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GOVERNMENT NOTICES

DEPARTMENT OF MANPOWER UTILISATION

No. R. 1031

23 May 1980

INDUSTRIAL CONCILIATION ACT, 1956

**BAKING AND/OR CONFECTIONERY INDUSTRY,
CAPE.—MAIN AGREEMENT**

I, Stephanus Petrus Botha, Minister of Manpower Utilisation, hereby—

(a) in terms of section 48 (1) (a) of the Industrial Conciliation Act, 1956, declare that the provisions of the Agreement which appears in the Schedule hereto and which relates to the Baking and/or Confectionery Industry, shall be binding, with effect from the second Monday after the date of publication of this notice and for the period ending 31 March 1981, upon the employers' organisation and the trade union which entered into the said Agreement and upon the employers and employees who are members of the said organisation or union;

(b) in terms of section 48 (1) (b) of the said Act, declare that the provisions of the said Agreement, excluding those contained in clauses 1 (1) (a), 2, 5 (6) (j) and 19, shall be binding, with effect from the second Monday after the date of publication of this notice and for the period ending 31 March 1981, upon all employers and employees other than those referred to in paragraph (a) of this notice, who are engaged or employed in the said Industry in the areas specified in clause 1 (1) (b) of the said Agreement; and

(c) in terms of section 48 (3) (a) of the said Act, declare that in the areas specified in clause 1 (1) (b) of the said Agreement and with effect from the second Monday after the date of publication of this notice and for the period ending 31 March 1981, the provisions of the said Agreement, excluding those contained in clauses 1 (1) (a), 2, 5 (6) (j), 19 and 20, shall *mutatis mutandis* be binding upon all persons who are not employees and who are employed in the said Industry by the employers upon whom any of the said provisions are binding in respect of employees and upon those employers in respect of such persons in their employ.

S. P. BOTHA, Minister of Manpower Utilisation.

GOEWERMENTSKENNISGEWINGS

DEPARTEMENT VAN MANNEKRAGBENUTTING

No. R. 1031

23 Mei 1980

WET OP NYWERHEIDSVERSOENING, 1956

**BAK- EN/OF BANKETNYWERHEID (KAAP).
—HOOFOOREENKOMS**

Ek, Stephanus Petrus Botha, Minister van Mannekragbenutting, verklaar hierby—

(a) kragtens artikel 48 (1) (a) van die Wet op Nywerheidsversoening, 1956, dat die bepalings van die Ooreenkoms wat in die Bylae hiervan verskyn en op die Bak- en/of Banketnywerheid betrekking het, met ingang van die tweede Maandag na die datum van publikasie van hierdie kennisgewing en vir die tydperk wat op 31 Maart 1981 eindig, bindend is vir die werkgewersorganisasie en die vakvereniging wat genoemde Ooreenkoms aangegaan het en vir die werkgewers en werknemers wat lede van genoemde organisasie of vereniging is;

(b) kragtens artikel 48 (1) (b) van genoemde Wet, dat die bepalings van genoemde Ooreenkoms, uitgesonderd dié vervat in klousules 1 (1) (a), 2, 5 (6) (j) en 19, met ingang van die tweede Maandag na die datum van publikasie van hierdie kennisgewing en vir die tydperk wat op 31 Maart 1981 eindig, bindend is vir alle ander werkgewers en werknemers as dié genoem in paragraaf (a) van hierdie kennisgewing, wat betrokke is by of in diens is in genoemde Nywerheid in die gebiede gespesifieer in klousule 1 (1) (b) van genoemde Ooreenkoms; en

(c) kragtens artikel 48 (3) (a) van genoemde Wet, dat die bepalings van genoemde Ooreenkoms, uitgesonderd dié vervat in klousules 1 (1) (a), 2, 5 (6) (j), 19 en 20, met ingang van die tweede Maandag na die datum van publikasie van hierdie kennisgewing en vir die tydperk wat op 31 Maart 1981 eindig, in die gebiede gespesifieer in klousule 1 (1) (b) van genoemde Ooreenkoms, *mutatis mutandis* bindend is vir alle persone wat nie werknemers is nie en wat in diens is in genoemde Nywerheid by dié werkgewers vir wie enigeen van genoemde bepalings ten opsigte van werknemers bindend is en vir daardie werkgewers ten opsigte van sodanige persone in hul diens.

S. P. BOTHA, Minister van Mannekragbenutting.

SCHEDULE

INDUSTRIAL COUNCIL FOR THE BAKING AND/OR CONFECTIONERY INDUSTRY (CAPE)

AGREEMENT

in accordance with the provisions of the Industrial Conciliation Act, 1956, made and entered into by and between the

Cape Master Bakers' and/or Confectioners' Association

(hereinafter referred to as the "employers" or the "employers' organisation"), of the one part and the

Bakery Employees' Industrial Union

(hereinafter referred to as the "employees" of the "trade union"), of the other part,

being parties to the Industrial Council for the Baking and/or Confectionery Industry (Cape).

1. SCOPE OF APPLICATION OF AGREEMENT

(1) The terms of this Agreement shall be observed in the Baking and/or Confectionery Industry—

- (a) by all employers who are members of the employers' organisation and by all employees who are members of the trade union;
- (b) in the Magisterial Districts of The Cape, Wynberg, Simonstown, Bellville, Goodwood, Kuils River, Somerset West, Strand, Stellenbosch, Paarl and Wellington.

(2) Notwithstanding the provisions of subclause (1), the terms of this Agreement shall—

- (a) only apply to employees for whom wages are prescribed in this Agreement and to the employers of such employees;
- (b) apply to apprentices in so far as they are not inconsistent with the provisions of the Apprenticeship Act, 1944, or any contract entered into or any condition fixed thereunder.

2. PERIOD OF OPERATION OF AGREEMENT

This Agreement shall come into operation on a date to be fixed by the Minister of Manpower Utilisation in terms of section 48 of the Act, and shall remain in force for the period ending 31 March 1981, or for such period as may be determined by him.

3. DEFINITIONS

(1) Unless the contrary intention appears any expression used in this Agreement which is defined in the Industrial Conciliation Act 1956, shall have the same meaning as in that Act, and unless inconsistent with the context—

"Act" means the Industrial Conciliation Act, 1956;

"apprentice" means an employee bound by a contract of apprenticeship registered or deemed to be registered under the Apprenticeship Act, 1944;

"baker" means an employee who is engaged in supervising and/or performing one or more of the following operations:

(a) Manufacturing dough and/or mass-measuring and/or mixing the ingredients used in making dough;

(b) cutting back and/or knocking back dough by machine;

(c) dividing and/or mass-measuring dough by hand, and/or moulding and/or plaiting and/or shaping loaves;

(d) controlling the putting into and/or withdrawing from ovens of bread and/or regulating the temperatures of ovens;

(e) inserting dough and/or withdrawing bread from an oven which is not as automatic or drawplate oven, using a peel;

"baker's assistant" means an employee who under the supervision of a baker assist a baker in making bread;

"baker's shop" means a shop attached to and/or forming part of the building and/or premises of the bakery;

"Baking and/or Confectionery Industry" means the Industry in which employers and employees are associated for the purpose of baking and/or making bread and/or confectionery and includes—

(a) the baking and/or making of rolls, buns, currant bread, doughnuts, rusks, mosbolletjies, cakes, pastries, pies, yeast goods, and other products of a bakehouse of which dough or batter forms a component part;

BYLAE

NYWERHEIDSRAAD VIR DIE BAK- EN/OF BANKETNYWERHEID (KAAP)

OOREENKOMS

ingevolge die Wet op Nywerheidsversoening, 1956, gesluit deur en aangaan tussen die

Cape Master Bakers' and/or Confectioners' Association

(hierna die "werkgewers" of die "werkgewersorganisasie" genoem), aan die een kant, en die

Bakery Employees' Industrial Union

(hierna die "werknelers" of die "vakvereniging" genoem), aan die ander kant,

wat die partye is by die Nywerheidsraad vir die Bak- en/of Banketnywerheid, Kaap.

1. TOEPASSINGSBESTEK VAN OOREENKOMS

(1) Hierdie Ooreenkoms moet in die Bak- en/of Banketnywerheid nagekom word—

(a) deur alle werkgewers wat lede van die werkgewersorganisasie is en alle werknelers wat lede van die vakvereniging is;

(b) in die landdrosdistrikte Die Kaap, Wynberg, Simonstad, Bellville, Goodwood, Kuilsrivier, Somerset-Wes, Strand, Stellenbosch, Paarl en Wellington.

(2) Ondanks subklousule (a), is hierdie Ooreenkoms van toepassing—

(a) slegs op werknelers vir wie lone in hierdie Ooreenkoms voorgeskrif word en op die werkgewers van sodanige werknelers;

(b) op vakleerlinge vir sover dit nie onbestaanbaar is met die Wet op Vakleerlinge, 1944, of met 'n kontrak daarkragtens aangegaan of 'n voorwaarde daarkragtens gestel nie.

2. GELDIGHEIDSDUUR VAN OOREENKOMS

Hierdie Ooreenkoms tree in werking op 'n datum wat die Minister van Mannekragbenutting kragtens artikel 48 van die Wet vasselt en bly van krag vir die tydperk wat op 31 Maart 1981 eindig, of vir 'n tydperk wat hy bepaal.

3. WOORDOMSKRYWING

(1) Tensy die teenoorgestelde bedoeling blyk, het alle uitdrukings wat in hierdie Ooreenkoms gebesig en in die Wet op Nywerheidsversoening, 1956, omskryf word, dieselfde betekenis as in daardie Wet, en tensy onbestaanbaar met die sinsverband beteken—

"Wet" die Wet op Nywerheidsversoening, 1956;

"vakleerling" 'n werkneler wat gebind is deur 'n leerlingkontrak wat geregistreer is of geag word geregistreer te wees ingevolge die Wet op Vakleerlinge, 1944;

"bakker" 'n werkneler wat een of meer van die volgende werkzaamhede verrig en/of toesig daaroor hou:

(a) Deeg aanmaak en/of die bestanddele wat by die maak van deeg gebruik word, massameet en/of meng;

(b) deeg deur middel van 'n masjien afknie;

(c) deeg met die hand verdeel en/of massameet en brode vorm en/of vleg en/of fatsoeneer;

(d) beheer uitoefen oor die insit en/of uithaal van brood in en/of uit onde en/of die temperatuur van onde reguleer;

(e) Met behulp van 'n oondskop deeg insit in 'n oond wat nie 'n outomatisiese of 'n trekplaatond is nie en brood uit die oond haal;

"bakkersassistent" 'n werkneler wat, onder die toesig van 'n bakker, 'n bakker help om brood te maak;

"bakkerswinkel" 'n winkel wat verbonde is aan en/of deel uitmaak van die gebou en/of perseel van die bakkery;

"Bak- en/of Banketnywerheid" die Nywerheid waarin werkgewers en werknelers met mekaar geassosieer is met die doel om brood en/of banket te bak en/of te maak, en omvat dit ook—

(a) die bak en/of maak van broodrolletjies, bolletjies, korintebrood, oliebolle, beskuit, mosbolletjies, koek, fyngebakkies, pasteie, suurdeeggebak en ander produkte van 'n bakkery waarvan deeg of beslag 'n samstellende deel uitmaak;

(b) the manufacture of any commodity or ingredient used in baking or the making of confectionery if carried on by employers and employees engaged in the activities referred to in paragraph (a);

(c) all activities carried on by such employers which are incidental to, connected with or consequent on the activities referred to in paragraph (a) or the distribution of the product referred to therein, if carried on by such employers or their employees, including the distribution and/or sale and/or display of the said products at or from a baker's shop;

but excludes the manufacture of sweets and/or biscuits other than hand-made biscuits;

"bread", without limiting its ordinary meaning, includes rolls, fancy bread, buns, currant bread and bun-loaves;

"casual employee" means an employee who is employed by the same employer on not more than three days in any week;

"checker/dispatcher" means an employee in charge of receiving, checking, assembling and packing of bread and/or confectionery for dispatch or delivery from an establishment and who may supervise such dispatch and includes the mass-measuring and addressing of parcels and writing up of rail notes or any other writing in connection with his duty as packer, but does not include an employee engaged in wrapping individual articles or packing them into trays or other containers;

"clerical employee" means an employee, other than a storeman or checker/dispatcher, who is wholly or mainly engaged in writing, typing or any other form of clerical work and includes a counterhand, cashier and telephone operator, but excludes clerical work which is incidental to any other occupation defined in this Agreement;

"clerical employee, male, qualified," means a male clerical employee who has had not less than two years' experience;

"clerical employee, male, unqualified," means a male clerical employee who has had less than two years' experience;

"clerical employee, female, qualified," means a female clerical employee who has had not less than two years' experience;

"clerical employee, female, unqualified," means a female clerical employee who has had less than two years' experience;

"confectioner" means an employee who is engaged in supervising and/or performing one or more of the following operations:

(a) Manufacturing confectionery and/or mass-measuring and/or measuring and/or mixing the ingredients used in making confectionery;

(b) dividing and/or mass-measuring the resultant mixture and/or placing it in pans or receptacles for cooking and/or baking;

(c) inserting dough and/or withdrawing confectionery from an oven which is not an automatic or drawplate oven, using a peel;

(d) icing and/or filling and/or finishing confectionery;

"confectioner's assistant" means an employee who under the supervision of a confectioner assists a confectioner in making confectionery;

"confectionery", without limiting its ordinary meaning, includes cakes, pies, pasties, pastries, koeksisters; hand-made biscuits, scones and yeast-raised goods other than bread;

"Council" means the Industrial Council for the Baking and/or Confectionery Industry (Cape);

"counterhand" means an employee engaged at a counter in a baker's shop in selling bread and/or confectionery, making up orders and handling cash;

"country delivery vans or vehicles" means those vans or vehicles which make deliveries of bakery products in the municipal areas of Kuils River, Malmesbury, Paarl, Somerset West, Stellenbosch, Strand and Wellington;

"day" means the period of 24 hours calculated from the time the employee commences work;

"delivery employee" means an employee other than a vanman's assistant or a delivery assistant, who delivers bread and/or confectionery on foot or by means of a bicycle, tricycle or hand-propelled vehicle and who may collect cash for C.O.D. orders;

"driver" means an employee other than a vanman, engaged in driving a motor vehicle, but who does not handle cash;

"emergency work" means any work which owing to unforeseen causes such as fire, storm, accident, act of violence or theft, must be done without delay and includes the work of or connected with the loading or unloading of trucks or vehicles belonging to the South African Railways and Harbours;

"establishment" means any premises in connection with which one or more employees are engaged in the Baking and Confectionery Industry and shall include a baker's shop;

(b) die vervaardiging van enige kommoditeit of bestanddeel wat in bakwerk of die vervaardiging van banket gebruik word, indien dit uitgevoer word deur werkgewers en werknemers wat betrokke is by die werksaamhede in paragraaf (a) vermeld;

(c) alle werksaamhede wat deur sodanige werkgewers verrig word en wat gepaard gaan met, in verband staan met of voortvloeit uit die werksaamhede in paragraaf (a) vermeld of die distribusie van die produkte daarin vermeld, indien deur sodanige werkgewers of hul werknemers uitgevoer, met inbegrip van die distribusie en/of verkoop en/of uitsluiting van genoemde produkte by of vanuit 'n bakkerswinkel;

maar sluit dit nie die vervaardiging van lekkergoed en/of ander beskuitjies as handgemaakte beskuitjies in nie;

