employees cannot leave the job until relieved by their shift mate. Should the shift relief not appear within twenty minutes after shift change-over time, the non-arrival must be reported to the foreman. Wherever possible the foreman will arrange for a replacement. Where no substitute is possible, overtime must be worked as follows:

6 – 2 shift	–	a further four hours.
10 – 6 shift	–	a further two hours.
2 – 10 shift	–	a further eight hours.

After having worked for the period stipulated above, the employee should inform the foreman before leaving the job.

2. Where there are absences due to sickness or injury or where there is an unfilled vacancy, twelve hour shifts (6 a.m. – 6 p.m. and 6 p.m. – 6 a.m.) will be worked by the two remaining shift mates. Wherever possible twelve hour working for an individual will be restricted to two weeks and consideration given to bringing in employees from other sections to provide the necessary cover.
3. When an hourly-paid employee works overtime after 5 p.m. at the Company's request, the following payments will be made.

3 minutes or more after 5.00 p.m.	¼ hour's overtime
18 minutes or more	½ hour's overtime
33 minutes or more	¾ hour's overtime
48 minutes or more	1 hour's overtime

After the first hour the normal method of payment will be followed.

NOTE: overtime must be authorised and signed for by the appropriate Supervisor.

Pay

1. Basic and overtime rates of pay are in accordance with National and Local Agreements and are as noted each week on your time card.

Bonus rates are dependent on the job being worked and information on your scheme may be obtained from the supervisor.

Gross weekly pay is made up of basic, bonus and, where applicable, overtime. Pay cards for the previous week should be collected from the lodge each Wednesday and wage calculations carefully checked. Anyone having a pay query should leave the pay card with a note of the query at the lodge. The Wages Office will then provide an answer.

Besides the statutory deductions for income tax, national insurance, etc., arrangements can be made for deductions for voluntary savings schemes, union dues, sickness benefit, personal life insurance and social club contributions. Details may be obtained from the Wages Office.

2. Payment is made weekly, one week in arrears.

Arrangements are:

- (a) Male day process employees : At lodge from 12.28 – 1.30 p.m. each Thursday.
- (b) Female day employees : Nos. 6 and 8 Departments in their respective Salles at 12.30 p.m. each Thursday.
- (c) Shift employees : At lodge from:
1.30 – 2.15 p.m. Thursdays (6 – 2 shift)
9.30 – 10.15 p.m. Thursdays (2 – 10 shift)
5.45 – 6.15 a.m. Fridays (10 – 6 shift)

NOTE: All employees are encouraged to collect their pay from the lodge on the way out after work. The Company accepts no liability for the loss of or damage to personal property.

- (d) Maintenance employees: At maintenance foreman's office from 12.25 to 12.35 p.m. each Thursday.
- (e) Employees absent from work : From the Lodge between 12.28 and 2.15 p.m. each Thursday. If the employee is unable to attend, wages will only be paid against written authorisation from the employee and a signature for the receipt of the wages will be obtained.

NOTE: Anyone unable to collect his pay in accordance with these arrangements should contact his supervisor so that payment can be arranged.

3. Employees should at all times surrender their pay cards in receipt for their wages. In the event of an employee being unable to present his pay card, payment may be made at the Wages Clerk's discretion but a signed receipt will be obtained.

4. Employees must, wherever possible, collect their pay personally. Where personal collection is impossible, individuals should endorse their pay cards to the person responsible for collecting their wages.

Clocking

All hourly paid employees are required to clock in and out on arrival and departure from work.

Day workers are not required to clock out when leaving the mill at lunch-time but must clock back in on return from lunch.

If it should be necessary for any employee to clock out during working hours, permission should be obtained from his supervisor and the signed slip obtained presented at the lodge.

No employee may stamp a time card on behalf of another employee. Cases will be dealt with in accordance with the agreed Disciplinary Procedure.

