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## MINISTRY OF LABOUR, SOCIAL SECURITY AND INDUSTRIAL RELATIONS

Govt. Notice No. 243

### THE REGULATION OF WAGES AND INDUSTRIAL RELATIONS ACT (NO. 18 OF 1971)

NOTICE IS HEREBY given in accordance with the Regulations of Wages and Industrial Relations Act (No. 18 of 1971) that the amendment agreement made by the Building and Construction Trade Group Negotiation Council on Monday, 24th March, 2008, and set out in the Agreement published hereunder constitute the recognised terms and conditions of Employment applicable to the Workers specified in the Agreement.

From the effective date of this Agreement, all Employers of Workers to whom this Notice applies shall observe the recognised Terms and Conditions of Employment as are not less favourable than the recognised Terms and Conditions.

A. F. MUSA,  
Ag. Commissioner of Labour.

Ministry of Labour,  
Social Security and  
Industrial Relations,  
New England,  
Freetown.

## TERMS AND CONDITIONS OF SERVICE FOR ALL BUILDING AND CONSTRUCTION TRADE GROUP WORKERS BELOW SUPERVISORY LEVEL IN THE REPUBLIC OF SIERRA LEONE

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1. Artisans, Public Works and Services Employees Union
2. General Construction Workers Union
3. Skilled and Manual Productive Workers Union
4. Sierra Leone Union of Securities, Watchman and General Workers Union.

5-6  
This Collective Agreement is to be read in conjunction with and supplementary to the Regulation of Wages and Industrial Relations Act. No. 18 of 10th December, 1971 (herein after referred to as the "Act") as amended.

#### CLAUSE I-PREAMBLE

It is the intent of the parties concerned to co-operate in establishing conditions of employment which shall tend to ensure the workers concerned are paid wages and salaries consistent with the trend of the existing cost of living and with the financial resources of employers and fair and reasonable conditions of employment having regard to qualifications and experience and to provide methods for fair and peaceful adjustment of all dispute which may arise between them, so as to secure and uninterrupted operations of the Building and Construction Industry.

All workers to whom this Agreement applies should acquaint themselves with the Terms and Conditions set out herein and make sure that they are having and receiving not less than the minimum Terms and Conditions applicable to them.

#### CLAUSE 2-DURATION OF THE AGREEMENT

- (a) The provisions of this Agreement shall come into force on the 24th March, 2008 and shall remain in force for a period of Three (3) years, Irrespective of the date the Agreement is signed.
- (b) Two (2) years Nine (9) months after signing of this Agreement the Trade Group Council shall meet to negotiate Terms and Conditions for a new Agreement.
- (c) Any such new Agreement shall come into force immediately on the expiration of the current Agreement provided an agreement is reached between the two parties irrespective of the date on which the Agreement is signed.
- (d) Any time after Eleven (11) months and only twice during the life time of this Agreement one month notice in writing shall be given by either party for a review of rates of pay only, should an adjustment in rates of pay be found to be required, such adjustment in rates shall come into force twelve (12) months after the initial signing of this Agreement.

Collective Agreement between Employers in the Building and Construction Trade Group in the Republic of Sierra Leone and the Four Unions mentioned below:  
The following Unions were granted Collective Bargaining Certificate in the Building and Construction Trade Group.

- (e) At any time after twenty two (22) months after the signing of this Agreement one month notice in writing shall be given by either party for a review of rates of pay only.

#### CLAUSE 3-POWERS

The powers of the Trade Group Council shall be:

1. Peacefully to negotiate wages, Terms and Conditions of Service for all employed persons below Supervisory Level and the mutual advantage to be derived from successful enterprises in terms of providing Wage/Salary earning employment and retirement benefits.
2. To minimize Industrial conflict by harmonizing the aspiration of Management and Workers.
3. To create such mutual confidence between Management and Workers as will serve their best interest, and.
4. To promote Management and Workers education Programmes designed to Increase consciousness of each others difficulties, the benefits of improved skills and higher productivity and of respect for each others property.

#### CLAUSE 4-SCOPE AND FUNCTIONS

1. The Terms of this Agreement shall apply to all Workers other than those discharging supervisory functions in any of the enterprises in the Building and Construction Trade Group.
2. The Council shall fix Wages/Salary, Terms and Conditions of Service within the Trade Group and have the power to fix Holidays with pay to be allowed to Workers by their Employers and the power to fix overtime rates of pay in respect of hours worked in excess of the normal working hours.

#### CLAUSE 5-EMPLOYERS IN THE TRADE GROUP

For the purpose of this Trade Group Negotiation Council the Terms "Employer" as defined in the Act includes all Employers in the Building and Construction Industry (Public, Private and Parastatals) in the Republic of Sierra Leone.

#### CLAUSE 6-DEFINITION OF WORKERS

For the purpose of this Trade Group Negotiating Council the Term "Worker" as defined in the Act includes all Workers in the Building and Construction Trade Group (Parastatals, Private and Public) in the Republic of Sierra Leone.

#### CLAUSE 7-DEFINITION OF SUPERVISOR

A supervisor is a Worker having authority in the establishment to Hire, Transfer, Suspend, Lay-off, Recall, Promote, Discharge, Reward of Discipline of other Workers or having responsibility to adjust their grievances or effectively to recommend such actions and the exercise of such authority in not merely of routine or clerical nature but requires the use of independent judgment.

#### CLAUSE 8-ELECTION AND NOTIFICATION OF REPRESENTATIVE

- (a) The Employers and the Unions agree to ensure the adequate representation of Workers on negotiating bodies and the provision of means whereby claims or grievances can be speedily and impartially dealt with.
- (b) It is agreed that the Union undertake after elections have been carried out to present without delay the names of all local officials, national officials and duly elected workers representative to the employers and advise any amendment as they occur.
- (c) It is agreed that the Employers on their part undertake not to discuss or negotiate on any of all of the subject forming part of this Agreement with any individuals purporting to represent the Union other than the Union's accredited representative.

#### CLAUSE 9-HOURS OF WORK

- (a) The normal working hours per week shall consist of forty (40) hours spread over five (5) days through Monday's to Friday's.
- (b) The normal working hours per week can vary between an employer and his workers or his representative but only in such a manner that the total hour shall NOT exceed forty (40) hours in any one (1) week.
- (c) Hours worked on Saturday's, Sunday's, and Gazette Public Holiday's shall be paid at double time.
- (d) The normal working hours for Watchmen, Security men, Gate men and Head ferry men shall be twelve (12) hours per day, seven (7) days per week through Monday's to Sunday's provided that one day shall be a day-off with pay during the week.

