

**ENGINE WORKS
RULES**

**SCOTTS' SHIPBUILDING & ENGINEERING
CO. LTD.
GREENOCK**

Scotts' Shipbuilding & Engineering Co. Ltd.
Greenock
ENGINEERING DEPARTMENT
ENGINE WORKS RULES

1. These Rules apply to all persons employed by the Company other than staff employees.

WORKING HOURS

2. Particulars of normal weekly working hours, and also starting and stopping times for each day, Nightshift and Overtime periods, are posted at the time office. Every employee, if required, is expected to work a reasonable amount of overtime in accordance with the provisions of the National Overtime and Nightshift Agreement.

TIME KEEPING AND TIME RECORDING

3. Every employee shall commence work at the proper starting times, and shall not cease work before the proper stopping times unless he has permission from his foreman.

4. On each occasion on which he enters or leaves the Works every employee will record his time of entering or leaving in accordance with the recognised timekeeping arrangements of the Works.

5. Fifteen minutes after normal starting time the time-keeping office shall be closed to all employees except those delayed due to circumstances beyond their control (such as transport breakdowns). Thereafter there shall be no booking on or clocking on until the next starting time. Any employee booked on after normal starting time will be paid from the quarter hour next following the time of booking on. Any employee who has been late in booking on (except for reasons beyond his control) on one occasion in any week will not be allowed a late-start during the remainder of that week. Persistent late-comers will seriously jeopardise the continuation of their employment.

6. Every employee shall enter on his bonus card or other record such particulars as the Company may require of the work on which he has been employed during each period of employment; and shall submit these particulars to the appropriate official, in accordance with the Company's procedure covering such records.

7. An employee who in respect of any period of employment fails to comply with the foregoing time-keeping and time-recording requirements shall not be recognised as in the employment of the Company for that period for any purpose (including the payment of

wages or any other payment) unless he can prove that he was in fact then employed, and that the failure to record his time arose from circumstances outside his control.

ENTERING AND LEAVING THE WORKS

8. An employee must not enter or leave the Works or other place of work other than by the recognised gate and roadways. Any employee leaving the Works during working hours must get an Official Blue Pass Out duly initialled by his Foreman and signed by a Manager and hand it in to the Gatehouse.

PAYMENT OF WAGES

9. Wages for work done up to the preceding Friday night shall be paid on Friday at the completion of the normal Dayshift at places appointed by the Company for the purpose.

10. Errors in pay shall be notified to the timekeeper or pay clerk immediately at the close of the pay, after which no complaints shall be considered.

11. An employee whose employment is terminated by the Company shall be paid his wages and lying time if possible at the time of termination, or as soon as possible thereafter. In the case of an employee who leaves of his own accord and who gives the statutory period of notice required of him (or, where no statutory period of notice is applicable, the employee gives a reasonable period of notice) the Company will endeavour to pay him his wages and lying time when the employment terminates; and where the full payment cannot be made prior to his leaving, he may arrange with the Company that the balance due to him should be forwarded to him by post at the earliest possible date.

12. Payment of wages to an employee whose service with the Company terminates, shall in all cases be subject to his having returned to the store complete in number and in acceptable condition all tools and protective clothing, equipment, etc. entrusted to him by the Company.

13. The wages of an absent employee, e.g. on account of illness or accident, shall be paid immediately after the normal pay is over. Payment of wages in such cases will only be made to a person having an "Authority to Uplift Wages" form duly completed by the employee and countersigned by the Head Timekeeper, or by postal or money order addressed to the employee.

"Authority to Uplift Wages" forms may be had on application to the Time Office.

Wages not uplifted on the actual pay day will be paid five minutes before the normal stopping time on any following working day by prior arrangement with the Read Timekeeper.

Wages will be paid outside the foregoing times only in exceptional circumstances, e.g. leave of absence authorised by the Management, in which case application must be made at least 24 hours before payment is required.

CHANGE OF ADDRESS (OR NAME)

14. Any change of address (or name) shall be notified immediately to the timekeeper.

HOLIDAYS

15. The arrangements for annual summer holidays and the other days of paid holiday are set out in Notices posted at appropriate times on the Company's Notice Boards.

ABSENCE FROM WORK

16. An employee desiring to absent himself from work for personal reasons shall first obtain permission to do so from his foreman or other authorised representative of the Company, and any employee absent from work for the whole of a working day or more without such permission, except in the case of illness or other causes outside his own control, shall, before resuming work, obtain permission to do so from his foreman, or other authorised representative of the Company.

17. An employee absent from work for more than three days or for repeated shorter periods shall, in respect of such absence, produce medical certificates or other evidence to the satisfaction of his foreman or other authorised representative of the Company.

