

THOSE WERE THE DAYS

Merchants and Ships' Chandlers. Rules for the Clerical Staff.

1. Godliness, cleanliness and punctuality are the necessities of a good business.
2. On the recommendation of the Governor of this Colony, this firm has reduced the hours of work, and the Clerical Staff will now only have to be present between the hours of 7 a.m. and 6 p.m. on weekdays. The Sabbath is for worship but should any Man-of-war or other vessel require victualling, the Clerical Staff will work on the Sabbath.
2. Daily prayers will be held each morning in the Main Office. The Clerical Staff will be present.
3. Clothing must be of a sober nature. The Clerical Staff will not disport themselves in raiment of bright colours, now will they wear hose unless in good repair.
4. Overshoes and topcoats may not be worn in the Office but neck scarves and headware may be worn in inclement weather.
6. A stove is provided for the benefit of Clerical Staff. Coal and wood must be kept in the locker. It is recommended that each member of the Clerical Staff bring four pounds of coal each day during cold weather.
7. No member of the Clerical Staff may leave the room without permission. Calls of nature are permitted and the Clerical Staff may use the garden below the second gate. This area must be kept in good order.
8. No talking is allowed during business hours.
9. The craving for tobacco, wines or spirits is a human weakness and as such, is forbidden to all members of the Clerical Staff.
10. Now that the hours of business have been drastically reduced, the partaking of food is allowed between 11.30 a.m. and 12 noon but work will not, on any account, cease.
11. Members of the Clerical Staff will provide their own pens.
12. A Senior Clerk will be made responsible for the cleanliness of the Main Office and the Private Office. All boys and juniors will report to him 40 minutes before prayers and will remain after closing for similar work. Brushes, brooms, scrubbers and soap will be provided by the Owners.

13. The new increased weekly wages are as hereunder detailed:

Junior boys to 11 years	1/4d
Boys to 14 years	2/1d
Juniors	4/8d
Junior Clerks	8/7d
Clerks	10/6d
Senior clerks after 15 years service	21/1d.

The owners hereby recognise the generosity of the new labour laws but will expect a great rise in output of work to compensate for these near Utopian conditions.

L. Haime (WA Buicks).