

PLAN OF CONTENTS

SECTION I—GENERAL

1. Book of Rules
2. Wording of Rules
3. Exceptions to Rules
4. Hours of Business
5. Delegation of Duties
6. Legal Procedure

SECTION II—STAFF

7. Engagement of Juniors
8. Bonds and Declaration of Secrecy
9. Conditions of Engagement
10. Officers' Guarantee Fund
11. Postage, etc.
12. Remuneration and Outside Interests
13. Politics
14. Deportment and Appearance
15. Precedence of Duties
16. Debt, Gambling, etc.
17. Punctuality
18. Smoking
19. Handwriting
20. Marriage
21. Salaries
22. Transfers
23. Rooms Provided by Bank
24. Holidays
25. Removal Expenses
26. Relieving Expenses
27. Officers' Accounts
28. Communication with Head Office or District
Supervisor
29. Letters of Recommendation