

**LONDON MIDLAND AND SCOTTISH
RAILWAY COMPANY**

**EXTRACTS FROM THE CODE OF RULES
FOR
OBSERVANCE BY EMPLOYEES**

1st JANUARY, 1933

E.R.O. 6499.

OP. 4/10.

**EXTRACTS FROM THE CODE OF RULES
FOR
OBSERVANCE BY EMPLOYEES.**

1. (a) All employees must reside at whatever places may be appointed, attend at such hours as may be required, pay prompt obedience to persons placed in authority over them, conform to all the Rules and Regulations of the Company, and apart from the Company's business must not engage in trade. Residence—
Discipline—
Trading.

(b) Every employee must assist in carrying out the Rules and Regulations, and must immediately report to his superior officer any infringement thereof, or any occurrence which may come under his notice affecting safe and proper working. Observance of
Rules and
Regulations.

(c) The name and address of each employee must be recorded at the station to which he is attached, and any change of address must be at once notified. Addresses.

(d) Employees holding situations of trust may be required to find security for their faithful services; the conditions of such security will be stated upon appointment. Security.

Funds. (e) Employees of the Company may be required to join any fund or Society established by the Company for the benefit of its staff.

Examinations (f) Employees may, from time to time, be required to undergo medical, eyesight, practical or educational examinations in accordance with the regulations in force.

Leaving Service. (g) An employee must not leave the service of the Company without giving the notice required by the terms of his employment.

(h) When an employee leaves the service he must immediately deliver up his uniform and all other articles belonging to the Company. Any pay due to any employee leaving the service will not be paid until the uniform and all other articles the property of the Company, supplied to him, shall have been delivered up or satisfactorily accounted for. If any article be not delivered up, be missing, or be damaged by improper use, the value of such article, or the cost of the repair of such damage, shall be a debt due from the employee to the Company, and may (subject to the provisions of the Truck Acts) be deducted from any pay then due, or, if such pay be found insufficient to meet the claim, will become a debt recoverable at law.

2. Employees MUST—

Safety of public.

(i.) see that the safety of the public is their chief care under all circumstances.

(ii.) be prompt, civil and obliging, afford every proper facility for the Company's business, give correct information, and, when asked, give their names or numbers without hesitation. Conduct of employees.

(iii.) when on duty be neat in appearance, and, where supplied, wear uniform, number and badge. Personal appearance.

(iv.) if required, make good any article provided by the Company when damaged by improper use on their part. Damage of articles.

3. Employees MUST NOT—

(i.) absent themselves from or exchange duty, or alter appointed hours of attendance, without permission from their superior officers. In case of illness the employee concerned must immediately advise his superior officer, and furnish a medical certificate in accordance with the regulations. In the event of a Station Master having to absent himself through illness, he must arrange for a competent employee to take up his duties temporarily. Absence from or exchange of duty. Illness.

(ii.) solicit gratuities. Gratuities.

(iii.) appropriate to their own use any property of the Company. Appropriating Company's property.

(iv.) waste or wantonly destroy stationery, stores, or any other property of the Company. Waste of stores, &c.

Intoxicants.

(v.) consume intoxicating liquor while on duty.

Left
luggage.

(vi.) take charge of luggage or articles left at the station for convenience of passengers or others ; such luggage or articles must be deposited in the cloak room.

Misconduct
punishable.

4. The Company may at any time—

(i.) dismiss without notice, or

(ii.) suspend from duty and, after enquiry, dismiss without notice, or

(iii.) suspend from duty as a disciplinary measure

an employee of the Company for any one or more of the following offences, viz. :—

(a) drunkenness,

(b) disobedience of orders,

(c) misconduct or negligence,

(d) absence from duty without leave.

An employee so dismissed forfeits any right to notice and also any right to wages for any period subsequent to the completed week preceding his dismissal, or preceding his suspension from duty prior to dismissal as the case may be.

