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PUBLISHED BY AUTHORITY

LEGAL NOTICE NO. 2 OF 2025

THE WAGES ACT, 1964
(Act No. 16 of 1964)THE REGULATION OF WAGES (BUILDING AND CONSTRUCTION)
INDUSTRY ORDER, 2025
(Under section 11)

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

Citation and Commencement.

1. (1) This Order may be cited as the Regulation of Wages (Building and Construction Industry) Order 2025.

(2) This Order shall come into force on the date of publication in the gazette.

Interpretation.

2. In this Order, unless the context otherwise requires;

“artisan” means a skilled employee who has undergone and passed a trade test from a recognized government institution or has served an apprenticeship programme from a recognised employer;

“clerk (without certificate)” means an employee who does not hold a senior certificate of education or equivalent and who is engaged in general clerical duties;

“clerk (with certificate)” means an employee who holds a senior certificate of education and who is engaged in general clerical duties;

“cook” means an employee engaged in the preparation, cooking and issuing of food to other employees;

“crane driver (with certificate)” means an employee who operates a self propelled crane who is in possession of a recognised certificate;

“continuous employment” has the same meaning as provided for in section 2 of the Employment Act, 1980 (as amended);

“driver (light vehicle)” means an employee who holds a light duty driver’s licence whose duties, in addition to being in charge of a motor vehicle of under 5 tons laden weight, include handling of cargo to and from the tailboard and the daily maintenance and cleaning of such vehicle;

“driver (heavy duty)” means an employee who holds a heavy duty driver’s licence and a high up crane certificate whose duties, in addition to being in charge of a motor vehicle of between 5 tons and 10 tons laden weight, include the handling of cargo to and from the tailboard, operating a crane and the daily maintenance and cleaning of such vehicle;

“driver (extra heavy)” means an employee who holds a heavy duty driver’s licence and who

is in charge of a vehicle in excess of 10 tons laden weight including articulated vehicles and is responsible for the safety of the load;

“driver (tractor)” means an employee who holds a tractor driver’s licence and who operates a tractor;

“earth mover operator” means an employee who operates an earthmoving machine;

“family” means, in relation to an employee, the spouse and unmarried children under eighteen (18) years, of such employee;

“first aider” means an employee who provides adequate first aid support and equipment at employer’s premises including workplaces outside the normal place of work;

“general labourer” means an employee who performs unskilled work;

“general tradesman” means an employee who does not hold a trade test certificate but has recognised ability to perform the duties of any one of the following -

- (a) block layer or plasterer
- (b) brick layer or tiller;
- (c) joiner or cabinet maker;
- (d) shutter hand or carpenter;
- (e) painter or glazier;
- (f) plumber or drain layer;
- (g) welder;
- (h) reinforcement steel fixer;
- (i) electrician;
- (j) wireman;
- (k) mechanic;
- (l) plant fitter;
- (m) structural steel erector;
- (n) boiler maker;
- (o) pipe fitter; and
- (p) scaffolding erector;

“grass cutter” means an employee who is responsible for cutting grass along public, private roads and buildings;

“Housekeeper/cleaner” means an employee who is engaged to routinely clean offices and to prepare refreshments;

“indvuna” means an employee in charge of unskilled employees;

“normal place of work” means a place where an employee reports for duty on a daily basis;

“normal place of engagement” means a work station where an employee was first engaged;

“plant” means any machinery used in the construction industry other than tools held by hands;

“plant operator” means an employee who is in charge of operating either a concrete mixer, concrete dumper, walk-behind roller, plate compactor, power float machine and compressor or any other plant used by the operator;

“registered nurse” means a nurse registered under the Nurses and Midwives Act, 1965 or its successor as the case may be;

“survey and soil technician assistant” means an employee who assists surveyors and soil technicians with surveying earth surfaces, topography and man made structures, underground areas, and prepares maps and charts;

“storeman” means an employee who is responsible for receiving stock, recording and replenishing it;

“steel erector” means an employee who erects a steel structure including scaffolding;

“watchman” means an employee who is engaged during the day or night to guard the premises, workplace or other property of the employer;

Application.

3. (1) Subject to sub-regulation (2) this Order shall apply to employees specified in the First Schedule who are employed in any undertaking or part of an undertaking which carries one or more of the following activities-

- (a) the construction, structural alteration, maintenance of any railway line, siding, public or private road, thoroughfare, airfield, tunnel bridge, viaduct, waterworks, lattice work, or other structure designed solely for the support of electric lines and or earth moving and any building and civil engineering works;
- (b) the construction, structural alteration, maintenance repair or demolition of any building, fencing and preparing or laying the foundation of a building or an intended building;
- (c) the construction, structural alteration, maintenance, repair or demolition of any electrical work, plumbing, fire protection, sewerage reticulation and purification or other services related to structures;
- (d) the clearing and maintenance of the public or private road

(2) This Order shall not apply to persons employed in any undertaking or part thereof operated by -

- (a) the Government; and
- (b) a local authority

Basic Minimum wage.

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

(2) Nothing prevents an employer from paying an employee more than the basic minimum wage stipulated in the First schedule.

(3) An employee who, at the date of commencement of this Order is in receipt of a higher wage than that prescribed by this Order, or enjoys better conditions of employment than those prescribed by this Order, shall not suffer any reduction in such wage or condition by reason of this Order.

Normal working hours.

5. (1) The normal working week (other than for a watchman) shall be from Monday to Friday and shall consist of forty-five hours made up of nine working hours per twenty-four hour day;

(2) The normal working week for a watchman shall be seventy-two hours spread over six shifts, each of twelve hours, inclusive of meal breaks;

(3) No employee, other than a watchman shall be required to work for more than five hours with no break of thirty minutes.

Public holidays.

6. (1) Public holidays shall be observed in line with the Public Holiday Act No. 71 of 1938 or its successor as the case may be.

(2) In this Order, employees shall be paid a full day's wage on all designated public holidays that falls on their normal working day.

(3) Where a public holiday, specified in sub regulation (1) falls on a Sunday, the following day shall be deemed to be a public holiday.

Payment of overtime

7. (1) An employee, other than a watchman, shall be paid for overtime worked at the following rates -

(a) during the normal working week for overtime worked before midnight in excess of the normal working hours, at one and one third times the normal hourly rate of wages;

(b) during the normal working week for overtime worked after midnight in continuation of normal working hours or other overtime worked, at twice his normal hourly rate of wages;

- (c) for any time worked on Saturday before 1.00 pm at one and half times his normal hourly rate of wages; and
- (d) for anytime worked on a public holiday specified in regulation 6 (1), Sunday or after 1.00 pm on Saturday at twice his normal hourly rate of wages.

(2) Overtime in respect of a watchman shall be calculated at twice the normal hourly rate for all time worked on a public holiday specified in regulation 6 or any time worked in excess of twelve hours on any working day, and that any watchman who has been absent from work during any week without reasonable cause shall not be entitled to overtime in that week until the watchman has completed seventy-two hours of work.

Annual Leave.

8. (1) On completion of three months of continuous employment with the same employer, an employee shall be entitled to accrue one day of paid leave per month to a maximum of thirteen (13) days in a twelve month period.

(2) In each year of continuous employment, an employee shall be entitled to eleven (11) days paid leave for eleven (11) months and two (2) days paid leave for the twelfth month of each year of employment.

(3) An employer and its employee(s) may agree, where it appears to them to be suitable, or convenient, on the time or period in which annual leave is to be taken.

(4) Where the employment of an employee is terminated after a period exceeding three months but not amounting to a one (1) year from the date of its commencement the employer shall pay to the employee a sum not less than one (1) day's wages for each completed month of such period.

Sick Leave.

9. (1) After three months continuous employment with the same employer, and subject to the production of a medical certificate signed by a Medical Practitioner, as defined under the Medical and Dental Practitioners Act, 1970, an employee shall be eligible, in each year of employment with that employer, for maximum of fourteen (14) days on full wages and thereafter to a maximum of fourteen (14) days on half wages.

(2) Notwithstanding sub-regulation (1) a certificate issued by a registered nurse shall be accepted in place of a medical certificate if a Medical Practitioner is not available.

