

SUPPLEMENT TO THE SWAZILAND GOVERNMENT GAZETTE

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PUBLISHED BY AUTHORITY

LEGAL NOTICE NO. 133 OF 2011**THE WATER ACT, 2003
(Act No. 7 of 2003)****THE APPOINTMENT OF MEMBERS OF THE KOMATI RIVER BASIN
AUTHORITY (AMENDMENT) NOTICE, 2011
(Under Section 33)**

In exercise of the powers conferred by Section 33 of the Water Act, 2003, the Minister for Natural Resources and Energy issues the following notice -

Citation and Commencement

1. (1) This Notice may be cited as the Appointment of Members of the Komati River Basin Authority (Amendment) Notice, 2011.

(2) This Notice shall come into force on the date of publication in the Gazette.

Amendment of Legal Notice No. 60 of 2009

2. Legal Notice No. 60 of 2009 is amended in section 2 paragraph -

(a) (b) by deleting the name “**Mr Peter Scott**” and replacing it with the name “**Bernard Shongwe**”; and

(b) (h) by deleting the name “**Mr. Samson Thwala**” and replacing it with the name “**Mr. Seluleko Fakudze**”.

PRINCE TSANDZILE DLAMINI
MINISTER FOR NATURAL RESOURCES AND ENERGY

LEGAL NOTICE NO. 134 OF 2011

THE CASINO ACT, 1963
(Act No. 56 of 1963)

REVOCATION OF APPOINTMENT OF CHAIRMAN OF THE SWAZILAND
GAMING BOARD OF CONTROL NOTICE, 2011
(Under Section 6)

In exercise of the powers conferred by Section 6 of the Casino Act, 1963, the Minister for Tourism and Environmental Affairs issues this Notice -

Citation and Commencement

1. (1) This Notice may be cited as the revocation of appointment of chairman of the Swaziland Gaming Board of Control Notice, 2011.

(2) This Notice shall be deemed to have come into force on 18th August 2011.

Revocation of Appointment

2. The Appointment of **Mr. Almon Mkhwanazi** as Chairman of the Swaziland Gaming Board of Control is revoked with effect from 17th August 2011.

LUCY M. T. DLAMINI
*PRINCIPAL SECRETARY - MINISTRY OF TOURISM AND
ENVIRONMENTAL AFFAIRS*

LEGAL NOTICE NO. 135 OF 2011

THE CASINO ACT, 1963
(Act No. 56 of 1963)

THE APPOINTMENT OF CHAIRPERSON OF THE SWAZILAND
GAMING BOARD OF CONTROL NOTICE, 2011
(Under Section 6)

In exercise of the powers conferred by Section 6 of the Casino Act, 1963, the Minister for Tourism and Environmental Affairs issues this notice -

Citation and Commencement

1. (1) This Notice may be cited as the appointment of Chairperson of the Swaziland Gaming Board of Control Notice, 2011.
- (2) This Notice shall be deemed to have come into force on 18th August 2011.

Appointment

2. **Mr. Bongani George Mdluli** is appointed as Chairperson of the Swaziland Gaming Board of Control with effect from 17th August 2011 for a period not exceeding three years.

LUCY M. T. DLAMINI
*PRINCIPAL SECRETARY - MINISTRY OF TOURISM AND
ENVIRONMENTAL AFFAIRS*

LEGAL NOTICE NO. 136 OF 2011

THE WAGES ACT, 1964
(Act No. 16 of 1964)THE REGULATION OF WAGES (MICRO - MONEY LENDERS) ORDER, 2011
(Under Section 11)

In exercise of the powers conferred by Section 11 of the Wages Act, 1964, the Minister for Labour and Social Security hereby makes the following Order.

Citation and Commencement.

1. This Order may be cited as the Regulation of Wages (Micro-Money Lenders) Order, 2011 and shall be deemed to have come into force on the 1st March 2011.

Application.

2. (i) This Order shall apply to all persons employed in the Micro-Money Lending sector in respect of basic conditions of employment and where such order is silent, the provisions of relevant legislation shall be applicable

(ii) In terms of this order a Micro-Money Lender means a persons or institution lending or borrowing money to another between E 001.00 up to E5 000 or any higher amount as the case may be.

Interpretation.

3. In this Order unless the context otherwise requires -

"cleaner" means an employee who performs cleaning duties and may be called upon in some organisations to also serve refreshments to client provided that this latter aspect is not routine or regular.

"debt collector" means an employee who performs field duties of physical visits to clients, for the purpose of debt collecting or giving reminders to debtors;

"office assistant/ administrator" means an employee engaged in carrying out simple routine tasks in the employer's office;

"junior clerk" means an employee who is a holder of a junior certificate of education and is engaged in general clerical duties;

"senior clerk" means an employee who is a holder of a senior certificate of education and who is engaged in clerical duties whether or not such employee also supervises the junior clerk;

"redundancy" means a situation where, circumstances as outlined in the Employment Act 1980, or as it may be amended, arise which may result in reduction of the number of employees of that particular employer.

"Continuous service" means a service only interrupted by death, retirement, ill-health, sale of business or discharge of the employee concerned. Provided that an employee, who is re-engaged within two months of his discharge shall be deemed to be in continuous service of that employer and where, following upon a change of ownership or sale of business of an establishment or undertaking an employee enters the services of the new owner without interruption, his service shall be deemed to be in continuous service in the employment of the new owner.

Basic Minimum Wage.

4. (1) The basic minimum wage to be paid to the employee specified in the First Schedule shall-

- (i) be calculated at a rate not less than that specified in the schedule; and
- (ii) not be reduced by any amount for housing, meal allowance, accommodation or transport which the employer may provide.

(2) Any employee who, at the date of the commencement of this Order is in receipt of a higher wage, or enjoys better conditions of employment than those prescribed by the Order shall not suffer a reduction in such wage or condition by reason of this Order coming into operation.

Hours of work.

5. An employee shall work forty-five (45) hours a week, spread over six (6) days exclusive of meal breaks. Where there is need for variation of these hours, such must be agreed upon between the employer and employee.

Overtime Payment.

6. (1) An employee who is required to be on duty and work in excess of the hours specified in Regulation 5 shall be entitled to be paid for such overtime at the rate of one and a half times the employee's normal hourly rate of wages, provided that time worked on Saturdays after normal time, shall be paid at one and half times the hourly rate, and on Sundays, and public holidays shall be paid at twice the employee's basic hourly rate.

(2) No employee shall be required to work overtime against his will unless it is understood by both parties that such overtime is necessary. Such overtime worked, may not exceed eight (8) hours a week.

Annual Leave.