"brood", sonder om die gewone betekenis daarvan te beperk, ook broodrolletjies, sierbrood, bolletjies, korintebrood en bolletjiesbrood;

"los werknemer" 'n werknemer wat vir hoogstens drie dae in 'n bepaalde week by dieselfde werkewer in diens is;

"nasienier/versender" 'n werknemer wat verantwoordelik is vir die ontvangs nagaan, bymekaarmaak en verpakking van brood en/of banket vir versending of aflevering vanuit 'n bedryfsinrigting en wat toesig kan hou oor sodanige versending en wat ook pakkette massameet en adresseer en spoorvragbrieve uitskryf of enige ander skryfwerk verrig in verband met sy diens as 'n verpakker, maar nie ook 'n werknemer wat artikels afsonderlik toedraai of in bakke of ander houers verpak nie;

"klerk" 'n werknemer, uitgesonder 'n magasynman of nasienier/versender, wat uitsluitlik of hoofsaklik skryf-, tik- of 'n ander vorm van klerklike werk verrig, en ook 'n toonbankbediende, klassier en telefonis, maar uitgesonder dié klerklike werk wat gepaard gaan met 'n ander beoep wat in hierdie Ooreenkoms omskryf word;

"klerk, man, gekwalifiseer," 'n manlike klerk met minstens twee jaar ondervinding;

"klerk, man, ongekwalifiseer," 'n manlike klerk met minder as twee jaar ondervinding;

"klerk, vrou, gekwalifiseer," 'n vroulike klerk met minstens twee jaar ondervinding;

"klerk, vrou, ongekwalifiseer," 'n vroulike klerk met minder as twee jaar ondervinding;

"banketbakker" 'n werknemer wat een of meer van die volgende werksaamhede verrig en/of toesig daaroor hou:

(a) Die vervaardiging van banket en/of die massameting en/of die afmeet en/of die meng van bestanddele wat by die vervaardiging van banket gebruik word;

(b) die verdeling en/of massameting van die mengsel wat gemaak is en/of die plasing daarvan in panne of houers met die doel om dit gaar te maak en/of te bak;

(c) die insit van deeg in en/of die uithaal van banket uit 'n oond wat nie 'n automatiese of trekplaatsoord is nie, met behulp van 'n oondskop;

(d) die versiering en/of opvulling en/of afwerking van banket;

"banketbakkersassistent" 'n werknemer wat onder die toesig van 'n banketbakker 'n banketbakker help om banket te maak;

"banket", sonder om die gewone betekenis daarvan te beperk, ook koek, pasteie, plaatpasteitjies, fyngebak, koeksisters, handgemaakte beskuitjies, botterbroodjies en suurdeeggebak, uitgesonder brood;

"Raad" die Nywerheidsraad vir die Bak- en/of Banketnywerheid (Kaap);

"toonbankbediende" 'n werknemer wat by 'n toonbank in 'n bakkerswinkel werksaam is in verband met die verkoop van brood en/of banket, die opmaak van bestellings en die hantering van kontant;

"plattelandse bestelwaens of -voertuie" dié waens of voertuie wat bakeryprodukte in die munisipale gebiede van Kuilsrivier, Malmesbury, Paarl, Somerset-Wes, Stellenbosch, Strand en Wellington aflewer;

"dag" die tydperk van 24 uur wat bereken word vanaf die tyd waarop die werknemer begin werk;

"besteller" 'n werknemer, uitgesonder 'n bestelwaman se assistent of 'n afleweringsassistent, wat brood en/of banket te voet of met 'n fiets, driebewiel of handaangedrewe voertuig aflewer en wat kontant vir K.B.A.-bestellings kan invorder;

"drywer" 'n werknemer, uitgesonder 'n bestelwaman, wat 'n motorvoertuig dryf maar wat nie kontantgeld hanteer nie;

"noodwerk" werk wat weens onvoorsienige oorsake soos 'n brand, storm, ongeluk, gewelddaad of diefstal sonder versuim gedoen moet word, en ook werk van of in verband met die laai of aflaai van trokke of voertuie van die Suid-Afrikaanse Spoorweë en Hawens;

"bedryfsinrigting" 'n perseel in verband waarmee een of meer werknemers in die Bak- en Banketnywerheid betrokke is, en ook 'n bakkerswinkel;

"experience" means, in relation to a clerical employee, the total period or periods of employment which such employee has had in any trade as a clerical employee, and in relation to a female counterhand means the total period or periods of employment which such employee has had as a counterhand in the Baking and/or Confectionery Industry;

"foreman baker" means a baker who is in charge of a shift engaged in making bread;

"foreman confectioner" means a confectioner who is in charge of a shift engaged in making confectionery;

"general worker" means an employee who is engaged in one or more of the following duties or capacities:

- (a) Carrying or stacking materials, utensils or flour;
- (b) cleaning workshops, premises, vehicles or animals;
- (c) greasing or preparing for use, washing or cleaning trays, pans, boxes, tins, machines, utensils, flues, smoke stacks, or soot boxes;
- (d) carrying or feeding fuel to furnaces or removing ashes;
- (e) loading or unloading;
- (f) cleaning, sorting, cracking or grinding nuts;
- (g) cleaning and/or stoning fruit;
- (h) washing, cleaning and/or cracking eggs;
- (i) wrapping bread, wrapping and/or carrying individual articles and/or packing them into trays or other containers; labelling tins, boxes or bread;
- (j) minding an animal-drawn van;
- (k) beating up sugar;
- (l) cutting up meat by hand;
- (m) washing or spraying bread with water or other fluid;
- (n) filling boxes, bins or other containers;
- (o) operating a hand-mincing machine or hand bundivider;
- (p) mass-measuring to a set scale, but excluding the mass-measuring of dough other than test mass-measuring dough, which has been automatically divided by machine, or mass-measuring dough in bulk prior to dividing;
- (q) limewashing walls and structures;
- (r) cooking rations or making tea, coffee or similar beverages;
- (s) assembling cardboard containers;
- (t) repairing, washing and ironing uniforms, aprons and overalls;
- (u) feeding into or withdrawing from automatic or drawplate ovens under the supervision of a baker or confectioner, but excluding the use of a peel to insert or withdraw bread and/or confectionery from an oven which is not an automatic or drawplate oven;
- (v) feeding dough into a machine, carrying and receiving including receiving dough for the purpose of tinning or panning up;
- (w) knocking and/or cutting back dough otherwise than by machine;
- (x) filling petrol tanks, draining and filling oil sumps, oiling and greasing motor and/or other vehicles, pumping air, changing tyres, repairing punctures in inner tubes, using jack or hoist to raise or lower vehicles, cleaning engines and parts thereof and holding parts, materials and/or tools and, under the supervision of a mechanic, placing parts and materials into position, changing wheels and tightening nuts, driving an empty truck or one which has had a breakdown, cleaning, oiling and greasing machinery, including overhead shafting and applying belt dressing.

(y) boiling and/or glazing of doughnuts.

[For purposes of this definition, the words "carrying or stacking materials, utensils or flour" shall include feeding dough into a machine, but shall not, except as provided for under item (v), include receiving dough from a machine or otherwise handling dough];

"inspector" or "overseer" means an employee who supervises the vanmen of an establishment;

"mechanic" means a person who has served an apprenticeship in an appropriate trade or who has not less than five years' experience in working with machinery, and who has had adequate experience with the class of machinery of which he is in charge, which he is required to examine or in connection with which he is required to work or who is a certificated engineer;

"merchandiser" means an employee who visits customers in connection with promotions, sales and displays and who may in addition take orders for the supply of goods;

"office messenger" means an employee engaged in delivering letters or messages, pasting labels, stamping envelopes and performing other similar duties normally carried out by this type of employee;

"ondervinding", in verband met 'n klerk, die totale tydperk of tydperke wat so 'n werknemer in enige bedryf as 'n klerk werkzaam was, en in verband met 'n vroulike toonbankbediende, die totale tydperk of tydperke wat so 'n werknemer in die Bank- en/of Banketnywerheid as 'n toonbankbediende werkzaam was;

"voormanbakker" 'n bakker wat aan die hoof staan van 'n skof wat brood maak;

"voormanbanketbakker" 'n banketbakker wat aan die hoof staan van 'n skof wat banket maak;

"algemene werker" 'n werknemer wat een of meer van die volgende werkzaamhede verrig of in een of meer van die volgende hoedanighede werkzaam is:

- (a) Materiaal, werktuie of meel dra of opstapel;
- (b) werkinkels, persele, voertuie of diere skoonmaak;
- (c) bakke, panne, dose, blikke, masjiene, werktuie, skoorstene, skoorsteenpype of roetvangers smeer of vir gebruik in gereedheid bring, was of skoonmaak;
- (d) brandstof na oonde dra of dit daarin voer of as verwyder;
- (e) laai- of aflaai;
- (f) neutre skoonmaak, sorteer, kraak of maal;
- (g) vrugte skoonmaak en/of ontpit;
- (h) eiers was, skoonmaak en/of kraak;
- (i) brood toedraai, artikels afsonderlik toedraai en/of dra en/of verpak in bakke of ander houers; blikke, dose, brood etiketteer;
- (j) 'n bespanne bestelwa oppas;
- (k) suiker klits;
- (l) vleis met die hand opnsny;
- (m) brood met water of 'n ander vloeistof was of spuit;
- (n) dose, bakke of ander houers vul;
- (o) 'n handmaalmasjiene of handbolletjieverdeeler bedien;
- (p) volgens 'n vooraf gestelde skaal massameet, uitgesonderd die massabepaling van deeg vir 'n ander doel as om die massa van die deeg te toets wat outomatis se deur 'n masjiene verdeel is, of die massa van grootmaatdeeg bepaal voordat dit verdeel word;
- (q) mure en bouwerke awfit;
- (r) rantsoene kook of tee, koffie of dergelyke dranke berei;
- (s) kartonhouers inmekaarsit;
- (t) uniforms, voorskote en oorklere herstel, was en stryk;
- (u) brood en/of banket onder die toesig van 'n bakker of banketbakker in 'n outomatis se trekplaatond voer of dit daaruit verwyder sonder om 'n oondskop te gebruik om brood en/of banket in te sit in of uit te neem uit 'n oond wat nie 'n outomatis se trekplaatond is nie;
- (v) deeg in 'n masjiene voer, deeg dra en ontvang en ook deeg ontvang met die doel om blikke of panne vol te maak;
- (w) deeg op 'n ander manier as deur middel van 'n masjiene afknie;

(x) petrolenks vul, olibakte leegmaak en vul, motor- en/of ander voertuie olie en smeer, lug pomp, buitebande omruil, lekplekke in binnebande herstel, 'n domkrag of hystoestel gebruik om voertuie op te lig of te laat sak, enjins en dele daarvan skoonmaak en dele, materiaal en/of gereedskap vashou en onderdele en materiaal onder die toesig van 'n werktuigkundige in posisie plaas, wiele omruil en moere aandraai, 'n leeë vragmotor of 'n vragmotor wat onklaar geraak het, dryf en masjinerie, met inbegrip van bosse, skoonmaak, olie en smeer en bandsmeersel aanbring;

(y) oliebolle kook en/of verglans

[Vir die toepassing van hierdie omskrywing omvat die woorde "materiaal, werktuie of meel dra of opstapel" ook die voer van deeg in 'n masjiene maar, behoudens item (v), nie ook die neem van deeg uit 'n masjiene of die hantering van deeg op 'n ander manier nie];

"inspekteur" of "opsigter" 'n werknemer wat toesig het oor die bestelwamanne van 'n bedryfsinstigting;

"werktuigkundige" 'n persoon wat sy vakleeringskap in 'n toepaslike ambag uitgedien het of wat minstens vyf jaar ondervinding het om met masjinerie te werk en wat toereikende ondervinding opgedoen het van die klas masjinerie waarvoor hy verantwoordelik is, wat hy moet ondersoek of in verband waarmee hy moet werk, of wat 'n gediplomeerde ingenieur is;

"afsetbevorderaar" 'n werknemer wat klante besoek met die oog op reklame, verkope en demonstrasies en wat daarbenewens bestellings kan neem vir die levering van goedere;

"kantoorbode" 'n werknemer wat briewe of boodskappe aflewer, etikette opplak, seëls op koeverte plak en ander dergelyke dienste verrig wat gewoonlik deur hierdie tipe werknemer gedoen word;

"overtime" means any time worked in excess of the hours of work prescribed in clause 6 (1) and (2);

"piece-work" means any system of work under which the minimum wage to which an employee is entitled is calculated solely on the quantity or output of work done irrespective of the time spent on such work;

"previous Agreement" means the Industrial Council Agreement for the Baking and/or Confectionery Industry (Cape), published under Government Notice R. 2223 of 8 December 1972;

"public holiday" means New Year's Day, Good Friday, Easter Monday, Ascension Day, Republic Day, Settlers' Day, Kruger Day, Day of the Covenant, Christmas Day or Boxing Day;

"shift" means two or more employees working for a period of not less than two consecutive hours in any part of an establishment;

"short-time" means a temporary reduction in the number of ordinary hours of work due to slackness of trade, shortage of raw materials or a general breakdown of plant or machinery or a threatened breakdown of buildings caused by accident or other unforeseen circumstances;

"storeman" means an employee in general charge of stores and who is responsible for receiving, issuing, storing, packing or unpacking the materials or articles used in an establishment in making bread and/or confectionery and/or delivering such materials or articles to the consuming departments in an establishment;

"taskwork" means any system of work under which a minimum quantity or output of work to be done in a specified time is fixed as a condition for the payment of the wages prescribed in clause 4;

"town delivery vans or vehicles" means those vans or vehicles which make deliveries of bakery products in the municipal areas of Bellville, Brackenfell, Cape Town, Durbanville, Fish Hoek, Goodwood, Kraaifontein, Milnerton, Parow, Pinelands and Simonstown;

"van" means an animal-drawn or mechanically propelled vehicle used for the delivery of bread and/or confectionery;

"vanman" means an employee who is in charge of a van on a round and is responsible for the loading of the van, the delivery of bread and/or confectionery and for cash received by him in respect thereof and who may drive a van;

"vanman's assistant" or "delivery assistant" means an employee who accompanies a vanman on his round and assists him in his duty but does not drive a van;

"wage" means that portion of the remuneration payable to an employee in respect of the ordinary hours of work as laid down in clause 6;

"watchman" means an employee engaged in guarding premises, buildings, gates, vehicles or other property.

(2) In classifying an employee for purposes of this Agreement, he shall be deemed to be in that class in which he is wholly or mainly engaged.