**CLAUSE 10-CONDITIONS OF AGREEMENT**

- (a) The Employers agree that they will not interfere in the normal affairs of the Union.
- (b) Should it be necessary for Union officials other than a Shopsteward to investigate complains, he/she shall produce his or her identity and Management shall accord him/her the courtesy he/she deserves.
- (c) It is recognized that Union have the usual right to approach Management in order to discuss matters concerning their members.
- (d) The Employers and the Union agreed to ensure compliance with the conditions as laid down in this Agreement.
- (e) It is agreed that the Employers will not in any way discriminate against workers for Union Membership.

**CLAUSE 11-GUARANTEED DAY/PAY**

Every Employer shall, in respect of every day pay to every workers in his/her employment to whom this Agreement applies a sum not less than the daily Wage/ Salary normally paid to the worker provided that:

- (a) He/she is capable and available for work.
- (b) He/she is willing to perform any service outside his/her usual occupation which in the circumstance he/she can be reasonably ask to perform during any period when work is not available for his/her usual occupation. However an employer shall not be obliged to pay wages/salaries to any worker who performs No work whatsoever on any day except as covered by CLAUSE 11(c), (d), (e) and (f).

**C. WET WEATHER CONDITIONS OF WORK**

If a worker commence work, and he/she is prevented by rain he/she shall be paid a full DAY's pay whether he/she actually continued work on that day.

**D. LOSS OF POWER (ELECTRICITY)**

If a worker commence work and is then prevented by loss of power he/she shall be paid a full Day's pay whether he/she actually continued work on that day.

**E. MECHANICAL FAILURE OF MACHINERY**

If a worker commence work and he/she is prevented on mechanical failure he/she shall be paid a full Day's pay whether he/she actually continued on that day.

**F. SHORTAGE OF MATERIALS**

In case of shortage of materials on site which would necessitate turning out workers for a few days notice shall be given to all workers to be affected by the end of the last days work not to report for duty and when to report again. Should this be violated, transport will be provided for or pay to a workers who would be asked to return home and the worker to be paid full Day's basic pay.

**CLAUSE 12-ABSENTEEISM**

If a worker is absent without permission and he/she has not sent a Medical Report or Certificate or communicated with his/her employer given that reason for his/her absence within five working days the employer can presume that such worker has abandoned his/her work and can be temporally replaced. However, should the worker return within Nine (9) working days of being absence, employer shall reabsorb him/her in his/her establishment.

- (a) The employers shall have the right to terminate the services of a worker who is absent without permission for a period of Thirteen (13) working days.
- (b) If a worker falls ill in a remote area where communication facilities are limited, and produces a valid medical certificate within Eighteen (18) working days he/she should be re-absorbed into the establishment.

**CLAUSE 13-OVERTIME**

Overtime from Mondays to Fridays shall be paid at one, and half times the basic rate. Hours worked on any Saturdays Sundays or *Gazetted* Public Holiday shall be remunerated at double time the basic rate. Overtime under normal circumstances shall be worked with the prior approval of Management even though the working of overtime is not obligatory on workers; persistent refusal by workers to make themselves available for overtime duties when so requested may open such workers to be considered un-cooperative. All overtime shall be paid with the workers wages/salary. All Monthly staff below supervisory level covered by this Agreement shall receive overtime benefit if worked in accordance with overtime CLAUSE 13.

**CLAUSE 14 -PUBLIC HOLIDAY WITH PAY**

All workers (daily rate/1 and monthly salaried) covered by this Collective Agreement including Watch-Men, Security-Men, Ferry-Men, Work Services Workers, Gate-Men, (Work Services) Private and Parastatal shall be entitled to a days pay in respect of all *Gazetted* Public holidays. Any work performed during the normal daily hours on *Gazetted* Public Holidays shall be remunerated for at double times.

**CLAUSE 15-ANNUAL LEAVE AND LEAVE ALLOWANCE**

All Workers covered by this Agreement shall receive Annual leave on the date due.

- (a) It is further agreed that subject to the exigency of the Employer's operation, the Employer shall pay the Worker/Workers Annual Leave entitlement on the date due, with a letter indicating the following:
- (b) When to proceed on leave, Number of days, and date to resume work/duty.
- (c) Deferment of a Worker/Workers Annual Leave at his/her request shall be subject to negotiation between Management and a Worker/Workers on the advice of the recognized Trade Union.
- (d) All monthly Staff covered by this Agreement shall received Twenty —nine (29) working days Annual Leave in respect of each completed year of service.
- (e) Any Public Gazetted Public Holiday within the leave period shall be an additional days leave with full pay.
- (f) In case of a Worker whose service is terminated through no fault of his or her own, he/she shall be entitled to proportional leave pay for the length of service he/she has completed with the same Employer.
- (g) Leave rates for all daily rated workers inclusive of Security-Men, Gatemen, Watch-Men, Ferry-Men and Head Ferry-Men shall be as follows:

|                           |   |                          |
|---------------------------|---|--------------------------|
| 1-3 years services        | = | 24 working days with pay |
| Over 3-6 years services   | = | 29 working days with pay |
| Over 6 -10 years services | = | 33 working days with pay |
| Over 10-years services    | = | 35 working days with pay |

Two days (2) each way shall be added to the above leave rates as travelling time for all categories of workers.

**(h) ANNUAL LEAVE ALLOWANCE**

The employer agreed to pay leave allowance to all workers due annual leave for each leave year at the following rates:

- (i) Leave allowance of SIXTY THOUSAND LEONES (Le 60,000,00) per annum for all categories of workers shall be paid simultaneously as a worker proceed on annual leave or paid cash in lieu of leave.
- (ii) The employer shall prepare a leave roster showing the number of leave -days and date for each worker.
- (k) It is agreed that the employer shall pay proportionate leave allowance after one year/ service.

**CLAUSE 16- MEDICAL FACILITIES**

Except in cases where the ailment is proved to be self inflicted and/or of a special nature proved by a company Medical Doctor where one is available or any Medical Doctor.

- (a) The Employer shall provide First Aid Facilities free of charge for all workers.
- (b) A sick Memorandum shall be issued to any worker who reports sick to enable him/her to attend and receive treatment at a Government Hospital or by the Company's Private Doctor. In case of emergency, a Worker shall report to the nearest Medical Establishment or clinic.
- (c) In area where there is no Government Hospital or Company's Doctor, a Sick Note shall be provided for treatment at the nearest suitable Medical Establishment or Clinic.
- (d) When a worker is sent to the hospital or the company's Doctor for treatment for minor ailment the cost of treatment and drugs, if any that are prescribed, shall be paid for by the employer.
- (e) Where it is necessary for the worker to be hospitalized his/her employer shall pay 65% cost of the bill.
- (f) Where it is necessary for a worker to have tooth extraction the employer shall pay 50% cost of the extraction.
- (g) Workers are required to handle or come into contact with toxic or dangerous chemicals inhaling, saw dust, cement dust, e.g. Block makers, quarry workers, store workers, cement handlers and dust or similar particles should be medically examined once every three (3) months at the employer expense and treated if necessary at the employer's expense.
- (h) The employer shall not bear the cost in respect of maternity, eye treatment the supply of glasses or dental treatment other than are stated in (F) above except in cases of Industrial Accident covered by the Workmens Compensations Act.
- (i) Alternatively, the employer shall provide a Doctor and pay drugs allowance of two thousand leones (Le2000) per day to all daily rated Workers and Fifty Two Thousand Leones (Le 52, 000) per month to all monthly salaried staff.

