

**A Guide to Conditions of Employment
and to the Company's Benefit
Plans for Staff Employees**

Working with

STC

This edition of the Employee Handbook embodies a number of changes. In particular, the sections on employee benefits have been rewritten to take account of the major improvements which have recently been introduced. The aim of the Handbook remains the same—to make sure that every member of STC knows his or her rights and obligations.

The Company's rules are based on common sense and have been built up over a period of many years. We have tried to make them as simple and as fair as possible. Constructive ideas for improving them are always welcome, and if you have any questions your Personnel Department will be glad to help.

It is hoped that you will find the handbook both readable and useful. You will be told of changes as they occur so that you can keep your copy up to date.

Issued by the Office of the Personnel Director.

April, 1969

working with STC

**A guide to
Conditions of Employment
and to the
Company's Benefit Plans
for Staff Employees**

Your Conditions of Employment

The conditions of employment set out in this handbook apply to all staff employees of:—

Standard Telephones and Cables Limited.

Kolster-Brandes Limited.

Standard Telecommunication Laboratories Limited.

Standard Telephones and Cables (Northern Ireland) Limited.

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Your Prospects

Your current salary will be reviewed in the light of your performance at least once a year. In addition it is Company policy to fill vacancies by the promotion of suitably qualified employees wherever possible.

To achieve this, the performance and prospects of all staff employees are reviewed as part of the Staff Appraisal programme. Your Supervisor will discuss this Appraisal of your work and prospects with you at least once each year.

The records of these Appraisals are held in the Personnel Department, and are used to find suitable candidates for vacancies throughout the Company.

Vacancies at particular Locations are advertised internally on Notice Boards throughout the Company from time to time. If you have completed at least six months' service in your present post you are eligible to apply for any vacancy which is posted on a Location Notice Board. Similarly, if you feel that you are suitably qualified, you may apply to be considered for any vacancy in the Company which is advertised in the National Press; in such cases applications should be sent direct to the address given in the advertisement, and should state that you are already an employee of the Company and at which Location.

You will be encouraged to improve your qualifications by attendance at courses, Technical College classes, or by correspondence studies in subjects related to the Company's business. Your Personnel Manager will, if you ask, explain the regulations about paid leave to attend courses or examinations, and about the payment by the Company of part or the whole of the fees for such studies.

If you pass an academic examination, or obtain a professional qualification, you should send a Personal Record Change Note to the Personnel Department. You can get one of these forms from your Supervisor.

How your Salary will be paid

If you are Monthly Staff your salary for the current month will be credited to your Bank Account on the last day of the month. You must inform your Payroll Section if you change your Bank.

The Location Cashier will cash personal cheques for reasonable amounts for Monthly Staff.

If you are Weekly Staff your Supervisor will tell you where and when you will be paid.

If you are absent on pay day you can write to your Payroll Section and ask them to send your salary to you by post. Alternatively, you can arrange for someone else to collect your salary for you. If you do this you must give the person concerned a written authorisation *which includes his or her name*, and which is *signed by you*. They must present this authorisation to the Personnel Department in order to collect your pay for you.

Your Hours of Work

During working hours and while on the Company's premises you must devote yourself solely to the Company's business, you must not engage in any other occupation, and you must use every endeavour to promote the Company's interests.

Your normal working hours are set out in your Letter of Appointment. If it is necessary either to vary your hours of work, or to ask you to work overtime, your Supervisor will give you as much notice as possible.

Your Contract of Employment

If you are Monthly Staff the conditions under which your employment can be terminated are set out in your Letter of Appointment; normally this is one month's notice in writing by either party.

If you are Weekly Staff you can terminate your employment with the Company at any time by giving one week's notice.

Under the provisions of the Contracts of Employment Act, 1963, however, the Company has to give you more than one week's notice if it wishes to terminate your employment after you have been employed for more than two years.

The regulations are:—

“During the first 26 weeks of continuous employment, one week's notice to terminate the employment will be required and given. Where continuous employment has lasted for more than 26 weeks, The Company will require one week's notice but it will give:—

Not less than one week's notice when continuous employment has lasted 26 weeks or more, but less than two years.