Maternity Leave.

10. (1) Every 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 before the date of confinement and six weeks after, and only at least thirty (30) working days shall be on full pay upon delivering to her employer -

- (a) a certificate issued by a Medical Practitioner or Midwife setting forth the actual or expected date of her confinement;
- (b) a certificate issued by a medical practitioner or a midwife setting forth the date of

her confinement; or

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

(2) Notwithstanding sub-Regulation (1), a female employee entitled to maternity leave shall be so entitled at least once after the lapse of 24 months from the last maternity leave.

(3) Every female employee shall be entitled to a one hour nursing break with pay per day three months after maternity leave.

Compassionate Leave.

11. An employee shall be entitled to a total of one month compassionate leave annually but nothing in this section shall be construed as requiring an employer to pay an employee for any time spent on such leave.

Written Particulars of Employment to be provided.

12. (1) An employer shall -

- (a) within two calendar months of the appointed day, give each employee in his employment a completed copy of the forms at the Second Schedule; and
- (b) give each employee taken into his employment after the appointed day, a completed copy of the form at the Second Schedule within six weeks of the beginning of that employment.

Traveling and Subsistence Allowances.

13. (1) Where an employee is temporarily employed at a place which is separated from his normal place of work by a distance of more than five kilometers by road his employer shall provide him with transport free of charge to and from his normal place of work and the place of temporary employment.

(2) An employee required to travel on duty, other than in the circumstances set out in sub-regulation (1), shall be provided either with free transport or be paid by his employer the cost of travel by public transport.

(3) An employee who is working away from his normal place of employment for longer than twelve hours, and who returns to his normal place of residence without staying overnight shall be paid a subsistence allowance of E46.53 for each period of twelve hours.

(4) An employee who is absent on duty overnight away from his normal place of employment shall in respect of each night's absence be provided by his employer with-

- (a) free food and accommodation or night allowance of E85.25 in lieu thereof;
- (b) free accommodation and an allowance of E50.56 in lieu of food; or
- (c) free food and an allowance which is adequate or suitable to cater for the accommodation needs of the employee.

(5) An entitlement to free food, accommodation or allowances under sub regulation (4)

and (9) shall not cease until the employee is back to his normal place of employment.

(6) An employee entitled to subsistence allowance under sub-regulation (4) shall not be entitled to subsistence allowance under sub-regulation (3) in respect of the same period of absence.

(7) Where an employee is transferred to another project site and such transfer prevents him from returning to his normal place of residence, the employer shall provide him with free accommodation and transfer allowance of E217.03

(8) An employee who is provided by his employer with accommodation at his place of permanent employment in which his family is residing with the consent of the employer shall if so required by his employer to transfer to another place of employment other than for the purpose of seasonal employment, be moved at the expense of that employer

(9) An employee who is absent on duty outside the country for a period not exceeding 5 days at a time shall be provided with free food, accommodation and shall be entitled to out of country allowance of E185.85 a day.

Lay- off:

14. (1) where an employer is unable to provide work for any employee due to -

- (a) unavailability of working material; or
- (b) temporary cessation of work;

the employer may, subject to that employer giving the employee not less than twenty four hours notice, lay-off the employee without pay for a maximum period of thirty (30) calendar days, not more than three times within a period of twelve months, in the circumstances mentioned in (a) and (b).

(2) At the expiry of thirty (30) calendar days the employer shall either provide work for a minimum of 5 days for the employee, or terminate his employment under the provisions of section 40 of the Employment Act, 1980 or its successor.

(3) An employee who is engaged for a duration of a specific project shall upon commencement of work be notified of the date upon which it is estimated the project shall terminate and the notification of such date of termination shall constitute an adequate notice by the employer to the employee of the date of notice of termination of such contract of service.

Lay- off due to weather.

15. (1) An employee who reports for work at his place of employment at the normal time but who is unable to start work due to inclement weather, shall be entitled to a minimum of three hours pay for that day.

(2) Where the employer, on consideration of inclement weather, orders an employee not to report for duty for a specific number of days shall reduce such order into writing and the employee shall be entitled to pay as specified under sub-section (1).

(3) An employee who on any day commences work and who in the opinion of his employer is unable to continue work due to inclement weather, shall be paid for the hours he has worked

plus an additional one and half hours wages.

Protective clothing

16. (1) If it is necessary to protect an employee from physical, electrical or chemical injury which may arise from the work he is required to do, the employer shall supply free of charge that employee with adequate protective clothing, equipment and appliances where necessary and such employee shall use the protective clothing or equipment or appliances as instructed.

(2) The protective clothing referred to above in sub-section (1) shall include a set of two overalls and/or conti suits per year at no cost to the employee.

(3) The employer of a watchman shall provide him free of charge with boots or shoes, a police whistle, a club and a torch, and where the watchman is required to work in inclement weather during the night (from 6pm to 7 am the following day), the employer shall in addition, provide him with a hat, overcoat and rain coat.

(4) An employee other than a watchman who is required to work in direct contact with mass concrete or similar matter which is likely to cause injury to his feet shall be provided by his employer, without charge with a pair of gumboots or safety shoes.

(5) An employee other than a watchman who is required to work outdoors in inclement weather shall be provided by his employer, free of charge with a waterproof coat and cap or similar garment.

(6) The clothing appliance and equipment supplied to the employee under this regulation shall be of high quality and maintained in good condition; and same shall remain the property of the employer.

(7) Where protective clothing, supplied to an employee under this regulation is damaged or lost through the negligence of the employee, the employer may deduct the cost thereof, after due consideration of ordinary wear and tear, from wages due to the employee.

(8) Each employee who works on a section of a project where there is overhead activity shall be issued with a hard-hat when the work proceeds into the sections above first floor.

Uniform.

17. (1) An employer may issue an employee with two sets of uniform at half the cost price per year.

(2) The issuance of uniform shall not be mandatory to employees

Retirement.

18. An employee may retire at the age of 60 years.

Revocation of Legal Notice No.188 of 2023.

19. The Regulation of Wages (Building and Construction Industry) Order, 2023 promulgated under Legal Notice No. 188 of 2023 is hereby revoked.

**FIRST SCHEDULE
(Regulation 4)**

**BASIC MINIMUM WAGE
(Emalangeneni per hour)**

| | |
|------------------------------------------------|--------|
| Artisan Grade III | E14.09 |
| Artisan Grade II | E19.26 |
| Artisan Grade I | E27.83 |
| Clerk (without a certificate) | E13.66 |
| Clerk (with a certificate) | E14.09 |
| Cook | E13.90 |
| Crane driver (mobile with a certificate) | E26.99 |
| Crane driver (tower with a certificate) | E25.14 |
| Driver (light duty) | E14.66 |
| Driver (heavy duty) | E17.76 |
| Driver (heavy duty with high up crane) | E20.06 |
| Driver (extra heavy) | E19.27 |
| Earthmover operato | E26.32 |
| Grass cutter | E14.09 |
| General Labourer | E13.66 |
| General Trademan | E14.09 |
| Indvuna | E14.82 |
| Reinforcement fixer | E14.09 |
| Small Plant operator | E14.82 |
| Storeman | E14.24 |
| Survey and soil assistant | E14.09 |
| Structure steel erector | E21.05 |
| Scaffolding erector | E14.09 |
| First aider | E14.82 |

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| | |
|---------------------------|-------------------|
| Tractor driver | E14.66 |
| Housekeeper/cleaner | E13.66 |
| Watchman | E119.91 per shift |
| Watchman supervisor | E123.30 per shift |

SECOND SCHEDULE

(Written Particulars of Employment Form)
(Regulation 12)

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 Holiday
11. Payment during sickness
12. Maternity Leave (if employee female)
13. Nursing Break Entitlement (for female employee)
14. Notice employee entitled to receive
15. Notice employer required to give
16. Pension Schedule, Provident Fund Gratuity Schedule etc. (if any, other than SNPF).
17. Any other matter either party wishes to include

Notes:

- (a) An employee is free to join a trade union or staff association, which is

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recognized by the undertaking. The address of the Trade Union of Staff Association is:

.....