18. An employee who persistently absents himself from work without reasonable cause renders himself liable to instant dismissal.

MEETINGS

19. An employee shall not summon or attend any meeting in the Works during working hours unless special authority is given by the Company.

CARE OF COMPANY'S PROPERTY, EQUIPMENT, TOOLS, ETC.

20. All employees shall take every reasonable care to ensure the safety of the Company's and any sub-contractors' buildings, plant, materials, fixed and movable tools, equipment and property of every description, and of all machinery under construction or repair by the Company.

21. Any employee who wilfully, negligently, or carelessly, whether or not in the course of his employment, causes loss or damage to the Company or to sub-contractors through failure to take such reasonable care renders himself liable to instant dismissal, without prejudice to any legal claim which the Company or the subcontractors may have against him.

22. All tools or equipment issued by the Company to employees for the purposes of their employment shall be used in a workmanlike manner, and shall be returned to the store complete and in acceptable condition as soon as their use is no longer required in connection with the particular employment.

23. An employee may be required to make a deposit against the value of particular items of equipment issued to him, and in the event of his failing to return such equipment in good order, fair wear and tear excepted, such deposit shall be forfeit, without prejudice to any legal claim which the Company may have against him.

RIGHT OF SEARCH

24. The Company reserve the right to search any employee leaving the Works and any vehicle in or on which he may be riding and any parcel or other property he may have with him. Such search shall be conducted only by duly authorised officials of the Company and shall, if requested by the employee concerned, be conducted in the presence of a third person nominated by that employee.

PERSONAL TOOLS, EQUIPMENT, PROPERTY, AND CLOTHING

25. Each employee shall provide and maintain the necessary personal tools and equipment required for his work in accordance with the practice of the Works.

26. The Company do not accept any responsibility for damage to, or loss of, any employee's clothing, personal tools, equipment or other property brought into the Works, or in course of transit to and from working places outside the Works.

CYCLES, MOTOR-CYCLES OR CARS

27. Cycles, motor-cycles or cars may be parked only at those places specially authorised for the purpose at which Notices are displayed, and at their owner's risk.

PREVENTION OF FIRES, ACCIDENTS, ETC.

28. All employees shall take every reasonable precaution to prevent any outbreak of fire in any part of the Works or on board ship.

29. If an outbreak of fire is observed, an employee shall immediately notify any foreman, member of the Works Fire Brigade, the gatekeeper, or any responsible official of the Company.

30. Every employee using an open light or fire or burning or welding equipment in the course of his employment shall take care to ensure that it does not constitute a hazard and that it is extinguished or otherwise rendered safe before he leaves the vicinity.

31. An employee shall not bring an open light or fire, or use burning or welding equipment in proximity to inflammable material, or in any place where their use might give rise to risk of fire or explosion, without first informing his foreman or other responsible official of the Company in order that all necessary precautions may be taken.

32. Unless specifically authorised to do so, or in an emergency (e.g. to prevent an accident) an employee shall not interfere with electric cables, wires, lamps, or other electric fittings; machinery; equipment; ladders; shores; staging; gangways; or any other appliance or Company's property of any description in the Works or on boardship.

33. An employee shall not remove, without replacing, covers or guards, or other protective measures provided for the safety of employees, either in the establishment or on any part of a ship, vessel, etc., or unfasten shores, ladders or staging without permission.

34. Unless with the specific authority of the Company, an employee shall not touch, clean, or wipe down any moving part of a machine while it is in motion.

35. Every employee who requires to use machinery, equipment, tools, staging, or portable lighting or other appliances shall satisfy himself that they are in an efficient state and sufficient for the required purpose; and any defects therein shall be reported immediately to the employee's foreman, or the Company's Safety Officer.

36. An employee who has charge of any portable tackle for lifting purposes shall return it to store for examination at such times as may be required by the Company's Safety Officer.

37. An employee shall not do any act which endangers or is likely to endanger himself or any other person.

SHIPBUILDING AND SHIP REPAIRING REGULATIONS, 1960; AND SAFETY REGULATIONS

38. All employees shall comply with the safety provisions of the Shipbuilding and Ship repairing Regulations 1960, and with all Safety Notices and Regulations displayed on the Company's Notice Boards or elsewhere in the Works or on board ship; and shall at all appropriate times use any means, appliances, protective clothing or equipment for safeguarding health or ensuring safety where such is provided for their use.

REPORTING OF ACCIDENTS

39. An employee who sustains an injury while at work shall, being able, go at once to the Ambulance Room (and, if necessary, attend hospital) for treatment.