4. WAGES

(1) The minimum wage which shall be paid by an employer to each member of the undermentioned classes of his employees shall be as set out hereunder:

| (a) Employees other than casual employees | Per week |
|---|----------|
| Foreman baker/confectioner..... | 66,00 |
| Inspector, merchandiser or overseer..... | 66,00 |
| Baker/confectioner..... | 54,50 |
| Baker's and/or confectioner's assistant, male..... | 37,50 |
| Baker's and/or confectioner's assistant, female..... | 33,50 |
| Checker/despatcher..... | 44,50 |
| Vanman— | |
| during first year of employment as a vanman in the Baking and/or Confectionery Industry | 46,00 |
| thereafter | 53,00 |
| Driver..... | 38,00 |
| Mechanic..... | 71,50 |
| Storeman | 51,50 |
| Clerical employee, male, unqualified— | |
| during first year of experience..... | 32,00 |
| during second year of experience | 39,00 |
| Clerical employee, male, qualified..... | 51,50 |
| Clerical employee, female, unqualified— | |
| during first year of experience..... | 26,50 |
| during second year of experience | 33,50 |

"oortyd" tyd langer gewerk as die werkure in klosule 6 (1) en (2) voorgeskryf;

"stukwerk" 'n werkstelsel waarvolgens die minimum loon waarop 'n werknemer geregtig is, uitsluitlik bereken word op die hoeveelheid of omvang van die werk wat gedoen word, afgesien van die tyd wat aan sodanige werk bestee is;

"vorige Ooreenkoms" die Nywerheidsraadoordeelkoms vir die Bak-en/of Banketnywerheid (Kaap), gepubliseer by Goewermentskennisgeving R. 2223 van 8 Desember 1972;

"openbare vakansiedag" Nuwejaarsdag, Goeie Vrydag, Paasmaandag, Hemelvaartsdag, Republiekdag, Setlaarsdag, Krugerdag, Geloftedag, Kersdag of Gesinsdag;

"skof" twee of meer werknemers wat minstens twee agtereenvolgende ure in enige deel van 'n bedryfsinrigting werk;

"korttyd" 'n tydelike vermindering van die getal gewone werkure weens 'n slappe in die bedryf, 'n tekort aan grondstowwe of 'n algemene onklaarraking van installasie of masjinerie of 'n dreigende ineenstorting van geboue as gevolg van 'n ongeluk of ander onvoorsien omstandighede;

"magasynman" 'n werknemer wat oor die algemeen aan die hoof staan van voorrade en wat verantwoordelik is vir die ontvangs, uitreiking, oppberg, verpakking of uitpak van die materiaal of artikels wat in 'n bedryfsinrigting gebruik word om brood en/of banket te maak en/of vir die aflewing van sodanige materiaal of artikels aan die verbruksafdelings in 'n bedryfsinrigting;

"taakwerk" 'n werkstelsel waarvolgens die minimum hoeveelheid of die minimum omvang van die werk wat in 'n voorgeskrewe tyd verrig moet word, vastgestel word as 'n voorwaarde vir die betaling van die lone in klosule 4 voorgeskryf;

"stedelike bestelwaens of -voertuie" dié waens of voertuie wat bakketypprodukte in die munisipale gebiede van Bellville, Brackenfell, Kaapstad, Durbanville, Vishoek, Goodwood, Kraaifontein, Milnerton, Parow, Pinelands en Simonstad aflewer;

"bestelwa" 'n dierevoertuig of meganies aangedrewe voertuig wat gebruik word vir die aflewing van brood en/of banket;

"bestelwaman" 'n werknemer wat beheer uitoefen oor 'n bestelwa op 'n ronde en wat verantwoordelik is vir die laai van die bestelwa, die aflewing van brood en/of banket en vir die kontant wat hy daarvoor ontvang en wat 'n bestelwa kan dryf;

"bestelwaman se assistent" of "afleweringsassistent" 'n werknemer wat 'n bestelwaman op sy ronde vergesel en hom met sy werkzaamhede help maar nie 'n bestelwa dryf nie;

"loon" daardie gedeelte van die besoldiging wat aan 'n werknemer betaalbaar is vir die gewone werkure in klosule 6 voorgeskryf;

"wag" 'n werknemer wat persele, geboue, hekke, voertuie of ander eiendom bewaak.

2. By die indeling van 'n werknemer vir die toepassing van hierdie Ooreenkoms, word hy geag in dié klas te wees waarin hy uitsluitlik of hoofsaklik werkzaam is.

4. LONE

(1) 'n Werknemer moet aan elke lid van ondergenoemde klasse werknemers in sy diens die volgende minimum loon betaal:

| (a) Werknemers, uitgesonder los werknemers | Per week |
|--|----------|
| Voormanbakker/-banketbakker | 66,00 |
| Inspekteur, afsetbevorderaar of opsigter | 66,00 |
| Bakker/banketbakker | 54,50 |
| Bakkers- en/of banketbakkersassistent, man | 37,50 |
| Bakkers- en/of banketbakkersassistent, vrou | 33,50 |
| Nasiener/versender | 44,50 |
| Bestelwaman— | |
| gedurende eerste jaar diens as bestelwaman in die Bak- en/of Banketnywerheid | 46,00 |
| daarna | 53,00 |
| Drywer | 38,00 |
| Werktuigkundige | 71,50 |
| Magasynman | 51,50 |
| Klerk, man, ongekwalifiseer— | |
| gedurende eerste jaar ondervinding | 32,00 |
| gedurende tweede jaar ondervinding | 39,00 |
| Klerk, man, gekwalifiseer | 51,50 |
| Klerk, vrou, ongekwalifiseer— | |
| gedurende eerste jaar ondervinding | 26,50 |
| gedurende tweede jaar ondervinding | 33,50 |

| | Per week | R | Per week | R |
|---|----------|---|---|--------|
| Clerical employee, female, qualified..... | 39,00 | | Klerk, vrou, gekwalifiseer..... | 39,00 |
| Office messenger..... | 33,00 | | Kantoorbode | 33,00 |
| Vanman's assistant or delivery assistant— | | | Bestelwaman se assistent of afleweringsassistent— | |
| during first six months of employment with the same employer..... | 31,50 | | gedurende eerste ses maande diens by dieselfde werkewer daarna..... | 31,50 |
| thereafter..... | 34,00 | | | 34,00 |
| General worker, male— | | | Algemene werker, man— | |
| during first six months of employment with the same employer..... | 31,50 | | gedurende eerste ses maande diens by dieselfde werkewer daarna..... | 31,50 |
| thereafter..... | 34,00 | | | 34,00 |
| General worker, female— | | | Algemene werker, vrou— | |
| during first six months of employment with the same employer..... | 29,00 | | gedurende eerste ses maande diens by dieselfde werkewer daarna..... | 29,00 |
| thereafter..... | 30,50 | | | 30,50 |
| Delivery employee— | | | Besteller— | |
| during first six months of employment with the same employer..... | 31,50 | | gedurende eerste ses maande diens by dieselfde werkewer daarna..... | 31,50 |
| thereafter..... | 34,00 | | | 34,00 |
| Watchman..... | 35,50: | | Wag..... | 35,50: |

Provided that a general worker engaged in removing, emptying or replacing sanitary pails shall be paid the sum of 25c per week in addition to the weekly wage prescribed for a general worker.

(b) *Casual employee*.—For each day or part of a day of employment, one-fifth of the highest weekly wage prescribed for an employee performing the same class of work as the casual employee is required to perform.

(2) *Basis of contract*.—For the purposes of this clause, the basis of a contract of employment of an employee, other than a casual employee, shall be weekly and save as provided in subclause (3) and clause 5 (6) an employee shall be paid in respect of a week not less than the full weekly wage prescribed in subclause (1) for an employee of his class whether he has in that week worked the maximum number of ordinary hours prescribed in clause 6 (1) or less.

(3) *Differential wage*.—An employer who requires or permits a member of one class of his employees to perform for longer than one hour in the aggregate on any day, either in addition to his own work or in substitution therefor, work of another class for which either—

- (a) a wage higher than that of his own class; or
- (b) a rising scale of wages terminating in a wage higher than that of his own class;

is prescribed in subclause (1) shall pay to such employee a wage for all the ordinary hours of work of the establishment on that day—

(i) in the case referred to in paragraph (a), at a rate for each hour equal to the higher weekly wage divided by the number of ordinary hours worked by such employee in a week;

(ii) in the case referred to in paragraph (b), at a rate for each hour equal to the weekly wage prescribed for an employee of his class plus 30 per cent divided by the number of ordinary hours worked by such employee in a week: Provided that such employee shall not be entitled to an aggregate amount in respect of the day on which he performs such work greater than the amount that would have accrued to a qualified employee in such higher class at the rate of wage prescribed for him in subclause (1):

Provided further that where the sole difference between classes is, in terms of subclause (1), based on experience, sex or age, the provisions of this subclause shall not apply.

(4) *Bicycle allowance*.—An employer who requires an employee to use his own bicycle in the performance of his duties shall pay to him—

(a) in the case of an employee, other than a casual employee, not less than 25c per week;

(b) in the case of a casual employee, not less than 5c per day; in addition to the wage prescribed in subclause (1) for an employee of his class.

(5) *Calculation of monthly wage*.—Whenever the wage due to an employee is, in terms of clause 5 (1), paid monthly, the amount of such wage shall be calculated at the rate of four and one third times the wage prescribed in subclause (1) for an employee of his class.

5. PAYMENT OF REMUNERATION

(1) *Employees other than a casual employee*.—Save as provided in clause 7 (3), any amount due to an employee other than a casual employee shall be paid in cash weekly, or if the employer and his employee have agreed thereto in writing, monthly, during the hours of work on the usual pay-day of the establishment or on termination of employment if this takes place before the usual pay-day and shall be contained in a sealed envelope or other sealed container on or in which shall appear a statement showing the employer's name, employee's name or pay-roll number, the employee's occupation, the number of ordinary and overtime hours worked, the remuneration due and the period in respect of which payment is made.

(b) *Los werkennemers*.—Vir elke dag of gedeelte van 'n dag gewerk, een vyfde van die hoogste weekloon voorgeskryf vir 'n werkneem wat die selfde klas werk verrig as dié wat die los werkneem moet verrig.

(2) *Kontrakgrondslag*.—By die toepassing van hierdie klosule moet die dienskontrak van 'n werkneem, uitgesonderd 'n los werkneem, op 'n weeklikse grondslag berus en moet die werkneem, behoudens subklosule (3) en klosule 5 (6), ten opsigte van 'n week minstens die volle weekloon betaal word wat in subklosule (1) vir 'n werkneem van sy klas voorgeskryf word, afgesien daarvan of hy in daardie week die maksimum getal gewone ure wat in klosule 6 (1) voorgeskryf word, of minder, gewerk het.

(3) *Differensiële loon*.—'n Werkewer wat van 'n lid van een klas van sy werkennemers vereis of hom toelaat om langer as altesaam een uur op 'n dag, of benewens sy eie werk of in plaas daarvan, werk van 'n ander klas verrig waarvoor ð—

- (a) 'n hoër loon as dié van sy eie klas; ð
- (b) 'n stygende loonskaal wat uitloop op 'n hoër loon as dié van sy eie klas;

in subklosule (1) voorgeskryf word, moet aan sodanige werkneem vir al die gewone werkure van die bedryfsinrichting op daardie dag die volgende loon betaal:

(i) In die geval in paragraaf (a) vermeld, 'n uurloon wat gelyk is aan die hoër weekloon gedeel deur die getal gewone ure wat sodanige werkneem in 'n week gewerk het;

(ii) in die geval in paragraaf (b) vermeld, 'n uurloon wat gelyk is aan die weekloon voorgeskryf vir 'n werkneem van sy klas, plus 30 persent, gedeel deur die getal gewone ure deur sodanige werkneem in 'n week gewerk: Met dien verstande dat sodanige werkneem nie ten opsigte van die dag waarop hy sodanige werk verrig, op 'n bedrag geregtig is wat altesaam groter is as die bedrag wat 'n gekwalifiseerde werkneem in sodanige hoër klas sou toegekom het teen die loon wat in subklosule (1) vir hom voorgeskryf word nie:

Voorts met dien verstande dat waar die enigste verskil tussen klasse ingevolge subklosule (1) op ondervinding, geslag of ouderdom berus, hierdie subklosule nie van toepassing is nie.

(4) *Fietstoelae*.—'n Werkewer wat van 'n werkneem vereis om sy eie fiets vir die verrigting van sy werkzaamhede te gebruik, moet hom—

(a) in die geval van 'n ander werkneem as 'n los werkneem, minstens 25c per week;

(b) in die geval van 'n los werkneem, minstens 5c per dag; betaal benewens die loon wat in subklosule (1) vir 'n werkneem van sy klas voorgeskryf word.

(5) *Berekening van maandloon*.—Wanneer die loon wat aan 'n werkneem verskuldig is, ingevolge klosule 5 (1) maandeliks betaal word, moet die bedrag van sodanige loon bereken word teen vier en 'n derde maal die loon wat in subklosule (1) vir 'n werkneem van sy klas voorgeskryf word.

5. BETALING VAN BESOLDIGING

(1) *Werkennemers, uitgesonderd 'n los werkneem*.—Behoudens klosule 7 (3), moet alle bedrae wat aan 'n werkneem, uitgesonderd 'n los werkneem, verskuldig is, weekliks of, as die werkewer en sy werkneem skriftelik daaroor ooreengekom het, maandeliks gedurende die werkure op die gewone betaaldag van die bedryfsinrichting of by diensbeëindiging as dit voor die gewone betaaldag paasvind, in kontant betaal word, en sodanige betaling moet vervaardig word in 'n verselle koevert of ander verselle houer waarop of waarin daar 'n staat moet voorkom wat die naam van die werkewer, die naam of betaalstaatnommer van die werkneem, die werkneem se beroep, die getal gewone en oortydure wat hy gewerk het, die besoldiging wat verskuldig is en die tydperk waarvoor die bedrag betaal word, gemeld moet word.

(2) *Casual employees.*—An employer shall pay the remuneration due to a casual employee in cash on termination of his employment.

(3) *Premiums.*—No payment shall be made to or accepted by an employer, either directly or indirectly, in respect of the employment or training of an employee: Provided that this subclause shall not apply in respect of a training scheme to which the employer is legally required to contribute.

(4) *Purchase of goods.*—An employer shall not require his employee to purchase any goods from him or from any shop or person nominated by him.

(5) *Board and lodging.*—Save as provided in the Blacks (Urban Areas) Consolidation Act, 1945, or in the Black Labour Act, 1964, an employer shall not require his employee to board and/or lodge with him or with any person or at any place nominated by him.