- (b) The grievance procedure and disciplinary procedure in this undertaking requires to be followed when a grievance arises or disciplinary action that needs to be taken.

.....

- (c) When any heading is inapplicable enter NIL.

| | |
|-------------------------------|------------------|
| Employer's Signature | Witness |
| Employee's Signature | Witness |
| Date | Date |

BONGANI NZIMA
ACTING MINISTER FOR LABOUR & SOCIAL SECURITY

LEGAL NOTICE NO. 3 OF 2025

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

THE REGULATION OF WAGES (HOTEL, ACCOMMODATION, CATERING
AND FAST FOOD TRADE) ORDER, NOTICE 2025
(Under Section 11)

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

Citation and Commencement.

1. (1) This Order may be cited as the Regulation of Wages (Hotel, Accommodation, Catering, and Fast Food Trade) Order, 2025.

(2) This Notice shall come into force on the publication date in the Government gazette.

Application.

1. This Order shall apply to persons specified in the First Schedule employed in the Hotel, Accommodation, Catering, Casino, Fast Food, Bed & Breakfast, and Game Reserves industries or trades.

Interpretation.

2. In this Order unless the context otherwise requires -

“assistant housekeeper” means a person who -

- (a) assists and carries out instructions of a Housekeeper or the Management of his employer particularly regarding 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;

“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 the cleanliness of the gambling area;

“banqueting waitron” means a person who sets up and prepares a banqueting area for functions, conferences, meetings, and banquets, serves food, beverages, and cigarettes and clears and sets up the room for the next function;

“barman or bar lady” means a person who-

- (a) prepares and serves drinks other than cocktails, to wine stewards, bar stewards, waiters, and guests in a public bar;

- (b) collects payment for 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

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

“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, receives payment from customers, 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 issues smart cards and makes payments to clients and is responsible for a casino computer program, data, and any related accounting duties;

“casino waitron” means a person who serves food, beverages, and cigarettes and related duties ordered by guests, prepares and polishes casino tables, empties ashtrays and assists in the setting of tables;

“Chef de partie” 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 foodstuff and raw materials to be used in the kitchen, particularly regarding weight quality; and
- (e) is responsible for the cleanliness and general hygiene of the kitchen;

“chips fryer” means a person whose principal responsibility is working as a deep fat fryer;

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

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

“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 employment” has the same meaning ascribed to it in the Employment Act, No. 5 of 1980 (as amended) or its successor;

“cook” means a person involved in planning meals, preparing and cooking foodstuff, and performing various other tasks related to the preparation and cooking of food;

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

“dealer or croupier” means a person who deals with cards, gambling chips, and spinning wheels in a casino and has acquired more than six (6) months of experience;

“driver” means a person who has a valid driver’s license to drive a vehicle, and 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 the handling of keys and cleaning of the machines;

“guest relations officer” means a person working at a casino front desk, assisting customers, marketing casino promotions, and maintaining the database;

“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 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 waitron” means a person who -

- (a) is in charge of the dining room, and supervises waiters, waitresses, and dining room staff;
- (b) arrange table reservations for individual customers or parties;
- (c) ensures that a 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 a waiter or waitress;

“housekeeper” 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;

“junior tour or field guide” means a person who guides and helps guests and provides interpretation to tourists and visitors;

“kitchen assistant” means an unskilled person employed to assist in a kitchen;

“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 or pool waiter or waitress” means a person who serves food, beverages, cigarettes, among other things, and clears or 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 for customers;

“overtime” means hours an employee works that exceed their normally scheduled working hours, and in these Regulations, the normal hours are forty eight (48) hours per week;

“porter” means a person who -

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

“receptionist” means a person who checks guests in and out of the establishment, allocates rooms to guests and submits 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 knows 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 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 the 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 storeroom and is responsible for the receipt

and custody of all stores under his control;

“supervisor” means a person responsible for the supervision of employees placed under the control of such supervisor by management;

“surveillance officer” means a person responsible for monitoring security cameras 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 or field guide” means a person responsible for guiding and providing information to tourists and visitors;

“tractor driver” means a person who operates a tractor, carries out other given tasks, and also carries out simple maintenance of the tractor;

“trainee dealer or croupier” means a person who deals with cards and spinning wheels in a casino and who has less than six months ‘of experience;

“trainee tour or field guide” means a person who is responsible for guiding and providing information to tourists and has less than one-year experience

“trainee technician” means a person who has less than six months of experience and is responsible for repairing machines;

“Inspector” means a person who works in the casino and oversees the dealers or croupiers;

“waitron” means a person who –

- (a) knows 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 the preparation of tables and cleaning of the work/working station;

“valet” means a person who is responsible for ironing, pressing, collecting, and the delivery of guests’ garments; and

“security officer” means a person who guards the property of the 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) An employee who, at the date of the commencement of these Regulations is in receipt of a higher wage or enjoys better conditions of employment than those prescribed by the Regulations shall not suffer a reduction in such wage or conditions because of these Regulations coming into operation.

Rations

5. (1) At their own expense, an employer shall supply weekly rations by the scale specified in the Third Schedule / daily balanced meal to an employee who 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 instead of rations and 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 (48) hours which shall exclude six (6) hours duty-free for meal breaks spread over a period of six (6) days.

Overtime payment

7. (1) Overtime pay for all employees, other than those employed on a casual basis, shall be paid for time worked more than forty-eight (48) hours in any week, at one and half times the normal hourly rate.

(2) The normal hourly rate shall not be less than one over two hundred and thirty-fourth (1/234) which are 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 an off day, shall be paid double the normal hourly rate.

Night Shift Allowance

8. An employee on duty at night between 11pm and 6am, shall during that period ("night shift") be remunerated at a rate of one and a half times (1.5x) their normal hourly rate.

Annual leave

9. (1) After twelve (12) 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 public holidays specified in Regulation 16 and sick leave which occurs during that leave,

Provided that -

- (a) after two (2) 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 (3) years of continuous service with an employer, an employee shall be entitled to twenty-three (23) working days of annual leave with full pay.

(2) An employee who goes on annual leave shall, in addition to the payment for the leave, be paid an amount in cash equivalent in value to the rations that would have been received during the period of the annual leave had it been not taken. Where the employer supplies meals instead of rations, employees on annual leave shall be entitled to the same, to be consumed at their place of work for the duration of such annual leave.

(3) Where the 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

10. (1) After three (3) consecutive months of service with an employer and subject to the production of a medical certificate signed by a Medical Practitioner as defined under the Medical and Dental Practitioners Act, 1970 or its successor, an employee shall be entitled to sick leave of up to a maximum of fourteen (14) days on full pay, and thereafter to a maximum of twenty-one (21) days on half pay 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 where not available.

Maternity Leave

11. (1) A female employee, whether married or unmarried, who has been in continuous employment with the employer for twelve (12) months or more shall be entitled to twelve (12) weeks maternity leave, so arranged as she desires that she gets six (12) weeks before the date of confinement, the other six (6) weeks from the date of confinement.

(2) An employee on maternity leave shall be paid at least thirty (30) days' pay and the rest shall be at the discretion of the employer, provided -

- (a) a certificate issued by a Medical Practitioner or a midwife setting the expected or actual date of confinement is submitted; 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

12. (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 or 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 are to be provided

13. An employer shall on the engagement of an employee give such employee a completed

copy of the form in the Second Schedule of this Order.

Retirement Age

14. An employee shall retire at the age of sixty (60) but may take early retirement at fifty (50).

Payment of Severance

15. Severance allowance shall be paid to an employee as per section 34 of the Employment Act No 5 of 1980 as amended or its successor.

Continuous service/ Business takeover or sale or transfer of an undertaking

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

Paid Public Holidays

17. (1) Public holidays shall be observed in line with the Public Holidays Act, No. 71 of 1938 as may be determined by the Minister responsible for public holidays from time to time.

Day off or Rest day.

18. An employee shall be entitled to a minimum of one (1) day off with full pay in every period of seven (7) days. An employee may in agreement with the employer accumulate two (2) such rest days in any period of seven (7) days.