40. All accidents (no matter how trivial) while at work shall be reported to the Ambulance Room Attendant as soon as possible; and, if required, the name of any witness shall be stated.

41. In the case of major accidents—and particularly those attributable to the breaking of slings or other lifting appliances or to the collapse of staging—everything must, so far as practicable, be left undisturbed until a thorough examination has been held on the spot by the Manager, Safety Officer, or other official appointed to do so.

MEDICAL EXAMINATION

42. Employees may be required to attend for medical examination on commencement of their employment; in connection with any change of occupation; when the Company consider such examination desirable in the interest of the employee himself, or of other employees; or in any other circumstances when required by statutory regulations.

NOTIFIABLE INFECTIOUS OR CONTAGIOUS DISEASES

43. An employee who is suffering from an infectious or contagious disease, or who has been in contact with a person suffering from an infectious or contagious disease shall not enter the Works. The matter shall be reported to the employee's foreman or the Time

Office, and the employee shall be allowed to resume work only on production of the appropriate medical

GENERAL BEHAVIOUR

44. Every employee shall work diligently and conduct himself in a fitting manner with the object at all times of achieving maximum production.

certificate.

45. An employee shall be liable to dismissal or, at the discretion of the Company, to suspension or a specified period if found guilty of misconduct, including the following offences

- (1) Idling in the Works or on board ship; or being away from his job without permission.
- (ii) Registering another man's time.
- (iii) Jobbing on own account. bance in the Works or on board ship.
- (iv) Hindering or impeding the progress of any work.
- (v) Removing any of the Company's property without permission
- (vi) Losing or damaging any of the Company's tools or equipment through wilful neglect or carelessness
- (vii) Using any waste, or material such as oil or oakum otherwise than as directed or for the purpose for which it is issued.
- (viii) Refusing to obey any lawful order of, or being insolent to, a manager, foreman, chargehand, or other official of the Company.
- (ix) Gambling or playing cards in the Works or on board ship.
- (x) Annoying, molesting, or interfering with fellow employees, staff employees, or officials of the Company.
- (xi) Creating or taking part in any disturbance in the Works or on board ship
- (xii) Committing any act of dishonesty.
- (xiii) Breaking open any lock-fast place and or removing tools etc. from another man's box or drawer, or from a bench or machine without authority.
- (xiv) Smoking in prohibited places either in the Company's premises or on board ship.
- (xv) *Boarding or* leaving ships otherwise than by the gangways or other means of access provided for that purpose.

- (xvi) Committing a nuisance in any part of the Works or on board ship.
- (xvii) Disposing of litter, rubbish, etc. other than in the receptacles provided for the purpose.
- (xviii) Bringing any intoxicating liquor into the Works or on board ship, or consuming any intoxicating liquor in the Works or on board ship, or reporting for work when under the influence of such liquor.
- (xix) Bringing any person into the Works or *on board* ship without permission,
- (xx) Cycling in the Works.
- (xxi) Exceeding the speed limit when driving cars, lorries, etc. in the Works.
- (xxii) Using a boat, *raft or punt without* permission.
- (xxiii) Being aboard a vessel at time of launch without specific authority from his foreman

WASH-PLACES AND LAVATORIES SCHEME

46. Employees shall co-operate with the Management in keeping all wash-places and lavatories clean and in good order.

NOTICES, ETC.

47. All employees shall read and, where appropriate, comply with all notices posted in the Works or on board ship.

48. Company's Notices shall not be removed or defaced

49. No notices shall be posted without the permission of the Management.

50. No leaflets or other printed matter shall be distributed within the Works or on board ship without the permission of the Management.

COLLECTIONS

51. Collections in the Works or on board ship shall not be permitted unless expressly authorised by the Management.

250th ANNIVERSARY BENEFIT SCHEME

52. Membership is open to all Non-staff employees who are over age 24 *and* under age 64 , if male, or over age 24 and under age 59 if female, and who in each case have completed ten years' service with the Company whether continuous or not.

SECURITY

53. At any time when the Company is engaged on Government Contracts, the provisions of the Official Secrets Acts then in force, apply to all employees.

CAMERAS

54. The use of cameras within the Works or on board ship is prohibited except in those cases where permission has previously been given by the Management.

SUB-CONTRACTORS' EMPLOYEES

55. Sub-contractors' employees shall be provided with a ticket or note bearing the name of their employer which, when entering or leaving shall be shown at the gate or at such other place as may be appointed by the Company from time to time.

ALTERATIONS TO WORKS RULES

56. These Works Rules may be amended or recinded at the discretion of the Management; and notice of any such change shall be posted on the Company's Notice Boards.