7. (1) On completion of each period of twelve months' continuous service, an employee shall be entitled to an annual leave of twenty one (21) working days with full pay;

(2) Where employment of an employee is terminated after a period exceeding three months but not amounting to one year from the date of its commencement, or after a period of employment following the completion of a year in respect of which the paid annual holiday has been taken, the employer shall, on or before the date of such termination, pay to the employee a sum equal to not less than one day's wages for each completed month of such period.

Sick Leave

8. (1) After three months of continuous employment and subject to production of a medical certificate signed by a medical practitioner as defined under the Medical and Dental Practitioners Act, 1970, an employee shall be entitled to sick leave of up to a maximum of fourteen days on full pay and thereafter to sick leave up of up to a maximum of fourteen days on half pay in each period of twelve months' continuous service

(2) Notwithstanding sub-regulation (1)-

- (i) a certificate issued by a registered nurse shall be accepted in place of a medical certificate if a medical practitioner is not available;

- (ii) sick leave for employee who has less than three months continuous service shall be at the discretion of the employer.

Maternity Leave

9. (1) Every female employee, whether married or unmarried, who has been in continuous employment of her employer for twelve months or more shall be entitled to twelve week's maternity leave, so arranged that she gets six weeks before the date of confinement, the other six weeks from the date of confinement but only a month shall be on full pay and the remaining months shall be at the discretion of the employer, upon delivering to the employer -

- (a) a certificate issued by a medical practitioner or a midwife setting the expected or actual date of confinement; or
- (b) such other evidence in support of the entitlement to maternity leave as is reasonable, having regard to all the circumstances of the case;

(2) A female employee shall not be entitled to the maternity leave provided for under sub-regulation (1) for two (2) consecutive years.

Compassionate Leave

10. (1) An employee who has completed the probation period shall be entitled to compassionate leave as follows:

Widow	-	30 working days with full pay;
Widower	-	15 working days with full pay;
Biological/ legally adopted Child	-	6 working days with full pay;
Biological parents	-	6 working days with full pay;

(2) Entitlement to compassionate leave of other relatives in addition to the above shall be at the discretion of the employer.

Written Particulars of employment to be provided.

11. An employer shall within two calendar months of appointed day, give each employee a completed copy of the form in the Second Schedule of this Order.

Paid Public Holidays

12. (1) The following shall be public holidays with full pay -

- Ascension Day;
- Christmas day;
- Good Friday;
- Easter Monday;
- Incwala day;

King's birthday;

Somhlolo day;

Umhlanga day;

National Flag day;

Workers' day;

July 22;

New years day and;

National Secondary Election's day

(2) Where a public holiday falls on a Sunday, the following day shall be deemed to be a public holiday

Retirement Age

13. The retirement age for an employee shall be fifty (50) years. However, an employee may apply for early retirement at the age of forty five (45) years.

Payment of Severance Allowance

14. Severance allowance shall be paid in an appropriate cases to an employee in terms of section 34 of the Employment Act, 1980 or as it may be amended.

Pay Day

15. An employee's wages shall be paid in terms of Part VI of the Employment Act, 1980.

Redundancy

16. When an employee has been employed for a period of two years or more and his employment is terminated for reasons, which are beyond the control of either the employer or the employee, he will be paid either:

- (a) a redundancy payment equal to two-thirds of his monthly wage multiplied by four;
or
- (b) severance allowance required by the Employment Act, 1980 or as it may be amended, whichever is greater, but he will not be entitled to be paid both severance allowance and redundancy pay.

Transport

17. An employee, who by nature of his employment is required to be on duty on any day after 6 p.m. or is required to start work before 6. 30 a.m. shall be provided free of charge with transport between his place of work and his place of residence or such point on a public road as may be mutually agreed upon between the employer and the employee.

Revocation of Legal Notice No 3 of 2008

18. The Regulation of Wages (Micro and Money Lenders) Order, 2008 is hereby revoked.

FIRST SCHEDULE
(Regulation 4)

BASIC WAGES PER MONTH

	A	B
	Urban Areas	All other areas
Cleaner	E 1250.80	E 1063.18
Office Assistant/ Administrator	E1500.96	E1250.80
Junior Clerk	E 2126.36	E 1876.20
Senior Clerk	E3752.40	E 3377.16
Debt Collector	E 2502.60	E2126.36

(A) Bhunya, Big Bend, Bulembu, Luyengo, Matata, Malkerns, Manzini, Mbabane (including establishment situated along and within 5 km on either side of the Mbabane-Manzini main road stretching 20 km from Mbabane), Matsapha, Mhlambanyatsi, Mhlume, Ngwenya, Nhlangano, Pigg's Peak, Sidvokodvo, Simunye, Siteki, Tabankulu, Tshaneni, Vuvulane, Nsoko, Lavumisa, Mankayane, Lomahasha and Hlatikhulu.

N.B The areas mentioned in (A) above are, for purposes of this Order deemed to be Urban Areas:

SECOND SCHEDULE
(Regulation 11)

WRITTEN PARTICULARS OF EMPLOYMENT FORM

1. Name of employer
 2. Name of employee
 3. Date of Employment began
 4. Wage and method of calculation
 5. Interval at which wages are paid
 6. Normal hours of work
 7. Short description of employee's work
-
-

8. Probation Period
9. Annual Holiday Entitlement
10. Paid Public Holidays
11. Payment during sickness
12. Maternity Leave
13. Notice employee entitled to receive
14. Notice employer required to give
15. Pension scheme, Provident Fund, Gratuity scheme etc (if any, other than S N.P.F
.....
16. Any other matter either party wishes to include

Notes: (a) If a n Industry Union is recognised by this undertaking any employee is free to join it.

The address of the Industry Union is:

(b) The grievance procedure in this undertaking requires that a grievance should be first referred to

(c) When any heading is inapplicable enter nil.

Signed Employer
 Employer
 Witness
 Date

P. M. MAMBA
HOUNARABLE MINISTER
MINISTRY OF LABOUR AND SOCIAL SECURITY

LEGAL NOTICE NO. 137 OF 2011

THE WAGES ACT, 1964
(Act No. 16 of 1964)

THE REGULATION OF WAGES (HOTEL, ACCOMMODATION, CATERING
AND FAST FOODS TRADES) ORDER, 2011
(Under Section 11)

In exercise of the powers conferred by Section 11 of the Wages Act, 1964, the Minister for Labour and Social Security hereby makes the following Order.

Citation and Commencement.

1. This Order may be cited as the Regulation of Wages (Hotel, Accommodation, Catering and Fast Foods Trades) Order, 2011 and shall be deemed to have come into force on the 1st July 2011.