An employee suspended from duty pending enquiry and not exonerated, if not dismissed, may as part of the punishment awarded be deprived of any or all of

the wages accruing to him in respect of the period subsequent to the completed week preceding his suspension and in respect of the period of his suspension as to the Company may seem just and reasonable.

An employee suspended from duty as a disciplinary measure forfeits any right to wages for the period subsequent to the completed week preceding his suspension, and for the period of his suspension.

5. The Company reserve the right to deduct from the pay of an employee, who is a tenant of the Company, any sums due for rent. Rent.

6. Testimonials, except those addressed to the Company or their officers, will, if required, be returned at the time the employee whom they concern leaves the service. Testimonials.

8. If any employee lose his copy of the Rules, working time-table, appendix thereto, or other document of which the Rules require that he should be in possession, he must immediately obtain another copy from his superior officer. Lost copies of Rules, &c., to be replaced.

9. (a) Persons must not be allowed to travel unless provided with a proper ticket or free pass ; and employees must not be allowed, unless in the execution of their duty, to ride on the engine, or in the Driver's compartment of any train, or in the brake van, or luggage van, or in the section of any vehicle, in which luggage or parcels not in charge of passengers are conveyed, without written or printed permission from a properly authorised officer. Travelling without pass or ticket forbidden.
Riding on engine, &c., without special authority forbidden.

Persons not
to travel by
goods train
without
special
authority.

(b) Except persons provided with proper tickets travelling in charge of live stock, no person, other than an employee in the execution of his duty, must be allowed to travel by a goods train, unless he holds a pass or ticket, and special authority from a properly authorised officer.

Unclaimed
luggage, &c.

10. All lost or unclaimed merchandise, luggage, moneys or other property whatsoever found by any employee of the Company in or upon their railways, stations, works or premises or in or upon any carriage, wagon or vehicle on their railway, or any vessel of the Company shall—as between the Company and such employee—be deemed to have been left in the possession of the Company and shall immediately be handed over by the employee to the person in charge of the Company's nearest station or to the Master of their vessel. The employee so finding such property shall not have or be deemed to have any right to such property or interest therein.

Employees
not to expose
themselves
to danger.

11. (a) No employee shall expose himself to danger, and he must prevent as far as possible such exposure on the part of other employees, and spare no opportunity of warning those who neglect to take proper care.

(c) Reckless exposure of himself or others to danger, on the part of any employee, is an offence against the Company's Rules, and will be punished accordingly.

Trespassing.

14. (a) Persons other than employees in the execution of their duty, must not be allowed to be,

or walk, upon the railways, unless provided with written or printed permission to do so, signed by a properly authorised officer.

(b) Unless instructions are issued to the contrary, any person trespassing must be requested to leave the Company's premises, and must be warned not to go or pass thereon again. If such person refuse to quit, he must be requested to give his name and address, which must be handed to the nearest Station Master or other superior officer with a report of the circumstances. In the event of the offender refusing his name and address, he must be detained and given in charge of the Police.

15. Employees are expressly prohibited from walking upon the line or crossing the rails (except at a public level crossing) unless they are required to do so in the execution of their duty or are proceeding to or from their work by a route permitted by the Company. Any employee walking upon the line or crossing the rails, except as aforesaid, will be acting outside his employment.

16. Except where otherwise provided the—

Glossary.

Term.

Includes.

Station Depot, yard or halt.

Station Master .. Yard Master, Inspector or other person in charge of a station, depot or yard.

NOTE.—Where women or juniors are employed the Rules apply to them as to men.

Employees
under
Station
Master's
authority.

18. All employees attached to a station, or employed in an area which is under the control of the Station Master, are subject to the Station Master's authority and direction in the working of the railway.

Packages
not to be
conveyed
unless
booked.

139. Guards and other employees are forbidden to accept for conveyance on any train any description of package, either for themselves, their friends, or the public, without proper authority in writing for the free transit thereof, or unless such package is way-billed, invoiced, stamped, carried under contract or accompanied by a passenger.

Extracted from the Code of Rules of the London Midland and Scottish Railway Company, approved by the Board of Directors, on the 28th day of July, 1932.