Casual work

19. A person employed on a 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.

20. Where an employer does not provide accommodation for an employee (including casuals) 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 -

- (a) provide free transport between the place of work and such other place not exceeding sixteen kilometers 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 a local private taxi.

Uniforms

21. (1) Uniforms shall be provided by the employer to all employees who are handling foodstuffs or drinks and 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)

22. 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 where it continues.

Training period

23. An employee shall not be engaged as a trainee for more than six (6) months, inclusive of probation, for jobs appearing in the First Schedule.

Revocation of Legal Notice No. 193 of 2023

24. The Regulation of Wages (Hotel, Accommodation, Catering, and Fast Foods Trades) Order, Legal Notice No. 193 of 2023 is revoked.

FIRST SCHEDULE

Group A shall mean any undertaking licensed under the Casino Act, 1963 or its successor, involved in gambling or having seventy (75) or more guest bedrooms.

Group B shall mean any hotel, motel, guesthouse, bed & breakfast, lodge, restaurant, bar, or club with or without a liquor license or which serves 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 or without a liquor license and include a take-away, any accommodation establishment, or caravan park not included in Group A, B.

(Emalangeni per Month)

**BASIC MINIMUM WAGE
For this schedule**

| | A | B | C |
|------------------------|-----------|-----------|-----------|
| Cook | E2,262.81 | E1,732.50 | E1,501.50 |
| Assistant House keeper | E2,079.00 | E1,732.50 | E1,501.50 |
| Attendant Officer | E2,531.10 | | |
| Billing Clerk | E3,038.93 | E2,005.08 | E1,824.65 |
| Butcher | E3,523.21 | E2,411.28 | E1,883.72 |
| Casino Admin Clerk | E3,375.12 | | |
| Casino Cashier | E3,375.12 | | |
| Cashier | E2,079.00 | E1,732.50 | E1,781.34 |
| Chips Fryer | E2,271.20 | E1,732.50 | E1,501.50 |

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| | | | |
|-------------------------|-----------|-----------|-----------|
| Clerk | E2,079.00 | E1,732.50 | E1,614.79 |
| Cleaner | E2,079.00 | E1,732.50 | E1,501.50 |
| Count Account | E2,531.38 | | |
| Barman | E2,824.69 | E2,101.10 | E1,967.52 |
| Chef De partie | E3,523.52 | E2,434.46 | E1,908.16 |
| Dealer/Croupier | E3,374.48 | | |
| Dressmaker | E2,079.00 | E1,732.50 | E1,501.50 |
| Driver | E2,079.00 | E1,732.50 | E1,576.97 |
| Field Guide | E2,079.00 | | |
| Gaming floor Security | E3,375.12 | | |
| Guest Relations Officer | E3,037.28 | | |
| Head Porter | E2,079.00 | E1,732.50 | E1,501.50 |
| Handyman | E2,079.00 | E1,732.50 | E1,501.50 |
| Head Waitron | E2,756.51 | E1,732.50 | E1,501.50 |
| House Keeper | E2,756.51 | E1,732.50 | E1,595.81 |
| Inspector | E2,079.00 | | |
| Junior Field Guide | E2,079.00 | E1,732.50 | E1,501.50 |
| Kitchen Assistant | E2,079.00 | E1,732.50 | E1,501.50 |
| Labourer | E2,079.00 | E1,732.50 | E1,501.50 |
| Laundry Worker | E2,079.00 | E1,732.50 | E1,501.50 |
| Banquet Waitron | E2,079.00 | E1,732.50 | E1,501.50 |
| Linen Keeper | E2,079.00 | E1,732.50 | E1,501.50 |
| Luggage Porter | E2,079.00 | E1,732.50 | E1,501.50 |
| Porter | E2,079.00 | E1,867.43 | E1,828.72 |
| Receptionists | E2,079.00 | E1,732.50 | |
| Room Maid | E2,079.00 | E1,732.50 | E1,501.50 |
| Room Service Person | E2,079.00 | E1,732.50 | E1,501.50 |
| Seamstress | E2,079.00 | E1,732.50 | E1,501.50 |
| Security Guard | E2,079.00 | E1,732.50 | E1,501.50 |
| Short order cook | E2079.00 | E1732.50 | E1501.50 |
| Storeman | E3,168.70 | E2,445.16 | E1,676.67 |
| Stores Assistant | E2,079.00 | E1,732.50 | E1,501.50 |
| Supervisor | E2,079.00 | E1,732.50 | E1,501.50 |
| Surveillance Officer | E3,374.61 | | |
| Telephonist | E2,079.00 | E1,732.50 | E1,501.50 |
| Tractor Driver | E2,079.00 | E1,732.50 | E1,501.50 |
| Waitron | E2,079.00 | E1,732.50 | E1,501.50 |

| | | | |
|-------------------------------|-----------|-----------|-----------|
| Security Officer | E2,079.00 | E1,732.50 | E1,501.50 |
| Valet | E2,079.00 | E1,732.50 | E1,501.50 |
| Trainee Assistant Housekeeper | E2,079.00 | E1,732.50 | E1,501.50 |
| Trainee Billing Clerk | E2,079.00 | E1,732.50 | E1,501.50 |
| Trainee Cashier | E2,079.00 | E1,732.50 | E1,501.50 |
| Trainee Dealer/ Croupier | E2,605.74 | | |
| Trainee Field Guide | E2,079.00 | | |
| Trainee Handyman | E2,079.00 | E1,732.50 | E1,501.50 |
| Trainee Receptionists | E2,079.00 | E1,732.50 | E1,501.50 |
| Trainee Technician | E2,555.37 | | |
| Trainee Telephonist | E2,079.00 | E1,732.50 | E1,501.50 |
| Trainee Barman | E2,079.00 | E1,732.50 | E1,501.50 |

THIRD SCHEDULE
(Weekly 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 instead of the items of food mentioned in paragraphs 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 is known as "Mahewu", or

(b) Appropriately victimized drink, if either drink is issued in the week to the employee by the Employer.

SECOND SCHEDULE

WRITTEN PARTICULARS OF EMPLOYMENT

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. Short description of employees' work
-
-
7. Probation Period
8. Annual Leave Entitlement
9. Paid Public Holiday
10. Payment during sickness
11. Notice of termination of employment employee entitled to receive
12. Notice of termination of employment employer required to give
13. Social Security Scheme (if any, other than S.N.P.F. Scheme)
14. Any other matter either party wishes to include

(a) An Employee is free to join a trade union of his or her own choice.

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

.....

- (c) When any heading is inapplicable enter nil

- (d) Please give a copy of this form to the employee after it has been duly signed.

Signed Employer

..... Employee

..... Witness

..... Date

BONGANI NZIMA
ACTING MINISTER FOR LABOUR & SOCIAL SECURITY

S25

LEGAL NOTICE NO. 4 OF 2025

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

REGULATION OF WAGES (MANUFACTURING AND PROCESSING INDUSTRY)
ORDER, 2025
(Under Section 11)

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

Citation and Commencement

1. (1) This Order may be cited as the Regulation of Wages (Manufacturing and Processing Industry) Order, 2025.

(2) This Order shall come into force on the date of publication in the gazette.

Application

2. This Order shall apply to persons employed in the Manufacturing and Processing Industries including the Manufacture of Bricks, Concrete, Recycling, Dry Cleaning and Laundry, Timber Processing, Printing and Weaving who are engaged in the occupations specified in the First Schedule.