**CLAUSE 17-MATERNITY LEAVE**

1. A Female worker who has served a minimum period of twelve (12) months and becomes pregnant and applied for maternity leave, she shall be eligible for a maximum of twelve (12) weeks maternity leave on full pay plus any vacation leave due and any additional leave without pay as recommended by a Gynaecologist.
2. The workers shall be required to produce a medical certificate signed by a gynaecologist or in case of any emergency and or where a qualified gynecologist is not available by a qualified medical officer stating the approximate date of confinement.

#### CLAUSE 18-EXTENDED SICK LEAVE AND MEDICAL BOARD

All workers covered by this Agreement shall be entitled to sick leave as detailed below in each calendar year.

- (a) In every case the claim for sick leave with pay must be supported by a Medical certificate issued by the employers Doctor if one is employed or other qualified Medical Practitioner. In areas where a qualified Medical Practitioner is not available, a certificate from the holder of a druggist license will be accepted except when the claim is for more than 27 working days.

Notification of illness shall be given to the employer within Six (6) working days.

|                         |   |                  |
|-------------------------|---|------------------|
| 1-5 years service       | = | 39 days full pay |
|                         | = | 39 days half pay |
| Over 5-10 years service | = | 40 days full pay |
|                         | = | 40 days half pay |
| Over-10 year service    | = | 43 days full pay |
|                         | = | 43 days half pay |

- (b) It is further agreed that where a worker has exhausted his/her sick leave and is certified by the company's Doctor where one is available is still not capable of performing his/her normal duty fifteen (15) working days on half pay additional sick leave should be granted to the worker.
- (c) Notwithstanding the period of sick leave as herein agreed, if the worker does not respond/recover from his/her ailment, a Medical Board of not less than three (3) Doctors shall examine the worker and give their medical opinion at the expense of the employer. Where a worker is declared unfit to work by the Medical Board, and if the ailment is not occupational diseases the provision of clause (44) shall apply.

#### CLAUSE 19-TERMINATION FOR MEDICAL REASONS

After one year service with the same employer any worker/employee is declared unfit for further employment by the employer's doctor or a qualified medical officer at a recognized hospital/clinic, the worker/employee shall be put on the employer's pay roll until it is proved that the ailment is not of occupational diseases. It is agreed that where the Ailment is not proved to be occupational disease the provision of the end of service benefit (clause 44) shall apply.

#### 20-DEATH/AND ANY OTHER BENEFIT INCLUDING

Where a worker to whom this Agreement applies dies, his/her immediate dependant or Next-Of-king shall be awarded his/her entitlements which shall have accrued at the time of his/her death (End of service) and any other benefit.

It is agreed that where a worker/employee dies in active service the employer shall give a reasonable amount in respect of his/her funeral expenses.

#### CLAUSE 21-LEAVE ON URGENT PRIVATE AFFAIRS

It is agreed that leave on urgent private affairs will be granted within twelve (12) calendar months with pay to a worker up to fourteen (14) days a year.

#### CLAUSE 22-TRANSFERS

A worker can be subjected to transfer to any part of Sierra Leone where the employer may have a branch. When such transfers are planned, workers concerned should especially in case of emergencies, co-operate with the employers.

- (a) When a worker is required by his/her employer to be permanently transferred to any place other than his/her normal place of work, the employer undertakes to provide transportation for the worker, one wife and up to four (4) children up to eighteen (18) years of age or pay for such transportation at current normal rates. The same facility shall be provided if the worker is transferred back or wishes to return to his/her normal place of work immediately after he/she resigned or is terminated.
- (b) Upon such permanent and any subsequent transfer the worker shall be entitled to a removal allowance of Fifty five thousand leones (Le 55,000.00).
- (c) Any worker permanently transferred shall be paid an out of station allowance of Forty seven 47% percent of his/her basic wage/salary. The employer undertakes to find suitable lodging for the worker.
- (d) When a worker is required to be permanently transferred, the employer shall give two working days notice to the worker.

#### CLAUSE 23-TEMPORARY TRANSFERS

For temporary transfers which should not exceed fourteen (14) working days, the employer shall provide transportation or pay transport cost.

The worker so transferred shall be paid the following out of station allowance, and shall not receive removal allowance.

All categories of workers below supervisory level with suitable accommodation shall receive Eight thousand leones (Le 8000.00) per night. All categories of workers without suitable accommodation shall receive eighteen thousand leones (Le18,000.00) per night.

After the expiring of the fourteen (14) working days period, if the worker still remains out of station due to the exigencies of the work, the transfer shall be regarded as permanent transfer Clause 22 shall apply.

#### CLAUSE 24-ACTING ALLOWANCE

When a worker is called to perform the normal duties of a post of higher grade he/she shall be paid the equivalent to the differences between his/her current salary/wages and the minimum salary/wages of the

grade of the post in which he/she is acting or where his/her current salary/wages is already more than such minimum the difference shall be calculated from the next high point in the grade provided he/she has completed twenty six (26) working days

#### CLAUSE 25-DISCIPLINE-WRITTEN WARNINGS

Where the service of a worker has not proved satisfactory or where a worker commits minor offence which does not merit dismissal the following procedures shall apply:-

- (a) FOR THE FIRST OFFENCE: The worker shall be warned verbally, in the presence of the shop steward where possible.
- (b) FOR THE SECOND OFFENCE: The worker shall be given a written warning and a copy of such warning shall be placed in his/her file and copy sent to the union.
- (c) FOR THE THIRD OFFENCE: The worker shall be given, written and final warning and copy of such a warning shall be placed in his/her file and copy to the union.
- (d) After two written warnings have been given, further offence will result in suspension without pay for a period not exceeding seven (7) working days.
- (e) Continued Unsatisfactory service therefore, shall give the employer right to terminate the employment of the worker concerned in Consultation with the recognized union.
- (f) For the purpose of this produce a warning letter shall cease to be effective after a lapse of twelve (12) months from the date of the last warning letter.
- (g) The above procedure however will not prevent the employer from suspending a worker at any time for a period not exceeding seven (7) working days. However, such suspension shall not be regarded as being part of the disciplinary procedure laid down in section (a) to (f) of this Clause.
- (h) In all instances the worker/employee shall have the right to defend him/herself either orally or in writing and in any case if the worker is found not guilty the summary dismissal action shall be withdrawn.

