

# Staff Handbook



**H. & G. SIMONDS, LTD.,  
READING**



# HEAD OFFICE :

## THE BREWERY — READING

| <i>Departments</i>                       | <i>In Charge</i>    |
|--|---------------------|
| Accountants - - - - -                    | F. L. B. Abbott.    |
| Accounts - - - - -                       | F. W. Lawrence.     |
| Advertising - - - - -                    | W. C. Heley.        |
| Architects - - - - -                     | R. E. Southall.     |
| Bottling - - - - -                       | C. J. M. Downes.    |
| Brewing Room - - - - -                   | E. J. Hollebone.    |
| Cashier - - - - -                        | E. C. Bartlett.     |
| Cask Records - - - - -                   | P. Luker.           |
| Cooper, Arthur (Retail) - - - - -        | C. P. T. Wadlow.    |
| Cooperage - - - - -                      | H. Dines.           |
| Engineers—Brewery - - - - -              | W. J. Watkins.      |
| Engineers—Transport - - - - -            | R. J. Waite.        |
| Estates - - - - -                        | S. H. Spurling.     |
| Free Trade Branches and Export - - - - - | A. E. Wake.         |
| Free Trade (Reading) - - - - -           | F. W. Freeman.      |
| Furnishing - - - - -                     | R. Howie.           |
| Hotels and Catering - - - - -            | H. C. Davis.        |
| Insurance - - - - -                      | D. B. Abraham.      |
| Laboratory - - - - -                     | L. E. Harrison.     |
| Managed House Accounts - - - - -         | S. T. E. Thayer.    |
| Personnel - - - - -                      | I. A. Clinch.       |
| Sales Accounts - - - - -                 | H. B. Webb.         |
| Secretarial - - - - -                    | J. D. Richardson.   |
| Stocktaking - - - - -                    | N. J. Clements.     |
| Surveyors - - - - -                      | M. St. J. Howe.     |
| Transport and Delivery - - - - -         | F. E. Dryden.       |
| Wages - - - - -                          | E. Hurlock.         |
| Wine and Spirit - - - - -                | P. H. Manners-Wood. |
| Welfare - - - - -                        | E. D. C. Campbell.  |

## BRANCH OFFICES AND STORES

|                           |  |
|---------------------------|--|
| BOURNEMOUTH - - -         | 186, Alder Road, Parkstone, Poole, Dorset. |
| BRIDGEND, Glam. - - -     | Tondu Road.                                |
| BRIGHTON - - -            | 31/34, Chapel Street.                      |
| BRISTOL - - -             | Broad Plain.                               |
| CATTERICK - - -           | 11, Richmond Road.                         |
| †DEVONPORT - - -          | The Tamar Brewery.                         |
| EXETER - - -              | Marsh Barton Trading Estate.               |
| FARNBOROUGH, Hants. - - - | 4, Queen's Road.                           |
| GLOUCESTER - - -          | Barnwood Road, Barnwood.                   |
| ISLE OF WIGHT - - -       | 33, Sea Street, Newport.                   |
| LONDON - - -              | 516, Wandsworth Road, S.W.8.               |
| LUDGERSHALL, Wilts. - - - | Tidworth Road.                             |
| †NEWPORT, Mon. - - -      | 103, Dock Street.                          |
| OXFORD - - -              | 68, High Street.                           |
| PENZANCE - - -            | Green Market.                              |
| PLYMOUTH - - -            | Octagon Brewery, Martin Street, Plymouth.  |
| PORTSMOUTH - - -          | 33, Marmion Road, Southsea.                |
| SOUTHAMPTON - - -         | 57a, Harrison Road, Swaythling.            |
| *STAINES - - -            | 52, Church Street.                         |
| SWINDON, Wilts - - -      | 10/14, High Street.                        |
| TAUNTON - - -             | 2, Paul Street.                            |
| TORQUAY - - -             | 90, Union Street.                          |

† Brewery and Bottling Stores.

\* Bottling Stores.



## *To new employees*

This booklet tells you some of the more important things which you need to know on joining H. & G. Simonds Ltd. It sets down for your guidance information regarding the Company, its policy, some of its rules which will affect you during your work here, and many other items of interest.

Certain sections of this booklet, particularly those with regard to the Social activities, apply only to Head Office, but employees from Branches will always be most welcome either as visitors or on posting to Reading for further training or to take up new duties.





# *The House of Simonds*

## **THE COMPANY AND ITS DEVELOPMENT**

The House of Simonds was founded by Mr. William Blackall Simonds late in the eighteenth century, about the time that George III came to the throne. The business commenced in a very small way, probably on the site of The Peacock in Broad Street, Reading.