Application.

2. This Order shall apply to all persons specified in the First Schedule employed in the Hotel, Accommodation, Catering, Casino, Fast Foods, Bed & Breakfast and Game Reserves Trades.

Interpretation.

3. In this Order unless the context otherwise requires -

"assistant house keeper" means person who-

- (a) assists and carries out instructions of a Housekeeper or the Management particularly in regard to the maintenance of linen, blankets and soft furnishings;
- (b) supervises room maids and similar staff; and
- (c) is responsible for the cleaning of such areas of the establishment as are designated by the management;

"assistant waiter/ waitress" means a person who assists a waiter/ waitress and carries out the duties of a waiter/ waitress under his/her directive;

"attendant" means a person working in a casino and who is responsible for assisting clients when playing gambling machines, serve beverages and is responsible for cleanliness of the gambling area.

"barman/ bar lady" means a person other than a junior barman/ lady or a cocktail barman who-

- (a) prepares and serves drinks other than cocktails, to wine stewards, bar stewards, waiters and guests in a public bar;
- (b) collects payment of the beverages;
- (c) is responsible for stocks and monies under his control; and
- (d) is responsible for the cleanliness of the bar and its surroundings;

"bar steward" means a person who accepts orders for drinks and serves drinks to customers;

"basic minimum wage" means the basic minimum wage payable to an employee excluding allowances in cash or in kind and overtime payments;

"banqueting waiter" means a person who sets up and prepares a banqueting area for functions, conferences, meetings and banquets, serves food, beverages and cigarettes and clears the room ready for setting up the next function;

"billing clerk" means a person who prepares and controls guests accounts, receives and acts upon reception reports and may also be required to carry out the duties of a receptionist;

"butcher" means a person who prepares and cuts meat, fish and or poultry in its raw state and carries out associated duties assigned by the Head Chef or Assistant Chef;

"cashier" means a person who prepares bills of accounts, operates an accounting machine, cash register or a manual accounting system and is responsible for cash under his control;

"casino administration clerk" means a person responsible for daily banking and other clerical duties;

"casino cashier" means a person who issue smart cards to clients and is responsible for casino computer programme, data and any related accounting duties;

"casino waiter" means a person who serves food, beverages and cigarettes e.t.c ordered by guests, prepares and polishes casino tables, empties ashtrays and assists in setting of tables;

"chips frier" means a person whose principal responsibility is working as a deep fat frier;

"cleaner" means a person who carries out the cleaning of any area or item required by a supervisor;

"cocktail barman" means a person other than a barman, who -

- (a) prepares and serves cocktails and drinks;
- (b) collects payments for drinks
- (c) is responsible for all the stocks and monies under his control; and
- (d) is responsible for the cleanliness of the bar and its surroundings

"continuous service" means service in the employment of an employer interrupted only by death, retirement, or discharge of the employee concerned. Provided that an employee who is re-engaged within two months of his discharge shall be deemed to be in the continuous service of that employer;

"count accounts" means a person responsible for counting money and gambling chips;

"chef de partie/ cook" means a person who-

- (a) compiles menus in consultation with the management;
- (b) prepares food;
- (c) supervises and allocates work in the kitchen;

(d) checks the arrival of food stuffs and raw material to be used in the kitchen particularly in regard to weight and quality; and

(e) is responsible for the cleanliness and general hygiene of the kitchen;

"clerk" means a person who carries out clerical duties and is responsible for all monies and documents under his control;

"dealer/ croupier" means a person who deals with cards, spinning wheel in a casino and has acquired more than six months experience;

"driver" means a person who is in possession of a valid driver's licence to drive a vehicle allocated to him, ensures that it is clean and carries out simple maintenance or service tasks on it;

"gaming floor security" means a person working in the casino who is responsible for handling of keys and cleaning of the machines;

"guest relations officer" means a person working at a casino front desk, assisting customers, marketing of casino promotions and maintaining data base;

"handyman" means a person who carries out maintenance work, supervises and allocates tasks to employees under his supervision and is responsible for all tools and stores under his control;

"head porter" means a person in charge of the porters' desk who supervises porters and luggage porters and carries out all duties allocated to him by reception staff or management;

"head waiter/ waitress" means a person who-

(a) is in charge of the dining room, and supervises waiters and dining room staff;

(b) arrange table reservation for individual customers or parties;

(c) ensures that high standard of service is maintained and deals with customers complaints concerning food or service; and

(d) may also be required to take customers orders and pass them to the waiter;

"house keeper" means a person who-

(a) is responsible for cleaning bedrooms and public areas in a hotel or other accommodation establishment and for the cleanliness and repair of all linen, blankets and soft furnishings under his control and advising management on the durability and replacement thereof; and

(b) supervises room maids and other staff;

"kitchen assistant" means an unskilled person employed to assist in a kitchen.

"junior field guide" means a person who guides and helps guests and provide interpretation to tourist and visitors;

"labourer" means a person who, under supervision, carries out manual work including irrigation, and who if so required, works as a pump house attendant;

"laundry worker" means a person who carries out laundry work involving the use of machinery other than flat irons;

"linen keeper" means a person who is responsible for the control and issue of linen and other stocks and cleaning materials in a linen room;

"lounge/ pool waiter/ waitress" means a person who serves food, beverages, cigarettes e.t.c and clears/ cleans tables in the lounge or pool area;

"luggage porter" means a person who carries out instructions given to him by a head porter, porter or reception staff, or the management and carries luggage's;

"porter" means a person who-

- (a) carries out the duties allocated to him by reception staff;
- (b) conducts guests to their room;
- (c) performs other duties as may be required by the management including the cleaning of shoes, selling newspapers and the collection of mail;

"receptionist" means a person who checks guests in and out of the establishment, and allocates rooms to guests and submit accounts to them for payment;

"room maid" means a person who cleans and prepares rooms for use by guests and who carries out associated duties allocated by the management, a housekeeper or assistant housekeeper;

"room service person" means a person who has knowledge of all items on the room service menu, who sets up room service trays, prepares the room area for service, delivers food and beverage orders to guests bedrooms and offices, and clears bedrooms, corridors and offices of dirty cookery, cutlery, glasses and trays;

"security guard" means a person with a working knowledge of the laws relating to the sale of liquor and the industry, who is responsible for the security of premises belonging to the establishment in which he is employed and carries out investigation and prepares reports as required by the management.

