

**The
Samuelson Film Service
Group of Companies**



STAFF HANDBOOK

A MESSAGE FROM THE CHAIRMAN
TO NEW MEMBERS OF THE STAFF

I am happy to welcome you to our company. Samuelson Film Service was founded in 1955 and although we became a public company more than ten years ago we are, to this day, still very much a family concern.

We are a part of the film and television industry. Our prosperity depends on the prosperity of our customers and their good times are usually our good times, and *vice versa*. So, while I cannot promise you the one hundred percent security offered by some occupations, I can say that our aim is to provide an interesting career with opportunities for advancement within the company for those who are prepared to work hard and play their full part in giving our customers the high standard of service which they have come to expect from Samuelson's.

I hope that you will be happy with us.

Yours sincerely,

A handwritten signature in cursive script, reading "Sydney Samuelson". The signature is written in dark ink and is positioned below the typed name "Sydney Samuelson".

'THE COMPANY', ITS STAFF AND ITS CUSTOMERS

Samuelson Film Service Limited is the parent organisation in a group of companies centred around the provision of equipment and services to the film and television industries. In this handbook, when we use the words "the company", we mean, not just Samuelson Film Service Limited, but all the companies in the group based in the United Kingdom including Samcine Sales Limited, Samuelson Sight & Sound Limited, Southern Lighting Associates Limited, Samfreight Limited, Rentcamera Limited and so on.

Within the company there are many, quite separate, divisions and departments. Some are concerned with various facets of film production technology, some with administration, others with manufacturing, engineering and related activities. These divisions and departments are staffed by people who possess a wide range of individual skills and abilities; acquired, sometimes, in the service of the company itself. Because the staff of any one department may be few in number the role played by any one person may be very important, even vital, to the company's interests and therefore to the interests of fellow employees.

The film facilities industry is highly competitive. Contracts for the supply of equipment or services extend, at most, for the duration of a single film production and may be for no more than a single day. The film production companies, who make up the larger part of our company's customers, have very substantial sums of money at stake. The consequences of a hold-up in shooting as a result of a fault or deficiency in equipment, or failure by our company to do what it has promised to do, can be very serious indeed for the customer. It is not therefore surprising that our company's prosperity depends greatly on its reputation for fair dealing and on the standard of its service. To maintain this reputation, the company leans heavily on the willingness of staff at every level to give cheerful and reliable service and expects them to use a high degree of common sense and personal initiative. The value of the equipment and materials which the company entrusts to the care of its staff is very considerable and in many cases it is impossible to replace lost or damaged equipment at short notice. So integrity and trust of a high order are central to the relationship between management and staff.

THE REASON FOR THIS HANDBOOK

Parliament now requires that this company, like all companies large and small, should set down in writing the facilities available to members of the staff to ventilate their grievances; and the disciplinary procedure which the company will follow in the event that the conduct of any member falls short of what it feels that it is entitled to expect from them. What follows is, we believe, substantially the Custom and Practice of our company in these areas

as it existed, largely unwritten, at the end of May 1976. However, in line with the changing climate of industrial relations, the conduct of disciplinary matters will be along very much more formal lines than in the past.

DISCIPLINARY PROCEDURES

When reading these notes members of the staff should bear in mind that the company recognises and co-operates with the three principal film industry trade unions: ACTT, NATKE and ETTU. The company will not embark upon a disciplinary procedure which might seriously affect the position of any union member without consultation at either a local or national level. In a disciplinary hearing a member of a recognised union may be accompanied by his or her shop steward. Other members of the staff who are not members of a union may arrange, if they wish, to be accompanied by another member of the staff or a relative.

The examples which are given in the following paragraphs of various offences and other kinds of conduct which are unacceptable to the company are not intended to be exhaustive; and, of course, the individual circumstances of each case will be different. The object of having a disciplinary procedure is to ensure that, so far as possible, employees know where they stand, and can be secure in the knowledge that their jobs are not at the mercy of hasty and ill-considered decisions of management. But there can be no job satisfaction for anyone in a company where "anything goes".