#### CLAUSE 26-GROSS MISCONDUCT AND OR GROSS NEGLIGENCE

Summary dismissal may be effected by the employer without notice at any time in the event an employee is found guilty of serious misconduct or any serious breach or non-observant of the employers regulations.

It is however recognized that in certain circumstances, the employer reserves the right to terminate rather than to dismiss summarily a worker. Offences which may result in summary dismissal are:-

- (a) Gross insubordination at work.
- (b) Gross negligence.
- (c) Stealing of employers/workers property.
- (d) Fraud.

- (e) Being under the influence of alcohol or drugs during working hours.
- (f) Incitement (any form).
- (g) Any act leading to the injury of the employers business.
- (h) Wilful damage to the employers property and workers property.

In all instance the workers shall have the right to defend himself/herself either orally or written and in any case if the worker is found not guilty the summary dismissal action shall be withdrawn and the worker shall be reinstated and paid any lost wages/salary.

#### CLAUSE 27- SUSPENSION FOR INVESTIGATION

- (a) It is agreed that an employer may suspend a worker pending result of the employers investigation which shall be concluded within a period of Four (4) working days.
- (b) During the period of suspension of the worker he/she shall be paid not less than Fifty percent (50%) of his/her wages/salary.
- (c) If the suspension is not followed by termination/ dismissal, the worker shall continue in his/her employment and shall be paid the difference in salary/wages for the period during which he/she was suspended.
- (d) It is agreed that should a worker be facing Police investigation on Management request such a worker shall receive Fifty percent (50%) of his/her basic pay during the entire period of the investigation.
- (e) If at the end of the investigation, the worker is not found guilty he/she shall continue his/her work and paid the difference in salary/wages for the period of the investigation.

#### CLAUSE 28-TERMINATION

Where an employee is terminated by the employer other than in cases of dismissal in accordance with CLAUSE 26 of this Agreement, the employer shall provide to daily rated employees one (1) day's notice in writing or one day's pay in lieu of notice. In the case of monthly rated employees the employers shall provide one (1) months notice or one (1) month's pay in lieu of notice.

#### CLAUSE 29- GRIEVANCE PROCEDURE

The intention of parties here is to establish the means for the prompt resolution and amicable settlement of all complaints arising out of the application or interpretation of the Terms and Conditions of this Agreement. Should any difference arise between the employers and their employees or the Unions as to the interpretation or compliance with the application of the provision of the agreement on earnest effort shall be made to settle such differences at the lowest level possible in accordance with the following procedure;

**STEP 1** An attempt shall be made by the aggrieved worker to discuss the grievance verbally with his/her immediate supervisor. This should be done as soon as possible after the cause of the grievance arises.

**STEP 2** Should the immediate supervisor be unable to settle the grievance satisfactorily, the Shop steward accompanied by the worker shall discuss the grievance with the immediate section Head within ~~two~~ (2) working days.

**STEP 3** If the section Head with the Shop steward are unable to dispose of the matter satisfactorily within three (3) working days, the matter shall be formally reported to the Senior Officer-in-charge.

**STEP 4** The Officer-in-Charge and the Worker together with the Shop steward shall attempt to dispose of the grievance. Nevertheless, as soon as a grievance is brought at that level in respect of Union member/s, the Shop steward shall notify the General Secretary of the Union.

**STEP 5** The General Secretary shall arrange to meet Management and this meeting shall be held within five (5) working days from the date of the report.

**STEP 6** In the event of the matter not being resolved under step 5 either party may report the matter to the Commissioner of Labour, with a copy to the Minister of Employment, Social Security and Industrial Relations.

**STEP 7** In the event of the matter not being resolved either party shall report the circumstance to the Minister of Employment Social Security Industrial Relations in accordance with the Regulation of Wages and Industrial Relations Act 18 of 1971.

- (a) Notwithstanding the above, grievances of very serious nature may be taken up by the Union's General Secretary directly with Management and vice versa.
- (b) The existence of this grievance procedure shall not prevent either party to this Agreement from initiating formal exchange of views between employer and Union on matters covered by the provisions of this Agreement.
- (c) There shall be no stoppage of work, lock-out or strike on any matter as long as that matter remains the proper subject of the grievance procedure.
- (d) No intimidation shall be employed by either party either in support of or in opposition to a legally called strike or lock-out or protest.

#### CLAUSE 30-RECOGNITION OF TRADE UNIONS

It is agreed that where there is more than one Union, and after a union has proved fifty one percent (51%) membership in an establishment and has been issued with a collective Bargaining certificate by the Minister of Employment, Social Security and Industrial Relations, it shall on application, be recognized by Management for the purpose of negotiation and Check-Off System, i.e. the Collection of the union monthly dues. All monies so collected by the employer shall be paid to the office of the Union's or the Union's Bank Account on or before the 5th day of the following month.

#### CLAUSE 31-JOINT CONSULTATION

It is agreed that a where committee consisting of equal number of workers and employers representative shall be established. The worker's committee, when established is solely consultative and advisory and has for its objective the regular exchange of views between the Employer and the workers on matters relating to the improvement or production, increased efficiency and to promote the health, safety and welfare of the parties concerned.

#### CLAUSE 32-RIGHT TO REPRESENTATION

Every worker covered by this Agreement shall have the right to be accompanied by a representative (s) of the union at a meeting between that worker and the employer or a representative of the employer if:

- (a) The subject of the meeting is or will become discipline related.
- (b) The subject of the meeting is or will become related to termination of employment by mutual consent.
- (c) The worker or the employer, or representative thereof believes a Union representative (5) should be present.

#### CLAUSE 33-VOLUNTARY RETIREMENT/RESIGNATION

After Three years (3) of continuous service with the same employer. A worker may opt to retire or resign voluntarily for any reason whatsoever provided he/she gives a month's notice to that effect.

In respect of a daily rated worker/Employee he/she shall give one day notice or one day pay in lieu of notice.

End of service benefits are calculated for the affected workers in accordance with clause 44.

#### CLAUSE 34-CHANGE OF TRADE OR OCCUPATION

Change of Trade or occupation shall be mutually agreed between the employer, and the worker concerned. Any such change shall, not affect the services of the worker nor reduce his/her rate of pay except that by mutual agreement in writing between the employer and the worker or his/her union representative a worker may agree to accept a lower rate or pay.