"short order cook" means a person who is responsible for the preparation and production of short orders and simple food on the instructions of management or a cook;

"stores assistant" means a person who, under the instruction of a storeman, checks and accounts for all items coming into, or being issued from a store and is responsible for the receipt and custody of all stores under his control;

"supervisor" means a person responsible for the supervision of any employees placed under his control by management;

"surveillance officer" means a person responsible for monitoring security camera in the control room;

"telephonist" means a person who operates a switchboard, who keeps a record of all outgoing calls ensuring that they are correctly charged to the person responsible for their payment and who receives and records guests' messages;

"tour guide/ field guide" means a person responsible for guiding and providing information to tourist and visitors in a game reserve;

"tractor driver" means a person who operates a tractor and implements assigned to him in order to carry out given tasks and who carries out simple maintenance of the tractor;

"trainee dealer/ croupier" means a person who deals with cards and spinning wheels in a casino and who has less than six months experience;

"trainee field guide" means a person who is responsible for providing information to tourists and has less than one year experience

"trainee technician" means a person who has less than six months experience and is responsible for repair of machines;

"inspector" means a person who works in the casino and oversees the dealers/ croupiers;

"waiter/waitress" means a person who -

- (a) has knowledge of all items on the menu, and receives orders from customers in the dining room;
- (b) prepares and serves sandwiches, salads, snacks and other light refreshments throughout the establishment; and
- (c) is responsible for preparation of tables and cleaning of the work/working station;

"wine steward" means a person who presents a wine list to guests, and advises on and serves wine and other drinks and serves light refreshment and snacks throughout the establishments;

"valet" means a person who is responsible for ironing, pressing, collection and the delivery of guests' garments;

"watchman" means a person who guards the property of his employer against fire, theft and illegal entry and who watches or guards against any other irregularities;

Basic minimum wage

4. (1) The employees specified in the First Schedule shall be paid a basic minimum wage not less than that specified therein, which shall not be reduced by any amount for housing or accommodation.

(2) Any employee who, at the date of the commencement of this Order is in receipt of a higher wage, or enjoys better conditions of employment than those prescribed by the Order shall not suffer a reduction in such wage or condition by reason of this Order coming into operation.

Rations

5. (1) At his expense, an employer shall supply weekly rations to an employee in accordance with the scale specified in the Third Schedule. This may also be in a form of meals supplied while the employee is on duty.

(2) Notwithstanding sub-regulation (1) an employer, with the consent of the employee and after notifying the Commissioner of Labour, may pay the employee in lieu of rations/ meals, such allowances as may be approved by the Commissioner of Labour from time to time.

Hours of work

6. The normal working week shall consist of forty-eight hours (which shall exclude six hours duty free for meal breaks) spread over a period of six days.

Overtime payment

7. (1) Overtime work for all employees, other than those employed on casual basis, shall be paid for time worked in excess of forty-eight hours in any week, at one and half times the normal hourly rate.

(2) The normal hourly rate shall be not less than one over two hundred and thirty fourth (1/234) which is total hours per month of the employee's basic minimum wage.

(3) Where an employee has worked on a public holiday under Regulation 16 or on his off day he shall be paid double the normal hourly rate.

Annual leave

8. (1) After twelve months continuous service with an employer, an employee shall be entitled to a minimum of fifteen (15) working days paid leave which period shall exclude any public holidays specified in Regulation 16 which occur during that leave.

Provided that-

(a) after two years of continuous service with an employer an employee shall be entitled to twenty one (21) working days annual leave with full pay; and

(b) after three years of continuous service with an employer an employee shall be entitled to twenty three (23) working days annual leave with full pay.

(2) Any employee who goes on annual leave, in addition to the payment for the leave, shall be paid an amount in cash equivalent in value to the rations he would have received during the period of his annual leave had he not taken leave.

(3) Where employment of an employee is terminated after a period exceeding three months but not amounting to one year from the date of employment, or after a period of employment following the completion of a year in respect of which the paid annual holiday has been taken, the employer shall, on or before the date of such termination, pay to the employee a sum equal to one day's wages for each completed month of such period.

Sick Leave

9. (1) After three consecutive months of service with an employer and subject to the production of a medical certificate signed by the Medical Practitioner as defined under the Medical and Dental Practitioners Act, 1970, an employee shall be entitled to sick leave of up to a maximum of fourteen days on full wages, and thereafter to a maximum of twenty one days on half wages in each period of twelve months continuous service.

(2) Notwithstanding Sub- Regulation (1) a certificate issued by a registered nurse shall be accepted in place of a Medical Practitioner's certificate if he is not available.

Maternity Leave

10. (1) Every female employee, whether married or unmarried, who has been in continuous employment of her employer for twelve months or more shall be entitled to twelve weeks maternity leave, so arranged that she gets six weeks before the date of confinement, the other six weeks from the date of confinement.

(2) An employee on maternity leave shall be paid at least thirty days wages, the rest of which at the discretion of the employer, provided that she produces-

- (a) a certificate issued by a Medical Practitioner or a midwife setting the expected or actual date of confinement; or
- (b) such other evidence in support of the entitlement to maternity leave as is reasonable, having regard to all the circumstances of the case;
- (c) a female employee shall not be entitled to the maternity leave provided for under sub-regulation (1) for two (2) consecutive years.

Compassionate Leave

11. (1) An employee who has completed the probation period shall be entitled to compassionate leave with full pay as follows:

Widow	-	37 working days;
Widower	-	7 working days;
Biological/ legally adopted Child	-	7 working days;
Biological parents	-	7 working days;

(2) Entitlement to compassionate leave of other relatives in addition to the above shall be at the discretion of the employer.

Written Particulars of employment to be provided

12. An employer shall on engagement of an employee give such employee a completed copy of the form in the Second Schedule of this Order.

Retirement Age

13. An employee shall retire at the age of 60, but may take early retirement at 50.

Payment of Severance

14. Severance allowance shall be paid to an employee as per section 34 of the Employment Act, 1980 as amended or its successor.

Continuous service

15. Where, following upon a sale, transfer or takeover of the business or undertaking an employee enters the service of a new employer without interruption, his services shall be deemed to be continuous service in the employment of the new employer.

Paid Public Holidays

16. (1) The following shall be public holidays with double the hourly rate of pay -

Boxing Day;
 Christmas day;
 Good Friday;
 Incwala day;
 King's birthday;
 Somhlolo day;
 Umhlanga day;
 National Flag day;
 Worker's day; and
 National Secondary Election's day

Day off/ Rest day.

17. (1) An employee shall be entitled to a minimum of one day off with full pay in every period of seven days. An employee may in agreement with his employer accumulate two such rest days in any period of seven days.

Casual work

18. A person employed on casual basis shall be paid for each hour worked not less than one over two hundred ($1/200$) of the basic minimum wage specified in the First Schedule.

Transport arrangement.

