

To: All warehouse companies

Ref: 16/094 : A091 : W034

Date: 10 March 2016

Subject: **DISCIPLINARY PROCEDURES HANDBOOK - MINOR AMENDMENTS**

Summary

1. Clauses 3.1 and 3.5 of the Disciplinary Procedures Handbook (the “Handbook”) have been amended to account for a change in staff title.

Amendments

2. In clause 3.1 of the Handbook the words “*either the Director of Operations or the Executive Director: Regulation and Compliance*” have been deleted and replaced with the words “*the Head of Market Operations*”.
3. In clause 3.5 of the Handbook the words “*the Executive Director: Regulation and Compliance*” have been deleted and replaced with the words “*the Head of Market Operations*”.

Final Version of the Disciplinary Procedures Handbook

4. The final version of the Disciplinary Procedures Handbook is attached at Appendix A. A version showing the changes as against the existing version is attached as Appendix B.

Garry Jones

Chief Executive

cc: Board directors
Warehousing Committee



List of Appendices

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| APPENDIX A | Clean version of the Disciplinary Procedures Handbook |
| APPENDIX B | Mark-up of the Disciplinary Procedures Handbook showing changes against existing version. |