Absence

1. Employees unable to attend work must notify the lodge (Telephone Aberdeen 733244) as soon as is possible. The lodgekeeper will pass a message to your foreman.
2. If absence is due to illness or injury and extends beyond two days, a Medical Certificate must be obtained and, on the third day, sent to the Company. Further certificates covering the complete period of absence (including the final one certifying fitness) should also be forwarded. After recording, all certificates are immediately passed to the Ministry of Social Security.

NOTE: Certificates should be sealed in an envelope, addressed to the mill Nurse and marked 'Personal'.

3. If you have been absent for any reason and for any period and you intend to return to work, the lodge (Telephone Aberdeen 733244) must be notified as follows:

Return to day work, 6 – 2 or
2 – 10 shift : Not later than
5.00 p.m. the
previous day.

Return to 10 – 6 shift : Not later than
12 noon on the
same day.

When 12 hour working for cover has been arranged for shift personnel absence, the person returning *during* a working week will normally start on the 2 – 10 shift unless notified otherwise. This arrangement facilitates the resumption of 8 hour working.

Any shift employee who attempts to restart work without prior notification has no guarantee of employment on that first day.

4. Absence without explanation or permission is unacceptable and this is especially so in a shift situation. Cases of absenteeism will be dealt with in accordance with the agreed Disciplinary Procedure.

Lateness

1. You are required to be at your place of employment and ready to commence work at the time laid down. Machines should be kept running during shift change-over.
2. A process worker on the 6 – 2 shift who, because of missed transport or some other reason, knows that he will be late must telephone the lodge (Aberdeen 733244) before 7.15 a.m. If no word is received by this time a substitute will be sent for.
If the late employee subsequently turns up for work cover will have been made for him and he will be sent home until the next day.
3. If an employee is 3 minutes or more but less than 18 minutes late, one quarter hour's pay will be deducted. Similarly, if late by 18 minutes or more but less than 33 minutes, one half hour's pay is deducted, and so on.
4. Records of lateness are kept and consistent lateness will be dealt with in accordance with the agreed Disciplinary Procedure.

Holidays

1. The length of and payments for both annual and statutory holidays are in accordance with the appropriate National and Local Agreements.
2. The timing of holidays is agreed between the Company and the appropriate Union and as notified on the Notice Boards.
3. The holiday year for hourly paid employees begins on July 9th each year and entitlement to holiday pay is related to service, not employment, during that current holiday year.
4. If an employee is absent due to sickness or accident over a period of holiday, on eventual return to work he may, if agreed by his departmental manager, take his due holiday without pay.

Notice to Leave

1. You are required to give one week's (5 working days) notice if you wish to leave the Company's employment. Provision may be made, in exceptional cases, for a shorter period of notice but no guarantee can be given that wages and cards will be ready when you leave and these may have to be collected at a later date.
2. The Company undertakes to give notice of termination of employment in accordance with the Contracts of Employment Act 1972. Normal entitlement is dependent on the period of your continuous employment.

Period of Continuous Service	Length of Notice
Less than 2 years	1 week
2 years but less than 5	2 weeks
5 years but less than 10	4 weeks
10 years but less than 15	6 weeks
15 years and over	8 weeks

Retirals

Retiral age for male employees is 65 and for female employees 60. There is one official retiral date each year – the first Friday after the 31st August.

Male employees who reach the age of 65 and female employees the age of 60 may retire on their birthday or any date up to and including the following 31st August. The Personnel Department will contact all employees approximately 3 months before their 65th or 60th birthday as appropriate, so that arrangements for Company pension can be made.

All employees who retire after ten or more years with the Mill receive a cheque in recognition of their long service.

Disciplinary Procedure

The objective of this procedure is to ensure fair treatment for employees who become liable to disciplinary action because of failure to meet the standards prescribed by the Company with regard to conduct, attendance and job performances.

The procedure is printed in full as Appendix 1 at the back of this book.

Appendix 2 outlines possible disciplinary action which may be taken with respect to certain offences.

Grievance Procedure

The objective of this procedure is to ensure that all dissatisfactions or complaints are considered and settled at the earliest stage and as speedily as possible.