19. Where an employer does not provide accommodation for an employee and such employee is required to start work on or before 7.00 am or to remain on duty after 5.30 pm, the employer shall either;-

- (a) provide free transport between the place of work and such other place not exceeding sixteen kilometres and accessible by road, as may be agreed by the employer and the employee concerned, or,
- (b) pay to the employee in addition to wages, an amount equivalent to the cost of public transport between the place of work and such other places as may be agreed by the employer and the employee.

Uniforms

20. (1) Uniforms shall be provided by the employer to all employees who are handling foodstuffs or drinks who are in direct contact with guests, but such uniforms shall remain the property of the employer.

(2) An employee shall, unless otherwise permitted by the employer, wear the supplied uniforms only during working hours.

Inclement weather (field workers only)

21. An employee who reports for work at the normal time, but who is prevented from working by inclement weather, shall receive full basic wages for the first day of such interruption and half basic wage for the subsequent two days of such interruption and thereafter receive no wage for the duration of interruption if it continues.

Training period

22. No employee shall be engaged as trainee for more than six months inclusive probation for jobs appearing in the Second Schedule.

Revocation of Legal Notice No. 7 of 2008.

23 Legal Notice N0.7 of 2008 is hereby revoked.

FIRST SCHEDULE

BASIC MINIMUM WAGE

For the purpose of this schedule:

Group A shall mean any undertaking licenced under the Casino Act, 1963 or having 75 or more bedrooms for guests.

Group B shall mean any hotel, motel, guesthouse, bed & breakfast, lodge, restaurant, bar or club with or without a liquor licence or which serve food and beverages, which is not included in Group A; and which is situated in Mbabane or Manzini urban areas or within 8km, of the road joining Mbabane and Manzini.

Group C shall mean any hotel, lodge, bar, motel, bed & breakfast, restaurant or club with liquor licence which is not included in Group A or B.

Group D mean any hotel, take-away, motel, lodge, bed & bed & breakfast restaurant or guesthouse undertaking without a liquor licence and any accommodation establishment or caravan park not included in Group A, B or C.

(EMALANGENI PER MONTH)

	A	B	C	D
Assistant Cook	1341	1058	904	700
Assistant housekeeper	998	920	894	
Attendant officer	1500			
Bar steward	870	702	669	
Billing Clerk	1801	1177	1052	

S19

	A	B	C	D
Butcher	2088	1429	1086	719
Casino Admin Clerk	2000			
Casino Cashier	2000			
Cashier	1061	1054	1027	1027
Chips frier	1346	1054	904	733
Clerk	1027	941	931	931
Cleaner	763	714	666	666
Cocktail Barman	1814	1371	1273	
Count Account	1500			
Barman	1674	1233	1136	
Cook/Chef de partie	2088	1429	1100	735
Dealer/ croupier	2000			
Dressmaker	1161	935	761	
Driver	991	945	909	882
Field Guide		1200		
Gaming floor security	2000			
Guest Relations Officer	1800			
Head Porter	1089	1054	793	
Handyman	1290	936	868	868
Head Waiter	1634	936	892	892
Housekeeper	1634	1037	920	920
Inspector	3500			
Junior Barman	1175	920	867	
Junior field guide		1100		
Kitchen Assistant	1161	882	841	800
Labourer	761	716	666	666
Laundry Worker	936	906	666	666

S20

	A	B	C	D
Banquet Waiter	956	802	706	
Linen Keeper	851	898	828	821
Luggage Porter	761	715	667	
Porter	1027	898	742	
Receptionist	1189	1096	1053	
Room Maid	716	668	668	667
Room Service Person	956	761	666	666
Seamstress	872	872	872	
Security Guard	989	951	904	
Short Order Cook	872	801	701	701
Storeman	1878	1435	967	922
Stores Assistant	937	935	824	818
Supervisor	898	828	802	802
Surveillance officer	2000			
Telephonist	956	781	706	706
Tractor Driver	892	892	890	783
Waiter/Waitress	940	802	733	668
Watchman	935	761	733	667
Wine Steward	951	802	733	
Valet	921	666	666	

TRAINING PERIOD

SECOND SCHEDULE
(EMALANGENI PER MONTH)

Trainee Assistant Housekeeper	853	820	803	706
Trainee Bar Steward	802	666	666	
Trainee Billing Clerk	936	872	851	
Trainee Cashier	909	898	851	

S21

Trainee dealer/croupier	1530			
Trainee field guide		930		
Trainee Handyman	956	900	773	770
Trainee Receptionist	941	900	770	770
Trainee Technician	1500			
Trainee Telephonist	856	716	666	666
Trainee Barman	802	666	666	

THIRD SCHEDULE

(MONTHLY RATION SCALE)

MINIMUM RATION SCALE

1. Mealie Meal	6.36kg
Meat	1.36kg
Sugar	0.45kg
Dry Beans, peas or groundnuts	0.68kg
Fresh Vegetables	0.90kg
Salt	0.114kg
Oil	0.75kg

2. Alternative -

The following weekly rations may be supplied in lieu of the items of food mentioned in paragraph 1 -

(a) Mealie Meal
9.53kg of mealie, 4.5kg of Bread, 373
Grams of rice or 0.23 kg of Sweet Potatoes;

(b) Meat

(i) 249 grams of offal; or

(ii) 0.45kg of Fish or 249 grams of Cheese

(c) Fresh Vegetables

0.45kg of Fresh Vegetables 0.45kg of Fresh Fruit or a proportionate ration of Dehydrated Vegetables;

3. Permitted Variations,

- (a) The Drink known as "Mahewu", or
- (b) Appropriately vitamised drink, if either drink is issued in the week to the employee by the Employer.

SECOND SCHEDULE
(Regulation 10)

WRITTEN PARTICULARS OF EMPLOYMENT FORM

- 1. Name of employer
- 2. Name of employee
- 3. Date of Employment began
- 4. Wage and method of calculation
- 5. Interval at which wages are paid
- 6. Normal hours of work
- 7. Short description of employee's work
.....
.....
- 8. Probation Period
- 9. Annual Holiday Entitlement
- 10. Paid Public Holidays
- 11. Payment during sickness
- 12. Maternity Leave (if employee female)
- 13. Notice employee entitled to receive
- 14. Notice employer required to give
- 15. Notice Scheme (if any, other than S N.P.F Scheme)
.....
- 16. Any other matter either party wishes to include
.....

Notes: (a) If a n Industry Union is recognised by this undertaking any employee is free to join it.

The address of the Industry Union is:

(b) The grievance procedure in this undertaking requires that a grievance should be first referred to

(c) When any heading is inapplicable enter nil.