#### CLAUSE 35-BETTER TERMS AND CONDITIONS

- (a) It is, agreed that workers who before this Agreement were enjoying Better Terms and conditions of employment under any previous agreement relating to either the status, occupation, salary/wages or work situation appropriate and peculiar to the operations of any of the workers covered by this Agreement which are more favourable to those hereon concluded, shall continue to do so.
- (b) Consistent with Section 15 of the Regulation of Wages and Industrial Relations Act. No. 18 of 1971 the provisions of this Agreement shall not prevent any employer who is affected by this agreement from offering higher rates of pay and Better Terms and Conditions better than those contained in this agreement in consultation with the recognised Trade Union and made known to the workers affected in a joint statement made in writing over the signature of the Management and the General Secretary of the Union or his/her representative.
- (c) It is agreed that workers absorbed from daily wage, work service employees, and Temporary Clerical Assistant into permanent monthly services shall not receive salary and allowances less than what he/she was receiving before absorption into the permanent establishment. It is further agreed that recognized union shall approach Management if need arise to discuss Better Terms and Conditions of Service on behalf of their members in accordance with Section 15 of the Regulation of Wages and Industrial Relations Act. No. 18 of 1971.

#### CLAUSE 36- INDUSTRIAL ACCIDENT

The employer, the union and the workers shall cooperate towards the prevention of accidents and the

furtherance of safety regulations at the level of the undertaking or enterprise. All cases of industrial Accident must be reported within fourteen (14) working days to the Ministry of Employment, Social Security and Industrial Relations as dealt with under the Workmens Compensation Act.

#### CLAUSE 37- PROTECTIVE CLOTHING / UNIFORMS

The Employer agreed to supply the following article to workers as specified below provided that the quality of such Items shall jointly be approved by the employer and the recognized Trade Union.

1. Rubber boots and gloves for block or brick makers, cement store and premix handlers. ✓
2. Safety helmets for construction and quarry workers when necessary.
3. One tin powder milk per month and goggles for welders and bottle liquid cod-liver oil for quarry workers and carpentry workshop workers.
4. Torch light and batteries, rubber boots and whistles for watchmen, uniforms for security guards.
5. Overall for garage workers, welders and workshop carpenters. ✓
6. Gloves for steel benders. ✓
7. Soap for garage workers/steel benders and store clerks. ✓
8. Rain coat/umbrella for site clerks, watch-men, security guards, drivers, gate-men and ferry-men.
9. Mask for cement store workers, sprayers and quarry workers.
10. Kneel-length rubber boots and rubber gloves for premix plant workers.
11. Kneel-length rubber boots, rubber gloves for tar sprayers.
12. Overalls for painters, sprayers and steel benders. ✓
13. Overalls for electricians and auto-electricians.
14. Safety boots for garage workers. ✓
15. Welding mask for welders and safety boots. ✓
16. One bottle liquid cod-liver oil per worker per month for block makers and cement store workers. ✓
17. Goggles for wood workshop workers/carpenters and machinist. ✓
18. Rubber boot, one bottle liquid cod-liver oil, overall and gloves for tile makers. ✓
19. Uniforms for female workers. ✓

The life time of this articles shall be;

1. Torch light—one year
2. Helmets—Three years

3. Boots and gloves—one year
4. Two overalls—one year
5. Rain coat—one year
6. Goggles—One pair per year
7. One whistle on engagement—one year
8. Welding mask—One year
9. Uniforms (Two pairs) One year
10. One (1) Tin milk—Per day

Workers who have been provided with any of these articles and neglect to use and maintain them in proper manner at all times shall be liable to disciplinary action. Any loss or wilful damage to any of those items shall be paid for by the workers.

Failing which the employer shall replace the item and deducted the cost from the workers wage/salary.

#### CLAUSE 38-TECHNICAL TRAINING AND EXAMINATIONS

- (a) The Employer agree to encourage their workers by providing on the Job training in their field so as to increase efficiency, capability and possible advancement within the Employer's establishment where such opportunities exists.
- (b) Workers participating in examinations relating to the employers business shall on production of the appropriate documents, be granted study leave on full pay on the days on which examination (s) are taken.
- (c) A worker who is offered training / scholarship by the union or other wise to pursue a course of study whether local or overseas, within the intentions of the above sections shall be granted study leave on full pay for the duration of the course of study provided the prior approval of management has been obtained. Any worker who is to receive such scholarship/training should serve the employer a minimum period of three (3) years after his study.

#### CLAUSE 39-REDUNDANCY \*

Redundancy employment is defined under this Agreement as the involuntary loss of employment through:

1. No fault of the Worker by reason that his/her Employer has ceased or Intends not to carry on the business or part of it for which the worker was employed, or has ceased or intend to cease operating business at the particular place at which the worker was employed, and that the worker shall not be replaced by another worker.
2. A change in the method of operation or administration of the business or any part thereof which result in either a reduction in the work force requirement of the employer concerned or change in the type of skill.

(a) Qualification and experience which a worker must possess to perform the duties required of him/her.

(b) Before declaring any worker redundant in a given post the employer undertakes to explore the possibility of using his / her services in alternative employment. The employer further undertakes to retain potentially redundant workers where such workers can be retained for alternative employment with the establishment.

(c) When a situation involving redundancy occurs or is considered likely to occur in an establishment, the employer shall give the earliest notice in writing to the General Secretary of the union and shall inform him / her of the employer's redundancy plan. The Employer and the General Secretary shall consult in good faith with a view to ensuring that the steps taken by the Employer to deal with the redundancies are carried out equitably.

(d) Formal notice of not less than Seven (7) weeks in writing shall be giving to workers who are to be made redundant or Seven (7) weeks salary/wages pay in lieu of notice.

(e) Where skills ability and performance are considered to be equal, who is Junior in respect of length of service within the establishment shall be discharged in respect of redundancy before who is senior in length of service.

9 \* In the event of any worker being declared redundant, the worker shall receive redundancy compensation in accordance with CLAUSE 40 of this Agreement. Such compensation shall be in addition to any benefit to which the worker may be entitled.

Any other benefit referred to in this section includes:

1. Salary up to date of declared redundancy
2. Any leave entitlement due
3. Any leave allowance
4. Any other allowance

10 / A worker/employee declared redundant shall be placed on a recall list to the union for Twenty (20) weeks following his/her discharge. This will facilitate his /her re-engagement, if possible, within that period without recourse to the Labour exchange.

11 - Where an employer contemplates redundancy in his /her establishment and in event that a Shop Steward is affected by the redundancy plan, the employer shall have full consultation with the General Secretary of the recognize union, before any action is taken to declare such Shop Steward redundant.

(e) It is agreed that workers/Employees who have served with the same employer in excess of a full years service, shall receive proportionate redundancy benefit. The

Workers/Employees shall be compensated proportionately in accordance with clause 40.

#### CLAUSE 40-REDUNDANCY COMPENSATION

When a worker/employee has completed 1 year of service and is declared redundant he /she shall receive redundancy compensation as detailed hereinunder. Addition to any other benefit, such as proportionate leave and other allowance.

OVER 1-3 YEARS SERVICE WITH THE SAME EMPLOYER -30 Days basic pay for each completed year of service.

OVER 3-6 YEARS SERVICE WITH THE SAME EMPLOYER- 36 Days basic pay for each completed year of service.