Not less than two weeks' notice when continuous employment has lasted two years or more, but less than five years.

Not less than four weeks' notice when continuous employment has lasted five years or more.”

There are detailed rules for deciding what constitutes “continuous employment” under this Act. For example, if you are called up for Military Service and return to the Company on demobilisation, your period with the Services counts as “continuous employment”. Your Personnel Manager will explain these rules in detail if you ask.

The Contracts of Employment Act, 1963, does not remove the Company's right to dismiss an employee summarily for misconduct or breach of its rules.

Recording your Attendance

Your Supervisor will show you how to record your attendance. You must do this yourself; you must not clock or sign for anyone else, nor allow anyone else to clock or sign for you. If you break this rule you render yourself liable to be dismissed.

Payment for Overtime

Your Letter of Appointment will say whether you are entitled to overtime payment. If it does, the following rules apply.

Overtime payment will only be authorised when your Supervisor considers that overtime is necessary. To qualify for overtime payment you must have worked for at least one continuous hour in excess of your normal working hours in any one day. If you have lost any time through lateness during the day in which you work authorised overtime, the time lost may be subtracted from the overtime worked.

Overtime payments will be at time rate, except for Saturday and Sunday when payment will be at the rate of time and one-third.

Holidays with Pay

Except for the year in which you join the Company your holiday entitlement will be three weeks.

The length of your holiday entitlement during the year you join the Company depends on the date on which you join.

The holiday allowance in the first year is:—

For those who join on or before 31st March—3 weeks.

For those who join on or after 1st April but before 2nd July—2 weeks.

For those who join on or after 2nd July but before 2nd October—1 week.

For those who join on or after 2nd October—Nil.

With the approval of your Departmental Manager, you may carry forward one week of your holiday from one year to the next, as a complete week or in odd days.

In addition to your annual holiday with pay, you will be paid for recognised Public Holidays. If you are called upon to work on one of these Statutory Holidays you will be granted time off in lieu.

The holiday regulations for Temporary Staff and for Canteen Staff may differ from those set out here. Any differences affecting these people will be stated in their Letter of Appointment.

Leave of Absence

If you are unable to come to work because you are ill, or for any other reason, you must notify your Supervisor as soon as possible.

Absence without permission, or failure to notify the reason for being absent, may lead to dismissal.

If you wish to leave the premises during working hours for any reason other than illness or injury, you must first obtain permission from your Supervisor.

If you need time off to attend to urgent personal business you must let your Supervisor know *in advance* if possible. If you require time off to undertake public duties—such as serving on a jury, or attending a Territorial Camp—your Supervisor will explain the procedures you must follow and your entitlement to pay during the absence involved.

If you want time off to visit your Dentist, or if you have to attend a Hospital Out-Patient Department during working hours, you must ask your Supervisor and in addition you must tell the Nursing Sister in the Medical Department.

If you are ill

If you feel ill while you are at work you should tell your Supervisor and go at once to the Medical Department.

The Nursing Sister may give you treatment, and she may send you home if she considers you are unfit to continue working. If you are sent home in this way your pay will be made up in accordance with the Company's Sickness Benefit Scheme—which is described in detail on page 16.

Absence due to illness or injury

When you are absent from work because of illness or injury you must send a Doctor's certificate to the Medical Department on the third day of your absence. Thereafter, you must continue to send certificates at weekly intervals unless your Doctor gives you a certificate to cover a longer period.

You can send either a National Insurance Medical Certificate or a private Doctor's certificate, but the Company will not refund any fees paid for private medical certificates.

If you send a National Insurance Certificate the Medical Department will send it straight on to your National Insurance Office after they have seen it, so that your National Insurance benefit can be sent to you.

Whatever kind of certificate you send—private or National Insurance—you must see that it has your *name, clock number and Department clearly written on it*. If it is a National Insurance Certificate you must see that your National Insurance Number and the other personal details it asks for have been filled in before you send it to the Medical Department.