Signed Employer

..... Employer

..... Witness

..... Date

P. M. MAMBA
HONARABLE MINISTER
MINISTRY OF LABOUR AND SOCIAL SECURITY

LEGAL NOTICE NO. 138 OF 2011

THE WAGES ACT, 1964
(Act No. 16 of 1964)

THE REGULATION OF WAGES (MEDIA INDUSTRY) ORDER,
NOTICE 2011
(Under Section 11)

In exercise of the powers conferred by Section 11 of the Wages Act, 1964, the Minister for Labour & Social Security hereby makes the following Order-

Citation and Commencement

1. This Order may be cited as the Regulation of Wages (Media Industry) Order, 2011 and shall come into force on the 1st October, 2011.

Application

2. This Order shall apply to all persons employed in mass media, including but not limited to both electronic and print media industry, radio, internet cafe, newspaper, magazine, television e.t.c licenced under the Books and Newspaper Act, 1963 and any other related legislations.

(1) This Order shall not apply to persons employed by government and her parastatals.

(2) Notwithstanding Regulation 3 below, a managerial position is that which is defined as staff in section 2 of the Industrial Relations Act, 2000 as amended.

Interpretation

3. In this Order, unless the context otherwise requires-

"accounts clerk" means an employee who controls cashier services, banking, safe keeping, distribution of company petty cash and other clerical duties;

"advertising clerk" means an employee who is the frontline person in the advertising office for any administration related function in the absence of Sales Representatives;

"cameraman" means an employee who operates a video camera.

"cashier" means an employee who provides cashier services, banking and debtors receipts posting;

"classified sales representative" means an employee who sells classified and displayed advertisements including making out receipts;

"continuity presenter" means an employee who links programmes and updates listeners/viewers on current news, flash news and time;

"circulation clerk" means an employee who prepares circulation wrappers in accordance with the print order and assist in counting returns;

"cleaner" means an employee who cleans company offices including the kitchen, toilets, furniture and utensils. He can also be assigned to do any other related duties;

"darkroom operator" means an employee who operates the production and film processor in order to convert raw news material into films. He further washes and aligns this processed material into various publication sections ready for printing;

"debtors clerk" means an employee who is employed to do debt collection and maintain a debtors book to acceptable standards;

"driver" means an employee who is engaged to drive company vehicles for transporting employees to various assignments as well as delivery and collection assignments;

"driver salesman" means an employee who is assigned to drive company vehicles for the purpose of distributing the company daily, weekly, monthly and fortnightly publication to assigned outlets and thereafter collect all cash due to the company from all outlets using distribution routes. He/she should also be responsible for the promotion of the company's products.

"factory machine cleaner" means an employee who cleans a printing factory premises, printing machinery and receives printing material and consumables;

"graphic designer" means an employee who uses his innovation to creatively design advertisements that are attractive and according to customer specifications and/or expectations;

"lay out artist" means an employee who lays out pages, and refer them to the Sub-editor

"insertor" means an employee who collates/inserts binds and dispatches the different sections of the publication and counts and wraps/seals according to print order;

"invoicing clerk" means an employee who invoices debtors, prints and distribute statements and also safe guards company petty cash where necessary.

"junior technician" means an employee who assists the technician;

"photographer" means an employee who takes pictures of newsworthy and human interest events for publication and also writes captions;

"photo journalist" means an employee who takes pictures of newsworthy and human interest events for publication and also writes captions;

"presenter" means an employee who presents and maintain programmes;

"programme host" means an employee who conducts programmes;

"printer" means an employee who prints a news publication for sales and distribution;

"production assistant" means an employee who is the production coordinator who records every item during a production, assists the producer in implementing some of his commands made during a production;

"proof reader" means an employee who provides total quality control by proof-reading news items and other material in all sections of the publication in order to eliminate grammatical errors and libellous statements;

"receptionist" means an employee who receives visitors, incoming calls and forwards them as directed;

"reporter" means a journalist who gathers, investigates, breaks and write news stories for publication. He can also write feature stories when commissioned to do so;

"sales representative" means an employee who solicits announcements, advertisements for publication or display in a media house;

"security officer" means an employee who provides protection for staff, clients, organization property, premises and controls access/movement into premises;

"soundman" means an employee who is responsible for operating the sound equipment in a studio or during transmission or in the field;

"sub editor" means an employee who designs, edits, lays out pages using appropriate computer software ensuring that the standards and quality of the publication's print is attractive to the reader;

"subscription clerk" means an employee who looks for subscription customers, attends to subscription queries, invoices etc;

"technician" means an employee who fixes and identifies faults on broadcast or related equipment;

"transmission controller" means an employee who monitors and control sound output;

"trainee reporter" means an employee who gathers, investigates and breaks news and takes pictures for publication who has not acquired two (2) years' experience;

"webmaster" means an employee who provides news from the internet and other sources which can be retrieved through cell phones and also monitors and updates a publications' Website.

Basic Minimum Wage

4. The basic minimum wage to be paid to employees specified in the First Schedule shall be calculated at a rate not less than that specified therein provided that:-

- (a) an employee who, at the date of commencement of this Order, is in receipt of a higher wage than that prescribed by this Order, shall not suffer any reduction in such wage by reason of this Order;

Statement of Conditions of Employment

5. The employer shall provide an employee with a written statement at the commencement of employment, stating whether the employee is employed on an unlimited duration, for a fixed period, the conditions of the employee's employment, the starting wage, including the learning or probationary period.

Hours of Work

6. (1) The normal working week for employees other than the security officers shall consist of not more than forty-eight hours per week spread over six days;

(2) the normal working week for security officers shall consist of not more than six shifts of twelve hours each;

(3) the normal working hours of a driver salesman shall consist of not more than five shifts of 12 hours each;

(4) the normal working hours for a casual labourer shall consist of eight hours a day but not more than twenty-one hours per week.

Overtime

7. (1) An employee other than a security officer or watchmen who is required to work excess of the normal hours specified in regulation 6 (i) shall be paid overtime as follows:-

- (a) for time worked in excess of the normal hours in any one day, he shall be paid at one and half times his hourly rate:
- (b) for time worked on a rest day, or public holiday specified in regulation 9, he shall be paid twice his hourly rate.
- (c) Nothing in this part can prevent an employer to compensate overtime payment by giving amount of time off in lieu of cash.

(2) An employee employed on shift work, or as a security officer who is required to work on his rest day or public holiday specified in regulation 6, may be paid such overtime calculated as per 7 (b) or alternatively be given an equivalent of time-off in lieu of overtime payment.