(6) *Fines and deductions.*—An employer shall not levy fines against his employee nor shall he make any deductions from his employee's remuneration other than the following:

(a) With the written consent of his employee a deduction for holiday, sick, insurance, medical aid, provident or pension funds: Provided that in case of a deduction for sick or provident funds in terms of the second proviso to clause 8 (1) or any provident fund instituted by the Council, the written consent of the employee need not be obtained;

(b) except where otherwise provided in this Agreement, whenever an employee is absent from work other than on the instructions or at the request of his employer, a deduction proportionate to the period of his absence calculated on the basis of the weekly wage which such employee was receiving in respect of his ordinary hours of work at the time thereof;

(c) a deduction of any amount which an employer is legally or by any order of any competent court required or permitted to make;

(d) contributions in terms of clause 18 of this Agreement;

(e) an amount agreed to or determined in terms of clause 12 so as to replace any uniform, overall, dust coat or other protective clothing supplied by the employer free of charge, where such are destroyed either wilfully or by wilful neglect;

(f) a deduction in respect of any shortage in the collection and handling of money by vanmen;

(g) when an employee agrees or is required in terms of the Blacks (Urban Areas) Consolidation Act, 1945, or the Black Labour Act, 1964, to accept board and/or lodging from his employer, a deduction not exceeding the amounts specified hereunder:

| | Per week | Per month |
|-------------------------|----------|-----------|
| | R | R |
| Board | 0,30 | 1,30 |
| Lodging | 0,20 | 0,87 |
| Board and lodging | 0,50 | 2,17 |

(h) whenever the ordinary hours of work prescribed in clause 6 are reduced on account of short-time, a deduction in respect of each hour of such reduction of the employee's weekly wage divided by the number of ordinary hours worked by such employee in a week: Provided that no such deduction shall be made—

(i) in the case of short-time arising out of a temporary slackness of trade or shortage of raw materials unless—

(aa) the prior written approval of the Council for such reduction has been obtained; and

(ab) the employer has given his employee not less than 24 hours' notice of his intention so to reduce the ordinary hours of work.

An employee who, on any day within the period during which the ordinary hours of work are reduced by reason of short-time as aforesaid, attends at the establishment of his employer, on the instructions of his employer or of his representative, shall be given employment by his employer for not less than half his ordinary working hours, for such day, failing which the employee shall nevertheless be paid the wages which he would have received had he been given employment as hereinbefore prescribed;

(ii) in the case of short-time occasioned by a general breakdown of plant or machinery, or a threatened breakdown of buildings due to accident or other unforeseen emergency, in respect of the first hour not worked: Provided that the employer shall, within seven days of the working of such short-time, advise the Secretary of the Council thereof in writing;

(i) with the written consent of his employee, a deduction for cash advanced by the employer or goods purchased from the employer;

(j) with the written consent of an employee, a deduction for subscriptions to a registered trade union.

(7) *Incentive schemes.*—(a) Subject to the condition that no employee may be paid less than the amount he would be entitled to in terms of clauses 4 (1), 6 (10) and 9 of this Agreement, an employer may base an employee's remuneration on the quantity or output of work done: Provided that no such system of remuneration shall be permissible except in the form of an incentive scheme the terms of which have been agreed upon as set out in paragraphs (b) and (c) hereunder.

(2) *Los werkneemers.*—'n Werkewer moet die besoldiging wat aan 'n los werkneemers verskuldig is, in kontant betaal by die beëindiging van sy diens.

(3) *Premies.*—Geen betaling mag regstreeks of onregstreeks vir diens dienstdiens of opleiding van 'n werkneemers aan 'n werkewer gedoen of deur hom aangeneem word nie: Met dien verstande dat hierdie subklousule nie van toepassing is nie op 'n opleidingskema waartoe 'n werkewer regtens verplig is om by te dra.

(4) *Aankoop van goedere.*—'n Werkewer mag nie van sy werkneemers vereis om goedere van hom of van 'n winkel of persoon deur hom aangevys, te koop nie.

(5) *Kos en inwoning.*—Behoudens die Swartes (Stadsgebiede) Konsolidasiewet, 1945, of die Wet op Swart Arbeid, 1964, mag 'n werkewer nie van sy werkneemers vereis om kos en/of inwoning van hom of van enige mand of op 'n plek deur hom aangevys, aan te neem nie.

(6) *Boetes en aftrekking.*—'n Werkewer mag nie sy werkneemers boetes ople nie, en hy mag ook geen bedrag, uitgesonderd die volgende, van sy werkneemers se besoldiging af trek nie:

(a) Met die skriftelike toestemming van sy werkneemers, 'n bedrag vir 'n vakansie-, siekte-, versekerings-, mediese hulp-, voorsorg- of pensioenfonds: Met dien verstande dat, in die geval van 'n aftrekking vir siekte- of voorsorgfondse ingevolge die tweede voorbehoudsbepaling van klosule 8 (1) of 'n voorsorgfondse wat deur die Raad ingestel is, die skriftelike toestemming van die werkneemers nie verkry hoeft te word nie;

(b) behoudens andersluidende bepalings in hierdie Ooreenkoms, wanneer 'n werkneemers van sy werk afwesig is om 'n ander rede as op las of op versoek van sy werkewer, 'n bedrag wat eweredig is aan die typerk van sy afwesigheid en bereken is op grondslag van die weekloon wat sodanige werkneemers ten tyde daarvan vir sy gewone werkure ontvang het;

(c) 'n bedrag wat 'n werkewer regtens of op bevel van 'n hof metregsvoegheid moet of kan af trek;

(d) bydraes ingevolge klosule 18 van hierdie Ooreenkoms;

(e) 'n bedrag waaroor daar ooreenkomsdig klosule 12 ooreengeskryf is of wat aldus vasgestel is, vir die vervanging van 'n uniform, oorpak, stofjas of ander beskermende klere wat die werkewer gratis verskaf en wat opsetlik of weens opsetlike nataligheid vernietig is;

(f) 'n bedrag gelyk aan enige tekort by die invordering en hantering van geld deur bestelwamanne;

(g) wanneer 'n werkneemers daarmee instem of daar ingevolge die Swartes (Stadsgebiede) Konsolidasiewet, 1945, of die Wet op Swart Arbeid, 1964, van hom vereis word om kos en/of inwoning van sy werkewer aan te neem, 'n aftrekking van hoogsens die volgende bedrae:

| | Per week | Per maand |
|-----------------------|----------|-----------|
| | R | R |
| Kos | 0,30 | 1,30 |
| Inwoning | 0,20 | 0,87 |
| Kos en inwoning | 0,50 | 2,17 |

(h) wanneer die gewone werkure wat in klosule 6 voorgeskryf word, weens korttyd ingekort word, 'n bedrag vir elke uur van sodanige vermindering van die werkneemers se weekloon, gedeel deur die getal gewone ure deur sodanige werkneemers in 'n week gewerk: Met dien verstande dat sodanige bedrag nie afgetrek mag word nie—

(i) in geval van korttyd as gevolg van 'n tydelike slapte in die bedryf of tekort aan grondstowwe, tensy—

(aa) die skriftelike goedkeuring van die Raad vir sodanige inkorting vooraf verkry is; en

(ab) die werkewer sy werkneemers minstens 24 uur vooraf kennis gegee het van sy voorneme om die gewone werkure aldus in te kort.

'n Werkneemers wat op enige dag binne die typerk wat die gewone werkure ingekort is as gevolg van korttyd soos voornoem, die bedryfsinstigting van sy werkewer op las van sy werkewer of die verteenwoordiger van sy werkewer besoek, moet vir minstens die helfte van sy gewone werkure vir sodanige dag deur sy werkewer van werk voorsien word, en waar dit nie gedoen word nie, moet die werkneemers nogtans die loon betaal word wat hy sou ontvang het as hy werk gegee is soos hierin voorgeskryf;

(ii) in die geval van korttyd vir die eerste uur wat daar nie gewerk word nie weens 'n algemene onklaarraking van installasie of masjinerie of 'n dreigende ineenstorting van geboue weens 'n ongeluk of ander onvoorsien noodtoestand: Met dien verstande dat die werkewer binne sewe dae nadat daar met sodanige korttyd begin is, die Sekretaris van die Raad skriftelik daarvan moet verwittig;

(i) met die skriftelike toestemming van sy werkneemers, 'n bedrag vir kontant wat die werkewer voorgeskryf het of vir goedere wat van die werkewer gekoop is;

(j) met die skriftelike toestemming van 'n werkneemers, die ledelegid vir 'n geregistreerde vakvereniging.

(7) *Aansporingskemas.*—(a) Behoudens die voorwaarde dat geen werkneemers minder betaal mag word as die bedrag waarop hy krägtens klosules 4 (1), 6 (10) en 9 van hierdie Ooreenkoms geregtig sou gewees het nie, kan 'n werkewer 'n werkneemers se besoldiging baseer op die hoeveelheid omvang van die werk wat hy verrig: Met dien verstande dat geen sodanige stelsel van besoldiging toelaatbaar is nie, behalwe in die vorm van 'n aansporingskema waartoe daar ooreengeskryf is soos in paragrafe (b) en (c) hieronder voorgeskryf.

(b) Any employer who wishes to introduce an incentive scheme shall set up a joint committee of representatives of the management and the employees, which after consultation with the trade union whose members are involved may agree upon the terms of any such scheme.

(c) The terms of any such incentive scheme and any subsequent alteration thereto which may have been agreed upon by the joint committee shall be reduced to writing and be signed by the members of the said committee and shall not be varied by the said committee or terminated by either the employer or the trade union unless the one wishing to vary or terminate the scheme has, in writing, given the other one notice as may have been agreed upon by them when the scheme was inaugurated.

(d) The provisions of this subclause shall not apply to apprentices.

6. HOURS OF WORK, ORDINARY AND OVERTIME AND PAYMENT FOR OVERTIME

(1) *Ordinary hours of work.*—The ordinary hours of work of an employee other than a casual employee shall not exceed, in the case of—

(a) vanmen, vanmen's assistants, learner vanmen or delivery assistants, inspectors, drivers or delivery employees—

(i) 49 in any week;

(ii) 10 on any day between the hours of 05h30 and 18h00, provided that the weekly limit of 49 be not exceeded;

(b) non-delivery employees, i.e. employees other than those specified in (a) above—

(i) 46 in any week;

(ii) eight on any day: Provided that—

(i) where the hours of work of such employees do not exceed five on one day in any week the limit of eight hours a day may on each of the remaining days of the week be exceeded by not more than half an hour;

(ii) where work is performed on not more than five days in any week the limit of eight hours a day may be exceeded by not more than one and a quarter hours on each of such days;

if by such extension the ordinary hours do not exceed 46 in any week.

(2) The ordinary hours of work of a casual employee shall not exceed—

(a) in the case of an establishment in which a six-day week is observed, eight and a half on any day;

(b) in the case of an establishment in which a five-day week is observed, nine and a quarter on any day.

(3) (a) (i) Subject to the provisions of paragraph (b) of this subclause, no van or other vehicle which is owned, hired or used by any bakery shall leave the establishment of an employer, no employer or employee shall leave the establishment of an employer with bread and/or confectionery, and no bread and/or confectionery shall be sold and/or supplied from an establishment earlier than 06h30 on any day from Monday to Friday and earlier than 06h00 on Saturdays or on any day immediately preceding a public holiday: Provided that the sale and/or supply of bread and/or confectionery, but not the delivery thereof, may be permitted at the establishment after 05h00 on Mondays only: Provided further that the earliest time for sales and for the departure of vehicles shall be 05h30 on the day immediately preceding two non-delivery days, and 05h30 on each of the two days immediately preceding three or more non-delivery days, for which purpose public holidays, 2 January and Sundays shall be regarded as "non-delivery days".

(ii) Each and every van or other vehicle of an employer shall return to the establishment or the place where the van or other vehicle is usually garaged, and each and every employer and/or employee engaged in the delivery and/or transport of bread and/or confectionery shall return to the employer's establishment or the place where the van or other vehicle on which he is operating is usually garaged not later than 18h00 on Fridays and 16h30 on Mondays, Tuesdays, Wednesdays, Thursdays and Saturdays, unless the return of such van or other vehicle or of any employer or employee is prevented by an act of God, accident, mechanical defect or other event beyond the control of the employer or employee: Provided that when two or more non-delivery days follow consecutively the latest return time for vehicles shall be 20h00 on each of the two days immediately preceding such non-delivery days, and that there shall be no restriction on return times on the two days immediately preceding three or more non-delivery days, for which purpose public holidays, 2 January and Sundays shall be regarded as "non-delivery days".

(iii) No bread and/or confectionery shall be sold and/or supplied from an establishment registered by the Wheat Board to manufacture bread as defined in the Board's regulations, after 18h00 on Mondays to Saturdays, and from all other establishments after 20h30 on Mondays to Fridays and after midnight on Saturdays.

(b) Country vans or vehicles and employers and/or employees accompanying such vans or vehicles may leave the establishment of an employer not more than one hour earlier than the time specified for leaving the

(b) 'n Werkgewer wat 'n-aansporingskema wil invoer, moet 'n gesamentlike komitee van verteenwoordigers van die bestuur en die werknemers stig wat, na oorlegpleging met die vakvereniging wie se lede daarby betrekke is, oor die voorwaardes van so 'n skema ooreen kan kom.

(c) Die voorwaardes van sodanige aansporingskema en alle latere wylings daarvan waaraan die gesamentlike komitee ooreengekom het, moet op skrif gestel en deur die lede van genoemde komitee onderteken word en mag nie deur genoemde komitee gewysig of deur die werkgewer of vakvereniging beëindig word nie, tensy die party wat die skema wil wysig of beëindig, die ander party dié skriftelike kennis gegee het waaroer hulle ooreengekom het toe die skema ingestel is.

(d) Hierdie subklousule is nie op vakleerlinge van toepassing nie.

6. WERKURE, GEWONE EN OORTYDWERK, EN BETALING VIR OORTYDWERK

(1) *Gewone werkure.*—Die gewone werkure van 'n los werknemer, uitgesonder 'n los werknemer, mag nie meer beloop nie as—

(a) in die geval van bestelwamanne, bestelwamanne se assistente, leerlingbestelwamanne of aflewingsassisteante, inspekteurs, drywers of bestellers—

(i) 49 in 'n week;

(ii) 10 tussen 05h30 en 18h00 op 'n bepaalde dag, mits die weeklikse beperking van 49 nie oorskry word nie;

(b) in die geval van werknemers wat nie aflewingswerk doen nie, d.w.s. ander werknemers as dié in (a) hierbo genoem—

(i) 46 in 'n week;

(ii) agt op 'n bepaalde dag: Met dien verstande dat—

(i) waar die werkure van sodanige werknemers hoogstens vyf op 'n bepaalde dag in 'n week beloop, die beperking van agt uur per dag op elkeen van die oorblywende dae van die week met hoogstens 'n halfuur oorskry kan word;

(ii) waar werk op hoogstens vyf dae in 'n week verrig word, die beperking van agt uur per dag met hoogstens een en 'n kwart uur op elkeen van sodanige dae oorskry kan word;

indien die gewone ure as gevolg van sodanige verlenging nie meer as 46 in 'n week beloop nie.

(2) Die gewone werkure van 'n los werknemer mag nie meer beloop nie as—

(a) in die geval van 'n bedryfsinrigting waarin ses dae per week gwerk word, agt en 'n half per dag;

(b) in die geval van 'n bedryfsinrigting waarin vyf dae per week gwerk word, nege en 'n kwart per dag.