The way you will be paid during absence due to illness or injury is described on pages 14 to 17.

Infectious Disease

You must let the Medical Department know at once if anyone in your home catches an infectious disease such as Scarlet Fever, Diphtheria or Smallpox, which is notifiable to the Local Medical Officer of Health. Your Doctor will tell you if an illness is notifiable.

Medical Examinations

You may be required to undergo a Medical Examination by one of the Company Medical Officers at any time during your service. Such medical examinations are carried out just as they would be by your own Doctor and the results are strictly confidential. No details relating to your health will be disclosed to the Company without your permission.

Returning to Work after Absence

Canteen Employees

If you are employed in a canteen, and have been absent because of illness or injury, you must always report to the Medical Department before returning to duty.

All Other Staff

You must report to the Medical Department before you return to duty if:—

(a) Your absence—whatever its duration—was due to an Industrial Injury.

or (b) Your absence was of more than two working days' duration and was due to any other kind of illness or injury.

In all other circumstances you should report directly to your Supervisor on returning to work after absence.

Travelling on Company Business

Your Supervisor will explain the regulations about class of travel and the scale of allowances you will be entitled to if you have to travel or reside away from home on Company business.

If you need to obtain tickets or other travel documents through the Company system, your Supervisor will explain how you get them. Advances in cash or in Travellers' Cheques, to cover your anticipated expenses, may also be arranged. You will have to account for such tickets and advances on a Personal Expense Voucher.

If you wish to use a private car on Company business it must be insured for this purpose. Your Supervisor will explain the Company's car insurance and safety belt regulations if you ask him. You must conform to these regulations to qualify for mileage allowance from the Company. Before going on overseas travel on Company business you should consult your Location Medical Department about requirements for vaccination, immunisation, etc.

Safety

You must always obey the regulations which are laid down for your own safety and that of your colleagues. Where protective clothing, special creams, or other equipment is provided for your extra protection against industrial injury or disease, you must use it.

If you have an accident and hurt yourself at work—*no matter how slightly*—you must tell your Supervisor, and go at once to the Medical Department, or to the Duty First Aider if the Medical Department is closed. This is important in case you have to make a claim under the National Insurance Industrial Injuries Scheme. Similarly, if you develop a rash or other symptom which may be caused by your work, you must report it at once to the Medical Department.

If you see anything on the Company's premises that might lead to an accident, please report it at once to your Supervisor. Suggestions to improve safety may be sent in to the Company Suggestion Scheme and can qualify for cash awards.

Fire Precautions

If you discover an outbreak of fire, sound the nearest fire alarm, then ring the telephone switchboard and say where the fire is, and then—if it is a minor fire—try to put it out. Use your common sense, and don't take unnecessary risks.

Make sure you know where the emergency exits are, and never put anything where it obstructs an emergency exit. Report any such obstructions to your Supervisor as soon as you find them.

Smoking is prohibited in some areas of the works. There are notices to warn you in these areas. If you smoke in a prohibited area you are liable to instant dismissal.

Personal Property

You are asked to use the facilities such as cloakrooms, cycle racks, and car parks provided by the Company. The Company takes reasonable precautions to safeguard your property in such places, but does not hold itself responsible for loss or damage. All such property is left entirely at the owner's risk.

If you lose or find any article you should tell the Works Security Officer at once. Articles which are not claimed within three months will be returned to the finder.

Company Property

Documents, protective clothing, tools, locker keys, or other Company property which may be supplied to you is for your use only while at work. You will be expected to return it in good condition when your Supervisor tells you to, or if you leave the Company.

Failure to return Company property when required will render you liable to have the value of the articles deducted from any pay due to you.

To safeguard its property and the property of employees the Company reserves the right to search employees leaving its premises. This right of search includes the contents of bags, parcels, and other containers, and extends to cars, cycles and other vehicles brought on to the Company's premises. Such search may only be carried out under the supervision of an authorised Officer of the Company, and in any such case an employee is entitled to have a witness present. The Company reserves the right to call for proof of ownership of any articles discovered in any such inspection or search.