The procedure is printed in full as **Appendix 3** at the back of this book.

Section 3 Safety

Introduction

We do everything possible to make the Mill a safe place in which to work. We have a full-time Safety Officer and he, along with all managers, superintendents and supervisors, is committed to eliminating any hazards as quickly as is possible.

You can play your part by reporting any dangerous conditions and practices to your supervisor.

Good housekeeping plays its part in decreasing the risk of an accident as well as making your department a pleasant place in which to work.

Accidents don't always happen to somebody else and by working safely and alertly you can prevent yourself and your work-mates becoming more figures in the accident statistics.

Accidents

Anyone having an accident, no matter how minor, must report the matter to his supervisor who will complete the Mill Accident Report Form.

Your injury from an accident may be minor but somebody else could perhaps be killed or seriously hurt unless something is done to prevent a repetition of your accident.

Special Protective Clothing

In addition to the protective clothing provided to all employees, special protection is needed for certain jobs and must always be worn where provided.

Protective Footwear

Safety Footwear is provided at specially low prices and, if you wish, by means of weekly deductions from wages. Details from the Safety Officer.

Machinery

Only those trained and authorised may operate machinery in the mill.

Speed Limit

There is a strict 10 m.p.h. speed limit throughout the mill. There are blind corners, narrow roads and concealed entrances. It is dangerous to exceed the set limit and anyone doing so may be subject to disciplinary action.

Smoking

Smoking is only allowed in the following locations:

- (a) Such areas in each department specifically designated as smoking areas.
- (b) All Offices, Canteen and Training Room.

Fire Procedure

1. The first duties of anyone discovering a fire are to:
 - (a) Sound the nearest fire alarm.
 - (b) Contact lodge (extension 12) and give exact location of fire.
 - (c) Tackle the outbreak, if possible, using the correct extinguisher.

IF IN DOUBT, GET OUT

2. On hearing your departmental fire alarm, stop your machine (where applicable) and go at once to your place of assembly by the quickest possible route, closing all doors and windows on the way.
Your assembly point is shown on the map at the end of this booklet.
3. If outwith your own department and the Mill General Fire Alarm (Siren) is sounded, return at once to your *own* Assembly Point and remain there until checked off.

Section 4 Welfare

Pension and Life Assurance

All full-time permanent Works Employees aged 21 and over but under 64 for men and 25 and over but under 59 for women are eligible to join this scheme.

Males aged 18 to 20 and females aged 21 to 24 have free life assurance cover up to the time they are eligible to join the Scheme.

Further information will be given to those eligible to join and an up-to-date leaflet showing costs and benefits is always obtainable from the Personnel Department.

Canteen

The Company's Canteen is operated by outside Caterers and meals are provided at subsidised prices.

Canteen hours are from 7.15 a.m. to 5.30 p.m. with meals served at the following times.

Breakfast	7.30 – 8.30 a.m.
Lunch	12 noon – 1.30 p.m.
Tea	4.45 – 5.30 p.m.

Snacks, rolls, sandwiches and beverages are obtainable throughout the day.

Employees who take meals to their place of work are asked to return crockery and cutlery to the Canteen as soon as the meal is finished.

Consultative Committee

The Committee consists of representatives from all departments of the Mill and is chaired by the Managing Director.

Its Aims Are

1. To give employees a voice in matters that affect them.
2. To make use of employees experience and ideas to improve efficiency.
3. To help management and employees appreciate each others views and objectives.
4. As one of many ways of communicating Company policy and other information.

Subjects for discussion are

1. Output and productivity (improvements in work methods and use of plant).
2. Personnel policy (promotion, transfer, absenteeism, turnover, retirement).
3. Training (internal and external).
4. Conditions of employment (other than those covered by union negotiation).
5. Working conditions (heating, lighting, ventilation, toilets, washing facilities, first aid).
6. Welfare and employee services (canteen, transport, recreational and social activities).

The Committee meets on the first Wednesday of every second month and notice will be given on all notice boards of the closing date for items to be handed to your representative. Minutes will be published within one week after each meeting and a progress report will be published mid-way between each meeting.