(3) (a) (i) Behoudens paragraaf (b) van hierdie subklousule mag geen bestelwa of ander voertuig wat die eiendom is van of gebruik of gehuur word deur 'n bakkerij, die bedryfsinrigting van 'n werkgewer voor 06h30 op enige dag van Maandag tot Vrydag en voor 06h00 op Saterdae of op enige dag onmiddellik voor 'n openbare vakansiedag verlaat nie en mag geen werkgewer van werknemer die bedryfsinrigting van 'n werkgewer voor die tyd met brood en/of banket verlaat nie en mag geen brood en/of banket voor die tyd uit 'n bedryfsinrigting verkoop en/of verskaf word nie: Met dien verstande dat die verkoop en/of verskaffing van brood en/of banket, maar nie die aflewering daarvan nie, by die bedryfsinrigting na 05h00 slegs op Maandae toegelaat kan word: Voorts met dien verstande dat die vroeëste tyd vir verkoop en vir die vertrek van voertuie 05h30 is op die dag onmiddellik voor twee dae waarop daar nie afgelwer word nie, en 05h30 op elk van die twee dae onmiddellik voor drie of meer dae waarop daar nie afgelwer word nie, en vir hierdie doel word openbare vakansiedae, 2 Januarie en Sondae beskou as "dae waarop daar nie afgelwer word nie".

(ii) Elke bestelwa of ander voertuig van 'n werkgewer moet na die bedryfsinrigting of die plek waar die bestelwa of ander voertuig gewoonlik gestal word, terugkeer en elke werkgewer en/of werknemer betrokke by die aflewering en/of vervoer van brood en/of banket moet na die werkgewer se bedryfsinrigting of die plek waar die bestelwa of ander voertuig waarop hy werkzaam is, gewoonlik gehou word, terugkeer nie later nie as 18h00 op Vrydae en 16h30 op Maandae, Dinsdae, Woensdae, Donderdae en Saterdae, tensy die terugkeer van sodanige bestelwa of ander voertuig of van 'n werkgewer of werknemer verhinder word deur 'n natuurkrag, ongeluk, megaliese defek of ander oorsaak buite die beheer van die werkgewer of werknemer: Met dien verstande dat waar twee of meer dae waarop daar nie afgelwer word nie, op mekaar volg, die laatste terugkeertyd vir voertuie 20h00 is op elk van die twee dae onmiddellik voor sodanige dae waarop daar nie afgelwer word nie en dat daar geen beperking is op die terugkeertye op die twee dae onmiddellik voor drie of meer dae waarop daar nie afgelwer word nie, en vir hierdie doel word openbare vakansiedae, 2 Januarie en Sondae beskou as "dae waarop daar nie afgelwer word nie".

(iii) Uit 'n bedryfsinrigting wat by die Koringraad geregistreer is vir die vervaardiging van brood soos in die Raad se regulasies omskryf, mag geen brood en/of banket na 18h00 op Maandae tot Saterdae, en uit alle ander bedryfsinrigtings na 20h30 op Maandae tot Vrydae en na middernag op Saterdae, verkoop en/of verskaf word nie.

(b) Platelandse bestelwaaens of -voertuie en werkgewers en/of werknemers wat sulke waens of voertuie vergesel, mag die bedryfsinrigting van 'n werkgewer hoogstens 'n uur vroeër verlaat as die tyd in paragraaf (a) (i)

establishment in paragraph (a) (i) of this subclause: Provided that such vans or vehicles shall not effect any deliveries in the areas serviced by the town delivery vans or vehicles.

(c) Every employer shall display his full name and address on all vans and/or bicycles and/or motor vehicles used by him in connection with the conveyance, sale or delivery of bread and/or confectionery.

(4) (a) *Sunday trading.*—In no circumstances whatsoever shall an employer or employee deliver and/or supply and/or sell bread and/or confectionery between the hours of 24h00 on any Saturday and 24h00 on the succeeding Sunday, nor shall an employer or an employee transport bread and/or confectionery outside an establishment or allow the removal of bread and/or confectionery by any person or means whatsoever from an establishment between the said hours: Provided that ship chandlers may be permitted to collect from an establishment requirements for the supplying of ships.

(b) *Public holidays.*—An employer or an employee shall not deliver and/or transport bread and/or confectionery outside an establishment on 2 January or on any public holiday.

For purposes of this clause, should any public holiday fall on a Sunday the Monday immediately following such Sunday shall be deemed to be the public holiday in question, and should Boxing Day fall on a Monday, the Tuesday immediately following such Monday shall be deemed to be Boxing Day.

(5) *Meal intervals.*—An employer shall not require or permit his employee to work for more than five hours continuously without an interval of not less than one hour during which no work shall be performed and such interval shall not be deemed to be part of the ordinary hours of work or overtime: Provided that—

(i) if such interval be for longer than one hour, any period in excess of one and a quarter hours shall be deemed to be ordinary hours of work;

(ii) periods of work interrupted by an interval of less than one hour shall be deemed to be continuous.

(6) *Hours of work to be consecutive.*—Save as provided in subclause (4), all hours of work shall be consecutive.

(7) *Overtime.*—All time worked in excess of the number of hours prescribed in respect of a day or a week in subclauses (1) and (2) shall be deemed to be overtime.

(8) *Limitation of overtime.*—An employer shall not require or permit his employee to work overtime for more than—

(a) 10 hours in any week;

(b) two hours on any day.

(9) *Female employees.*—An employer shall not require or permit a female employee to work—

(a) between 18h00 and 06h00;

(b) after 13h00 on more than five days in any week;

(c) overtime for more than two hours on any day;

(d) overtime on more than three consecutive days;

(e) overtime on more than 60 days in any year;

(f) overtime after completion of her ordinary hours of work for more than one hour on any day unless he has—

(i) before midday given notice thereof to such employee; or

(ii) provided such employee with an adequate meal before commencement of such overtime; or

(iii) paid such employee 50c in sufficient time to enable her to obtain a meal before such overtime is due to commence.

(10) *Payment for overtime.*—An employer shall pay to his employee in respect of all overtime worked by him remuneration at a rate of not less than one and a third times his ordinary wage: Provided that where in any week overtime calculated on a daily basis differs from overtime calculated on a weekly basis, the basis which gives the greater amount of overtime during the week shall be adopted.

(11) *Savings.*—(a) The provisions of this clause shall not apply to a watchman whose employer grants him a day of rest of 24 consecutive hours in respect of every week of employment: Provided that—

(i) he makes no deduction from the watchman's wage in respect thereof;

(ii) an employer may, in lieu of granting his watchman any such day of rest, pay the watchman the wage which he would have received if he had not worked on such day, plus any amount of not less than his daily wage in respect of such day not granted;

(iii) the ordinary hours of work of such employee shall not exceed 72 in any week and 12 on any day.

(b) The provisions of subclauses (5), (6) and (8) shall not apply to a male employee engaged on work necessitated by a breakdown of plant or machinery or emergency work.

(c) The provisions of subclauses (1), (5), (6), (7), (8), (10) and (12) shall not apply to any employee in receipt of a regular remuneration of not less than R600 per month.

(12) Every employer shall keep or cause to be kept for each department of his establishment a time-sheet in the form prescribed in Annexure A to this Agreement. The particulars called for shall be filled in daily in ink or indelible pencil and be authenticated by the foreman of the department

van hierdie subklousule daarvoor voorgeskryf: Met dien verstande dat sodanige waens of voertuie nie aflewerings mag doen in die gebiede wat deur die stedelike bestelwaens of -voertuie bedien word nie.

(c) Elke werkewer moet sy volle naam en adres vertoon op alle bestelwaens en/of fiestek en/of motorvoertuie wat hy in verband met die vervoer, verkoop of aflewing van brood en/of banket gebruik.

(4) (a) *Handel op Sondae.*—'n Werkewer of 'n werknemer mag onder geen omstandighede hoegenaamd brood en/of banket tussen 24h00 middernag op 'n Saterdag en 24h00 middernag op die daaropvolgende Sondag aflewer en/of verskaf en/of verkoop nie, en 'n werkewer of 'n werknemer mag ook nie brood en/of banket tussen genoemde ure buite 'n bedryfsinrichting vervoer of toelaat dat brood en/of banket deur enigiemand of op enige manier hoegenaamd tussen genoemde ure uit 'n bedryfsinrichting verwyder word nie: Met dien verstande dat skeepsleweraars toegeelaat kan word om benodigdhede vir die verskaffing van voedsel aan skepe by 'n bedryfsinrichting of te haal.

(b) *Openbare vakansiedae.*—'n Werkewer of 'n werknemer mag nie op 2 Januarie of op enige openbare vakansiedae brood en/of banket buite 'n bedryfsinrichting aflewer en/of vervoer nie.

Indien enige openbare vakansiedae op 'n Sondag val, moet die Maandag wat onmiddellik op sodanige Sondag volg, by die toepassing van hierdie klousule geag word die betrokke openbare vakansiedag te wees, en indien Gesinsdag op 'n Maandag val, moet die Dinsdag wat onmiddellik op sodanige Maandag volg, geag word Gesinsdag te wees.

(5) *Etenposes.*—'n Werkewer mag nie van sy werknemer vereis of hom toelaat om langer as vyf uur aan een sondeur 'n pouse van minstens een uur te werk nie, en gedurende sodanige pouse mag daar geen werk verrig word nie, en sodanige pouse word nie geag deel van die gewone werkure of oortydwerk uit te maak nie: Met dien verstande dat—

(i) as sodanige pouse langer as een uur duur, enige tydperk van langer as een en 'n kwart uur geag moet word gewone werkure te wees;

(ii) werktydperke wat onderbreek word deur 'n pouse van minder as een uur, geag moet word aaneenlopend te wees.

(6) *Werkure moet agtereenvolgend wees.*—Behoudens subklousule (4) moet alle werkure agtereenvolgend wees.

(7) *Oortydwerk.*—Alle tyd wat daar langer gerek word as die getal ure wat ten opsigte van 'n dag of 'n week in subklousules (1) en (2) voorgeskryf word, word geag oortyd te wees.

(8) *Beperking van oortydwerk.*—'n Werkewer mag nie van sy werknemer vereis of hom toelaat om langer oortyd te werk nie as—

(a) 10 uur in 'n week;

(b) twee uur op 'n dag.

(9) *Vroulike werknemers.*—'n Werkewer mag nie van 'n vroulike werknemer vereis of haar toelaat—

(a) om tussen 18h00 en 06h00 te werk nie;

(b) om ná 13h00 op meer as vyf dae per week te werk nie;

(c) om langer as twee uur per dag oortyd te werk nie;

(d) om op meer as drie agtereenvolgende dae oortyd te werk nie;

(e) om op meer as 60 dae in 'n jaar oortyd te werk nie;

(f) om, ná voltooiing van haar gewone werkure, meer as een uur per dag oortyd te werk nie, tensy hy—

(i) voor die middag kennis daarvan aan sodanige werknemer gegee het; of

(ii) sodanige werknemer van 'n toereikende ete voorsien het voordat sy met sodanige oortyd moet begin; of

(iii) aan sodanige werknemer 50c betysdaal het omhaar in staat te stel om 'n ete te bekom voordat sy met sodanige oortyd moet begin.

(10) *Betaling vir oortydwerk.*—'n Werkewer moet aan sy werknemer vir alle oortyd wat hy gerek het, minstens een en 'n derde maal sy gewoneloon betaal: Met dien verstande dat waar oortyd wat op 'n daagliks grondslag bereken word, in enige week verskil van die oortyd wat op 'n weeklikse grondslag bereken word, dié grondslag wat die grootste hoeveelheid oortydwerk gedurende die week lewer, aanvaar moet word.

(11) *Voorbehoudbepalings.*—(a) Hierdie klousule is nie van toepassing op 'n wag wie se werkewer hom 'n diensvrye dag van 24 agtereenvolgende ure vir elke week diens toestaan nie: Met dien verstande dat—

(i) sodanige werkewer geen bedrag van sy werknemer se loon daarvoor aftrek nie;

(ii) sodanige werkewer, in plaas daarvan dat hy sy wag so 'n diensvrye dag toestaan, die wag die loon kan betaal wat hy sou ontvang het as hy nie op sodanige dag gerek het nie, plus minstens sy dagloon vir sodanige dag wat nie aan hom toegestaan is nie;

(iii) die gewone werkure van so 'n werknemer hoogstens 72 in 'n bepaalde week en 12 op 'n bepaalde dag is.

(b) Subklousules (5), (6) en (8) is nie van toepassing op 'n manlike werknemer wat besig is met werk wat deur 'n onklaarraking van installasies of masjinerie of noodwerkoodsaakklik gemaak is nie.

(c) Subklousules (1), (5), (6), (7), (8), (10) en (12) is nie van toepassing op 'n werknemer wat 'n gerekeld besoldiging van minstens R600 per maand ontvang nie.

(12) Elke werkewer moet 'n werkureregister, in die vorm in Aanhangsel A van hierdie Ooreenkoms voorgeskryf, vir elke afdeling in sy bedryfsinrichting byhou of laat byhou. Die besonderhede wat gevra word, moet daagliks met ink of 'n inkpotlood ingevul word, moet gewaarmerk word

concerned and posted up in a prominent position in the establishment so as to enable the employees concerned to have ready access thereto and to examine same. An employer shall be obliged to post such time-sheets in such manner and in such place as the Council may, in writing, direct and he shall retain such timesheets for a period of not less than three years: Provided that an automatic clock card record may be substituted for the timesheets referred to in this subclause, on condition that such record shall contain all the information set out in Annexure A.

7. ANNUAL LEAVE

(1) Subject to the provisions of subclause (2), an employer shall grant to his employee other than a casual employee in respect of each completed year of employment with him—

- (a) in the case of a watchman, three consecutive weeks' leave;
- (b) in the case of every other employee—
 - (i) up to five years' continuous service, two consecutive weeks' leave;
 - (ii) over five and up to 10 years' continuous service, two consecutive weeks' plus three working days' leave;
 - (iii) over 10 years' continuous service, three consecutive weeks' leave;

on full pay at a rate of not less than the wage the employee was receiving immediately prior to the commencement of such leave: Provided that such wage shall not be less than that prescribed for an employee of his class in clause 4 (1) of this Agreement.

(2) the leave referred to in subclause (1) shall be granted at a time to be fixed by the employer: Provided that—

- (i) if such leave has not been granted earlier it shall be granted within two months of the completion of the year of employment to which it relates;
- (ii) the period of such leave shall not be concurrent with sick leave granted in terms of clause 8 nor with any period during which the employee is undergoing military service in pursuance of the Defence Act, 1957;
- (iii) if a public holiday falls within the period of such leave, another day shall in substitution for each such day be added to the said period as a further period of leave on full pay;
- (iv) an employer may set off against such period of leave any day of occasional leave granted on full pay to his employee at his employee's request made in writing during the year of employment to which the period of annual leave relates.

(3) *Leave remuneration.*—The remuneration in respect of annual leave referred to in subclause (1) shall be paid not later than the last work-day before the date of the commencement of such leave.

(4) An employee whose contract of employment terminates in the first or any subsequent year of employment with the same employer before the period of leave referred to in subclause (1) has accrued, shall, save as provided in proviso (iv) to subclause (2), upon such termination be paid in lieu of leave and in respect of each completed month of such period of less than one year, not less than—

- (a) in the case of an employee referred to in subclause (1) (a), one fourth;
- (b) in the case of an employee referred to in subclause (1) (b) (i), (ii) and (iii), one sixth, five twenty-fourths and one fourth respectively; of the weekly wage which he was receiving immediately before the date of such termination calculated at a rate of not less than the wage the employee was receiving immediately prior to such termination: Provided that such wage shall not be less than that prescribed for an employee of his class in clause 4 (1) of this Agreement.