The passing of the Beer Act towards the end of the eighteenth century allowed Mr. Blackall Simonds the opportunity to increase his trade rapidly. Keen on fox hunting, it was his custom whilst following the hounds to mark in a pocket map likely sites at which beer houses might conveniently be opened within a radius of 15 miles from Reading. He then bought the freehold or leasehold of any suitable house in or near the locality marked on his map.

As the business grew, Mr. Simonds was joined by his two sons, Henry and George, and in due course it descended to their sons and nephews. In 1885, the business was converted into a private limited company. From the very outset, the Company has had a very close association with the armed forces, and not only did we supply beers to the British army prior to Waterloo, but that victory was toasted at Sandhurst in our beer. This association with the army led to the early establishment of branches in military garrisons in parts of the world such as Malta, Gibraltar, Egypt, South Africa and Cyprus. Branches were established both in Malta and Gibraltar in 1890, the former being incorporated with Simonds-Farsons-Cisk, Ltd., and the latter branch being later merged into Saccone & Speed Ltd., who continued to act as our agents.

H. & G. Simonds, Ltd., became a public company in 1928, with an issued share capital of £618,400, which figure—with the continued expansion of the Company—has now grown to £3,715,000. Likewise, the original handful of stockholders has now increased to over 8,000.

During the last 35 years, commencing with the purchase of the Tamar Brewery at Devonport, we have extended throughout the south and south-west of England, and throughout South Wales, on a very large scale. Among other acquisitions were the South Berks. Brewery Company, Ashby's Staines Brewery Company, Lakeman's Brixham Brewery, R. H. Stiles of Bridgend, W. J. Rogers Ltd. of Bristol, J. L. Marsh & Sons Ltd., of Blandford, R. B. Bowley of Swindon, The Cirencester Brewery Ltd., Wheeler's Wycombe Breweries Ltd., John May of Basingstoke, The South Devon Brewery, Pool & Son Ltd., of Penzance, Phillips & Sons Ltd., of Newport, and the Octagon Brewery at Plymouth—all of which have contributed to our becoming one of the biggest brewery concerns in the south of England.

The Company owns 1,200 licensed houses, and has financial interests in East African Breweries Ltd., Nairobi, Saccone & Speed Ltd., Gibraltar, and Simonds-Farsons-Cisk Ltd., Malta.

## **OUR BUSINESS**

The Company's business interests spread throughout the entire field of the licensed trade, for included in our licensed houses are a group of hotels and catering establishments, where the highest standard of comfort and service is maintained.

A retail organization, trading under the name of Arthur Cooper, and in 1959 controlling 50 or so modern and well-fitted off-licence shops, caters for the ever growing demand for retail distribution of high class goods.

Under the heading of "Free" trade, we serve thousands of customers—comprising free licensed hotels and public houses, off-licences, clubs, service messes, caterers, etc. So you will find "Simonds" from the Essex coast through to the Scilly Islands, in the Welsh valleys and even on the Yorkshire dales.

Branch Establishments so placed as to provide an efficient service to local customers are spread throughout our trading area.

We are also exporters to many parts of the world, and the popularity of our products is known to all who serve with the Armed Forces ashore, afloat, or in the air.

## **OUR POLICY**

As Brewers, Wine and Spirit Merchants and Hoteliers, we are under an obligation to conduct our business in such a way as to further the social amenities of the public we serve by supplying goods of the right quality and price to the complete satisfaction of our customers. To that end, it has been our policy to install modern machinery and use only the best materials, so that the product supplied and the amenities available in our houses are those of which we may rightly be proud.

## **CONCERNING YOUR PAY**

### **Salaries**

Members of the male staff over the age of 24 are paid monthly, and your salary will be paid to your bank at the end of each month. Should that day happen to fall on a Sunday or Bank Holiday, then payment will be made on the preceding working day. On joining the Company you will be asked to give the name of your bank in order that your salary may be paid into your account. If you have no bank account, you will be asked to open one. Your Wages Office will give you any advice you may need, but you may like to know that any branch of Barclays Bank Ltd. will grant normal



banking facilities on advantageous terms to employees of this Company. You will be advised monthly of the amount that is paid into your account, which will also detail the various deductions. If you are on the weekly pay roll, you will receive your weekly pay envelope every Thursday, except in respect of your first week's employment, in which case you will be paid on the following Thursday.