OVER 10 YEARS SERVICE WITH THE SAME EMPLOYER -41 Days basic pay for each completed year of service.

#### CLAUSE 41-BREAK OF SERVICE

If a worker is laid -off and re-engaged by the same employer within three (3) months his /her service shall be considered continuous provided that the worker has not been paid his/her redundancy or End of Service Benefits.

#### CLAUSE 42-TRANSPORT /TRANSPORT ALLOWANCE

(a) Suitable covered transport shall be provided by the employer to and from pick up points which shall be agreed by consultation between the employer and the recognized union.

(b) Where no transport facilities is provided a transport allowance of Five Thousand (Le5,000) Leones per day shall be paid for daily rated employees and One hundred and thirty thousand (Le130,000)Leones shall be paid for all monthly rated workers/employees.

(c) It is further agreed that if there is increase in the cost of fuel and transportation during the life time of this Agreement the Employer and the General Secretary or his/her representative of the recognized union shall meet and negotiate transport allowance in order to meet transport cost to and from work by the Worker / Employee.

Where an employer provides transport to and from fixed pick-up and drop off points the employer shall pay to each worker a monthly transport subsidy to workers/employees affected in accordance with normal transport rate to help defray the cost of transport to pick and drop off points.

#### CLAUSE 43-ANNUAL INCREMENTS

Increments shall be granted during the course of a year to workers /employees whose work and conduct have proved worthy of Increment.

#### CLAUSE 44-END OF SERVICE BENEFIT

Any worker who has served the same employer for a period of not less than one (1) year and whose services are terminated other than by summary dismissal, shall be entitled to the following in addition to any accrued salary/wages, Leave / Leave Allowance or other Allowances.

1-3 YEARS OF SERVICE WITH THE SAME EMPLOYER- 25 Days basic pay for each completed year of service.

OVER 3- 6 YEARS OF SERVICE WITH THE SAME EMPLOYER -31 Days basic pay for each completed year of service.

OVER 6-10 YEARS OF SERVICE WITH THE SAME EMPLOYER -34 Days basic pay for each completed year of service.

OVER 10 YEARS OF SERVICE WITH THE SAME EMPLOYER -36 pays basic pay for each completed year of service.

Any partial year's service above one year shall be compensated for proportionately.

CLAUSE 45-TOOL MAINTENANCE ALLOWANCE

It is agreed that employers shall provide all tools or artisans compensated for possessing all tools applicable to their trade shall receive the following allowances for each day's worked.

Carpenter, Bench Fitter - ONE THOUSAND SIX HUNDRED (LE:1,600) LEONES ONLY PER DAY.

Steel Benders and Panel Beaters - ONE THOUSAND SIX HUNDRED(LE:1,600) LEONES ONLY PER DAY.

EXAMPLE OF TRADES

- (a) Plant fitters.
(b) Locksmith.
(c) Refrigerator Mechanics.
(d) Plumbers.
(e) Auto Electrician.
(f) Motor Mechanics
(g) Carpenters.
(h) Mason.
(i) Lathe Turner.

CLAUSE 46-HANDICAPPED WORKERS

In the event of a worker sustaining injuries at work place or becoming affected by an occupational Disease/ Accident in the course of his/her employment and becoming physically handicapped as a result thereof, every effort shall be made by the employer to give the handicapped worker such suitable work as is available. It is agreed that this worker / employee shall stay in employment until he/ she retires / resigns or dies.

CLAUSE 47- TRADE TEST

It is agreed that employers having in their employment workers specialized in trades that are not catered for in the Trade Test Book published in 1948 shall make arrangements for departmental tests for their workers / employees for the purpose of placing them accordingly.

Examples of trade test

- (a) Lock Smith.
(b) Plant Fitters.
(c) Refrigerator Mechanic.
(d) Plumbers.
(e) Auto Electricians.
(f) Motor Mechanic.

CLAUSE 48-OCCUPATION

- (a) The Occupation specified by this Trade Group Council are defined in the International Labour Organization Inter- national Standard Classification of Occupation' as revised from time to time.
(b) Artisans 1st Class
Artisans who have passed a trade test approved by this Council and hold a Grade B certificate for the Trade in which they are employed.
(c) Artisans 2nd class
Artisans who have passed a Trade Test approved by this Council and hold a Grade C Certificate for the Trade in which they are employed.

CLAUSE 49-CERTIFICATE OF SERVICE

When a worker leaves the service of his / her Employer a Certificate of service shall be issued to him / her. The Certificate of service shall show the following provided that the employer shall add Information or comments which he considers will be to the workers advantage.

Name of Employer:.....
Name of Worker:.....
Place of Workers Birth:.....
Position Held on Employment:.....to.....
Final Position Held:.....
Period of Employment:.....
This is the only and final Certificate to be issued by the Establishment.....
Signature of Authorized Officer.

CLAUSE 50-PROBATION PERIOD CASUAL/ TEMPORARY/ PART TIME

- (a) All monthly workers covered by this Agreement shall served a probationary period not exceeding three (3) months.
(b) The probationary period may be extended for a further period of three (3) months in case of doubts as to the suitability of the worker, but in no case shall the total probationary period exceed six months for monthly paid workers/employees.

- (c) Such notification for the extension of the probationary period shall be made in writing to the workers concern not later than one (1) week before the expiring date of the first three (3) months of the probationary period, upon completion of the probationary period, the worker shall be given a letter of confirmation of his/her Appointment.
- (d) During the probationary period the service of the worker may be terminated at any time by either party giving to the other not less than one (1) working days notice of or one (1) working day's basic pay in lieu of notice for daily rated workers or one (1) week's pay in lieu of notice in respect of monthly rated workers/employees.
- (e) It is hereby agreed that any casual, part-time temporary worker who has continuously served the same employer for the period not less than one 1 month shall be automatically absorbed as a permanent worker.
- (f) It is agreed that any, part-time/temporary and causal workers shall enjoy conditions of service in this Agreement.
- (g) It is further agreed that all workers on engagement shall be giving a letter of appointment on assumption of duty indicating the following:
1. Date of Appointment
  2. Position/Occupation
  3. Basic Salary per month/per day.

#### CLAUSE 51-TOILET /WASHING FACILITIES

- (a) The employer shall provide toilet /washing facilities for workers engaged in the application of harmful substances or in any operation where harmful contaminants are used. Toilets and washing facilities shall be in close proximity to the work site and shall be equipped to removed all harmful substances.
- (b) It is further agreed that employers shall provide cloak room facilities for keeping clothes and sufficient ventilation systems shall be provided for workers in all workshops.

#### CLAUSE 52-SHOP STEWARD

- (a) It is agreed that reasonable time shall be allowed by management as and when necessary during normal working hours for shop stewards to handle workers grievances.