(5) An employee who has become entitled to a period of leave in terms of subclauses (1) and (4) and whose contract of employment terminates before such leave has been granted, shall upon such termination be paid in respect of leave the amount referred to in subclauses (1) and (4).

(6) (a) For the purposes of this clause the expression "employment" shall be deemed to include any period or periods during which an employee is—

- (i) absent on leave in terms of subclause (1);
- (ii) absent on military service in pursuance of the Defence Act, 1957;
- (iii) absent from work on the instructions of or at the request of his employer;
- (iv) absent on sick leave in terms of clause 8;

amounting in the aggregate in any year to not more than 10 weeks in respect of items (i), (iii) and (iv), plus any period of military service not exceeding four months undergone in that year, and shall be deemed to commence—

(aa) in the case of an employee who had before the coming into force of this Agreement become entitled to leave in terms of any law, from the date on which such employee last became entitled to such leave under such law;

(ab) in the case of an employee who was in employment before the date of commencement of this Agreement and to whom any law providing for annual leave applied but who had not become entitled to leave in terms thereof, from the date on which such employment commenced;

deur die voorman van die betrokke afdeling en in 'n opvallende plek in die bedryfsinrichting opgeplak word ten einde die betrokke werkemers in staat te stel om geredelik toegang daartoe te verkry en dit te lees. 'n Werkewer moet sodanige werkuregisters op die wyse en op die plek wat die Raad skriftelik gelas, opplak, en hy moet sodanige werkuregisters minstens drie jaar bewaar: Met dien verstande dat die werkuregisters in hierdie subklousule vermeld, deur 'n automatiese klokaartregister vervang kan word op voorwaarde dat sodanige register al die inligting bevat wat in Aanhansel A vereis word.

7. JAARLIKSE VERLOF

(1) Behoudens subklousule (2), moet 'n werkewer aan elke werkemmer, uitgesonderd 'n los werkemmer, vir elke voltooiende jaar diens by hom, verlof soos volg toestaan:

- (a) In die geval van 'n wag, drie agtereenvolgende weke;
- (b) in die geval van alle ander werkemmers—
 - (i) met tot vyf jaar ononderbroke diens, twee agtereenvolgende weke;
 - (ii) met meer as vyf en tot 10 jaar ononderbroke diens, twee agtereenvolgende weke plus drie werkdae;
 - (iii) met meer as 10 jaar ononderbroke diens, drie agtereenvolgende weke;

met volle besoldiging teen minstens die loon wat die werkemmer onmiddellik voor die aanvang van sodanige verlof ontvang het: Met dien verstande dat sodanige loon nie minder mag wees nie as dié wat in klosule 4 (1) van hierdie Ooreenkoms vir 'n werkemmer van sy klas voorgeskryf word.

(2) Die verlof in subklousule (1) vermeld, moet deur die werkewer toegestaan word op 'n tyd wat hy vasstel: Met dien verstande dat—

- (i) indien sodanige verlof nie vroeër toegestaan is nie, dit toegestaan moet word binne twee maande na voltooiing van die jaar diens waarop dit betrekking het;
- (ii) die tydperk van sodanige verlof nie met siekteleverlof kragtens klosule 8 of met enige tydperk waarin die werkemmer militêre diens ingevolge die Verdedigingswet, 1957, ondergaan, mag saamval nie;
- (iii) indien 'n openbare vakansiedag binne die tydperk van sodanige verlof val, nog 'n dag ter vervanging van elke sodanige dag by genoemde tydperk gevoeg moet word as 'n verdere tydperk van verlof met volle besoldiging;
- (iv) 'n werkewer enige dag geleentheidsverlof met volle besoldiging wat gedurende die jaar diens waarop die jaarlikse verloftydperk betrekking het, op die skriftelike versoek van sy werkemmer aan hom toegestaan is, van sodanige verloftydperk kan aftek.

(3) *Verlofbesoldiging.*—Die besoldiging vir jaarlikse verlof soos in subklousule (1) vermeld, moet betaal word voor of op die laaste werkdag voor die datum waarop sodanige verlof begin.

(4) 'n Werkemmer wie se dienskontrak gedurende die eerste of enige daaropvolgende jaar diens by dieselfde werkewer eindig voordat hy geregtig is op die verloftydperk in subklousule (1) vermeld, moet, behoudens voorbehoudbepaling (iv) van subklousule (2), by sodanige beëindiging besoldiging in plaas van sodanige verlof ontvang en vir elke voltooide maand van sodanige tydperk van verlof minder as een jaar minstens die volgende betaal word:

(a) In die geval van 'n werkemmer in subklousule (1) (a) vermeld, een vierde;

(b) in die geval van 'n werkemmer in subklousule (1) (b) (i), (ii) en (iii) vermeld, onderskeidelik een sesde, vyf vier-en-twintigste en een vierde; van die weekloon wat hy onmiddellik voor die datum van sodanige beëindiging ontvang het en bereken teen minstens die loon wat die werkemmer onmiddellik voor sodanige beëindiging ontvang het: Met dien verstande dat sodanige loon nie minder mag wees nie as dié wat vir 'n werkemmer van sy klas in klosule 4 (1) van hierdie Ooreenkoms voorgeskryf word.

(5) 'n Werkemmer wat kragtens subklousules (1) en (4) op verlof geregtig geword het en wie se dienskontrak eindig voordat sodanige verlof toegestaan is, moet by sodanige diensbeëindiging verlofbesoldiging betaal word soos in subklousules (1) en (4) vermeld.

(6) (a) By die toepassing van hierdie klosule word die uitdrukking "diens" geag enige tydperk of tydperke in te sluit wat 'n werkemmer—

- (i) kragtens subklousule (1) met verlof afwesig is;
- (ii) afwesig is terwyl hy militêre diens ingevolge die Verdedigingswet, 1957, ondergaan;
- (iii) op las of op versoek van sy werkewer van sy werk afwesig is;
- (iv) kragtens klosule 8 met siekteleverlof afwesig is;

en wat in 'n bepaalde jaar altesaam hoogstens 10 weke ten opsigte van items (i), (iii) en (iv) beloop, plus enige tydperk van militêre diens van hoogstens vier maande wat hy in daardie jaar ondergaan het, en word "diens" geag te begin—

(aa) in die geval van 'n werkemmer wat voor die inwerkingtreding van hierdie Ooreenkoms op verlof kragtens enige wet geregtig geword het, op die datum waarop sodanige werkemmer laas op sodanige verlof kragtens sodanige wet geregtig geword het;

(ab) in die geval van 'n werkemmer wat voor die datum van inwerkingtreding van hierdie Ooreenkoms in diens was en op wie enige wet wat vir jaarlikse verlof voorsiening maak, van toepassing was maar wat nie daarkragtens op verlof geregtig geword het nie, op die datum waarop sodanige diens begin het;

(ac) in the case of any other employee, from the date on which such employee entered into his employer's service or from the date of coming into force of this Agreement, whichever is the later.

(b) For the purposes of this clause the expression "employer" shall include—

(i) in the case of the death of an employer, the executor of his estate or his heir or legatee; and

(ii) in the case of insolvency of an employer or the liquidation of his estate or the transfer or sale of his business, the trustee or liquidator or the new owner of the business;

if such executor, heir, legatee, trustee, liquidator or new owner continues to employ that employee.

(7) *Roster of annual leave.*—Every employer shall provide and shall maintain up to date a record of annual leave showing in respect of each person in his employ the following particulars:

- (a) Name of employee;
- (b) date of employment;
- (c) date of last leave;
- (d) periods of current leave;
- (e) remarks;
- (f) date of termination of service;
- (g) pro rata leave paid on termination of service.

8. SICK LEAVE

(1) An employer shall grant to his employee other than a casual employee after one month's employment with him and who is absent from work through sickness or accident not caused by his own misconduct other than an accident compensable under the Workmen's Compensation Act, 1941—

(a) in the case of an employee who works a six-day week, 12 work-days';

(b) in the case of an employee who works a five-day week, 10 work-days'; and

(c) in the case of a watchman who works a seven-day week, 14 work-days';

sick leave in the aggregate during any one year of employment with him and shall pay to him in respect of the period of absence in terms hereof not less than the wage he would have received had he worked during such period:

Provided that in the first six consecutive months of employment with the same employer an employee shall not be entitled to sick leave on full pay at a rate of more than one working day in respect of each completed month of employment: Provided further that an employer may require the production of a certificate signed by a registered medical practitioner showing the nature and duration of the employee's illness in respect of each period of absence for which payment is claimed as a condition precedent to the payment by him of any amount in respect of such absence: Provided further that where in any establishment there exists or may be established by virtue of an agreement between an employer and his employees or between an employer and a registered trade union, a sick benefit or provident fund to which the employer contributes in respect of each of his employees an amount not less than the amount paid or payable by each such employee and out of which in respect of the said sick fund an employee is in case of absence or absences from work on account of sickness or accident (other than an accident compensable under the Workmen's Compensation Act, 1941), entitled to receive in the aggregate in any one year not less than an amount equivalent to his full wages for two weeks' in respect of such absence or absences in circumstances substantially not less favourable to the employee than this provision, the terms of this clause shall not apply.

(2) If any employee is absent from work due to sickness or accident not caused by his own misconduct (other than an accident compensable under the Workmen's Compensation Act, 1941) for a continuous period in excess of the relative number of days specified in subclause (1) (a), (b) and (c) hereof, and if such employee has for the three-year period immediately preceding such absence been in the employ of the same employer without during that period of three years having been absent from work due to sickness or accident on more than four work-days, his employer shall grant to the said employee in respect of such continuous period of absence in excess of the relative number of days specified in subclause (1) (a), (b) and (c) hereof, either—

(a) an additional 30 work-days' sick leave if the employee works a six-day week, an additional 25 work-days' sick leave if he works a five-day week and an additional 35 work-days' sick leave in the case of a watchman who works a seven-day week; or

(b) the period specified in a certificate signed by a registered medical practitioner as being the duration of the employee's illness;

whichever is the shorter period, and shall pay him in respect of such absence not less than the wage he would have received had he worked during that period: Provided that the provisos to subclause (1) hereof shall also apply to the additional sick leave provided for in this subclause:

(ac) in die geval van enige ander werknemer, op die datum waarop sodanige werknemer by sy werkgever in diens getree het of op die datum van inwerkingtreding van hierdie Ooreenkoms, naamlik die jongste datum.

(b) By die toepassing van hierdie klousule sluit die uitdrukking "werkgever" die volgende in:

(i) In die geval van die dood van 'n werkgever, die eksekuteur van sy boedel of sy erfgenaam of sy legataris; en

(ii) in die geval van die insolvensie van 'n werkgever of die likwidasie van sy boedel of die oordrag of verkoop van sy sakeonderneming, die trustee of likwidateur of die nuwe eienaar van die sakeonderneming; indien sodanige eksekuteur, erfgenaam, legataris, trustee, likwidateur of nuwe eienaar sodanige werknemer in sy diens hou.

(7) *Rooster van jaarlike verlof.*—Elke werkgever moet 'n register van jaarlike verlof, wat ten opsigte van elke persoon in sy diens die volgende besonderhede meld, verskaf en byhou:

- (a) Naam van werknemer;
- (b) datum van indiensneming;
- (c) datum van laaste verlof;
- (d) tydperke van lopende verlof;
- (e) opmerkings;
- (f) datum van diensbeëindiging;
- (g) betaling vir pro rata-verlof by diensbeëindiging.

8. SIEKTEVERLOF

(1) 'n Werkgever moet aan sy werknemer, uitgesonderd 'n los werknemer, wat na een maand diens by hom van sy werk afwesig is weens siekte of 'n ongeluk wat nie aan sy eie wangedrag te wye is nie, uitgesonderd 'n ongeluk waaroor skadeloosstelling kragtens die Ongevallewet, 1941, betaalbaar is, siekterverlof toestaan van—

(a) in die geval van 'n werknemer wat ses dae per week werk, altesaam 12 werkdae;

(b) in die geval van 'n werknemer wat vyf dae per week werk, altesaam 10 werkdae; en

(c) in die geval van 'n wag wat sewe dae per week werk, altesaam 14 werkdae;

gedurende 'n bepaalde tydperk van een jaar diens by hom en hom vir die tydperk van afwesigheid ooreenkomsdig die bepalings hiervan minstens die loon betaal wat hy sou ontvang het as hy gedurende sodanige tydperk werk gewer het:

Met dien verstande dat 'n werknemer gedurende die eerste ses agtereenvolgende maande diens by dieselfde werkgever nie geregurgig is op siekterverlof met volle besoldiging van meer as een werkdag ten opsigte van elke voltooide maand diens nie: Voorts met dien verstande dat 'n werkgever kan vereis dat 'n sertifikaat wat deur 'n geregistreerde mediese praktisyen onderteken is en wat die aard en duur van die werknemer se siekte meld, ten opsigte van elke tydperk van afwesigheid waaroor betaling geëis word, voorgelê moet word as 'n opskortende voorwaarde vir die betaling, deur hom, van enige bedrag vir sodanige afwesigheid: Voorts met dien verstande dat waar daar by wyse van 'n ooreenkoms tussen 'n werkgever en sy werknemers of tussen 'n werkgever en 'n geregistreerde vakvereniging, in 'n bedryfsinrigting 'n siektebystands- of voorsorgfonds bestaan of gestig word waartoe die werkgever ten opsigte van elkeen van sy werknemers 'n bedrag bydra wat minstens gelyk is aan die bedrag wat deur elke sodanige werknemer betaal word of betaalbaar is, en waaruit 'n werknemer in die geval van afwesigheid van werk weens siekte of 'n ongeluk (uitgesonderd 'n ongeluk waaroor skadeloosstelling ingevolge die Ongevallewet, 1941, betaalbaar is) afwesig is vir 'n ononderbroke tydperk wat langer is as die betrokke getal dae in subklousule (1) (a), (b) en (c) hiervan vermeld, en as sodanige werknemer vir die tydperk van drie jaar onmiddellik voor sodanige afwesigheid by dieselfde werkgever in diens was sonder dat hy gedurende daardie tydperk van drie jaar weens siekte of 'n ongeluk op meer as vier werkdae van sy werk afwesig was moet sy werkgever aan genoemde werknemer ten opsigte van sodanige ononderbroke tydperk van afwesigheid wat langer is as die betrokke getal dae in subklousule (1) (a), (b) en (c) hiervan vermeld, of—

(a) 'n addisionele 30 werkdae siekterverlof toestaan indien die werknemer ses dae per week werk, 'n addisionele 25 werkdae siekterverlof as hy vyf dae per week werk en 'n addisionele 35 werkdae siekterverlof in die geval van 'n wag wat sewe dae per week werk; of

(b) die tydperk gemeld in 'n sertifikaat wat deur 'n geregistreerde mediese praktisyen onderteken is en wat die duur van die werknemer se siekte aandui, toestaan;

naamlik die kortste tydperk, en hom ten opsigte van sodanige afwesigheid minstens die loon betaal wat hy sou ontvang het as hy gedurende daardie tydperk gewerk het: Met dien verstande dat die voorbehoudsbepalings van subklousule (1) hiervan ook van toepassing is op die addisionele siekterverlof waaroor daar in hierdie subklousule voorsiening gemaak word: Voorts

Provided further that the employer shall not be required to grant an employee sick leave in excess of the period specified as the duration of the employee's illness in the medical certificate referred to in the proviso to subclause (1) hereof.