Interpretation

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

“aligner” means an employee who aligns a finished product before final inspection with the aid of electronic test equipment;

“a.j.s Operator” means an employee who operates an automatic junior sewing machine;

“artisan” means an employee who is in possession of a Trade Test Certificate signed by a Trade Testing Officer appointed by the Government;

“assembler soldering” means an employee who solders and assembles components by hand;

“assembler-bottom components” means an employee who assembles good quality bottom components such as soles and insoles into specific batches according to the box loading plan;

“assembler-socks” means an employee who assembles good quality socks into batches according to article and size;

“assembler-upper components” means an employee who assembles good quality upper components such as vamps, quarters etcetera into specific batches according to the box loading plan;

“assistant foreman baker” means an employee who is capable of manufacturing confectionery, adjusting bakery machinery and supervising the workers under his control;

“assistant foreman confectioner” means an employee who is capable of manufacturing and decorating several lines of confectionery, adjusting bakery machinery and supervising workers under his control;

“baker assistant” means an employee who assists a baker;

“backseam-reducer” means an employee, who reduces the beckon, join on leather quarters by means of a machine;

“binder assistant” means an employee who receive plain or printed material from the machine for collating, stitching, padding, rounding corners, punching, folding, counting, numbering perforating, stapling, binding and basic guillotining;

“boiler operator” means an employee who operates a boiler;

“box folder” means an employee who folds and erect boxes ready for use;

“box labeler” means an employee who labels boxes with the information required to identify the contents thereof;

“box preparer” means an employee who collect and prepares boxes accordingly;

“blower” means an employee who carriers out blowing duties in the manufacture of glassware according to specification;

“cabinet fitter” means an employee who fits accessories to a television cabinet;

“canteen assistant” means an employee who assists the canteen supervisor in preparing, cooking and dishing-up food in the employees’ canteen;

“carder” means an employee who operate a carder machine and carries out simple lubrication on it;

“carton sealer” means an employee who seals cartons of finished goods for dispatch to customers;

- “casual labourer” means an employee who is not employed for more than twenty-four (24) hours at a time;
- “cattle buyer” means an employee who buys livestock for the employer;
- “charge hand” means an employee who assists a supervisor to supervise employees;
- “chassis fitter” means an employee who fits chassis components to television sets;
- “cementer” means an employee who applies adhesive to a surface by means of either a brush or machine;
- “chef” means an employee who is responsible for the cooking of food for the employees’ canteen;
- “checker” means an employee who check and record outgoing and incoming goods;
- “cleaner” means an employee who is responsible for the cleaning of a factory, offices, toilets and canteen and/or tea-making duties;
- “clerk/storeman (with Senior Certificate)” means an employee who is engaged in general clerical duties or storekeeping who holds a Senior Certificate of education;
- “clerk/storeman assistant” means an employee who is engaged in general clerical duties or storekeeping duties and he is in possession of a Junior Certificate;
- “clicker-high frequency” means an employee who cuts and welds high frequency components;
- “clicker-insoles/toe puffs/counters” means an employee who cuts insoles, toe puffs or counters by means of a clicking press;
- “clicker-linings/trims/socks/Velcro” means an employee who cuts linings, trims or velcro by means of a clicking press;
- “clicker-textile” means an employee who cuts suede split or textile by means of a clicking press;
- “coil winder” means an employee mainly engaged in winding coils;
- “components-assembler” means an employee engaged in fitting electronic components on PC boards and include an employee engaged in pre-assembly work;

“compositor” means an employee engaged in the setting of type including the operation of typesetting and typesetting machines and putting into position for printing and the make up of forms;

“confectioner assistant” means an employee who assists a confectioner;

“cook” means an employee who is engaged in cooking and issuing food to other employees;

“copy-typist” means an employee who is engaged in typing and is capable of typing a minimum of twenty-five (25) words per minute, filing, checking and recording incoming mail;

“counter inserter” means an employee who dips and inserts the counter stiffener into the pocket at the heel of a machine;

“continuous service” means service in the employment of the employee interrupted by death, retirement, completion on discharge of the employee concerned and an employee who is re-engaged within two (2) months of the discharge shall be deemed to be in the continuous service of that employer;

“counter moulder” means an employee who moulds the newly inserted counter stiffener over a mould by means of a machine;

“darkroom attendant” means an employee who make negatives, positives, contacts, spotting and obliteration of all marks and pinholes and including enlarging and reductions on the camera;

“de-boner” means an employee engaged in dissecting carcass;

“d-ring inserter” means an employee who inserts D-Rings into the shoe facing prior to being stitched;

“design draughtsman’s assistant” means an employee who assists a draughtsman to design mechanical layouts;

“dispatch clerk” means an employee who selects and packs goods according to customers’ orders;

“dispatch clerk” (printing) means an employee who selects, checks and packs goods according to instructions from job cards or any other source and assist with deliveries;

“digital/duplicator (operator)” means an employee engaged in operating a risograph or equivalent digital printer or duplicator;

“divider operator” means an employee who operates a divider machine and who checks the weight of dough pieces;

“dough mixer” means an employee who operates a divider machine and who checks the weight of dough pieces;

“dough panner” means an employee who places dough pieces into pans;

“driver (Heavy Duty Vehicle)” means an employee in possession of a current heavy duty driving licence who is in charge of a vehicle of over one and one-half tons tare weight whose duties include handling cargo to and from the tailboard, and the daily maintenance and cleaning of such vehicle;

“driver (Light Duty Vehicle)” means an employee in possession of a valid driving licence who is in charge of a motor vehicle of less than one and one-half tons tare weight whose duties include handling cargo to and from the tailboard, and the daily maintenance and cleaning of such vehicle;

“driver messenger” means an employee who is mainly engaged in carrying messages, who delivers and collects goods and/or mail by vehicle or motor cycle and performs simple routine tasks in an office;

“driver salesman” means an employee in possession of a current licence who sells and delivers bread, confectionery or other articles by motor vehicle and who is responsible for accepting written orders for goods and the collection and safe custody of cash for C.O.D Sales, and also canvass for orders;

“D.T.P operator” means an employee engaged in typesetting and designing of documents on the computer and being able to operate lazer printers, scanners and allied equipment;

“driver salesman assistant” means an employee who marks components to assist closing department by means of a marking machine;

“electrical maintenance assistant” means an employee who assists an electrician in improving and repairing electrical installation;

“engraver” means an employee who engraves, smoothens, polishes the finished glassware, and carries out duties related thereto;

“engraver assistant” means an employee who engraves, smoothes, polishes the finished glassware and carries out duties given by the engraver;

“entrepreneur assistant grade I” means an employee who is capable of performing the work of an entrepreneur without the assistance of such an entrepreneur;

“entrepreneur assistant grade II” means an employee who assists a person who is capable of carrying out the work of the entrepreneur’s workshop;

“fabric drying/dewatering machine operator” means an employee mainly engaged in loading fabric into machine, setting temperatures, time and monitoring operations and also responsible for removing fabric when operation is finished;

“fabric dying machine operator” means an employee who mix or add dye, water, detergents, or chemicals to tanks to dilute or strengthen solutions, and mounts roll of cloth on machine, using hoist or places textile goods in machines or pieces of equipment

“final inspector/final tester” means an employee mainly engaged in the final alignment and testing of finished products, using electronic test equipment;

“final inspector/final tester” means an employee mainly engaged in the final inspection or testing of finished products, if necessary, using electronic equipment;

“finisher” means an employee who smoothens, trims carpets and makes knots on the fringes to make such carpets adaptable for sale;

“fitter” means an employee who repairs and maintains machinery;

“foam attacher” means an employee who attaches foam to the top line of the quarters for collar padding;

“foam strip cutter” means an employee who cuts foam into strips by means of a machine;

“folder” means an employee who folds the garment after pressing;

“flour sifter” means an employee who sifts flour;

“foreman baker” means an employee engaged in a supervisory capacity who is capable of carrying out all processes relating to the manufacture of confectionery;

“foreman confectioner” means an employee engaged in a supervisory capacity who is capable of carrying out all processes relating to the manufacture of confectionery;

“forklift operator” means an employee mainly engaged in operating a forklift;

“general labour” means and employee engaged in unskilled work;

“glazier” means an employee who cut, fit and set glass in windows, doors, shop fronts and other frames;

“grinder” means an employee who grinds, smoothens, and polishes a finished glassware product;

“guillotine operator (printing)” means an employee engaged in cutting paper/board to be printed and trimming of jobs to finish size for packing including working out paper cuts from full sheets, maintenance of machine and knowledge of paper and board stocks;

“handyman” means an employee who does not hold a trade test certificate, who carries out simple repairs and supervises and allocates work to subordinate staff under the employee’s control;

“hand trimmer” means an employee who trims by means of a pair of scissors, all excess threads, binding and tapes after all closing operations have been done;