If you have a parcel which you wish to take in or out of the works, your Supervisor will explain how you may obtain permission to take it through the Gate.

Your Ideas and Suggestions

If you have an idea which could increase efficiency it may be worth money to you. The Company's Suggestion Scheme will give you a cash award equal to 25 per cent of the first year's savings for an accepted suggestion. Ideas on all aspects of the Company's operations are welcome and the STC Scheme has made some of the largest awards in Europe.

Ask your Supervisor for a leaflet on the Suggestion Scheme. Ideas should be submitted on the forms which are available at every Suggestions Box.

Inventions and Patents

It is a condition of Service that you must assign to the Company any inventions you make in the course of your work.

If you invent anything capable of use by the Company in the normal course of its business, your Division Manager must be informed without delay. The Company may then seek protection for your invention by means of a patent or registered design.

In the case of patents in the United Kingdom, your authorship of the invention will be officially recorded, and your name will appear on the published Patent Specification.

Confidential Information

All details of the Company's business, including particulars of processes, designs, and statistics are to be treated as confidential. You must not disclose them to any persons other than employees of the International Telephone and Telegraph Corporation unless you have permission to do so from the Director or Manager concerned.

You must consult your Supervisor before agreeing to give a lecture or publish an article which would disclose details of Company business.

You must not . . .

Unless you first obtain permission from the Personnel Manager, you must not:—

Bring intoxicating liquor on to the Company premises.

Buy or sell lottery tickets on Company premises.

Buy or sell personal property or articles of any kind on Company premises.

Take photographs on Company premises.

Call a meeting on Company premises.

Post notices or distribute literature of any kind.

Circulate subscription lists or sell tickets.

You are not allowed to enter Departments other than those in which you work unless you first obtain permission from your Supervisor.

You must not use the Company's address or Company stationery or the Mailing Service for personal correspondence.

The Company's telephone switchboards have to handle a large number of business calls. You must not make or receive personal calls through the Company's switchboard unless they are concerned with matters of real urgency, or unless you have permission from your Supervisor.

At some Locations a telephone box has been provided for employees' use for personal calls.

THE COMPANY'S BENEFIT PLANS FOR STAFF EMPLOYEES

General Conditions.

Payment during absence due to illness or injury.

Retirement Pension Schemes.

Insurance Cover.

Provision for your Dependants.

Long Service Badges and Awards.

SERVICES AND AMENITIES

STC News.

Sports and Social Clubs.

Company Products.

Discount Arrangements.

House Mortgage.

Insurance.

This is a guide to the Company's Benefit Plans—it does not give all the details of them, but it covers most of the points which are likely to affect you. If you want to see the plans in their full legal detail you should ask at your Personnel Department.

General Conditions

These plans apply only to regular employees. Temporary employees are not eligible for any benefits from them.

If your employment is temporary, this will be stated when you join.

Regular part-time employees are eligible for only some of the benefits.

Before you transfer from whole-time to part-time employment with the Company or transfer to another company of the International Telephone and Telegraph Corporation, you should find out what effect the change will have on your entitlement to Benefits.

The Company's Benefit Plans are subject to amendment from time to time. Any such changes will be published on Company Notice Boards or otherwise notified to you

Some Definitions

Under these Benefit Plans:—

Your "Term of Service" is that period of continuous service with the Company starting on your date of commencement of membership of the Plan and ending with the particular event or date which brings entitlement to the benefit in question, subject to a maximum of 40 years. Periods during which you are in receipt of disability benefits under the Disability Plan (see Page 17) do not count towards your pensionable service. If you have a break in employment for any other reason, that period of time during which you made no contribution towards membership is not counted towards your pensionable service.

"Pensionable Salary" means your salary for any week or month of employment excluding allowances, commissions and bonuses.

"Full Pay" means the salary you would have received for working your basic weekly hours—excluding overtime, shift allowances and similar payments.

"Half Pay" means half of "Full Pay" as defined above.

The money you receive from National Insurance will be taken into account in making up the equivalent of "full" or "half" pay. It will be assumed that a married man will claim for his wife, and, unless he produces evidence to the contrary on National Insurance Form B.S.12, this amount will also be deducted.

