

SETTLE LIMES LIMITED

Duke Street,  
SETTLE.  
Yorks.

Mr. K. Humphrey,

Works No: 226, Horton Works

10th September, 1965.

Dear Mr. Humphrey,

The following particulars of the terms of your employment are provided in accordance with the requirements of Section 4 of the Contracts of Employment Act, 1963.

1. Your employment with the Company commenced ~~more than five years ago~~ on 10th May, 1965.
2. Your wages are calculated on an hourly basis and are paid weekly.
3. Your hourly job rate is made up of a basic rate plus a job differential according to the job you are called upon to perform. The appropriate basic rate is agreed between the Company and the Trade Unions concerned. An up to date copy of the schedule of basic rates is kept by your Manager and copies of these rates are also issued to members of management, shop stewards and Trade Union officials from time to time. (Changes are posted on appropriate notice boards). Lists of the basic rates and job differentials applicable to your section are available for inspection on request from your Foreman/Manager.
4. If an incentive bonus scheme, piece rates or other supplementary job allowances apply to the work you are doing, the details are available on request from your Foreman or Manager. Bonus and similar job allowances are paid weekly.
5. The method of payment and the arrangements for meal breaks, overtime, abnormal time, nightwork, shiftwork and annual and declared holidays are detailed in the "Agreements between Settle Limes Limited and the Trade Unions concerned dated 14/2/63 and 24/1/64. A copy of these agreements was posted on the Works notice boards and further copies are available for inspection on application to your Foreman/Manager.
6. The hours of work of the factory are posted on the Works notice boards.
7. No payments are made for absences due to sickness or injury.
8. You are required to apply to the trustees of the Imperial Chemicals Workers' Pension Fund for membership of the Fund on commencing your employment or on reaching 20 years of age. Details of the Fund are contained in the booklet "Imperial Chemicals Workers' Pension Fund - Summary of the Scheme". You have received a copy of this booklet.
9. Termination of Employment. - unless an employee be summarily dismissed for misconduct the following terms will apply :
  - (a) During the first two years' of service - the engagement or re-engagement of an employee during the first two weeks shall be from day to day. After two weeks he shall be given one week's notice on any day.
  - (b) After two years' service - the employee shall be given two weeks' notice on any day.
  - (c) After five years' service - the employee shall be given four weeks' notice on any day.
  - (d) After two weeks' service - an employee will be required to give at least one week's notice on any day.

P.T.O.

In the event of redundancy longer terms of notice will apply according to I.C.U's policy on "Protection of Employment". A copy of the booklet outlining this policy is enclosed.

10. Your service with the Company will terminate on reaching the normal retirement age of 65 years.
11. The booklets and other published information referred to in this statement will be amended from time to time to bring them up to date with any changes in conditions. Changes are normally notified on Works Notice Boards immediately, but, in addition, complete and up to date information on these terms of employment is available for reference on request from your Foreman/Manager.

Yours faithfully,  
for SETTLE LIMES LIMITED.

*S. Scott*

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(S. SCOTT)  
MANAGER.

I have received the foregoing letter containing a statement of the terms of employment provided in accordance with the requirements of Section 4 of the Contracts of Employment Act, 1963.

Signed \_\_\_\_\_

(Please sign and return one copy of this letter to your Manager).