

APPENDIX "B"

ITEMS FOR NEGOTIATIONS

- 1. Rates of Pay and Overtime
- 2. Length of Annual Holidays and Attendant Conditions
- 3. Hours of Work
- 4. Principles of Redundancy/Restructuring and redundancy Package
- 5. Uniforms and Protective Clothing
- 6. Conditions on Premises
- 7. Sick Leave
- 8. Maternity Benefits
- 9. Social and Sports Activities
- 10. Pension Schemes
- 11. Occupational Health and Safety
- 12. Home Ownership Scheme
- 13. Funeral Grant
- 14. Staff Loans
- 15. Medical Scheme/Allowance
- 16. Education Allowance
- 17. Transport Allowance
- 18. Discipline
- 19. Any other issues as may be deemed appropriate by both parties
- 20.

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4. Minutes
Copies of the Minutes of every meeting shall be prepared by the secretary and circulated to each member of the Unit, two copies of which shall be submitted for approval at the next meeting.

5. Failure to Reach Agreement at Bargaining Unit

(a) If the two parties fail to agree on any matter referred to the Bargaining Unit the proposed difference or dispute shall be adjourned for consideration at a further meeting to be held at a mutually convenient time but not later than two (2) weeks from the date of adjournment.

(b) If after a further meeting the Unit is still unable to reach an agreement, either party may give notice in writing within three (3) weeks (twenty-one days) after the second meeting indicated in (a) above of their intention to refer the dispute to the appropriate authority in accordance with the Labour Laws of Zambia in force at that time.

6. Agreements

(a) Agreements reached between the two parties shall be reduced to writing in English and signed by the duly authorised member(s) of each side of the Unit. Copies shall be given to each party and registered with the appropriate authorities in accordance with the Labour Laws in force at that time.

DIRECTOR OF ADMINISTRATION AND TRAINING

BOARD SECRETARY

DIRECTOR GENERAL

ZAMBIA NATIONAL TENDER BOARD

For and on behalf of

day of *April* in the year *2001*

we have hereunder set out hands this

3rd

IN WITNESS WHEREOF -

NATIONAL TRUSTEE

GENERAL SECRETARY

PRESIDENT

ZAMBIA UNION OF THE
FINANCIAL INSTITUTIONS &
ALLIED WORKERS

For and on behalf of

The subjects for negotiations shall be as listed in Appendix "B".

"A".

The Constitution and Rules of the Bargaining Unit shall be as set out in Appendix

place it may deem convenient.

management officials on the other, shall be formed and shall sit in Lusaka or any

A Bargaining Unit comprising the Union's negotiating team on one hand and

Laws.

provisions of the Laws of Zambia in force from time to time affecting Labour

the country, the parties agree that the negotiating machinery will be subject to the

In recognition of the fact that the Board provides a vital service for the benefit of

BARGAINING UNIT

ARTICLE 6

Union.

"Not Negotiable" and "Account Payee Only," and sent to the Head Office of the

The remittances referred to in (1) above shall be made by crossed cheque marked

the appropriate body of the Union from time to time.

Union, recover subscription fees at the rate 2% of basic salary or as amended by

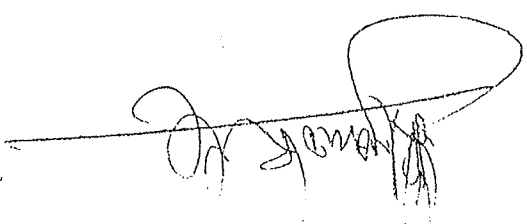
Act, the Board shall, with the consent of the employees who are members of the

(1) In accordance with Section twenty-two of the Industrial and Labour Relations

DEDUCTION OF UNION SUBSCRIPTIONS

ARTICLE 5

- 3.5 The parties agree that normal rights of access to members and potential members shall be accorded to accredited Union representatives for the purpose of Union business provided management is informed.
- 3.6 The Union recognises that it is the prerogative of the Board to discipline its employees for improper acts done in their capacity as employees provided that in the case of unionised employees, Union Branch officials shall subsequently be informed in writing at the latest by the following working day of the contemplated disciplinary action to be taken.
- 3.7 The Board shall not discriminate against or victimise a representative or member of the Union on account of any legitimate activities in his/her capacity as a Union official or as a member.
- 3.8 The Board acknowledges that it is the prerogative of the Union to discipline its officials or members for unconstitutional acts done by them in their capacity as officials or members of the Union.
- 3.9 The Board further acknowledges that disciplinary action by the management shall be based on employment conditions under which that employee has been engaged including Agreements with the Union and the Industrial and Labour Relations Act.
- 3.10 The Board shall provide such facilities to the officials of the Union as may be mutually agreed upon as being necessary for the officials to carry out their duties as representatives of the employees at various places of work.



"Collective Dispute" shall be construed in accordance with the Industrial and Labour Relations Act;

"eligible employee" means a unionisable employee other than a member of management;

"employee" means any person who has entered into a contract of employment with the Board;

"member" means a member of the Union; and

"Proper Officer" means a Labour Officer defined in the Industrial and Labour Relations Act.

ARTICLE 1

RECOGNITION

1.1 The Board agrees to recognise the Union as representative and bargaining agent for all eligible employees of the Board for as long as the Union remains registered in accordance with the Laws of Zambia relating to labour laws, and for as long as both parties continue to observe the terms of this Agreement.

ARTICLE 2

SCOPE OF THE AGREEMENT

2.1 An eligible employee shall be an employee who is on permanent establishment of the Board except the following:

- (a) An employee in grade G02 and above;
- (b) an employee empowered to make management decisions;

DL/101/6/446

7th June, 2001

The Acting Director General,
Zambia National Tender Board,
P. O. Box 31009,
LUSAKA.

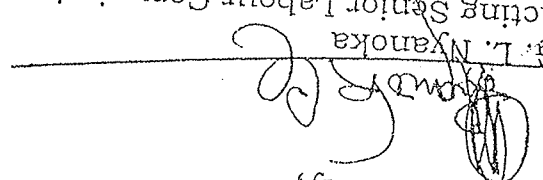
The General Secretary,
Zambia Union of Financial Institutions & Allied Workers
LUSAKA.

Dear Sir,

RECOGNITION AGREEMENT

This has reference to your letter dated 4th April 2001 in respect of the underlined subject. I am pleased to report that your recognition agreement has been considered and approved accordingly. Enclosed herewith is a copy of the approved version of agreement which you may reproduce for retention of the Union too.

Yours faithfully,


G. L. Nyamoka
Acting Senior Labour Commissioner
FOR LABOUR COMMISSIONER

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Handwritten initials