

ECONOMY.

48. All work must be executed in a workmanlike manner, and each workman must be economical in the use of stores and material. Old or surplus material shall be disposed of only as directed by the Permanent Head.

TIDINESS REQUIRED.

49. It shall be the duty of each foreman to see that the staff under his control appear on duty as tidy as circumstances will permit.

NEGLECT OF INSTRUCTIONS.

50. Any workman disobeying instructions, doing his work in an unworkmanlike manner, interfering or wrangling with any other workman, using objectionable or abusive language, or being absent from duty without leave shall be liable to be dealt with under section 52 of the said Act.

COMPLAINTS.

51. Any workman who has cause to complain of the conduct of another workman must make his complaint to the foreman or head of the branch within seven days of the date on which such conduct is alleged to have occurred. Such complaint shall be immediately forwarded to the Permanent Head, who shall forthwith call upon the person complained of to furnish an explanation.

BORROWING FORBIDDEN.

52. A workman is strictly forbidden to borrow money from, or to place himself under pecuniary obligation to, any subordinate workman.

SMOKING.

53. Workmen shall not smoke in any prohibited parts of any workshop or premises during working-hours. Foremen must see that notices are posted in prominent places in the matter of smoking in the prohibited portion of any building.

CANVASSERS TO BE EXCLUDED.

54. All canvassers are strictly excluded from departmental premises.

REGISTERING ADDRESSES OF WORKMEN.

55. The place of residence of each permanent workman and any change of residence must be at once notified to the foreman, who will be responsible for seeing that the names and addresses are registered.

DEFICIENT OR SURPLUS PAY.

56. If a workman has reason to believe that he has received the wrong amount of pay he must at once report the matter in writing to the foreman.

57. Any workman whose pay does not agree with the amount appearing on the pay-sheet must notify the paying officer before leaving, otherwise no claim for alleged shortage will be entertained by the Department. Should there be any instance of overpayment it must at once be reported.

FIRE.

58. Any workman using artificial light or fire must extinguish it before leaving the premises. Shavings and other combustible materials must not be permitted to accumulate. Foremen will be responsible for seeing that this regulation is complied with.

TESTING FIRE-APPLIANCES.

59. All fire-appliances must be tested regularly, and a record kept by the foreman showing the date of testing and state of the appliances.

NOTICE WHEN LEAVING SERVICE.

60. Any permanent workman wishing to leave the service of the Department must give one month's notice of his intention so to do.