Benefits under National Insurance for other dependants—such as children—will *not* be deducted.

Married women who have "opted out" of National Insurance contributions (see page 18) will be subject to the deductions that would have applied had they not opted out. This means that the total benefit they receive in case of sickness will be less than that for women who have not opted out.

Short Term Sickness Benefit

If you are absent because of an illness or injury which did not arise from your employment—that is ordinary illness, or an accident that had nothing to do with your work—the payment you will receive will depend on your Term of Service.

The scale is:—

<i>Term of Service</i>	<i>Period of "Full Pay"</i>	<i>Period of "Half Pay"</i>
Less than 1 year	2 weeks	Nil
1 year but less than 2 years	3 weeks	3 weeks
2 years but less than 3 years	4 weeks	6 weeks
3 years but less than 4 years	5 weeks	9 weeks
4 years but less than 5 years	6 weeks	12 weeks
5 years but less than 6 years	7 weeks	15 weeks
6 years but less than 7 years	8 weeks	18 weeks
7 years but less than 8 years	9 weeks	21 weeks
8 years but less than 9 years	10 weeks	24 weeks
9 years but less than 10 years	11 weeks	27 weeks
10 years but less than 11 years	12 weeks	30 weeks
11 years but less than 12 years	13 weeks	33 weeks
12 years but less than 13 years	13 weeks	36 weeks
13 years or more	13 weeks	39 weeks

Deductions will be made to allow for the money you will receive from National Insurance, as explained on pages 13 and 14.

All periods of sickness absence are counted together as one period unless you have been back at work continuously for 13 weeks between absences. When you have been back at work for 13 continuous weeks previous sickness absences will be disregarded when working out your entitlement to Benefit.

You must let your Personnel Manager know if your claim for Sickness Benefit arises because you were injured in an accident caused by someone else. There are special arrangements for dealing with such claims

Long Term Disability Benefit

You become eligible for Long Term Disability benefit if:—

- (a) you are a member of the 1966 Staff Retirement and Disability Plans
- and (b) you are certified by the Company's Chief Medical Officer as totally disabled except through an accident arising out of or in the course of your work
- and (c) your absence is longer than the time for which you can be paid under the Short Term Sickness Benefit Scheme.

Your benefit will take the form of a disability pension as if you had continued in service to normal retirement age. In other words, your disability pension will be based on the difference between your age when you joined the scheme and 65 for men or 60 for women. This term of years will be multiplied by $1\frac{1}{2}$ % of your pensionable salary for the last 12 months. The sum which this produces will be the annual amount of your Long Term Disability Benefit, subject to certain limits—the Benefit cannot exceed 50% of your pensionable salary for the last 12 months, nor the retirement pension to which you would have been entitled at age 65 but for your disability. A proportion of National Insurance Benefit will be deducted from the amount of your Disability Benefit.

Retirement Pensions

You will normally retire from work when you reach the age of 65 if you are a man, or 60 if you are a woman. You will then be able to draw money from the pension schemes you have joined.

There are three Pension Schemes which you are likely to be affected by because of your employment by the Company. (You may also, of course, have additional pension rights as a result of previous jobs, or because you have bought private insurance or endowment policies.)

The three Pension Schemes which are likely to affect you because of your employment by the Company are:—

- (1) The National Insurance Flat Rate Pension Scheme.
- (2) *Either* the National Insurance Graduated Pension Scheme.
or the Company's "Q" Scheme.
- (3) The Company's Contributory Pension Plan.

The first of these is a part of the compulsory National Insurance that affects virtually everyone at work. Under National Insurance you make a contribution out of your pay each week, the Company also makes a contribution on your behalf, and this money buys stamps which are put on your insurance card. From these contributions you are covered for a number of things including unemployment, the National Health services, sickness, maternity benefits, widow's allowance, and a basic retirement pension. (All these are explained in leaflets which you can get from your local National Insurance Office.)