#### **(A) Income Tax (P.A.Y.E.).**

If you are liable for income tax or when you become liable, you will receive from the Inspector of Taxes a Return of Income Form, which you must fill in and return to H. M. Inspector of Taxes. The Inspector will then notify you and the company of the code number to be applied in your case, and income tax will be deducted from your salary payments. Any queries about P.A.Y.E. should, in the first instance, be made to your Wages Department.

#### **(B) National Insurance Cards**

As an employed person, you will be liable to pay national insurance contributions each week. This will be arranged for you, and the amount paid will be deducted from your salary; thus, when you receive your national insurance cards, they are to be handed to your Wages Department, who will retain them on your behalf. If you attend Territorial Army or similar Service camps for training periods, please notify your Wages Department as soon as possible, so that they can advise you about stamping your cards during such periods.

#### **HOURS OF WORK**

The normal office hours are from 9.0 a.m. to 5.30 p.m., Mondays to Fridays, with a break of 1½ hours for lunch. Offices are not normally open on Saturdays, except for certain essential duties and other emergencies which may arise, when members of the staff will be expected to be available. At certain branches and due to seasonal or any particular type of trade, it may be necessary to vary the aforementioned hours.

#### **STAFF HOLIDAYS**

Employees are entitled to two weeks holiday during the year. Members of the staff who have completed ten years' service are entitled to an additional week. If a Bank Holiday falls during your holiday, you may take an extra day to make up for the day lost, to suit the arrangements of your department. Furthermore, if you are ill whilst on holiday and supply a medical certificate, the period of your illness will not be counted as part of your leave. Should you wish to have leave of absence for any pressing personal reason, you must consult your head of department. Voluntary members of

the armed forces are granted leave of absence in addition to their annual holiday to attend camp or other forms of training; the maximum additional leave granted is two weeks.

Further details regarding new employees and national service are as follows :—

#### **New Employees**

- (a) Employees joining the staff on or before 1st January will be allowed two week's holiday with full pay.
- (b) Employees joining after 1st January and on or before 30th June will be allowed one week's holiday with full pay.
- (c) Employees joining the staff after 30th June will not be entitled to any holiday with pay within that calendar year.

#### **National Service**

- (a) Employees who have taken their holidays in any calendar year prior to their call-up date will receive no payment in lieu of accrued holidays.
- (b) Employees who are called-up before they have taken their holidays in any calendar year will be entitled to holiday pay in lieu thereof.
- (c) The holiday entitlement of employees returning from national service will be the same as is applicable to new employees.

#### **Employees Leaving the Company's Service**

Employees leaving the Company's service, apart from dismissal, and who have not taken their annual holidays, will receive payment in lieu thereof.

#### **SICK PAY**

Although there is no legal obligation to do so, the Company makes certain concessions to employees who are absent due to sickness. They are as follows :—

At the outset of an illness which is likely to be of more than three days duration, a medical certificate from the doctor concerned is to be forwarded to the wages office, stating the nature of the illness. Should the illness be of more than 7 days duration, further doctor's certificates are to be forwarded at weekly intervals, and on return to duty a final medical certificate must be produced.

*Sickness benefit as under will only be paid if medical certificates are forwarded in accordance with the above instructions.*

*Staff with under 6 months' service—Nil.*



*Staff with over 6 months' and under 2 years' service*—Half pay up to a period of 4 weeks. Any case of extended illness or serious hardship to be submitted to the Salaries and Appointments Committee.

*Staff with over 2 years' service*—First period of 4 weeks—full pay. Second and third periods of 4 weeks—salary paid, less national health insurance benefit. From then onwards, half the normal basic rate of pay, subject to approval by the Board.

It is, however, in your own interests that you should claim the benefits to which you are entitled under the National Insurance Acts. Please note carefully the procedure that should be followed if you are absent for reasons of health :—

1. Notify the head of your department as soon as possible. If you can, give him some idea as to how long you expect to be away. If you are away for more than a week, send him periodic reports on your progress.
2. Obtain certificates from your doctor on the official forms, and send them to the local office of the Ministry of National Insurance. First and final certificates are needed in all cases, and if your illness lasts for more than a week, you must also obtain intermediate certificates, which should be forwarded to the ministry as soon as received.

### **YOUR CAREER WITH H. & G. SIMONDS LTD.**

The many interesting and diverse activities of the business give ample opportunity for careers which can be followed in some cases to professional standard.