Employees are liable to instant dismissal, and will normally be dismissed, for acts of gross misconduct including: theft and other acts of dishonesty; acts which endanger the company's property or the health or safety of any fellow member of the company's staff; gambling, obscene conduct, unauthorised possession of the company's property, malicious damage to or defacement of the company's property; fighting; physical assault; being under the influence of alcohol or drugs when on duty; any deliberately or recklessly untruthful statement made in connection with any time sheet, claim for overtime, sickness pay, expenses, commission or remuneration, or holiday entitlement, or loan of money; any serious* breach of the company's requirement for staff to devote themselves exclusively to its business (except where written permission to the contrary has been given); or any breach of the terms of the Agreement (set out in Appendix II to the Particulars of Terms of Employment) safeguarding the Company's property in its inventions, confidential information and the like; extreme rudeness to

* A serious breach is one connected with a competitor of the company or which severely impairs the employee's ability to perform his duties to the company. Any other breach will be dealt with in the first instance as misconduct not amounting to gross misconduct.

a customer or visitor or wilful or reckless disregard for a customer's interest, the acceptance of any bribe or commission, or (without permission) any gift from a supplier or customer; or the aiding or abetting, or concealment of the committing by another member of the staff of any of the above acts.

The committing by a member of the staff of any serious criminal act outside the company including any act of theft or other act of dishonesty; violence; or (where the person concerned is either employed as a driver or where the ability to drive is necessary for the proper performance of his or her duties) the commission of any serious motoring offence involving driving under the influence of alcohol or drugs or personal injury or loss of licence, or the commission of an offence of such a nature as to make that individual unacceptable to other employees, will likewise render the member of the staff liable to instant dismissal.

The making of a false statement in connection with an application for employment will also normally lead to dismissal when the matter comes to the management's notice.

Where there are mitigating circumstances the management, at its discretion, may either (summary dismissal notwithstanding) make an ex gratia payment equal to the sum which would be payable in lieu of notice; or terminate the employment with notice in accordance with the individual's contract of service; or refrain from dismissal and take one of the following steps: suspension for a limited period without pay, transfer to a lower grade position on a lower pay scale, or the issue of a formal written warning.

The company reserves the right to suspend without pay any member of the staff against whom conduct amounting to gross misconduct, or a criminal act, or other conduct which may give rise to dismissal, is alleged while the matter is under consideration. In the event that the conduct alleged is found not to be proved or not to amount to gross misconduct any pay withheld during such suspension will be restored.

In the case where a member of the staff commits an act of misconduct or a breach of the company's rules, or is inadequate or unsuitable in a manner not amounting to gross misconduct (for example unauthorised absence, unpunctuality, slothfulness, lack of diligence, incompetence, adoption of an un-co-operative approach, or inability or failure to perform his or her duty as required) the company will normally issue a written warning that failure to effect an immediate and lasting improvement in respect of the matter complained of within a stated period will result in dismissal.

In less serious cases, where a written warning has been issued, a final written warning may be given as an alternative to the institution of the dismissal procedure.

The foregoing provisions relating to dismissal following gross misconduct, or the repetition of offences or acts of a less serious nature where a formal written warning has already been given, are without prejudice to the company's right (which it reserves) to dismiss employees at the end of a specified trial period, or at any time up to 26 weeks from the time when employment commenced, for any reason whatsoever.

Informal spoken warnings may be given at the level of shift leaders and other comparable supervisory grades and above. Heads of Department and above may dismiss an employee or issue a formal written warning to the individual concerned in the presence of his or her employee representative provided that prior reference is made to a member of the senior management i.e. The Company Secretary, The General Manager, The Group Financial Controller or a director of a subsidiary company, or to a director of the parent company. Members of the senior management and directors of the parent company may dismiss or issue a written warning or impose any other penalty which in their judgement is appropriate in the circumstances on their own authority except that no employee may be dismissed by an immediate superior without reference to more senior management. Before any decision is taken to issue a written warning or to impose any disciplinary penalty the employee will be informed of the case against himself or herself and will be given the opportunity to state his or her case. The reason for the imposition of any penalty will be given and at the same time the employee will be informed of the right to appeal; to whom it should be made; and how.

No disciplinary proceeding (other than the giving of an oral warning) will be taken against a union official until the circumstances of the case have been discussed with a full-time officer of the union concerned.