There is one important condition which affects married women. Women who stay at work after they get married can "opt out" of National Insurance payments. (They still have to make a small weekly contribution to cover Industrial Injuries Insurance.) If they do "opt out" in this way they lose their entitlement to National Insurance unemployment and sickness benefit, and maternity allowances, but they are covered for the most other parts of the National Insurance scheme by their husband's contributions. Their National Insurance retirement pension is, however, smaller than it would have been had they continued to contribute.

National Insurance Graduated Pension and the Company's "Q" Scheme

The National Insurance Graduated Pension scheme started in 1961. It applies to people who are over 18 and who are earning more than £9 a week.

The idea of this scheme is to see that the amount of the pension people can draw bears some relationship to their level of earnings before they retired. Thus it supplements the National Insurance Flat Rate Pension, so that the more people are earning while they are at work, the higher their retirement pension—up to a fixed limit.

To finance this scheme—which is a compulsory one—you have to pay a certain amount each week, and the Company pays an equal amount on your behalf. When you retire you draw a weekly sum which is based on the total amount you and your employers have paid in.

You can get a leaflet explaining the scheme in detail from your local National Insurance Office.

While this scheme is compulsory for people who are within the age and earning limits there is one exception. Companies can make alternative arrangements for their employees provided these give pension rights which are at least equal to those of the State scheme.

Your Company took advantage of this condition, and set up its "Q" Pension Scheme because it found that, for most male and some female employees, this would provide better benefits at lower cost than those of the Government scheme.

Thus, if you qualify to join the State scheme, you may have the option of joining the Company's "Q" Scheme instead. To be eligible you must be between the age of 21 and 50 if you are a man, or between 21 and 45 if you are a woman, and you must be earning £15 a week or more when you join the "Q" Scheme. Male employees who are between 21 and 50 may join it when they have completed three years' service even if they are not earning £15 a week.

If you are a member of the 1966 Staff Retirement, Widows Pension and Disability Plans, membership of the "Q" Scheme is obligatory providing you are otherwise eligible

The Company's Contributory Pension Plan

You are eligible for the Plan when all the following statements are true of you:—

- (1) You are over age 21 and under age 55. Corresponding ages for women are 25 and 50.
- (2) You have, if a woman, completed 12 continuous months of service.
- (3) You are a regular full-time employee.

It is a condition of employment that if you join the Company on or after 1st July 1966, you must join this plan immediately upon becoming eligible. This scheme is a contributory one—you make payments towards it, and the Company pays the remainder of the cost. As a result you are entitled to a refund of your contributions (less tax) if you leave the Company before retiring age. Scales of contributions are available in your Personnel Department. Pensions under this scheme are normally paid on retirement at age 65 for men, or 60 for women, but there are provisions for earlier retirement, as well as provisions for remaining in Company service after age 65.

Your annual pension from this scheme is worked out as follows:—

Your average Pensionable Salary for your last five years of pensionable service is calculated.

$1\frac{1}{2}$ per cent of this amount is multiplied by the number of years of your term of pensionable service (subject to a maximum of 40 years). From this figure there is deducted $1/60$ th of the single person's National Insurance Flat Rate Pension for each year of your pensionable service and the amount of your "Q" Scheme or National Insurance Graduated Pension earned during your employment.

The resulting figure will be your annual pension under the Plan. Membership of this Plan also secures membership of the Widows Pension Plan and the Disability Plan. Members must join the "Q" Plan (which requires a separate contribution) if they are eligible.

Provision for your Dependants

As a result of your membership of the 1966 Staff Plans your widow or dependent children are entitled to benefits if you die. They will be given a lump sum of up to £200 according to your salary. If you die in service before normal retirement age your widow will be awarded a pension for Life (or until re-marriage) of 30 per cent of your pensionable salary for the past 12 months. In addition she will be awarded one quarter of her own pension for each dependent child aged under 18 up to a maximum of three children.

From the sum awarded there will be a deduction of any widow's benefit payable under the Government Graduated Scheme and one half of any personal State benefit to which your widow is entitled. If you are a widower or a woman with dependent children the amount of benefit for each dependent child is doubled.

