

PRIVATE.

HC 1.14.1.15

(1915)

BARING BROTHERS & CO., Limited.

WOMEN CLERKS.

HOURS.—The usual business hours for Coupon Department and General Office Clerks are 10 a.m. to 5 p.m., with an hour off for Lunch, except in times of pressure, when Clerks must remain as required. Clerks must be in their places and ready for work by 10 o'clock.

The hours for Clerks in other Departments are fixed in accordance with the special regulations of their respective Departments.

In the event of Clerks being kept after 6 p.m., their names are to be sent down next morning to the Secretary's Department, with the hour to which they respectively were at work and the nature of the work for which they were detained. This List is to be signed by a Superintendent or Deputy.

The Luncheon Hour is to be by arrangement between 12.30 and 2.30.

ATTENDANCE BOOKS.—The Attendance Books are to be signed by all. A line is to be drawn at 9.45 a.m., and those who sign below the line will be marked as late on the Attendance Sheet.

Temporary Clerks must conform to this regulation.

A Superintendent, or Deputy, shall bring the Attendance Books down to the Secretary's Department at 10.15 every morning, together with a list of the Clerks who have not signed.

The list, which must be signed by a Superintendent, shall specify whether the absentees are sick (S.); on sick leave (S.L.); on Superintendent's leave (P.L.); on Directors' leave or holiday (D.L.); on Special Directors' leave (S.D.L.); or away without leave (A.W.L.), as the case may be.

The Monthly Attendance Returns and any other Notices affecting the Department are to be placed on the Notice Board.

COUPON ROOM.—During business hours the room is to be kept as quiet as possible and no general conversation is to be allowed.

It is essential for health and good work that the room be kept at a moderate temperature, and as fresh as possible.

Clerks whose work is finished, or who have nothing to do for the time being, are to be permitted to read, write, or do needlework, provided business is not interfered with.

HOLIDAYS.—An Annual Holiday of not less than 24 days is to be arranged for each Clerk in the Second Division of the permanent Staff, and 28 days for each Clerk in the First Division. Clerks in the Travellers' Letter Department are under special regulations with regard to Holidays.

A list is to be prepared, and signed by a Superintendent, and sent down to the Secretary's Department at least a week before the Holidays commence.

No Clerk is to go for her Holiday until the above list has been approved and signed by the Secretary.

In addition to the regular Holidays, a Superintendent may give one Saturday a month to each Clerk in rotation, provided the work permits.

Clerks desiring extra or special leave must make written application to the Secretary, stating the reason and the length of time required. Such application to be countersigned by a Superintendent and sent to the Secretary's Department at least one day beforehand.

ILLNESS.—Any Clerk remaining at home through illness must notify the Superintendent at once, and if absent more than three days must forward a Doctor's Certificate.

These Certificates are to be sent down to the Secretary's Department.

Any Temporary Clerk who is absent from work through illness or any other cause shall not be entitled to salary for more than one week of absence.

VISITORS.—Clerks are desired not to permit their friends to call upon them at the Office, unless in case of unavoidable necessity. No visitor is to be allowed in the Luncheon or Coupon Room without a Superintendent's authority.

The name of any visitor, whether a former member of the Staff or not, is to be noted in a Diary.

Members of the General Office Staff are not to go into the Coupon Department except as required by the business and are not to remain there unnecessarily.

RULES.—A copy of the Rules is to be given to every Clerk on appointment, and a copy is to be hung in the Luncheon Room and every Room used for business purposes.

The Rules have been framed not only with a view to the good conduct of the business, but also for the comfort and well-being of the ladies employed, and the Directors trust they may count upon their individual assistance in maintaining a good tone in the Department.

For BARING BROTHERS & CO., Limited,

W. B. GAIR,

Managing Director.

8, BISHOPSGATE, E.C.,

July, 1915.