“heel seat laster” means an employee who lasts the heel part of a shoe by means of a machine;

“hole perforator” means an employee who punches holes by means of a press;

“hole perforator” means an employee who punches holes by means of a press machine;

“hoist perforator” means an employee who operates a dough hoist;

“insole attacher” means an employee who attaches the insole to the last by means of a tacking machine;

“insole moulder/stamper” means an employee who moulds to stamp insoles by means of a machine;

“inspector” means an employee with not less than six (6) months experience as an assembler who inspects the work on a production line;

“invoice clerk” means an employee who prepares and issues invoices and statements to customers for goods supplied;

“jumper” means an employee who has knowledge of several jobs and who is able to relieve any other worker on a production line;

“kardex clerk/storeman” means an employee who operates a kardex system of stock control;

“kiln operator” means an employee who is capable of operating and maintaining a kiln;

“knitting operator” means an employee who threads twine from bobbins and spools through guides and rollers and also monitors the fabric and performs routine cleaning of the machine;

“laboratory assistant” means an employee who generally carries out unskilled work in a laboratory or who assists a laboratory technician;

“laboratory technician” means an employee qualified to carry out all duties allocated to him in a laboratory;

“lacer” means an employee who inserts and ties laces for footwear;

“last preparer” means an employee who prepares and loads lasts onto the conveyor according to the uppers loaded;

“last transport” means an employee who returns last to last-bins after delasting;

“layer” means an employee who lays the material for cutting for a garment manufacture;

“leaner finisher” means an employee who is learning on the job to become a finisher and who has not completed six (6) months in the case of the weaving industry or three (3) months for other industries;

“learner craftsperson” means an employee who is learning on the job to become a potter, screen printer, silversmith or any craftwork for a period of not less than three months;

“learner machine operator” means an employee with three (3) months or less continuous service of operating a machine for other industries or not more than six (6) months in the weaving and printing industry;

“learner machine minder (printing)” means an employee with six (6) months or less continuous service of operating a printing machine;

“learner spinner” means an employee who is learning on the job to become a weaver and who has not completed six (6) months in the case of the weaving industry or three (3) months for other industries;

“leather baler” means an employee who bales leather for storage purposes;

“leather sorter” means an employee who sort leather by means of the point system;

“line feeder” means an employee mainly engaged in feeding the assembly line with components;

“loader” means an employee who loads goods on to vehicle by hand;

“loader/packer” means an employee who packs bread or confectionery into or off a vehicle or who packs finished products into cartons;

“lubricator” means an employee who has the responsibility of lubricating and greasing machines;

“machinist” means an employee who operates an electrical sewing machine to manufacture clothing/garment;

“machine attendant” means an employee, other than a learner machine operator, who attends and operates a guillotine machine, bending machine, spot welding machine or any other machine requiring similar skills;

“machine minder” (printing) means an employee engaged in operating a printing machine and capable of full colour printing, numbering and perforating, maintenance and cleaning;

“machine operator” means an employee, other than a learner operator, engaged in operating a machine;

“master screen printer” means an employee who is capable of cutting screen, mixing pigments and has thorough knowledge of screen-printing techniques;

“master potter” means an employee who is skilled in making pots to any specification, who has a general knowledge of glazing and firing techniques;

“master silversmith” means an employee who is capable of working on silver to any specification;

“mechanical assistant” means an employee mainly engaged in the mechanical assembly of television and radio accessories and placement of products in the appropriate area of assemble or dispatch;

“melter” means an employee who melts glasses in a glass factory;

“messenger” means an employee engaged in carrying messages, banking, collecting and delivering mail or carrying out simple tasks in an office;

“mono caster attendant” means an employee who attends a monotype caster under the supervision of a key board operator;

“office clerk” means an employee who does general clerical duties;

“painter” means an employee who cleans and paints equipment, machines and buildings;

“packer” means an employee who packs garments which are finished into cartons;

“personnel clerk” means an employee who control and updates personnel records;

“pc board trimmer” means an employee mainly engaged in trimming excess components lead on soldered board;

“photo lithographer” means an employee who is capable of doing make-up, imposition and pasting (from artwork provided) darkroom work and plate making;

“picture tube assembler” means an employee mainly engaged in preparing picture tubes for the assembly line;

“plant attendant” means an employee mainly in operating a galvanizing plant and if necessary, taking of the plant;

“plate filer (printing)” means an employee who is responsible for the gumming and filing of printing plates;

“potter” means an employee who makes pots by hand or on pot wheels;

“presser attendant” means an employee who operates a pressing machine to iron materials or clothing;

“printers grade 1, 2 and 3” means an employee who is in possession of a trade test certificate signed by a trade testing officer appointed by the government;

“printing machine minder(junior)” means a machine minder who is able to operate printing machines for single or spot colour work;

“proof controller” means an employee mainly engaged in checking the quality and making reports of finished products;

“proof reader” means an employee who edits documents before final presentation, checking spelling, grammar and lay-out;

“quality section controller” means an employee who checks and controls the quality of goods leaving their section;

“rebate clerk” means an employee who controls the stocks and documentation for a rebate store;

“receiver-second stock” means an employee who checks, receives and controls the stock of

factory seconds;

“reception clerk (printing)” means an employee who attends to customers, answering calls and queries, acting as a telephonist, filing, opening job-cards, faxing and general office duties;

“repairs assistant” means an employee with a basic knowledge of electronics mainly engaged in making simple repairs on PC board;

“recutter” means an employee who arranges, re-cuts and repairs poor quality work;

“riveter/buckler” means an employee who attaches rivets or bucklers;

“rougher-upper” means an employee who reduces the bumps on the lasting margin by means of roughing machine;

“rougher-sole margin” means and employee who rough the sole margin on rubber soles;

“rubber stamp maker” means an employee engaged in the making of rubber stamps;

“runner” means an employee who performs unskilled duties such as conveying from one point to the other, materials and knitted fabric;

“saw sharpener” means an employee who sharpens saws and carries out simple maintenance work on them;

“salesman” (senior) means an employee who packs erected boxes into cartons and stacks, ready for transportation to the factory;

“seasonal labourer” means an employee engaged for the duration of a season to carry out unskilled work, canning fruit or vegetables;

“security guard or watchman” means an employee mainly engaged in the protection and security of the employer’s premises;

“senior watchman” means an employee who supervises watchmen or security guard;

“sewer/binder” means a binder capable of doing thread sewn books;

“sewing machinist, I” means an employee who has more than six (6) months experience in sewing and turns stitches collars, stitches toecaps, facing, o/s counters, d-rings and attaches bindings;

“sewing machinist II” means an employee who has more than six (6) months experience in sewing and stitches back seams, side flashes, collar toughies, velcro, brand tags and zigzags

pieces together;

“screen printer” means an employee who screen prints by hand pulling a squeegee;

“semi-skilled kiln hand” means an employee who has limited knowledge in operating kiln and packs it according to specification;

“silver-smith” means an employee who is capable of working on silver by hand;

“seasonal labourer” means an employee engaged for the duration of a season to carry out unskilled work, canning fruit and vegetables;

“side-laster” means an employee who lasts the waist section of shoe by means of a shoe;

“size painter” means an employee who colour-codes components according to size by means of a brush;

“skiver-upper/toepuffs” means an employee who skives or reduces the thickness of the edge of components by means of skiving machine;

“slaughter man” means an employee engaged in stunning, bleeding, skinning eviscerating and splitting livestock;

“slitting machine operator” means an employee who operates a slitting machine to remove excess water after dyeing process, open tube fabric and crease freeing fabric in preparation for stenter processing;

“spinner” means an employee who carries out spinning operation of wool or other materials according to specification;

“soaking attendant” means an employee who operates solder bath, prepares fluxes, and checks solder levels;

“soaker” means an employee who applied adhesives and inserts socks into finished footwear;

“sole chlorinator” means an employee who chlorinates or halogenates a sole prior to cement application;

“sole presser” means an employee who, by means of a press, ensures that there is good bond between sole and upper;

“sole spotter” means an employee who places the precedent upper and sole accurately together prior to pressing;

“sorter R” means an employee who sorts goods into racks by item and size ready for dispatch;