First Aid

A Qualified Nurse is in attendance at the Clinic from 8.30 a.m. to 12.30 p.m. and 1.30 to 5.00 p.m. Monday to Friday each week. In addition and in all departments there are qualified First Aiders who will provide the necessary immediate treatment. A list of your departmental First-Aiders can be found along-side the notice board.

Protective Clothing

Two sets of protective clothing are issued to all employees and these are replaced at intervals of between 12 and 18 months dependent on the job being carried out.

An employee who leaves within six months of an issue pays towards the cost of this clothing and this is deducted from his final pay.

Note: Protective clothing should be worn at all times whilst at work.

Sports and Social Clubs

The Social Club is situated in Cairn Road and has a bowling green, tennis courts and putting green. A licensed bar is operated throughout normal bar hours and regular entertainments are arranged including dances, adult and children's film shows and bingo.

On the sports side of the club we include golf, bowling, angling, tennis, darts and table tennis sections and details of all activities can be obtained from the Personnel Department.

Production of a Club membership card in a number of shops in the area will provide substantial discounts on many items. A list of shops giving discounts is provided to all Club members.

All employees may join the Club for a small weekly subscription, application forms obtainable from the Personnel Department.

Sick Benefit Scheme

Works employees may join the Culter Mills Sick Benefit Society. This is a private scheme run by the employees themselves and provides payments to those off work due to ill health or accident. All members whilst working pay a small weekly subscription, deductible from pay. Details are available from the Personnel Department.

Travel Subsidy

A travel subsidy is paid to all those who live outside a three mile radius from the Mill. Details will be given to those eligible for payment.

Section 5 Miscellaneous

Alcohol and Drugs

Intoxicating liquor and/or drugs will not be brought on to Company premises except with the express permission of the Departmental Manager. Anyone incapable of doing their job through the influence of drink or drugs will be dealt with under the Disciplinary Procedure.

Betting and Gambling

No form of betting or gambling is allowed on Company premises with the exception of established and recognised football pools, raffles, etc. If there is any doubt or the authorisation of these activities reference should be made to the Departmental Manager.

Car Parking

Motor vehicles must be left in the official car parks. The park for shift employees is off the mill brae and that for day employees between No. 8 Department and the Joiners shop (See map at end of book).

The Company accepts no liability for loss from or damage to cars of employees.

Change in Personal Circumstances

Please report any change in address, marital status or qualifications to the Personnel Department as soon as they occur.

Notice Boards

There are notice boards in all departments. Details of pay changes, holidays, overtime working, jobs vacant within the mill and other important announcements are posted therein. Your supervisor will clarify any points that you don't understand.

Personal Mail

The Company opens all mail received unless it is addressed to an individual and marked Personal, Private or Confidential.

Removal of Items from the Mill

Written authority must be obtained from the Manager to remove any item from a department. Anyone found removing Company property without permission will be dealt with under the Disciplinary Procedure.

Time off

Your supervisor will generally give permission for reasonable time off, provided adequate notice is given.

Trade Unions

All tradesmen will be approached by the appropriate union representative shortly after starting with us. All other hourly paid employees are issued with an application form for membership of the Society of Graphical and Allied Trades (SOGAT) and they will be later approached by a member of the Union Committee.

The Company strongly recommends membership of the appropriate union to all employees.

Visitors

Anyone wishing to bring visitors round the Mill should apply, through their Supervisor, to the Production Manager. All visitors must report to the lodge on arrival.

Section 6 Appendices

Appendix 1

Disciplinary Procedure

1. DISCIPLINARY CODE

a. Informal Warning

The normal action in the first instance of a failure to meet standards is an informal warning from the employees immediate supervisor. No official record of this is made.