If you die on Retirement Pension or in service after normal retirement age, your widow will be awarded half the pension you were entitled to and awards will be made for children as above.

From the sum awarded there will be a deduction of any widow's benefit payable under the Government Graduated Scheme.

If you die whilst in receipt of Disability Benefit your widow and dependent children will be treated as if you had been on Retirement Pension. Your Personnel Manager will be glad to explain these benefits in detail.

Hospital Benefit Plans

At some Locations, by contributing a few pence a week, you can obtain special benefits for members of your family if they have to go into hospital, by joining such schemes as the Hospital Savings Association and the Hospital Saturday Fund. It is also possible to arrange for you to obtain private patient facilities for your family by contribution to the Hospital Service Plan or to the British United Provident Association (BUPA). If you are already a member of BUPA you may join the Group Plan at 20 per cent reduction of subscription.

Long Service Awards and Badges

The Company marks its recognition of the long service of its employees by presenting them with badges when they have completed 15 years' service, and thereafter for every further 5 years' service.

Employees who complete 25 years' service are invited to join the Quarter Century Club, which holds an annual Dinner for its members. The Company also presents special gifts to women employees who complete 35 years' service, and to men who complete 40 years.

Sports and Social Clubs

There are facilities for sports and social activities in most Locations. Generally the activities are run by employees and you can be sure of a welcome if you want to join. Ask at the Personnel Department for details of the clubs in your Location.

STC News

Every fortnight you will receive a free copy of the Company's newspaper giving you up-to-date news of its business and employees' sport and social club activities. You are invited to contribute items for publication.

Group Products

Radio and television sets, record players, and other Company products for your home are available at special prices to employees from your local Employee Shop. Safety shoes and overalls are also usually available.

Company Discounts

If you are buying a car you can obtain a discount on the hire purchase through the Forward Trust scheme. You can also usually insure your car at group rates through the Company's insurers. Your Personnel Department will explain these provisions if you ask.

House Mortgage

Special arrangements have been made with the Abbey National Building Society for the consideration of mortgages for STC employees. Your Personnel Department will be glad to advise you.

Insurance

Our associated company, Abbey Life Assurance Co. Ltd., offers an advisory service on insurance of all kinds and one of its experts visits your Location regularly. You can make an appointment to see him through the Personnel Department.

If you are thinking of Leaving . . .

You may, from time to time, think about leaving the Company. Before you make up your mind to leave you may find it well worth your while to have a confidential talk with your Personnel Manager or one of his Personnel Officers. They may be able to help you to overcome your problem without leaving the Company and thus losing the rights you have earned under the Company's Pension scheme and other Benefits.

If, however, you do decide to leave, you must give the Company the right amount of notice—as explained on page 4.

During your last week of employment with the Company, your Personnel Manager or one of his Personnel Officers will see you and explain any entitlements you may have to holiday pay, and what action you should take about your Graduated or "Q" scheme pension.

The Company does not give open references, but it would supply a certificate of service if you are emigrating. Enquiries from prospective employers will, however, always be dealt with promptly and confidentially by your Personnel Manager. If you give the Company as a reference when you apply for a new job, you should see that the enquiry is directed to the Personnel Department of the Location you were working at when you left.

Please let us know . . .

If you change your address you must let the Personnel Department know as soon as possible. You should also let us know at once if you get married or change your next of kin, as it may be necessary to contact your home in case of emergency.

Changes of these kinds should be notified on a Personal Records Change Note which you can obtain from your Supervisor.

If you want advice or assistance, or if you want to make a complaint or suggestion, your Supervisor will be glad to help you. If the matter is not settled to your satisfaction you should ask to see the Head of your Department. If you would like someone else to accompany you to the interview this can be arranged.

If you have a personal problem and would like to consult a Personnel Officer in confidence about it, you should ask for an appointment—either through your Supervisor or at the Personnel Department.

If your problem relates to health you should go to the Medical Department and see the Sister-in-Charge.

Standard Telephones and Cables Limited

Head Office :

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