“sorter” means an employee who puts together according to sizes the material, which is to be sewn;

“shoe boxer” means an employee who packs finished footwear into boxes;

“shoe repairer” means an employee who repairs sub quality footwear;

“shop assistant” means an employee who assists a shop supervisor in the stock control, displays and selling of products in a retail shop;

“stone hand” means an employee with the knowledge of composition who places jobs set out by a compositor into steel frames locking them into printing machines ready for printing;

“stamper” means an employee who stamps logos/information onto components by means of stamping machine;

“staple extractor” means an employee who removes staples from the insole of a shoe;

“stenter operator” means an employee who apply finishing chemicals into the padding mangle, set heat and speed as per the type of fabric specification and also observes any defects of fabric before or during the process;

“stenter layer/feeder” means an employee who stitches fabric in preparations for feeding it into the stenter;

“stenter quality controller” means an employee who ensures that fabric width is in proportion;

“sticker attacher” means an employee who attaches stickers to indicate size or customer code;

“stitching machine operator (printing)” means an employee engaged in the operation of an automatic stitching machine including adjustments, changing wire thickness and maintenance;

“storeman (printing)” means an employee engaged in storekeeping who holds a senior certificate of education and a recognized certificate in storekeeping and competent knowledge of all printing papers, materials and sundries;

“string lacer” means an employee who strings uppers for toe lasting;

“strips cutter” means an employee who cuts material into strips by means of a machine;

“supervisor” means an employee who supervises other employees;

“switchboard operator” means an employee whose duties consist wholly or mainly in the operation of a telephone switchboard;

“tablehand” means an employee who prepares material and places them on the table for cutting or weaving according to specification;

“tester” means an employee who tests the function of assembled PC Boards using electronic equipment;

“toecap positioner” means an employee who precements toecaps into position prior to toecap stitching;

“toelaster” means an employee who supplies the toelaster with uppers;

“toelaster feeder” means an employee who supplies the toelaster with uppers and on completion replaces them back on the conveyer;

“toepuff positioner” means an employee who positions and presses a toepuff onto the upper by means of a heated press;

“tool setter” means an employee who fits and sets tools on a machine;

“unlaster” means an employee who removes the last from the finished shoe;

“upper brusher” means an employee who brushes finished footwear so as to clean and improve the look of the shoe;

“upper cleaner” means an employee who cleans finished footwear by means of various cleaning material;

“upper primer” means an employee who primes the nylon upper at the lasting margin to ensure cement adhesion;

“upper splitter clerk” means an employee who splits uppers by means of a splitting machine;

“upper spotter” means an employee who places the correct upper onto the last prior to toelasting;

“upper/bottom preparer” means an employee who loads the sewn and corresponding bottom

components onto the making conveyor;

“utility” means an employee who has the knowledge of jobs and who is able to relieve other workers on production line;

“weaver” means an employee who carries out duties either by operating hand loom or other equipment to manufacture the required goods;

“wage clerk” means an employee who prepares and controls wage payments according to the time worked taken from clock cards or any other source and keeping relevant records related to pay;

“washer” means an employee who washes and dries material or wool and if necessary, mothproofs to wool;

“weight clerk” means an employee who weighs cartons of finished goods prior to dispatch;

“workshop assistant” means an employee who assists to fitter and handyman in general maintenance.

“yarn loader” means an employee who places and replaces spools of twine on machine spindles and inserts wound bobbins in shuttle containers; and

“yarn dewatering/drying machine operator” means an employee who loads yarn into the machine, sets the time and temperatures and also monitors operation of the machine.

Basic Minimum Wage

4. The Basic Minimum wage inclusive of rations or cash in lieu 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;
- (b) where no definition of an employee duties exists, such employee shall be paid a basic minimum wage not less than that applicable to a general labourer; and
- (c) nothing in this Order shall prevent an employer, if the employer so wishes from -

- (i) supplying cooked or uncooked food to an employee in addition to the basic wage; and
- (ii) providing free transport or free accommodation to an employee.
- (d) The basic hourly wage of an employee on a weekly wage shall be calculated by dividing such wage by the number of hours the employee normally works in a week; and
- (e) The basic hourly wage of a casual labourer shall be calculated by dividing the daily wage by eight (8).

Written Particulars of Employment to be provided

5. (1) The employer shall within two (2) calendar months of appointed day, give an employee a completed copy of the form at the Second Schedule. The employer shall explicitly state the conditions of the employee's employment, the starting wage, including the learning period.

(2) The learning period referred to in sub-Order (1) shall be three (3) months.

Hours of work

6. (1) The normal working week for employees other than security guards and casual labourers shall consist of not more than forty-five (45) hours of work spread over five (5) days.

(2) The normal hours for employees on shifts shall not exceed twelve (12) hours per shift and shall consist of not more than forty-five (45) hours of work per week.

(3) The normal hours of work for a casual labourer shall consist of eight (8) hours per day.

Overtime

7. (1) An employee who is engaged other than on shift work or as a security guard and is required to work in excess of the normal hours specified in Order 6 shall be paid as follows -

(a) for time worked in excess of the normal hours on a weekday, payment shall be at one and a half times the basic hourly wage; and

(b) for time worked on a Sunday, an off-day or a public holiday specified in Order 9, payment shall be at twice the hourly rate.

(c) for time worked on a paid public holiday, payment shall be two (2) times or double the hourly rate for each hour worked plus the normal rate applicable to all other employees whether at work or not on that paid public holiday.

(2) An employee employed as a security guard who is required to work on the rest day or on a public holiday specified in Order 9, may be paid for such overtime or alternatively, be given an equivalent amount of time off in lieu of overtime payment.

(3) No employee shall be required to work overtime against the employee's will unless it is understood and agreed that such overtime is necessary.

Transport

8. An employee, who by nature of the employment is required on any day to remain on duty from 6.00 pm or is required to start work before 6.00 am shall be provided free of charge with transport between the place of work and the normal place of residence, home or such point on a public road as may be mutually agreed upon between the employer and the employee.

Public Holiday

9. (1) Public holidays shall be observed in line with the Public Holidays Act, as may be determined by the Minister responsible for public holidays from time to time.

(2) In this Order, employees shall be paid a full day's wage on all designated public holidays that falls on their normal working day.

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

Annual Leave

10. (1) An employee shall have two (2) weeks annual leave with full pay after each period of twelve (12) months continuous employment with the same employer as follows-

(a) fifteen (15) working days in the case of an employee who works a six (6) day week;
or

(b) thirteen (13) working days in the case of an employee who works a five (5)-day week.

(2) A security guard annual leave shall be twenty-one (21) calendar days with full pay after each period of twelve (12) months continuous service with an employer.

(3) Where the employment of an employee is terminated after a period exceeding three (3) months but amounting to one (1) year from the date of its commencement the employer shall pay to the employee a sum not less than one (1) day's pay for each completed month of such

period.

Sick Leave

11. (1) An employee taken into the employment of the employer shall be considered for payment during the absence on sick leave as follows -

- (a) in the case of an employee who is absent from work for reason of sickness during the first three (3) months of employment and who on return from sick leave produces a medical certificate signed by a Medical Practitioner, registered under the Medical and Dental Practitioners Act, 1970, payment shall be at the discretion of the employer; and
- (b) in the case of an employee who has completed three consecutive months of continuous service with the same employer and subject to the production of a medical certificate signed by a Medical Practitioner, registered under the Medical and Dental Practitioners Act, 1970, an employee shall be entitled to sick leave of up to a maximum of fourteen (14) days on full wages and thereafter to a maximum of fourteen (14) days on half wages on in each period of twelve (12) months continuous service.

Notwithstanding Sub-Order (1) a certificate issued by a registered nurse shall be accepted in place of a medical certificate where a Medical Practitioner is not available.

Compassionate leave

12. An employee who has completed his probation period shall be entitled to compassionate leave with full pay as follows-

- (a) widow - thirty (30) working days;
- (b) widower - seven (7) working days;
- (c) biological child - seven (7) working days; and
- (d) biological parents - seven (7) working days.