Note: See Appendix 2 'Possible Disciplinary Action with Regard to Certain Offences'.

b. First Formal Warning

A repetition of a further failing to meet standards will justify a formal warning from the supervisor, who shall record in writing a brief account of the incident and the action to which the employee will be liable for a subsequent failure to reach standards. If the individual's conduct has remained satisfactory, this first formal warning will be destroyed after 3 months.

c. Final Formal Warning

This final formal warning will be given by the immediate supervisor, countersigned by the Superintendent, Departmental Manager or Managing Director, as appropriate, and is the last stage before suspension without pay or dismissal. If the individual's conduct has remained satisfactory, this final formal warning will be destroyed after 6 months.

d. Right of Representation

If the employee is a member of a union, the appropriate union representative will, if the employee so wishes, be present when a formal warning is given or further disciplinary action taken and, if the representative is not present at the hearing, he will be informed by management about the circumstances of the case and the decision taken.

e. **Further Disciplinary Action**

An employee may be dismissed after receiving due notice if, despite adequate warning, he still fails to reach the prescribed standards, but may only be instantly dismissed for serious misconduct (See Appendix 2). As an alternative to dismissal, suspension without pay not exceeding 5 working days may be used. A record of this suspension will be kept on permanent file on the employee's record card. An employee's immediate supervisor shall refer to his Departmental Manager a case which may lead to suspension without pay or dismissal. In a situation where the immediate supervisor is the Departmental Manager, the case shall be referred to the Managing Director.

In the absence of the Managing Director or Departmental Manager, as appropriate, the immediate supervisor has the authority to send home the employee until the next working day when his case will be dealt with by the appropriate Manager. A written record shall be made and the facts of the case established before a decision is taken.

2. **APPEALS PROCEDURE**

An objection by an employee against disciplinary action shall follow the normal Grievance Procedure, except that in a case of suspension without pay or dismissal, the objection shall be heard within 24 hours, and in the case of dismissal there shall be a right of immediate access to the Grievance Committee or, where appropriate, the Managing Director or Group Managing Director.

Unless the objection is lodged within two weeks (ten working days) it will be assumed that the employee accepts the decision.

Note: Should an appeal be upheld the written formal warning will be destroyed or in the case of suspension, the employee re-instated with no loss of pay.

3. **FLEXIBILITY OF PROCEDURE**

It is recognised that the above procedure is not to be regarded as a dogmatic statement of the steps that must be completed before any firm disciplinary action can be taken against an individual. The more serious offences will be dealt with by the final steps in the procedure without regard to the preliminary verbal and formal warnings.

4. **RECORDING OF DISCIPLINARY ACTION**

All formal warnings and suspensions will be recorded in quadruplicate on the forms provided. One copy will be handed to the employee, the second retained by the supervisor concerned, the third passed to the Personnel Manager and the fourth, where the employee is a member of a Union, to the appropriate Union Official.

5. **NEW EMPLOYEES**

This procedure will not apply to new employees during a probationary period of thirteen weeks. A new employee may be dismissed if he is considered to be unsatisfactory or unsuitable for the type and class of work for which he is employed.

However, it is recognised that all new employees can not have a complete knowledge of all minor rules and regulations. A certain latitude may be given to breaches of the more minor classes of indiscipline during the above-mentioned probationary period.

Appendix 2

POSSIBLE DISCIPLINARY ACTION WITH REGARD TO CERTAIN OFFENCES

Offence	First Occurrence	Second Occurrence	Third Occurrence
<ol style="list-style-type: none"> 1. Theft of Company Property 2. Theft of property of another employee 3. Clocking in and out for another employee 4. Smoking in specially prohibited areas 5. Wilful damage to Company property 6. Violent physical action on the Company premises against a Supervisor 	Dismissal without notice	-	-
<ol style="list-style-type: none"> 1. Violent physical action on the Company premises against another employee 	Suspension or Dismissal without notice	Dismissal without notice	
<ol style="list-style-type: none"> 1. Arrival for work, or being discovered at work, in a state of intoxication 2. Absence from the Company grounds without being clocked out other than on Company business 3. Sleeping at work 4. Smoking outside designated areas 5. Wilful disobedience of reasonable instructions 6. Falsifying work sheets or production records 7. An offence committed in breach of clear warning given for a minor offence 	<p>Minimum – 3 days suspension</p> <p>Maximum – Dismissal without notice</p>	Dismissal without notice	