Transport

8. An employee, who by nature of his employment is required on any day to remain on duty after 7.00pm or is required to start work before 6.30 am shall be provided, free of charge, with transport between his /her place of work and his normal place of residence or such a point on a public road as may be mutually agreed upon between the employer and employee.

Paid Public Holidays

9. (1) The following shall be public holidays with full pay:-

Easter Monday;

Good Friday;

Incwala Day;

King's Birthday;

Umhlanga (Reed Dance) Day;

Somhlolo Day;

Christmas Day;

Boxing Day;

New Year's Day;

May Day; and

National Secondary Elections Day.

(2) Where a public holiday falls on a Sunday, the following day shall be deemed to be a public holiday.

(3) This Regulation shall only apply when the employee avails himself for work on the working day immediately before the public holiday and working day immediately following the public holiday, except where the employer has authorized the employee's absence on such working day.

(4) Where an agreement has been reached between an employer and any of his employees any of the public holidays specified in this Regulation may be exchanged for any two days in lieu thereof.

Annual Leave

10. (1) On completion of each period of twelve months' continuous service with an employer, an employee shall have eighteen (18) working days' leave with full pay.

(2) Where the employment of an employee is terminated after a period exceeding three months but not amounting to the twelve months from the date of its commencement, the employer shall pay to the employee a sum not less than one day's pay for each completed month of such period.

Sick Leave

11. (1) After three consecutive months of continuous service with an employer and subject to the production of a medical certificate signed by a medical practitioner, as defined in the Medical and Dental Practitioners Act, 1970, an employee shall be entitled to sick leave of up to a maximum of fourteen days on full wages and thereafter to a maximum of fourteen days on half wages in each period of twelve months' continuous service.

Compassionate Leave

12. (1) An employee who has completed probation, if any, shall be entitled to compassionate leave as follows:-

Widow	- 30 working days;
Widower	- 7 working days;
Natural father or mother	- 7 working days; and
Natural child	- 7 working days.

(2) Entitlement to compassionate leave for other relatives in addition to the above shall be at the discretion of the employer.

(3) Nothing in this Order shall be construed as requiring an employer to pay an employee for any time spent on compassionate leave.

Maternity Leave

13. (1) After twelve months of continuous service with an employer, a female employee whether married or unmarried shall be entitled to maternity leave of up twelve weeks (84 calendar days), 30 days of which on full pay upon delivering to her employer:-

- (a) a certificate issued by a Medical Practitioner as defined in the Medical and Dental Practitioners Act, 1970 setting the expected or actual date of her confinement; or
- (b) such other evidence in support of the entitlement to maternity leave as is reasonable, having regard to all the circumstances of the case.
- (c) No employee shall be entitled to the maternity leave provided for under sub-regulation (1) for two(2) consecutive years

Written particulars of employment to be provided

14. An employer shall on engagement of an employee, give such employee a completed copy of the form on the Second Schedule of this Order.

15. Revocation of Legal Notice No. 165 of 2010

The Regulation of Wages (Media Industry) Order, Notice 2010 is hereby revoked.

FIRST SCHEDULE

BASIC MINIMUM WAGE - MONTHLY

CATEGORY 1

Driver	
General Labourer	
Cleaner	
Security Officer	E1,381.34
Factory Machine Cleaner	
Insertor	
Printer	

CATEGORY 2

Accounts Clerk	
Debtor Clerk/Collector	
Circulation Clerk	
Advertising Clerk	
Invoicing Clerk	
Receptionist	
Cashier	E1,588.54
Subscription Clerk	
Driver Salesman	
Classified Sales Representative	
Trainee Reporter	
Sales Representative	
Photographer	

CATEGORY 3

Webmaster	
Darkroom Operater	
Graphic Designer	E1,826. 82
Lay-out Artist	
Librarian	

CATEGORY 4

Journalist/Reporter	
Photo Journalist	
Presenter	
Proof Reader	
Continuity Presenter	E2,100.81
Cameraman	
Soundman	
Junior/Assistant Technician	
Production Assistant	
Programme host	

CATEGORY 5

Technician	
Marketing Officer	
Sub Editor	E2,415.98
Proof Reader	

SECOND SCHEDULE
(Regulation 11)

WRITTEN PARTICULARS OF EMPLOYMENT FORM

1. Name of employer
2. Name of employee
3. Date Employment began
4. Wage and method of calculation
5. Interval at which wages are paid
6. Normal hours of work
7. Short description of employee's work
.....
.....
8. Probation Period
9. Annual Holiday Entitlement

10. Paid Public Holidays
11. Payment during sickness
12. Maternity Leave (if employee female)
13. Notice employee entitled to receive
14. Notice employer required to give
15. Notice Scheme (if any, other than S.N.P.F Scheme)
.....
16. Any other matter either party wishes to include
.....

Notes: (a) An Industry Union is recognised by this undertaking and an employee is free to join it.

The address of the Industry Union is:

(b) The grievance procedure in this undertaking requires that a grievance should be first referred to

(c) When any heading is inapplicable enter nil.

Signed Employer
..... Employer
..... Witness
..... Date

PATRICK M. MAMBA
MINISTER FOR LABOUR & SOCIAL SECURITY

LEGAL NOTICE NO. 139 OF 2011

THE WAGES ACT, 1964
(Act No. 16 of 1964)

THE REGULATION OF WAGES (SECURITY SERVICES INDUSTRY)
ORDER, 2011
(Under Section 11)

In exercise of the powers conferred by Section 11 of the Wages Act, 1964, the Minister for Labour and Social Security hereby makes the following Order.

Citation and Commencement.

1. This Order may be cited as the Regulation of Wages (Security Services Industry) Order, 2011 and shall be deemed to have come into force on the 1st November 2011

Application.

2. (1) This Order shall apply to all persons employed in detective, investigative, cash in transit, patrolling and security services, providing protection against burglary, fire, personal injury and similar services connected with or related to the foregoing.

(2) This Order shall not apply to persons employed by:-

(a) The Government;

(b) A local Authority.

Interpretation.

3. In this Order unless the context otherwise requires -

"clerk" means an employee engaged on full time general clerical duties;

"group A" means an employee, other than a patrol supervisor, with three months or less service;

"group B" means an employee with more than three months' service;

"group C" means a patrol supervisor Grade II;

"group D" means a patrol supervisor Grade I.

Basic Minimum Wage.

4. (1) The basic minimum wage to be paid to an employee shall,

(a) be calculated at a rate specified in the First Schedule hereto; and

(b) include a ration allowance.

(2) Any employee who, at the date of the commencement of this Order is in receipt of a higher wage, or enjoys better conditions of employment than those prescribed by the Order shall not suffer a reduction in such wage or condition by reason of this Order coming into operation.