As well as Brewing and Bottling, our organisation includes :—

Accountancy.  
Advertising.  
Architecture.  
Building.  
Cooperage.  
Draughtsmanship.  
Engineering.  
Estate Management.  
Hotel and Public House Management.  
Insurance.  
Laboratory.  
Off-Licence Management.  
Personnel Management.  
Sales.  
Secretarial.  
Transport.  
Wines and Spirits.

Opportunities for training in all these departments become available to those who by ability show themselves worthy of selection.

Many senior executive positions are held by those who commenced their career on the lowest rungs of the ladder, and it is the policy of the Company to encourage staff to train for positions of greater responsibility in this expanding organisation.

### **FURTHER EDUCATION**

Excellent facilities are available for further education at Reading Technical College and other Technical Colleges in your area.

It is the policy of the Company to encourage members of the staff to take advantage of the facilities offered. In most cases the fees are paid by the Company, and time off during working hours is allowed where the course chosen includes day classes, and is of mutual advantage to both the Company and employee.

### **PROMOTION**

Within our organization you will be given opportunities to advance in both position and salary. Promotion, however, depends on merit, or your ability, and the knowledge and interest you put into your work. Whenever a vacancy occurs, it is filled—if possible—by promotion or transfer from within the Company. When making such promotions or transfers, the Company takes into account the individual's general record of efficiency, and his or her adaptability to the job in question, as well as experience. Your progress from the time that you join the Company is recorded by an annual report made by the manager of your department, and this information is used particularly when increases in salary and promotions are considered.

### **PENSION FUNDS**

A condition of service is that all employees who are eligible shall join the Contributory Pension Scheme. A simplified booklet, and in addition, detailed rules as to the benefits obtainable under the scheme are issued to all members on joining. Brief details of the scheme are as follows :—

|                |   |   |   |  |
|----------------|---|---|---|--|
| Admission      | - | - | - | 21 years of age—Male.<br>25 years of age—Female. |
| Retirement Age | - | - | - | Male—65.<br>Female—60.                           |
| Contributions  | - | - | - | 5% of emoluments.                                |



#### *Pension on Retirement :—*

- 1  
— x average of last 5 years' emoluments for each year of  
80 pensionable service.  
e.g., Average salary over last 5 years, £1,000, 30 years'  
pensionable service.  
30  
— x £1,000 = £375 per annum.  
80

These are subject to alteration at any time.

#### **Benefit on Death in Service**

2 year's salary + return of your own contributions, with interest.

In addition to the above benefits, it has been decided that in the case of a male pensioner pre-deceasing his wife, the widow will receive, as of right, half her husband's normal pension after his death. This pension will be rather more than half the member's if the widow is older than he, or rather less if she is younger.

#### **PERSONAL INSURANCE**

Whilst the life cover under the pension scheme is generous, the Company has been able to arrange with the Norwich Union Life Insurance Society Ltd., a voluntary life insurance scheme, under which you can effect, at very low cost (with the premium deducted from salary) a life insurance which may be of particular interest to the young married man with a family. Details are available by application to the Secretarial Department.

#### **FIRST AID POST**

A First Aid Post staffed by qualified nurses is available at Reading, to deal with all accidents and sudden illnesses that may occur during office hours. Accidents of any description upon business premises, and during hours of duty, should be reported immediately to the head of department.

#### **PRIVATE HOSPITAL TREATMENT**

The British United Provident Association is a non-profit-making organisation which enables subscribers to insure against the heavy cost of medical and surgical treatment that is incurred if they, or members of their family prefer treatment as private patients in a nursing home or in a private room in a hospital, instead of using the facilities available under the National Health Scheme. All employees can become members of the association under a block membership arrangement which entitles them to a reduction of the normal subscription.

rates. Subscriptions are payable monthly by deduction from salary, and you may enrol at any time. Further information may be obtained by application to the Secretarial Department.

#### **NATIONAL SAVINGS**

An opportunity to save is offered by the Company to all its employees, in the shape of a national savings scheme, which deals with both National Savings Certificates and Premium Bonds. This operates as follows :—

##### **National Savings Certificates**

1. A savings cycle or period is of 30 weeks' duration.
2. It is voluntary, and confidential.
3. Members may save as much as they can afford each week, from 1/- per week upwards.
4. At the end of 30 weeks, all members are issued with National Savings Certificates to the full value of the amount they have paid during that time.
5. FOR THE BENEFIT OF ITS EMPLOYEES, THE COMPANY PURCHASES THESE CERTIFICATES **IN ADVANCE**, THUS EACH MEMBER GAINS THE BENEFIT OF APPROXIMATELY SEVEN MONTH'S INTEREST ON EACH CERTIFICATE.