- (b) It is agreed that the employer shall not enter into negotiation with any worker/employee or employer /worker in respect of the Interpretation of this Agreement other than the recognized shop stewards approved by the recognized union.

#### CLAUSE 53-DAMAGE OF TOOLS

It is agreed that where a worker is working with his/her own tools in the interest of employer's business and a tool is damaged through no fault of the worker, the employer shall pay the depreciated cost of the damaged tool.

#### CLAUSE 54-NIGHT SHIFT ALLOWANCE

Workers covered by this Agreement performing night shift work shall receive allowance which shall be agreed between the employer and the recognized union

#### CLAUSE 55-NON ACCIDENT BONUS

Drivers /Operators covered by this Agreement who have worked with the same employer for a period of one (1) year without accident of his/her own fault shall received the sum of ONE HUNDRED THOUSAND (LE100,000) Leones as NON ACCIDENT BONUS. All drivers/operators shall receive bonuses immediately they have completed one (1) year service with the same employer.

#### CLAUSE 56-DIRTY WORK ALLOWANCE

All workers who handle or come into contact with rubbish, sewage, black oil, wood dust, toxic or dangerous chemicals, any hazardous materials such as cement, tar or cargo shall be paid an allowance of ONE THOUSAND TWO HUNDRED (LE:1,200) Leones per day to daily rated workers and THIRTY ONE THOUSAND TWO HUNDRED (LE:31,200) Leones per month for monthly rated workers.

#### CLAUSE 57- RENT /HOUSING ALLOWANCE

Rent allowance of THIRTEEN THOUSAND (LE:13,000) Leones per month shall be paid to all categories of workers covered by this Agreement.

#### CLAUSE 58-LOAN FACILITIES

It is agreed that workers/employees covered by this Agreement may receive loan from his / her employer.

#### CLAUSE 59-TEMPORARY LAY- OFF

Should an employer contemplate a temporary lay-off of some of his/her work force at least two (2) weeks notice in writing shall be given in confidence to the General Secretary of the appropriate union. The management and the union shall thereafter hold full discussions before the implementation of the temporary

lay-off.

- (a) The employer would send workers on their annual leave where leave is due.
- (b) Where the worker do not have annual leave due. The employer should offer soft loans up to a maximum of 60% of the employee's monthly basic salary for the duration of the temporary lay-off to employees that are affected provided such loans (including any other loans made to the worker (s) do not exceed End of Service Benefit to which he/she might be entitled on resignation or termination.

#### CLAUSE 60-ADDED RESPONSIBILITY ALLOWANCE

All workers covered by this Agreement when given any additional responsibility other than his / her normal duty shall receive SIX HUNDRED (LE:600) Leones per day in addition to his / her basic rate per day for the daily rated workers and FIFTEEN THOUSAND SIX HUNDRED (LE:15,600) Leones per month for all monthly rated workers.

#### CLAUSE 61-TYREMAN

- (a) A tyreman is a worker who is wholly or mainly engaged in repairing and maintaining tyres and tubes, checking tyre pressures, changing wheels, tyres and tubes, making out tyre change forms of information in the tyre recording section.
- (b) It is agreed that where a motor mechanic / fitter is to change / repair tyres, the worker involved shall receive reasonable incentive which shall be agreed between the employer and the recognized union.

#### CLAUSE 62-SHELTER FACILITY

It is agreed that the employer shall provide suitable shelter facility for all workers covered by this Agreement in the works yard for the workers proper use.

#### CLAUSE 63-HEALTH HAZARD AND SAFETY COMMITTEE

1. It is the desire of both Employer and the Trade Union in the Building and Construction Industry to make the work place health hazard free and safe for better working environment and therefore agreed that health hazard and safety committee shall be formed with equal number of representation at workplace to handle such health hazard problems.
2. OCCUPATIONAL HEALTH AND SAFETY (OHS) SAFE AND HEALTH ENVIRONMENT (SHE)

It is the desire of both employer and the Trade Union in the Building and Construction Industry to make the work place hazard free and safe for better working environment therefore the employers agreed

to control and co-ordinate a system of work that will ensure a safe, and accident free.

- (a) It is agreed that the employer shall ensure the provision and maintenance of a safe and risk free working environment for the workers in his employment.
- (b) That correct and timely information of real and potential dangers of substances used in the company / work place and other threats to safety / health shall be communicated / displayed for all to see and read.
- (c) That to avoid the risk of falling from heights, especially due to bad scaffolding, appropriate materials are to be used in all construction exercises when and where necessary.

#### CLAUSE 64-TRADE GROUP AWARD (INCREMENT)

All workers covered by this Agreement in existing employment shall receive increment as follows:

- (a) For all SKILLED AND PROFESSIONAL WORKERS there shall be an increase of ONE THOUSAND FIVE HUNDRED (LE:1,500) Leones per day in addition to the existing rates for all daily rated workers/employees and an increase of THIRTY NINE THOUSAND (LE:39,000) Leones per month in addition to the existing salaries for all monthly paid workers / employees.
- (b) For all SEMI SKILLED WORKERS there shall be an increase of ONE THOUSAND THREE HUNDRED (LE: 1,300) Leones per day in addition to the existing rates for all daily rated workers /employees and an increase of THIRTY THREE THOUSAND EIGHT HUNDRED (LE:33,800) Leones per month in addition to the existing salaries for all monthly paid workers/ employees.
- (c) For all UNSKILLED WORKERS there shall be an increase of ONE THOUSAND ONE HUNDRED (LE: 1,100) Leones per day in addition to the existing rates for all daily rated workers/employees and an increase of TWENTY EIGHT THOUSAND SIX HUNDRED (LE 28,600) Leones per month in addition to the existing salaries for all monthly paid workers / employees.
- (d) Regarding the classification of individual workers/ employees as skilled, professional, semi- skilled, or unskilled, shall be reconciled between the employer and the recognized union.

#### CLAUSE 65-LEGAL PROTECTION

It is agreed that Legal Services shall be provided by the employer, when operator/ driver is involved in a matter/accident within the scope of his / her authorized duty.

#### CLAUSE 66-HEALTH AND SAFETY OFFICERS

It is agreed that there shall be health and safety officers at various sites. The functions of a health and safety officer are to ensure the following:-

- (a) The regular occupational medical check is maintained in accordance with CLAUSE 63.

- (b) The observance of safety regulations by workers.
- (c) That the right to information on hazards of chemicals.
- (d) That job training with respect to health and safety precautions be made available.
- (e) That adequate protective clothing and equipment are supplied to workers.

**CLAUSE 67-CIVIL UNREST**

It is agreed that workers / employees who work during civil unrest shall receive wages / salary and other allowances for the days worked.

**CLAUSE 68-SUB CONTRACT WORKERS EMPLOYEES**

Workers who are employed by sub-contractors shall enjoy the full benefit of this Agreement from their employers.