GRIEVANCE PROCEDURE

Every member of the staff has direct access to the directors of the company including, if they so wish, the Chairman but it is obviously normally desirable for grievances to be raised (orally or in writing) in the first instance with the immediate superior of the individual concerned, normally the Head of Department. If the grievance is not redressed at this level the matter may then be raised with the General Manager. In the case of employees of the subsidiary companies the senior manager (who may be a director) of that company should be referred to rather than the General Manager of the parent company. If still not settled to the satisfaction of the person concerned he or she may make a written request for the matter to be considered by the Board of Directors of the parent company, Samuelson Film Service Ltd.

APPEALS PROCEDURE

An employee who is given a written warning or who is dismissed or subjected to any other disciplinary penalty may lodge an appeal to a formal appeals committee. This committee will consist of not fewer than three persons not previously directly involved in the case who will be drawn from the Boards of Directors of the parent and subsidiary companies and members of the senior management of the parent company. If an appeal is not made within six days it will be taken that the individual concerned has accepted the consequences of the disciplinary procedure and, in the case of a written warning, a copy will be placed in his or her personal record. Except in special circumstances this letter will be removed from the employee's record after an appropriate period of satisfactory conduct, which period will be specified at the date when the letter is issued. The decision of the appeals committee will be final and binding upon any further consideration of the case within the Company.

REDUNDANCY

The company reserves the right to make staff redundant, or to introduce short-time working, where exceptional circumstances so require. No Redundancy Notice will be issued without prior consultation with any union whose members are affected. Selection for redundancy will be made on the basis of the relative suitability of the various personnel in the division or department where the redundancy arises, taking account of the circumstances then ruling in the company's business. Except where, in the opinion of the management, there are two or more possible candidates for redundancy who are equally eligible in terms of suitability, the company will not follow a policy of "last in, first out".

MEDICAL FACILITIES

The company retains the services of a doctor whom it consults on medical matters affecting personnel. Members of the staff with a medical problem may, if they wish, themselves request an appointment and at the management's discretion this facility will be extended to the immediate members of their families as well.

SICKNESS

The rules of the company's sickness scheme, which provide for payment during sickness, are set out in Appendix I to the Particulars of Terms of Employment.

The company will discharge on due notice any member of the staff whose standard of health is such as to prevent that person from performing his or her duties in a reasonably continuous or adequate manner. Entirely

without prejudice to the general policy as stated, the company reserves the right to deal with certain sickness cases on an individual basis; and in particular where the member of the staff concerned has rendered to the Company good service over a period of many years. The Company may require any member of the staff to submit himself or herself to its medical adviser for examination.

INDUSTRIAL INJURIES

Employees must always observe safety regulations imposed by Statute and the management, particularly those connected with the use of machinery and equipment. Any accident occurring in the course of work must be reported to the General Manager's office as soon as possible. The success of a claim for Industrial Injury Benefit may depend on whether the accident was reported promptly.

ABSENCE FROM WORK AND LATENESS

Members of the staff should obtain permission from their Head of Department before absenting themselves from work for any reason other than sickness. If, in an emergency, this is not possible the Head of Department must be notified as soon as possible.

Members of the staff are expected to make up any time taken off from work either by working outside their normal hours or by taking-up a part of their holiday entitlement. Staff must not book as overtime time spent in making-up for any such absence or for lateness.

At the present time the company does not operate time clocks in any department although it has always reserved the right to introduce them if it is of the opinion that any useful purpose would be served. This situation places a high degree of personal responsibility on individuals and care should be taken to complete time sheets etc. accurately. Failure to do this can lead to very serious consequences. Holiday and Sickness records are maintained by Heads of Departments but, in the absence of any clocking-in procedure, here too, responsibility for the accuracy of such records is shared by the staff member. In certain departments, mainly those concerned with administration, the company operates a *Flexible Time* scheme under which members of the staff can vary their working times to a material degree to suit their personal circumstances and preferences. The company will consider extending the operation of this scheme to any member, or section of the staff, on request. A copy of the rules of the scheme is available from the General Manager's office.