(3) The period of sick leave provided for in subclause (1) of this clause shall be extended by 10 work-days in the case of an employee who works a five-day week, and 12 work-days in the case of an employee who works a six-day week, in any year of employment immediately following a period of at least two years of employment with the same employer during each year of which he has not had more than five work-days' sick leave in the case of an employee working a five-day week and six work-days' sick leave in the case of an employee who works a six-day week: Provided that—

(i) nothing in this clause shall require the granting of a total period of sick leave during any one year, in excess of that provided for in subclause (2) of this clause;

(ii) the provisos to subclause (1) hereof shall also apply to the additional sick leave provided for in this subclause;

(iii) the employer shall not be required to grant to an employee sick leave in excess of the period specified as the duration of the employee's illness in the medical certificate referred to in the proviso to subclause (1) hereof.

(4) For the purposes of this clause, the expressions "employment" and "employer" shall have the same meanings as in clause 7 (6).

9. PUBLIC HOLIDAYS AND SUNDAYS

(1) *Public holidays.*—An employee, other than a watchman, shall be entitled to and shall be granted leave on full pay on a public holiday, and shall be paid not less than his daily wage in respect of each such holiday: Provided that when such holiday falls on a Saturday, the provisions of this subclause shall not apply in respect of an employee who works a five-day week except that such employee may be required to work on such holiday.

(2) *Payment for work on public holidays.*—(a) Whenever an employee other than a casual employee or a watchman works on a public holiday, his employer shall pay him for each such day not less than the wage referred to in subclause (1), plus in respect of each hour or part of an hour so worked, his weekly wage divided by the number of ordinary hours worked by him in a week, or the employer shall pay the employee his ordinary remuneration plus overtime for any hours in excess of eight worked on that day, and shall grant him within seven days before or after such day one day's holiday and shall pay him in respect thereof remuneration at a rate of not less than his ordinary rate of remuneration as if he had on such day worked his average ordinary working hours on that day of the week.

(b) Whenever a casual employee works on a public holiday, his employer shall pay him for each such day not less than the daily wage prescribed in clause 4 (1) for a casual employee, plus in respect of each hour or part of an hour so worked, such wage divided by eight.

(3) *Payment for work on Sundays.*—Whenever an employee other than a watchman works on a Sunday, his employer shall either—

(a) pay the employee—

(i) if he so works for a period not exceeding four hours, not less than the ordinary remuneration payable in respect of the period ordinarily worked by him on a week-day; or

(ii) if he so works for a period exceeding four hours, remuneration at a rate of not less than double his ordinary rate of remuneration, in respect of the total period worked on such Sunday, or remuneration which is not less than double the ordinary remuneration payable in respect of the period ordinarily worked by him on a week-day, whichever is the greater; or

(b) pay the employee remuneration at a rate of not less than one and a third times his ordinary rate of remuneration in respect of the total period worked on such Sunday and grant him within seven days of such Sunday one day's holiday and pay him in respect thereof remuneration at a rate of not less than his ordinary rate of remuneration as if he had on such holiday worked his average ordinary working hours for that day of the week.

(4) *Savings.*—The provisions of this clause shall not apply to any employee in receipt of a regular remuneration of not less than R600 per month.

10. PROPORTION OR RATIO

(1) An employer shall employ at least one foreman baker and/or one foreman confectioner before a baker and/or confectioner may be employed by him.

(2) An employer shall in each establishment employ one baker and/or one confectioner before a baker's and/or confectioner's assistant may be employed by him.

(3) An employer shall in each establishment employ one foreman baker and/or foreman confectioner before he may employ a baker and/or confectioner in such establishment and a foreman shall be present and on duty during the whole of a working period of each establishment: Provided that a baker and/or confectioner may be employed in preparing dough for not more than four hours in the absence of a foreman.

met dien verstande dat daar nie van die werkewer vereis mag word om siekterloft toe te staan vir langer as die tydperk wat as die duur van die werkewer se siekte aangegee word in die mediese sertifikaat in die voorbehoudbepaling van subklousule (1) hiervan vermeld nie.

(3) Die siekterloftydperk wat in subklousule (1) van hierdie klousule bepaal word, moet in die geval van 'n werkewer wat vyf dae per week werk met 10 werkdae en in die geval van 'n werkewer wat ses dae per week werk met 12 werkdae verleng word in enige jaar diens wat onmiddellik volg op 'n tydperk van minstens twee jaar diens by dieselfde werkewer en waarin hy elke jaar nie meer as vyf werkdae siekterloft in die geval van 'n werkewer wat vyf dae per week werk en ses werkdae siekterloft in die geval van 'n werkewer wat ses dae per week werk, gehad het nie: Met dien verstande dat—

(i) niets in hierdie klousule vereis dat 'n totale tydperk van siekterloft wat langer is as dié wat in subklousule (2) van hierdie klousule bepaal word, gedurende 'n bepaalde jaar verleen moet word nie;

(ii) die voorbehoudbepalings van subklousule (1) hiervan ook van toepassing is op die addisionele siekterloft wat in hierdie subklousule bepaal word;

(iii) daar nie van die werkewer vereis mag word om aan 'n werkewer langer siekterloft toe te staan nie as die tydperk wat as die duur van die werkewer se siekte gemeld word in die mediese sertifikaat in die voorbehoudbepaling van subklousule (1) hiervan vermeld nie.

(4) By die toepassing van hierdie klousule het die uitdrukkings "diens" en "werkewer" dieselfde betekenis as in klousule 7 (6).

9. OPENBARE VAKANSIEDAE EN SONDAE

(1) *Openbare vakansiedae.*—'n Werkewer, uitgesonderd 'n wag, is geregtig op verlof met volle besoldiging en moet sodanige verlof toegestaan word op 'n openbare vakansiedag en moet ten opsigte van elke sodanige vakansiedag minstens sy dagloon betaal word: Met dien verstande dat wanneer sodanige vakansiedag op 'n Saterdag val, hierdie subklousule nie van toepassing is op 'n werkewer wat vyf dae per week werk nie behalwe dat daar van sodanige werkewer vereis kan word om op sodanige vakansiedag te werk.

(2) *Betaling vir werk op openbare vakansiedae.*—(a) Wanneer 'n werkewer, uitgesonderd 'n los werkewer of 'n wag, op 'n openbare vakansiedag werk, moet sy werkewer hom vir elke sodanige dag minstens die loon betaal wat in subklousule (1) gemeld word, plus ten opsigte van elke uur of gedeelte van 'n uur aldus gewerk sy weekloon gedeel deur die getal gewone ure wat hy in 'n week gewerk het, of moet die werkewer die werkewer sy gewone besoldiging betaal plus oortydbetaal vir alle ure wat hy langer as agt op dié dag gewerk het, en moet hy aan hom sewe dae voor van na sodanige dag een vakansiedag toestaan en hom ten opsigte daarvan besoldiging betaal teen minstens sy gewone besoldiging asof hy op dié dag sy gemiddelde gewone werkure op daardie dag van die week gewerk het.

(b) Wanneer 'n los werkewer op 'n openbare vakansiedag werk, moet sy werkewer hom vir elke sodanige dag minstens die dagloon betaal wat in subklousule 4 (1) vir 'n los werkewer voorgeskryf word, plus sodanige loon gedeel deur 8 vir elke uur of gedeelte van 'n uur aldus gewerk.

(3) *Betaling vir werk op Sonde.*—Wanneer 'n werkewer, uitgesonderd 'n wag, op 'n Sondag werk, moet sy werkewer—

(a) die werkewer—

(i) as hy aldus vir 'n tydperk van hoogstens vier uur werk, minstens die gewone besoldiging betaal wat betaalbaar is vir die tydperk wat hy gewoonlik op 'n weekdag werk; of

(ii) as hy aldus werk vir 'n tydperk van langer as vier uur, minstens dubbel sy gewone besoldiging betaal vir die totale tydperk op sodanige Sondag gewerk, of minstens dubbel die gewone besoldiging betaalbaar vir die tydperk wat hy gewoonlik op 'n weekdag werk, naamlik die grootste bedrag; of

(b) die werkewer minstens een en 'n derde maal sy gewone besoldiging betaal vir die totale tydperk op sodanige Sondag gewerk en hom binne sewe dae na sodanige Sondag een dag vakansie toestaan en hom daarvoor minstens sy gewone besoldiging betaal asof hy op sodanige vakansiedag sy gemiddelde gewone werkure vir daardie dag van die week gewerk het.

(4) *Voorbehoudbepaling.*—Hierdie klousule is nie van toepassing op 'n werkewer wat 'n gereelde besoldiging van minstens R600 per maand ontvang nie.

10. GETALSVERHOUDING

(1) 'n Werkewer moet minstens een voormanbakker en/of een voormanbanketbakker in sy diens hê voordat hy 'n bakker en/of banketbakker in diens kan neem.

(2) 'n Werkewer moet in elke bedryfsinrigting een bakker en/of een banketbakker in diens hê voordat hy 'n bakkers- en/of banketbakkersassistent in diens kan neem.

(3) 'n Werkewer moet in elke bedryfsinrigting een voormanbakker en/of een voormanbanketbakker in diens hê voordat hy 'n bakker en/of banketbakker in sodanige bedryfsinrigting in diens kan neem, en daar moet gedurende die hele tydperk van elke bedryfsinrigting 'n voorman aanwesig en op diens wees: Met dien verstande dat 'n bakker en/of banketbakker in die afwesigheid van 'n voorman hoogstens vier uur gebruik kan word om deeg te berei.

(4) For every foreman baker and a baker or for every foreman confectioner and a confectioner an employer may employ not more than four baker's assistants or four confectioner's assistants, respectively, and for every additional baker or confectioner employed in an establishment, not more than two additional baker's assistants or confectioner's assistants, respectively, may be employed: Provided that an employer shall not employ a baker's assistant or a confectioner's assistant respectively, unless there is at least one baker or one confectioner wholly or mainly employed in the establishment on the actual production of bread or confectionery, as the case may be.

(5) An employer who is wholly or mainly engaged in performing the work of a foreman baker or foreman confectioner may for the purpose of this clause and for only one shift on any one day be deemed to be a foreman baker or foreman confectioner, as the case may be: Provided, however, that no employer who is wholly or mainly engaged in performing the work of a foreman baker and/or foreman confectioner, as the case may be, shall be deemed to be a foreman baker or foreman confectioner for the purposes of this clause, unless he shall have been present continuously throughout the whole of the working period of such shift.

11. PIECE-WORK OR TASK-WORK

An employer shall not permit his employee to perform nor shall an employee perform piece-work or task-work.

12. UNIFORMS, OVERALLS AND PROTECTIVE CLOTHING

An employer shall supply and maintain in good condition, free of charge, any uniform, overalls or protective clothing which he may require his employee to wear or which by any law or regulation he may be compelled to provide for his employee and such uniforms, overalls and protective clothing shall remain the property of the employer. In the event of any such article being lost or rendered useless by wilful neglect or destruction, the employer shall, however, be entitled to deduct from the wages of the employee concerned an amount to be agreed on in replacement thereof. In the case of any dispute, the question of the amount so payable shall be referred to the Council by the employer or the employee, and the decision of the Council shall be final.

13. PROHIBITION OF EMPLOYMENT OF ANY PERSON UNDER THE AGE OF 15 YEARS

An employer shall not employ any person under the age of 15 years.

14. CERTIFICATE OF SERVICE

An employer shall upon termination of the contract of employment of any of his employees, other than a casual employee, furnish such employee with a certificate of service showing the full names of the employer and employee, the nature of employment, the dates of commencement and termination of the contract, the rate of remuneration at the date of such termination and the date of the last increase in wage.

15. TERMINATION OF CONTRACT

(1) An employer or employee, other than a casual employee, who desires to terminate the contract of employment shall give the following periods of notice to terminate:

(a) During the first month of employment, not less than 24 hours; (b) thereafter, not less than one week's notice in respect of a weekly paid employee; and

(c) two weeks' notice in respect of a monthly paid employee.

(2) This shall not affect—

(a) the right of an employer or employee to terminate the contract of employment without notice for any good cause recognised by law as sufficient;

(b) any written agreement between an employer and his employee which provides for a period of notice of equal duration on both sides and longer than prescribed in this clause.

(3) An employer or an employee may terminate the contract of employment without notice, by paying the employee or paying or forfeiting to the employer, as the case may be, wages equivalent to the period of notice required or agreed upon in terms of this clause.

Should any money owing by an employer to an employee by way of wages be insufficient to meet the full amount of the forfeiture in respect of notice pay, the employer shall be entitled to retain such amount from other benefits (if any) which were in the process of accrual to such employee at the time of termination of his contract of employment.

(4) The employer may regard an employee's contract of employment as terminated, where an employee is absent from work without prior permission for a period of three consecutive work-days unless within such period the employee furnishes the employer with a medical certificate certifying his inability to perform his usual work. Termination in terms of this sub-clause shall be regarded as termination by the employee without notice for purposes of forfeiture of wages in terms of subclause (3).

(5) The notice referred to in subclause (1) shall take effect from the day on which it is given in respect of a weekly paid employee, but in the case of a monthly paid employee shall run from the first or 15th day of a month.

(4) Vir elke voormanbakker en bakker of vir elke voormanbanketbakker en banketbakker kan 'n werkewer hoogstens onderskeidelik vier bakkers-assistente of vier banketbakkersassistentes in diens neem, en vir elke addisionele bakker of banketbakker wat in 'n bedryfsinrichting werksaam is, kan hoogstens onderskeidelik twee addisionele bakkersassistentes of banketbakkersassistentes in diens geneem word: Met dien verstande dat 'n werkewer nie 'n bakkersassistent of 'n banketbakkersassistent in diens mag neem nie tensy minstens onderskeidelik een bakker of een banketbakker uitsluitlik of hoofsaaklik in die bedryfsinrichting werksaam is in verband met die werklike produksie van brood of banket, na gelang van die geval.

(5) 'n Werkewer wat uitsluitlik of hoofsaaklik die werk van 'n voormanbakker of voormanbanketbakker verrig, kan by die toepassing van hierdie klousule en vir slegs een skof op 'n dag geag word 'n voormanbakker of 'n voormanbanketbakker, na gelang van die geval, te wees: Met dien verstande egter dat geen werkewer wat uitsluitlik of hoofsaaklik die werk van 'n voormanbakker en/of voormanbanketbakker, na gelang van die geval, verrig, by die toepassing van hierdie klousule geag word 'n voormanbakker of voormanbanketbakker te wees nie, tensy hy dwarsdeur die hele werktydperk van sodanige skof aanwesig was.

11. STUKWERK OF TAAKWERK

'n Werkewer mag nie sy werkemner toelaat om stukwerk of taakwerk te verrig nie en geen werkemner mag stukwerk of taakwerk verrig nie.

