

American Brands

GALLAHER TOBACCO LIMITED IN NORTHERN IRELAND

*Copy to: Miss Brennan
at Tolant*

Letter to all Employees

Dear Employee,

I am writing this letter because I want to be certain everyone fully understands the position regarding the display of flags and emblems on the Company's premises.

In August 1987, the Company introduced a new Rule dealing with the subject of flags and emblems and I will take this opportunity to remind you what it says:-

"Gallaher Tobacco Limited is a British Company and will fly the National Flag on our flagpole throughout the year. This will be the only permissible flag or emblem within any Site".

This Rule is consistent with the Company's Equal Opportunity Policy and has the full support of the Trade Unions.

I am sure the vast majority of employees now understand the Company is totally committed to the Rule on flags and emblems. However, I want to make it absolutely clear to anyone who may be thinking of breaking it that the Company will not tolerate any contravention of the Rule whatsoever.

Any employee who is found to be in breach of the Rule will be suspended from work immediately, without pay, until 14th July, 1988.

Furthermore, to underline the Company's commitment to enforcing the Rule, the Guaranteed Week Agreement is suspended forthwith until 14th July and should there be any disruption to normal working caused directly or indirectly by employees breaking the Rule - I will not hesitate to close the Department or Departments concerned - if necessary closing the whole Location.

With Gallaher now the leading Tobacco Company in the United Kingdom, never before has it been more important for all of us to concentrate our efforts on working together to secure the future of our business and I therefore urge you not to do anything to jeopardise this.

T. T. Finlay

T. T. Finlay
General Manager, Northern Ireland

21st June, 1988
/PF

GALLAHER TOBACCO LIMITED

RECEIVED
21 JUN 1988

NOTICE

COMPANY RULE ON FLAGS AND EMBLEMS

In August 1987, the Company introduced a new Rule dealing with the subject of flags and emblems. The Rule being as follows:-

"Gallaher Tobacco Limited is a British Company and will fly the National Flag on our flagpole throughout the year. This will be the only permissible flag or emblem within any Site".

Any employee found in breach of this Rule i.e. either attempting to bring flags or provocative emblems into the Site or erecting same within the Site will be suspended, without pay, until 14th July, 1988.

It should be noted, that searching of employees entering the Site will be intensified from Wednesday, 22nd June, 1988.

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21st June, 1988

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DECLARATION OF PRACTICE

Gallaher Limited, recognising the importance of equality of opportunity in employment, declares that it practises such equality of opportunity irrespective of religion, race, sex or disability and further declares that it :

- a. is committed to recruitment, selection and promotion on the basis of merit alone;
- b. uses as criteria in making judgments about merit (i) the actual requirements of the job; (ii) job-related personnel specifications; (iii) either ability to do the job or potential ability to do the job;
- c. disseminates information on job openings in a manner that provides access to this information by all groups and welcomes and takes positive steps to encourage applications from all persons with potential to do the job in question;
- d. monitors and retains records on the outcome, in terms of religion, sex, race and disability, of its recruitment, selection, training, layoff and promotion procedures and on trends in the composition of its work force;
- e. identifies any under-representation that may exist in its group of applicants, those hired or those promoted; investigates the cause of the under-representation; and eliminates any practice discovered which has the effect of discriminating on any basis other than merit; takes appropriate measures where necessary to ensure the effective practice of equality of opportunity in employment;
- f. actively promotes, in association with trade unions or other representatives of the company workforce, an atmosphere and working environment that both encourages harmony and co-operation among all employees and discourages behaviour or the circulation and display of literature that could give offence on the grounds of religion, race, sex or to the disabled; and, to this end, bans all religious or political displays and otherwise works towards the elimination within the workplace of religious or political tensions;
- g. ensures that layoff, recall and termination procedures shall be according to agreements negotiated with trade unions or other representatives of the company's workforce, and that those procedures shall not be inconsistent with the principle of equality of opportunity;

- h. keeps its working environment and procedures for recruitment, selection, training, layoff and promotion under review and works co-operatively with the Fair Employment Agency or the Equal Opportunity Commission in promoting equality of opportunity in employment;
- i. observes the strictest confidentiality with regard to the disclosure of personal information obtained from individuals in furtherance of its policy of promoting equality of opportunity in employment;
- j. adopts a training policy which recognises the needs and potential, relative to job performance, of employees (or applicants) of under-represented groups, subject to the condition that no-one will be excluded from training programmes on the grounds of religious belief, political opinion, sex or disability;
- k. allocates responsibility for its equality of opportunity policy to a member of senior management.

CTF/AE
17th November 1987