PERSONAL RECORDS

The application form which members of the staff complete before joining the company also forms the nucleus of the company's personnel record. It is important therefore that any subsequent change of address, telephone number, marital status, qualifications, etc., should be notified to the General Manager who, in our company, has immediate responsibility for personnel matters. It is particularly important for the correct home address to be known in case the company has to communicate with a member of the staff when he or she is away from work. It is also desirable for the company to be furnished with the name and address of a person who can be notified in an emergency.

PERSONAL PROPERTY

The Company does not accept responsibility for the safety of handbags, purses, wage cheques, and other personal belongings and it is the responsibility of each member of the staff to ensure that their valuable possessions are not left in a situation where they can be stolen.

PERSONAL PROBLEMS

Members of the staff who have a problem with their work or at home may discuss it with the Head of their Department, or, if preferred, with the General Manager or a director. Problems will be discussed in confidence and help and advice will be given wherever possible.

CANTEEN FACILITIES

The company's subsidiary, Southern Lighting Associates Limited, operates a restaurant at its premises at 112 Cricklewood Lane where meals are available to all members of the staff at a very reasonable cost.

COMPANY RULES

It is necessary for any company to have rules to which each individual must conform to the benefit of everyone. Some of the company's rules are set out in Personnel Regulations which are either circulated direct to employees or posted on the various notice boards on the company's premises. Members of the staff should make a practice of reading notices displayed on the boards since this is a recognised method of conveying information and the company will assume that every member of the staff is aware of the information published by this means.

ENTRANCES & EXITS & SECURITY PROCEDURES

In any of the company's premises only the recognised entrances and exits may be used. Staff may not bring their private vehicles on to the company's premises without the express permission of a departmental head. Such permission will not be given on a general basis but only to cover a specific occasion where there are special circumstances. In certain locations the company operates a card key system. The rules under which this system operates are the subject of a Personnel Regulation but members of the staff should particularly note that they must not lend their keys to any other person and they are responsible for the conduct of any person not on the staff admitted through any door opened by their card key.

SURPLUS MATERIALS

The written permission of the General Manager or a Director is required before any article or materials belonging to the company is taken by any member of the staff. This applies however small and worthless such articles may appear to be and contravention of this rule is not only a criminal offence but may well cause unjust suspicion to fall on other members of the staff. If a member of the staff thinks that something is of no value to the company he or she should put in a request through a departmental head. The company may be prepared to sell the item for a nominal sum, or even give it away for nothing, but it must always be remembered that *written confirmation must be obtained* in such circumstances.

OTHER MATTERS

Members of the staff should not use their own car on company business, or borrow a company car, without first getting the express permission of the Transport Manager, General Manager, or a Director.

NOTES

1. This handbook should be read in conjunction with the *Written Particulars of Terms of Employment*, which are issued to most members of the staff, and the company rules set out in *Personnel Regulations* or published on the notice boards or by other recognised means of internal communication.

2. In any case where the company has a written agreement with a union, or a contract of employment with an individual member of the staff, the provisions of such an agreement or contract, in the event of a conflict, will prevail over the provisions set out in the *Particulars of Terms of Employment* and this handbook.

3. The disciplinary procedures set out in this handbook have regard to the recommendations set out in the *Draft Code on Disciplinary Practice and Procedures* which has been issued by the Government sponsored Advisory Conciliation and Arbitration Service. Certain modifications may become necessary when the Code is published in its final form.

4. In this handbook the expression "the parent company" refers to *Samuelson Film Service Ltd.*; "subsidiaries" means all U.K. based subsidiaries of the parent company at the relevant time and will include: *Samcine Sales Ltd.*, *Samfreight Ltd.*, *Samuelson Sight & Sound Ltd.*, *Southern Lighting Associates Ltd.*, *Silver Spanner Garage Ltd.*, *Rentacamera Ltd.* and *Book City Ltd.* Where the context permits, the expression "the company" means the parent company together with the U.K. based subsidiaries.

5. The company's management structure is as follows:

- (i) *Supervisory Grades*, (shiftleaders, deputy shiftleaders, deputy Heads of Department, etc.)
- (ii) *Heads of Department* and the *Assistant General Manager*.
- (iii) *Senior Management* (the Company Secretary, the General Manager, the Group Financial Controller and the Directors of Subsidiary Companies).
- (iv) *Directors of the Parent Company*.