

FILING INSTRUCTIONS

RELEASE 34

Below are the filing instructions for Release 34 of *Employment Precedents & Company Policy Documents*. Please remove and discard the specified old pages and insert the new ones as indicated below. However, before filing this release, please ensure that Release 33 has been filed. The filing record card indicates details of the most recently filed release.

Remember to look at the illustrated filing guide at the end of the Service Information section if you have any difficulty filing in the new pages.

The checklist (which you will find behind these filing instructions) contains a complete list of pages your looseleaf should contain after you have filed this release.

For the most up-to-date version of these filing instructions, please visit the subscriber information page at www.sweetandmaxwell.co.uk.

	<i>Remove old pages</i>	<i>Insert new pages</i>
Title Pages	Filing Instructions/1 – Filing Instructions/2 Checklist/1 – Checklist/4 iii – iv vii – viii	Filing Instructions/1 – Filing Instructions/2 Checklist/1 – Checklist/4 iii – iv vii – viii
Service Information	S.I./1 – S.I./2 S.I./9 – S.I./10	S.I./1 – S.I./2 S.I./9 – S.I./10
Contents	i – iv	i – iv
Tables		
*Please insert supplementary tables in front of the corresponding main tables		
		Supp. Cases/1 – Supp. Cases/2
		Supp. Stats/1 – Supp. Stats/2
		Supp. SIs/1 – Supp. SIs/2
		Supp. E.U./1 – Supp. E.U./2
A: The Contract	A1/9 – A1/16 A2/1 – A2/4 <i>Please do not remove page A2/5 – A2/6</i> A2/7 – A2/8 A3/7 – A3/20*	A1/9 – A1/16 A2/1 – A2/4 A2/7 – A2/8 A3/7 – A3/20
<i>*Including all stroke pages</i>	A10-A22/i – A10-A22/ii A11/1 – A11/2 A12/3 – A12/8.2 A12/11 – A12/12 A13/1 – A13/8 A17/1 – A17/2	A10-A22/i – A10-A22/ii A11/1 – A11/2 A12/3 – A12/8.2 A12/11 – A12/12 A13/1 – A13/8 A17/1 – A17/2

A: The Contract (cont'd)	<i>Remove old pages</i>	<i>Insert new pages</i>
	A18/5 – A18/6.2	A18/5 – A18/6.2
	A21/3 – A21/4.2	A21/3 – A21/4.2
	<i>Please do not remove page A21/5 – A21/6</i>	
	A22/1 – A22/16	A22/1 – A22/16.2
	A22/27 – A22/28	A22/27 – A22/28
	<i>Please remove the grey card divider “Staff Handbook and Company Policies”. This divider will not be replaced.</i>	
	Paper divider “Staff Handbook and Company Policies”	Paper divider “Staff Handbook and Company Policies”
	A30-37/i – A30/38/iv	A30/39/i – A30-A39/iv
	A31/1 – A31/16	A31/1 – A31/16.2
	A31/47 – A31/50	A31/47 – A31/50
	A31/67 – A31/68	A31/67 – A31/68
	A32/3 – A32/4	A32/3 – A32/4
	<i>Please do not remove page A32/4.1 – A32/4.2</i>	
	A38/1 – A38/2	A38/1 – A38/2
<i>*Please insert after page A38/9 – A38/10</i>	_____	*A39/1 – A39/6
	A49/9 – A49/10	A49/9 – A49/10
	A85/6.1 – A85/6.2	A85/6.1 – A85/6.4

Index

***Please insert supplementary index in front of the main index**

 Supp.Index/1 – Supp.Index/2

You have now finished filing this release.