Offence	First Occurrence	Second Occurrence	Third Occurrence
8. Unauthorised use of the Company's Internal transport equipment e.g. fork lift trucks, hoists, electric trucks	Minimum – 3 days suspension Maximum – Dismissal without notice	Dismissal without notice	
1. Deliberately flouting safety rules 2. Gambling or Book making 3. Horseplay of a serious nature involving risk to life and limb 4. Absence without early notification: no notification of return to work (See Note A) 5. Habitual lateness	Minimum – Final Warning Maximum – 3 days suspension	Minimum – 3 days suspension Maximum – 5 days suspension	Minimum – 5 days suspension Maximum – Dismissal without notice
1. Failure to follow reasonable instructions 2. Horseplay and practical joking of a minor nature 3. Slackness and inefficiency on the job and/or poor standard of workmanship (See Note B) 4. Absence from place of work without permission. 5. Deliberately creating litter	Minimum – verbal warning Maximum – Final warning	Minimum – First written warning Maximum – 3 days suspension	Minimum – Final warning Maximum – Dismissal without notice

NOTES: A. Repeated absenteeism, even with medical certificates, may result in transfer to other and possibly lower graded work.

B. Cases of inefficiency will be investigated and, where necessary, re-training and/or transfer to other and possibly lower graded work initiated before further disciplinary action is taken.

Appendix 3

Grievance Procedure

1. STAGES OF PROCEDURE

a. First Stage

An employee who wishes to raise any issue in which he (read he or she throughout) is directly concerned must first discuss it with his immediate supervisor. If he chooses, and is a member of a union, he may have his elected Union representative present at this time.

If an issue affects a group of employees in a union or unions, the representative(s), accompanied where appropriate by one or two of the employees concerned, must raise the issue with the appropriate supervisor.

The supervisor will if at all possible, adjust the problem within 24 hours, consulting with other members of management and the personnel department as necessary. Should the problem not be solved the employee may ask that the matter be referred to his superintendent or, where the employee's immediate supervisor is his superintendent, to his departmental manager.

Note: No grievance will be considered unless it is presented within 2 weeks (10 working days) from the time the alleged grievance occurred unless there are specific circumstances which would make this limitation unreasonable.

b. Second Stage

If the problem has been referred to the superintendent, a further 24 hours will be allowed for an answer to be provided. If either an answer cannot be given or in the case where there is no intervening superintendent, a meeting will be arranged with the departmental manager concerned.

Where the employee is a member of a union, the union representative should be present at this meeting. 3 working days will be allowed for the convening of the meeting and for settlement but, if no agreement can be reached, the third stage would be implemented.

c. Third Stage

One of (a) the mill union committee or its representatives or (b) the appropriate internal union officials or (c) the individual employee, whichever is applicable, will then pass the grievance to the Personnel Manager who will convene a meeting within 3 working days with a Grievance Committee consisting of the Departmental Manager plus one other Manager and two internal Union Officials.

If agreement cannot be reached at this stage, the matter will be referred to the appropriate procedure as here detailed:

1. **Members of Supervisory, Technical or Clerical Branches of a Union, Process and General Workers, Skilled Craftsmen on Maintenance:**