12. UNIFORMS, OORPAKKE EN BESKERMENDE KLERE

'n Werkewer moet alle uniforms, oorpakke of beskermende klerke wat hy van sy werkemner vereis om te dra of wat hy ingevolge 'n wet of regulasie verplig word om aan sy werkemner te verskaf, gratis verskaf en in 'n goeie toestand hou, en sodanige uniform, oorpak en beskermende klerke bly die eiendom van die werkewer. Ingeval sodanige artikel weens opsetlike natalatigheid of vernietiging verlore raak of onbruikbaar word, is die werkewer egter daarop geregtig om 'n bedrag waaroor daar ooreengeskil moet word, van die loon van die betrokke werkemner af te trek om dit te vervang. Ingeval daar 'n geskil ontstaan, moet die vraagstuk aangaande die bedrag wat aldus betaalbaar is, deur die werkewer of die werkemner na die Raad verwys word; en die beslissing van die Raad is finaal.

13. VERBOD OP INDIENSNEMING VAN ENIGEEN ONDER DIE LEEFTYD VAN 15 JAAR

'n Werkewer mag niemand onder die leeftyd van 15 jaar in diens neem nie.

14. DIENSSERTIFIKAAT

'n Werkewer moet by die beëindiging van die dienskontrak van enigeen van sy werkemners, uitgesonderd 'n los werkemner, sodanige werkemner voorsien van 'n dienssertifiakaat wat die volle name van die werkewer en die werkemner, die aard van die diens, die aanvangs- en beëindigingsdatum van die kontrak, die besoldiging ten tyde van sodanige beëindiging en die datum van die jongste loonsverhoging meld.

15. BEËINDIGING VAN DIENSKONTRAK

(1) 'n Werkewer of 'n werkemner, uitgesonderd 'n los werkemner, wat 'n dienskontrak wil beëindig, moet soos volg daarvan kennis gee:

(a) Gedurende die eerste maand diens, minstens 24 uur;
(b) daarna, minstens een week kennis ten opsigte van 'n werkemner wat weekliks betaal word; en
(c) twee weke kennis ten opsigte van 'n werkemner wat maandeliks betaal word.

(2) Dit raak nie—

(a) die reg van 'n werkewer of 'n werkemner om die dienskontrak om 'n regsgeldige rede te beëindig nie;
(b) 'n skriftelike ooreenkoms tussen 'n werkewer en sy werkemner wat voorsiening maak vir 'n kennisgewingstermyn wat vir albei partye ewe lank is en langer is as wat in hierdie klousule voorgeskryf word nie.

(3) 'n Werkewer of 'n werkemner kan die dienskontrak sonder kennisgewing beëindig deur aan die werkemner lone te betaal of aan die werkewer lone terug te betaal of te verbeur, na gelang van die geval, wat gelykstaan met die kennisgewingstermyn wat hierdie klousule vereis. Indien die geld wat 'n werkewer aan 'n werkemner skuld by wyse van lone onvoldoende is om die volle bedrag te vereffent van die verbeurdverklaring ten opsigte van die kennisgewingsbetaling, kan die werkewer sodanige bedrag aftrek van ander voordele (as daar is) wat besig was om ten gunste van die werkemner op te loop ten tyde van die beëindiging van sy dienskontrak.

(4) Die werkewer kan 'n werkemner se dienskontrak as beëindig beskou as die werkemner drie agtereenvolgende werkdae sonder vooraf goedkeuring sy werk afwesig is tensy die werkemner die werkewer binne dié tydperk 'n doktersertifiakaat toon ter bevestiging van sy onbekwaamheid om sy gewone werk te verrig. Diensbeëindiging ingevolge hierdie subklousule moet beskou word as diensbeëindiging deur die werkemner sonder kennisgewing vir die doel van verbeurdverklaring van loon ingevolge subklousule (3).

(5) Die kennisgewing in subklousule (1) vermeld, tree in werking met ingang van die dag waarop dit gegee word in die geval van 'n werkemner wat weekliks betaal word, maar in die geval van 'n werkemner wat maandeliks betaal word op die eerste of die 15de dag van die maand.

(6) The period of notice shall not run concurrently with, nor shall notice be given during the employee's absence on annual leave in terms of clause 7 or sick leave in terms of clause 8, or on military service.

16. EXEMPTIONS

(1) Subject to the proviso to section 51 (3) of the Act and subject to the provisions of clauses (2) and (3) of this clause, the Council may grant exemption from any of the provisions of this Agreement to or in respect of any person for any good or sufficient reason.

(2) The Council shall fix, in respect of any person granted exemption, the conditions subject to which such exemption is granted and the period during which such exemption shall operate: Provided that the Council may, if it deems fit, after one week's notice in writing has been given to the person concerned, withdraw any exemption licence whether or not the period for which exemption was granted has expired.

(3) The Secretary of the Council shall issue to every person granted exemption a licence signed by him setting out—

- (a) the full name of the person concerned;
- (b) the provisions of the Agreement from which exemption is granted;
- (c) the conditions subject to which exemption is granted; and
- (d) the period during which the exemption shall operate.

17. ACCURACY OF RECORDS

An employer and/or an employee shall not record incorrectly any particulars, information or data which he is required to record and/or submit on any forms, records, pay envelopes, returns or other documents provided for in this Agreement.

18. EXPENSES OF THE COUNCIL

(1) The expenses of the Council shall be met in the following manner: 6c per week shall be deducted by every employer from the earnings of each of his employees for whom a weekly wage is prescribed in this Agreement.

To the amount so deducted, the employer shall add a like amount and forward month by month and not later than the 15th day of each month the total sum to the Secretary of the Council, P.O. Box 1536, Cape Town.

(2) Every employer shall, when forwarding the amount payable in terms of subclause (1), submit a return to the Council of the number of employees employed by him for each week or each calendar month on the form supplied by the Council in the form of Annexure B to this Agreement.

19. AGENTS

The Council shall appoint one or more specified persons as agents to assist the Council in giving effect to the terms of this Agreement and it shall be the duty of every employer and every employee to permit such agent(s) to institute such enquiries and to examine such books and/or documents and to interrogate such persons as may be necessary for this purpose.

20. TRADE UNION REPRESENTATIVE ON THE COUNCIL

Employers shall give to any of their employees who are representatives on the Council every reasonable facility to attend to their duties in connection with the work of the Council.

21. INTERPRETATION OF AGREEMENT

The Council shall be the body responsible for the administration of this Agreement and may issue rulings not inconsistent with the provisions thereof for the guidance of employers and employees.

22. EXISTING CONTRACTS

Any contract of service in operation at the date of commencement of this Agreement shall be subject to the provisions of this Agreement.

23. EXHIBITION OF AGREEMENT

Every employer shall affix and keep affixed in his establishment in a conspicuous place readily accessible to his employees a legible copy of this Agreement in both official languages and in the form prescribed in the regulations under the Act and an employer shall be obliged to exhibit a copy of this Agreement in such place and in such manner as the Council may, in writing, direct.

Signed at Cape Town on behalf of the parties this 25th day of January 1980.

H. A. SCOTT, Chairman.

L. J. KENSLEY, Vice-Chairman.

J. D. F. COLINESE, Secretary.

(6) Die kennisgewingstermyn mag nie saamval met en kennis mag ook nie gegee word tydens 'n werknemer se afwesigheid met sy jaarlikse verlof ingevolge klousule 7 of met siekterverlof ingevolge klousule 8 of met militêre diens nie.

16. VRYSTELLINGS

(1) Behoudens die voorbehoedsbepaling van artikel 51 (3) van die Wet en subklousules (2) en (3) van hierdie klousule, kan die Raad om 'n afdoende rede enigiemand van die bepalings van hierdie Ooreenkoms vrystel.

(2) Die Raad moet, ten opsigte van enigiemand aan wie vrystelling verleen word, die voorwaarde stel waarop sodanige vrystelling verleen word en die typerk vasstel wat sodanige vrystelling van krag is: Met dien verstande dat die Raad, as hy dit goedvind, na een week skriftelike kennisgewing aan die betrokke persoon, 'n vrystellingsertifikaat kan intrek, afgesiend daarvan of die typerk waarvoor sodanige vrystelling verleen is, verskryf het of nie.

(3) Die Sekretaris van die Raad moet aan elkeen aan wie vrystelling verleen is, 'n sertifikaat uitreik wat hy onderteken het en wat die volgende meld:

- (a) Die volle naam van die betrokke persoon;
- (b) die bepalings van die Ooreenkoms waarvan vrystelling verleen word;
- (c) die voorwaarde waarop sodanige vrystelling verleen word; en
- (d) die typerk wat die vrystelling van krag word.

17. JUISTHEID VAN REGISTERS

'n Werkewer en/of 'n werknemer mag geen besonderhede, inligting of gesgewens wat hy moet aanteken en/of moet verstrek op 'n vorm, register, betaalkoevert, opgawe of ander dokument wat in hierdie Ooreenkoms voorgeskryf word, verkeerd invul nie.

18. UITGAWES VAN DIE RAAD

(1) Die uitgawes van die Raad moet soos volg bestry word:

Elke werkewer moet 6c per week aftrek van die verdienste van elkeen van sy werknemers vir wie 'n weekloon in hierdie Ooreenkoms voorgeskryf word.

By die bedrag aldus afgetrekk, moet die werkewer 'n bedrag voeg wat daaraan gelyk is en die totale bedrag maand vir maand, voor of op die 15de dag van elke maand, aan die Sekretaris van die Raad, Posbus 1536, Kaapstad, stuur.

(2) Elke werkewer moet, wanneer die bedrag betaalbaar ingevolge subklousule (1) aangestuur word, 'n opgawe van die getal werknemers elke week of elke kalendermaand in sy diens aan die Raad voorlê op die vorm wat die Raad in die vorm van Aanhengsel B van hierdie Ooreenkoms verskaf.

19. AGENTE

Die Raad moet een of meer aangewese persone as agente aanstel om die Raad te help om uitvoering aan die bepalings van hierdie Ooreenkoms te gee, en dit is die plig van elke werkewer en elke werknemer om sodanige agent(e) toe te laat om dié navrae te doen, dié boeke en/of dokumente te ondersoek en dié persone te ondervra wat vir hierdie doel nodig is.

20. VERTEENWOORDIGER VAN VAKVERENIGING IN DIE RAAD

Werkewers moet aan enigeen van hul werknemers wat 'n verteenwoordiger in die Raad is, alle redelike faciliteite verleen om sy pligte in verband met die werk van die Raad uit te voer.

21. UITLEG VAN OOREENKOMS

Die Raad is die liggaaam wat vir die administrasie van hierdie Ooreenkoms verantwoordelik is, en hy kan vir die leiding van werkewers en werknemers beslissings gee wat nie met die bepalings hiervan onbestaanbaar is nie.

22. BESTAANDE KONTRAKTE

'n Dienskontrak wat op die datum van inwerkingtreding van hierdie Ooreenkoms van krag is, is onderworpe aan hierdie Ooreenkoms.

23. VERTONING VAN OOREENKOMS

Elke werkewer moet 'n leesbare eksemplaar van hierdie Ooreenkoms in albei amptelike tale en in die vorm wat by regulasie ingevolge die Wet voorgeskryf is, in sy bedryfsinrigting opplak en opgeplak hou op 'n opvalende plek wat gereeld toeganklik vir sy werknemers is, en 'n werkewer moet 'n eksemplaar van hierdie Ooreenkoms op dié plek en op dié manier vertoon wat die Raad skriftelik gelas.

Namens die partye op hede die 25ste dag van Januarie 1980 te Kaapstad onderteken.

H. A. SCOTT, Voorsitter.

L. J. KENSLEY, Ondervorsitter.

J. D. F. COLINESE, Sekretaris.

ANNEXURE A

Name of firm

Department

Week ending:

ANNEXURE B
RETURN OF EMPLOYEES FOR WHOM LEVIES ARE PAID

No. of employees Levy 6c per week

Date

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AANHANGSEL A
WERKUURREGISTER

Naam van firma ..

Afdeling

**AANHANGSEL B
OPGawe VAN WERKNEMERS VIR WIE HEFFINGS BETAAL WORD**

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Herring cc per week

Datum

vir week eindigende

.....vir week endigende

...vir week eindigende

.....vir week eindigende

.....vir week eindgende

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WILHELM WERKGEWERF SE HYDRÆ BY

Kriegswehr und Kriegsziek

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|--|-------------|---|-------------|
| No. R. 1032 | 23 May 1980 | No. R. 1032 | 23 Mei 1980 |
| FACTORIES, MACHINERY AND BUILDING WORK ACT, 1941 | | WET OP FABRIEKE, MASJINERIE EN BOUWERK, 1941 | |
| BAKING AND/OR CONFECTIONERY INDUSTRY (CAPE) | | BAK- EN/OF BANKETNYWERHEID (KAAP) | |
| I, Stephanus Petrus Botha, Minister of Manpower Utilisation, hereby, in terms of section 22 (1) of the Factories, Machinery and Building Work Act, 1941, declare the provisions of the Agreement and notice relating to the Baking and/or Confectionery Industry published under Government Notice R. 1031 of 23 May 1980, to be, on the whole, not less favourable to the employees whose hours of work and remuneration in respect of overtime, public holidays and work on Sundays and public holidays are regulated thereby, than the relative provisions of the said Act. | | Ek, Stephanus Petrus Botha, Minister van Mannekragbenutting, verklaar hierby, kragtens artikel 22 (1) van die Wet op Fabrieke, Masjinerie en Bouwerk, 1941, dat die bepalings van die Ooreenkoms en kennisgewing in verband met die Bak- en/of Banketnywerheid gepubliseer by Goewermentskennisgewing R. 1031 van 23 Mei 1980, oor die algemeen vir werknemers wie se werkure en besoldiging ten opsigte van oortydwerk, openbare feesdae en werk op Sondae en openbare feesdae daarby gereël word, nie minder gunstig is nie as die desbetreffende bepalings van genoemde Wet. | |
| S. P. BOTHA, Minister of Manpower Utilisation. | | S. P. BOTHA, Minister van Mannekragbenutting. | |
| No. R. 1033 | 23 May 1980 | No. R. 1033 | 23 Mei 1980 |
| INDUSTRIAL CONCILIATION ACT, 1956 | | WET OP NYWERHEIDSVERSOENING, 1956 | |
| BAKING AND/OR CONFECTIONERY INDUSTRY (CAPE).—CANCELLATION OF GOVERNMENT NOTICE | | BAK- EN/OF BANKETNYWERHEID (KAAP).—INTREKKING VAN GOEWERMENTSKENNISGEWING | |
| I, Stephanus Petrus Botha, Minister of Manpower Utilisation, hereby, in terms of section 48 (5) of the Industrial Conciliation Act, 1956, cancel Government Notice R. 444 of 7 March 1980, with effect from the second Monday after the date of publication of this notice. | | Ek, Stephanus Petrus Botha, Minister van Mannekragbenutting, trek hierby kragtens artikel 48 (5) van die Wet op Nywerheidsversoening, 1956, Goewermentskennisgewing R. 444 van 7 Maart 1980 in met ingang van die tweede Maandag na die datum van publikasie van hierdie kennisgewing. | |
| S. P. BOTHA, Minister of Manpower Utilisation. | | S. P. BOTHA, Minister van Mannekragbenutting. | |

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