Hours of work.

5. The basic week shall consist of seventy-two hours spread over a period of six days.

Overtime Payment.

6. (1) An employee who is required to be on duty and work in excess of the hours specified in Regulation 5 shall be entitled to be paid for such overtime at the rate of one and a half times the employee's normal hourly rate of wages. Payment shall be calculated on the basis of the overtime worked each day in excess of the daily working hours.

(2) Normal hourly rate shall mean the employee's monthly rate of wages divided by three hundred and twelve.

(3) An employee who works on his / her rest day shall be paid double the hours he or she has worked

Annual Leave.

7. (1) On completion of each period of twelve months' continuous service with an employer, an employee shall be entitled to an annual leave of twelve working days with full pay.

(2) Employees with four years of service with employer shall be entitled to thirteen working days with full pay

(3) Employees with five years or more service with an employer shall be entitled to fifteen working days with full pay.

(4) Twelve days with full pay in compensation for public holidays worked will be added if it was not paid in the month such holidays fall. These holidays shall not be in lieu of an employee's off-days.

(5) Where employment of an employee is terminated after a period exceeding three months but not amounting to one year from the date of its commencement, or during the completion of a year in respect of which the paid annual holiday has been taken, the employer shall, on or before the date of such termination, pay to the employee a sum equal to not less than one day's wages for each completed month of such period.

Maternity Leave

8. (1) A female employee, whether married or unmarried, who has been in the continuous employment of her employer for twelve months or more shall be entitled to twelve weeks' maternity leave, so arranged that she gets six weeks leave before the date of confinement and six weeks leave after child birth or confinement.

(2) An employee shall be entitled to at least two weeks wages upon producing to the employer-

(a) a certificate issued by a medical practitioner or a midwife setting the expected or actual date of confinement; or

(b) such other evidence in support of the entitlement to maternity leave as is reasonable, having regard to all the circumstances of the case;

(c) a female employee shall not be entitled to the maternity leave provided for under sub-regulation (1) for two (2) consecutive years.

Compassionate Leave

9. (1) An employee who has completed a probationary period shall be entitled to compassionate leave as follows:

Widow	- 37 working days with full pay;
Widower	- 7 working days with full pay;
Biological/ Legally adopted child	- 5 working days with full pay;
Biological parents	- 5 working days with full pay;
Married women's mother-in-law or father-in-law	- 4 working days with full pay.

(2) Entitlement to compassionate leave of other relatives in addition to the above shall be at the discretion of the employer.

(3) Proof by way of death certificate or a sworn affidavit must be produced to establish the relationship of the deceased family member to the employee.

Sick Leave

10. (1) After three consecutive months of continuous service with an employer and subject to the production of a Medical Certificate signed by a Medical Practitioner, as defined in the Medical and Dental Practitioner's Act no. 3 of 1970, an employee shall be entitled to a maximum of fourteen days sick leave with full pay and thereafter to a maximum of fourteen days on half pay in each period of one year.

Written Particulars of employment to be provided.

11. An employer shall on engagement of an employee give such employee a completed copy of the form in the Second Schedule of this Order.

Paid Public Holidays

12. (1) The following shall be public holidays with full pay -

Ascension day;

Boxing day;

Christmas day;

Good Friday;

Easter Monday;

Incwala day;

King's birthday;

Somhlolo day;

Umdlanga day;

National Flag day;

Workers' day;

New year's day and;

National Secondary Election's day

Day Off.

13. (1) An employee shall be entitled to a minimum of one day off each week.

(2) An employee and employer may mutually agree that the day-off be deferred so as to allow the employee to accumulate a minimum of four days off each month.

Travelling Expenses.

14. (1) An employee who undertakes on duty travelling and remains away from his place of residence shall be paid before the journey all travelling, lodging and meal expenses to be incurred, if the employee is to remain away from his place of work for a period of 48 hours or more.

(2) Where an employee is transferred from his place of employment the payment of expenses under sub regulation (1) shall not apply, instead the employer shall provide such employee with suitable accommodation or pay the employee in lieu of suitable accommodation for a period of three months.

Lay-Off

15. (1) An employer may lay off an employee due to circumstances beyond an employer's control. A lay off shall not exceed fourteen (14) working days, and such lay-off shall be without pay and at the end of such period the employer shall either re-instate the employee or where the circumstances which led to the lay-off have not improved, terminate the employee's employment in accordance with the Employment Act, 1980.

(2) During the lay-off the employer shall not engage any other employee to fill a vacancy created by the lay-off.

(3) The employer shall consult the affected employee or employees and shall give a lay-off notice of not less than twenty-four hours to such employee(s) before the lay-off.

Pay Day

16. An employee's wages shall be paid in terms of Part VI of the Employment Act, 1980.

Uniforms, Protective Clothing and Equipment

17. (1) The employer of a security guard shall provide such employee, free of charge with,

(a) boots (shoes for female security guards) a whistle, a club, torch; and

(b) when reasonably required under the prevailing weather conditions, a hat, raincoat or overcoat.

(2) Any clothing referred to in sub-regulation (1) shall be of reasonable quality and shall remain the property of the employer.

Revocation of Legal Notice No 197 of 2010

18. The Regulation of Wages (Security Services Industry) Order, 2010 is hereby revoked.

FIRST SCHEDULE
(Regulation 4)

RATE PER SHIFT

Group A	49.01
Group B	63.08
Group C	64.74
Group D	77.16
Telephonist	53.48
Clerk	77.16

SECOND SCHEDULE
(Regulation 10)

WRITTEN PARTICULARS OF EMPLOYMENT FORM

1. Name of employer
2. Name of employee
3. Date Employment began
4. Wage and method of calculation
5. Interval at which wages are paid
6. Normal hours of work
7. Short description of employee's work
.....
.....
8. Probation Period
9. Annual Holiday Entitlement
10. Paid Public Holidays

11. Payment during sickness

12. Maternity Leave (if employee female)

TERMINATION OF EMPLOYMENT

13. Notice employee entitled to receive

14. Notice employer required to give

15. Social security Scheme (if any, other than S. N.P.F scheme)

.....

16. Any other matter either party wishes to include

.....

Notes: (a) If an Industry Union is recognised by this undertaking any employee is free to join it.

The address of the union is:

(b) The grievance procedure in this undertaking requires that a grievance should be first referred to

(c) When any heading is inapplicable enter nil.

Signed Employer

..... Employer

..... Witness

..... Date

PATRICIA M. MAMBA
HONOURABLE MINISTER
MINISTRY OF LABOUR AND SOCIAL SECURITY