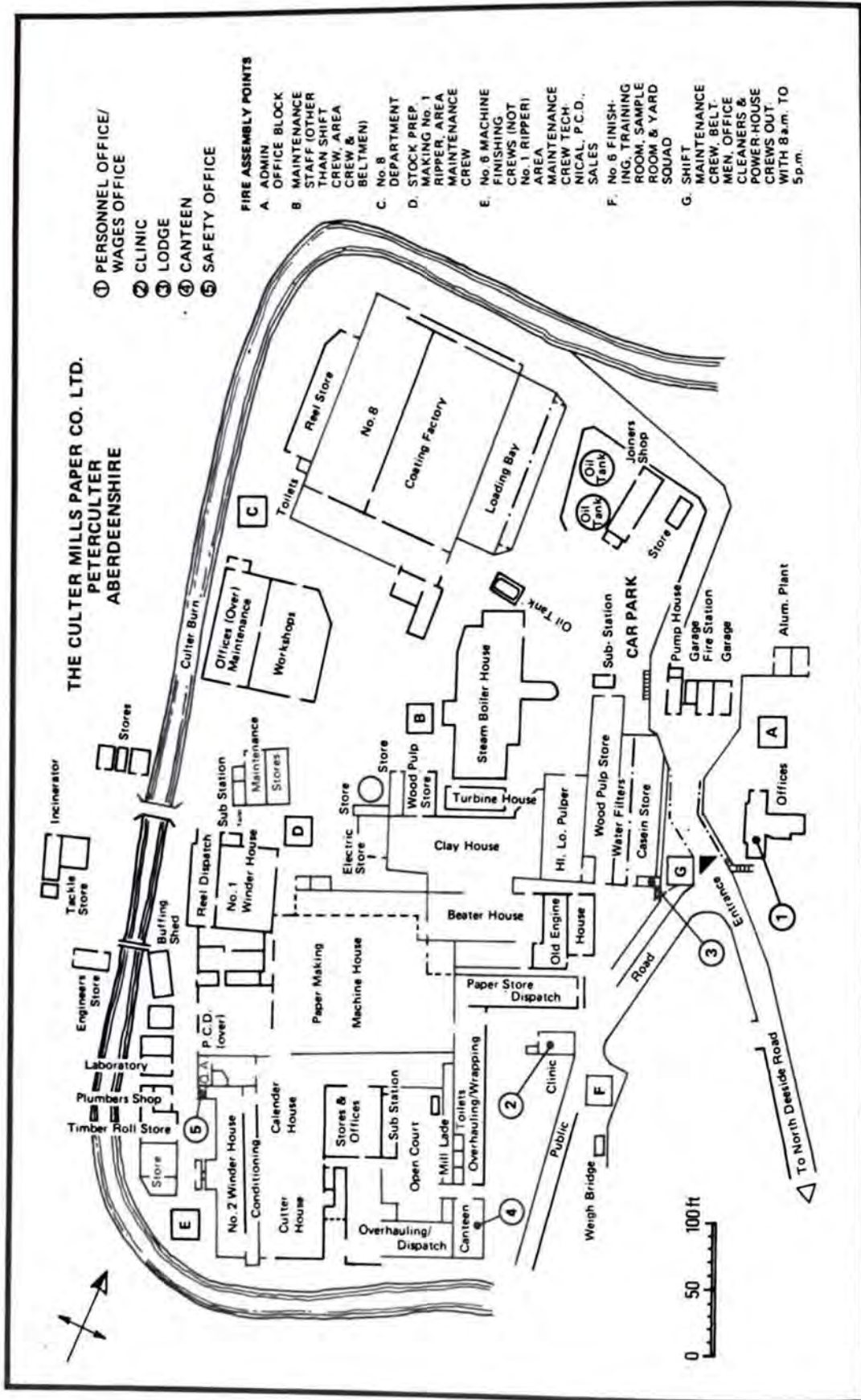
as described in the agreements between the Employers' Federation of Papermakers and Boardmakers and the Individual Unions and as amended from time to time.

2. **Employees not being members of a Union:**
appeal to the Managing Director (in the case of Superintendents to the Group Managing Director), his decision being final.

2. FLEXIBILITY OF PROCEDURE

Whilst it is considered essential that this procedure be followed wherever possible, it is recognised that, under certain circumstances, individuals may wish to go direct to their departmental managers. Under these special circumstances a meeting will be arranged but matters may not be raised at this meeting which should have been dealt with by that employee's immediate supervisor.

Map of the Mill



p. 29 ADDENDUM

line 9: insert after Departmental Manager
' , through his Superintendent where
applicable, ' .