##### **Premium Bonds**

An opportunity is also offered by which all members of the Company may purchase the above.

A scheme is now working on the same lines as that which operates the purchase of Savings Certificates, the only difference being that it is of 20 weeks' duration, and not 30. Purchasers of Premium Bonds through this scheme, therefore, gain some five months, which means that by the time the bond has been fully purchased, only one month will have to elapse before it becomes eligible for the draw.

New members to either, or both, of the above schemes will be welcome, and full particulars may be obtained from the Secretarial Department.

#### **HOUSE PURCHASE**

The Company has made arrangements with the Norwich Union Life Insurance Society whereby, in approved cases, advances up to



100% will be made available to employees wishing to purchase their own houses. Further details are available by application to the Secretarial Department.

### **STAFF PURCHASES**

Beers, wines and spirits, etc. may be purchased by members of the staff at favourable prices.

### **SOCIAL CLUB**

Employees of 18 years of age and over are cordially invited to use the Social Club, which provides an excellent opportunity for social activities.

The facilities provided include bar-billiards, darts, cards and occasional socials and dances.

### **CANTEEN**

In the canteen, hot beverages and snacks are provided from 10.0 a.m. till noon. The times when employees may take advantage of these facilities can be obtained from their head of department. Luncheons, which consist of a hot meal and a sweet course at popular prices, are served between the hours of 12.30 p.m. and 2.0 p.m.

### **SPORTS CLUB**

The Sports Ground, covering an area of approximately 14 acres, is situated in Berkeley Avenue, only a short distance from the Brewery, and has excellent facilities for tennis, cricket, football, hockey, netball, etc., in addition to which there is an 18-hole putting green.

Membership is open to all employees, the subscription being 3d. per week.

All enquiries in this connection should be addressed either to the Secretary of the Social Club or the Welfare Officer.

### **SIMONDS HOUSE MAGAZINE**

We have two magazines, published in April, July, October and December. The "Hop Leaf News" contains news of staff activities and articles of interest to members of our own Company. Every member of our staff receives a copy of this publication quarterly. "The Hop Leaf Gazette" contains articles and news items of more general appeal, and is issued to the tenants of our houses and to other customers of the Company as well as to the members of our staff. Our Advertising Manager will welcome contributions of all

kinds for either magazine. He is always pleased to meet contributors and to discuss their articles with them.

### **WELFARE OFFICER**

The Welfare Officer has an office at 13 Castle Street, Reading, Tel. No. 55931—Ext. 160 and is available for consultation on any matters of either a business or private nature, which will be treated by him in the strictest confidence. He has a great deal of experience in welfare matters, and it is hoped that you will take full advantage of the facilities available to you. His services are of course also available to members of the staff at Branches who may contact him by letter at the above address. Furthermore, he will welcome any suggestions that you may have to make, particularly with regard to the social activities and the "Hop Leaf News."

### **MOTOR CARS, MOTOR CYCLES & BICYCLES**

Motor cars, motor cycles and bicycles are parked at the owner's risk, and the Company will not be responsible for loss or damage to the machines nor for any article left in them.

### **EMPLOYEES' PERSONAL PROPERTY**

The Company accepts no responsibility for clothing or other property left on the premises.

### **SUGGESTIONS**

Employees who have suggestions of a practical nature affecting the production and distribution of beers, etc., or for the improvement of the general working of the business, should place particulars of their suggestions in a box (specially marked for the purpose) fixed to the Yeast House wall, or to their Branch Manager. All such suggestions must bear the signature of the employee concerned.

Cash awards will be paid for suggestions which are considered to be of merit and are adopted.

### **ALTERATIONS**

This booklet is subject to alterations without notice.



# *Staff Handbook*

## **H. & G. SIMONDS LIMITED**

### **THE BOARD**

#### *Name*

|                              |   |   |   |                          |
|------------------------------|---|---|---|--------------------------|
| General Sir Miles C. Dempsey |   |   |   | Chairman.                |
| R. B. St. J. Quarry          | - | - | - | Joint Managing Director. |
| E. D. Simonds                | - | - | - | Joint Managing Director. |
| W. P. Cripps                 | - | - | - | Director.                |
| E. M. Downes                 | - | - | - | Brewing Director.        |
| K. P. Chapman                | - | - | - | Financial Director.      |
| D. J. Simonds                | - | - | - | Director.                |

### **LOCAL DIRECTOR**

Lt.-General Sir Charles W. Allfrey      Bristol and South Wales.



