

FILING INSTRUCTIONS

RELEASE 38

Below are the filing instructions for Release 38 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 37 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	Filing Instructions/1 – Filing Instructions/2 Checklist/1 – Checklist/4 iii – iv
Service Information	S.I./1 – S.I./2	S.I./1 – S.I./2
Contents	i – iv	i – iv
Tables		
<i>Please remove all tables currently in the binder</i>	— — — —	Cases/1 – Cases/12 Stats/1 – Stats/6 SIs/1 – SIs/6 EU/1 – EU/2
A: The Contract		
	A3/1 – A3/20 A10-A22/i – A10-A22/vi A10-A22/ix – A10-A22/x A10/1 – A10/2 A11/1 – A11/4.2 A12/1 – A12/8.2 A19/1 – A19/12	A3/1 – A3/20 A10-A22/i – A10-A22/vi A10-A22/ix – A10-A22/x A10/1 – A10/2 A11/1 – A11/4.2 A12/1 – A12/8.2 A19/1 – A19/12*
<i>*including stroke pages</i>	A30-A39/i – A30-A39/iv A31/11 – A31/24.8 A71/1 – A71/12.2	A30-A39/i – A30-A39/iv A31/11 – A31/24.8 A71/1 – A71/12.2
FILING INSTRUCTIONS–1		REL.38: MARCH 2014 EMPLOYMENT PRECEDENTS & COMPANY POLICY DOCS

FILING INSTRUCTIONS

	<i>Remove old pages</i>	<i>Insert new pages</i>
A: The Contract (cont'd)		
	A71/13 – A71/18	A71/13 – A71/18
	A85/7 – A85/8	A85/7 – A85/8
B: Litigation		
	B4/43 – B4/44	B4/43 – B4/44
	B8/1 – B8/2	B8/1 – B8/2
Index		
<i>*Please remove all indices currently in the binder</i>	—	Index/1 – Index/60

You have now finished filing this release.