**CLAUSE 69-JOB PROTECTION**

- (a) It is agreed that non Sierra Leoneans shall NOT be engaged or employed by any employer while Sierra Leoneans are available in the labour market.

Examples of Trades are:-

- (a) Carpenters
- (b) Steel Benders
- (c) Drivers
- (d) Operators
- (e) Masoners
- (f) Security Guards/Watchmen
- (g) Messengers
- (h) Clerks
- (i) Electricians
- (j) Plumbers
- (k) Labourers
- (l) Quarry Workers
- (m) Mechanics
- (n) Surveyors

It is further agreed that if Sierra Leoneans are NOT available, the employer shall consult with the General Secretary or representative of the recognized Trade Union, employed General Secretary or Local representative of the Union before any non Sierra Leonean can be engaged or employed.

**CLAUSE 70-SERVICE FEE**

- (a) It is agreed that worker/workers receiving

benefit from this Agreement shall pay a monthly service fees to the recognized Trade Union.

- (b) It is agreed that non Sierra Leoneans Employees/ Workers shall pay service fees, (Union Fees) to the recognized union if they are employed.

**CLAUSE 71-PAYMENT SLIP DAILY WAGE/ MONTHLY STAFF**

It is agreed that all workers covered by this Agreement shall receive their daily wages / monthly pay slip / card on payment wages /salaries.

**CLAUSE 72-PROMOTION**

Promotion shall be given at the end of every year and subsequent years to workers/ employees on merit.

**CLAUSE 73-ABUSIVE LANGUAGE ON SITE/ WORKSHOP AND HEAD OFFICE**

It is agreed between management and the recognized Trade Union that abusive language is not tolerated in work places.

It is agreed that where a supervisor, Engineer, Foreman, Headman, and a Personnel Manager insult a worker or a worker insult the above mentioned Officers, management and the recognized Trade Union shall meet within two (2) working days to investigate the matter, whosoever is found wanting, management and the Union shall take appropriate action in the interest of the institution.

**CLAUSE 74- HIV / AIDS**

- (a) It is agreed that in the event where it is proved that a worker is HIV /AIDS positive and he/she is still capable of performing his /her normal duty, the worker shall continue his/her work.
- (b) It is further agreed, that Employers or workers shall not in any way discriminate against a worker who is HIV /AIDS positive.
- (c) It is agreed that Employers and the recognized Union shall jointly educate their workers/ members against HIV /AIDS disease every four (4) months.

**CLAUSE 75- NASSIT BENEFIT**

In accordance with part vi (6) of the National Social Security and Insurance Trust Act No. 39 dated 9th August 2001 paragraph 1-2 respectively, it is agreed that workers employed whether part - time, casual or temporary shall enjoy the National Social Security and Insurance Trust Benefit from his / her employer i.e. the Employer shall pay his / her contribution to the

Trust of such workers earnings for the period the worker is in his/her employment.

**SIGNATORIES TO THIS AGREEMENT**

The conditions of employment and rates of pay set out in this Agreement were agreed upon by the Building and Construction Trade Group Negotiating Council, in accordance with the provision of the Act.

This Agreement is signed on the 17th April, 2008.

*For and on behalf of Employers  
In the Building and Construction  
Building and Trade Group*

*For and on behalf of Employees  
below Supervisory level in the  
Construction Trade Group*

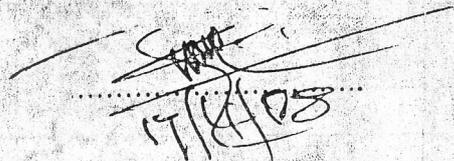
**MR. J. S. KAMARA**  
PERSONNEL MANAGER SALCOST-SIERRA LEONE -  
CHAIRMAN



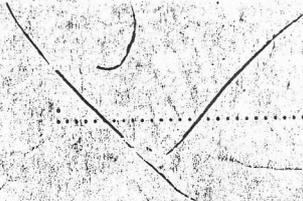
**MR. N. N. NASSAR (LEADER)**  
DIRECTOR GENERAL SECRETARY  
SIERRA CONSTRUCTION SYSTEMS



**MR. T. A. KASSIM (LEADER)**  
ARTISANS, PUBLIC WORKS AND SERVICES  
EMPLOYEES



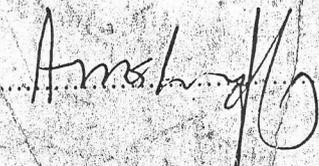
**MR. F. M. BASMA**  
MANAGING DIRECTOR-GENERAL SECRETARY  
INTERNATIONAL CONSTRUCTION CO.



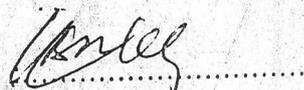
**MR. J. T. GBONDO**  
GENERAL SECRETARY  
CONSTRUCTION WORKERS UNION.



**MR. A. M. SHERIFF**  
CHIEF WORKS STUDY OFFICER  
MINISTRY OF WORKS, HOUSING AND TECHNICAL MAINTENANCE.



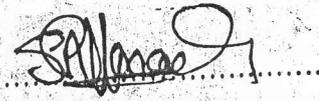
**MR. K. B. J. CONTEH**  
GENERAL SECRETARY  
SIERRA LEONE UNION OF SECURITIES  
WATCHMEN AND GENERAL WORKERS



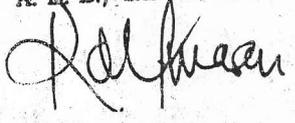
MR. H. RAAD  
EXECUTIVE DIRECTOR  
EACON INTERNATIONAL COMPANY LTD.,  
HOUSING AND TECHNICAL MAINTENANCE



MR. S. R. MACAULEY  
ASSISTANT GENERAL SECRETARY  
ARTISANS, PUBLIC WORKS SERVICES  
EMPLOYERS UNION



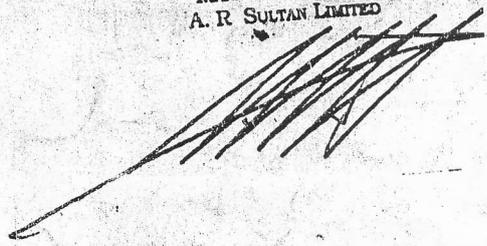
MR. S. O. MASON  
PERSONNEL MANAGER  
A. B. B. / SAE POWER LINES



MR. F. MUSA  
GENERAL SECRETARY  
SKILLED AND MANUAL PRODUCTIVE WORKERS UNION



MR. A. R. SULTAN  
MANAGING DIRECTOR  
A. R. SULTAN LIMITED



MR. A. M. BANGURA  
ASSISTANT GENERAL SECRETARY  
SIERRA LEONE UNION OF SECURITIES  
WATCHMEN AND GENERAL WORKERS



MR. A. R. SESAY  
PERSONNEL OFFICER  
SIERRA CONSTRUCTION SYSTEMS