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

Maternity Leave

13. (1) A female employee, whether married or unmarried, who has completed probation shall

be entitled to maternity of up to twelve weeks (84 calendar days), with at least eight (8) weeks full pay upon delivering to her employer -

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

(2) Notwithstanding sub-Order (1), a female employee entitled to maternity leave by virtue of sub-Order (1), shall be so entitled at least once after the lapse period of twenty-four (24) months from the last maternity leave.

(3) A female employee shall be entitled to one (1) hour nursing break with pay for three (3) months after maternity leave.

Continuous service

14. Where upon a change of an establishment or undertaking an employee enters the service of a new owner without interruption, shall be deemed to be continuous service in the employment of the new owner.

Short Time

15. (1) Where an employer finds it necessary for reasons beyond his control to employ an employee on short time, the employer may do so subject to the Commissioner of Labour consenting in writing to such an arrangement, having satisfied himself that the employees organization recognized in the undertaking has been fully consulted and is fully aware that the employer intends resuming full time work within three weeks.

(2) Where an employee has been placed on short time under sub-Order (1) the employee shall be paid not less than fifty percent (50%) of the employee's weekly wages where the employee is employed to periods which, in aggregate, are equivalent to or less than fifty percent (50%) of the employee's normal weekly hours of work.

(3) No reduction shall be made in an employee's earnings where the employee has been placed on short time, and works in aggregate more than fifty percent (50%) of the normal weekly hours of work during any week that has been placed on short time.

Piece Work

16. An employee engaged on piece work shall be entitled to wages and conditions of employment not less than those specified in this Order.

Re-imbusement of expenses

17. A salesman, driver or salesman assistant shall be re-imbursed all expenses reasonably incurred on lodging and meals for the period of absence from his place of residence on duty.

Lay-Off

18. (1) Due to proven circumstances beyond the employer's control, the employer may lay off employees for up to fourteen (14) working days, on condition that no lay-off may be effected without the written consent of the Commissioner of Labour. Such consent shall be granted after a meeting between the employer and the workers or recognized workers organization.

(2) During the period of any lay-off, the employer shall not engage other employees to replace the employees he has laid off.

(3) The employer shall give permanent employee fourteen (14) days' notice before the layoff; and a seasonal employee twenty-four hours notice before the lay-off.

(4) An employer may apply to the Minister responsible for Labour for a temporary exemption for a specified period according to the circumstance of the enterprise, from the application of Order 19(3), (a), after negotiating with the employees' organization, for a reduction of the period of notice to be given to employees, before lay-off.

Trade Testing

19. (1) An employer shall grant paid leave to an employee who requests to undergo a trade test at the Eswatini College of Technology or any similar institution to enable the employee to take the tests.

(2) An employee undergoing a trade test shall furnish the employer with the results of the examination.

Revocation of Legal Notice No. 109 of 2023

20. The Regulation of Wages (Manufacturing and Processing Industry) Order, 2023 promulgated under Legal Notice No. 109 of 2023 is revoked.

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FIRST SCHEDULE

BASIC MINIMUM WAGE
(Emalangeneni per week)

CATEGORY 1

Learner Craftsperson
Learner Finisher
Learner Spinner
Learner Weaver
Casual Employee
Seasonal Labourer
Carder
Checker
Cleaner
Cook
Engraver's Assistant
Entrepreneur's Assistant
Finisher
Grinder
Loader
Potter
Trimmer
Bagger
Learner Machine Operator
Screen printer
Semi skilled kiln hand
Silversmith
Spinner
Tablehand
Presser (garment)
Washer
Layer
Presser
Folder
Packer
Box folder
Canteen Assistant
Cartoon Sealer
Painter
Dispatch Clerk (Printing)
Upper Printer
Backstream Reducer
D-ring inserter
Foam attacher
Hand trimmer
Lacer
Stacker
Receiver-Second Stock
Sorter
Textile preparer
Toecap positioner

Toelaster feeder
Upper brusher
Workshop assistant
Assemble socks
Box preparer
Cementer
Edward maker
Foam strip cutter
Hole perforator
Lubricator/Riveter/Buckler
Sewing Machinist II
Shoe Boxer
Sole Chlorinator
Stamper
Staple extractor
String lacer
String cutter
Toepuff positioner
Unlaster
Upper cleaner
Plate filer (printer)
Assembler-Button Components
Box labeler
Canteen assistant/Cashier
Insole Moulder/stamper
Last Preparer
Last Transporter
Rougher-sole Margin
Shoe Repairer
Sticker attacher
Upper splitter
Weights Clerk
Yarn loader
Coil Winder
Component Assembler
Copy Typist
Dough Panner
Driver Salesman's Assistant
Entrepreneur's Assistant Grade 1
Flour sifter
General Labourer
Hoist Operator
Loader/Packer
Messenger
PC Board Trimmer
Plant Assistant
Security Guard/Stonehand
Machinist
Learner Machine Minder (Printing)
Assistant Receptionist
Digital/Duplicator Operator (Riso)
Assembler (soldering)
Binder Assistant

Compositor
De-Boner
Dark Room Attendant
Mechanical Assembler
Proofreader
AJS Operator
Assembler Upper-Components
Counter inserter
Counter Moulder
Leather Baler
Loader F.O.F
Recutter
Sewing Machinist 1
Shop Assistant
Clerk/Storeman (Printing)
Rubber Stamp maker
Stitching Machine operator (Printing)
Sewer/ Binder
Skiver- Upper/toe puffs
Soaker
Slaughter man
Driver/Messenger
Laboratory Assistant
Presser Attendant
Electrical Maintenance Assistant
Office Clerk
Rougher Uppers
Senior Watchman
Sole Presser
Printing Machine Minder (Junior)
Photo lithographer
Reception Clerk (Printing)
Sales Assistant
Wages Clerk
Glazier
Knitting operator
Runner
Stenter layer/feeder
Stenter Quality Controller
Cabinet Fitter
Chassis Fitter
Clerk/ Stores Assistant
Driver (L.D.V)
Forklift Operator
Picture Tube Assembler
Soakline attendant
Switchboard Operator
Utility
D.T.P Operator
Printers Grade 111
Baker's Assistant
Blower
Confectioner's Assistant

| | |
|----------------------------------------|--------|
| Dough Mixer | |
| Engraver | |
| Divider Operator | |
| Click-High Frequency | |
| Clicker- Insolers/ toe puffs/ counters | |
| Clicker- Linings/ Trims/ Socks/ Velcro | |
| Dispatch Clerk | |
| Heelseat Laster | |
| Invoice Clerk | |
| Leather Sorter | |
| Quality Controller | |
| Sole Spotter | 565.13 |

CATEGORY 2

| | |
|---------------------------------------------|--------|
| Kiln Operator | |
| Melter | |
| Saw Sharpener | |
| Design Draftsman's Assistant | |
| Inspector | |
| Machine Operator | |
| Machine Attendant | |
| Solder Bath Attendant | |
| Tester | |
| Guillotine Operator (Printing) | |
| Machine Minder (Printing) | |
| Boiler | |
| Driver (H.D.V) | |
| Kardex Clerk / Storeman | |
| Aligner | |
| Final Inspector / Tester | |
| Clicker-textile | |
| Rebater Controller | |
| Repairers' Assistant | |
| Fabric drying/dewatering machine operator | |
| Yarn dewatering and drying machine operator | |
| Slitting machine operator | |
| Stenter operator | |
| Fabric dyeing machine operator | |
| Yarn dyeing machine operator | |
| Liner Feeder | |
| Repairer's Assistant | 622.94 |

CATEGORY 3

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|----------------------|
| Baker |
| Confectioner |
| Handy-Man |
| Chef |
| Clicker- Suede Split |
| Charge hand |

| | |
|------------------------------------------------------|---------------|
| Final Aligner and Tester | |
| Jumper | |
| Plant attendant | |
| Tool Setter | |
| Fitter | |
| Personal Secretary | |
| Sewing Mechanic | |
| Toelaster | |
| Printers Grade 11 | |
| Clerk / Storeman Assistant (with junior certificate) | |
| Driver | |
| Artisan Grade 111 | |
| Cattle buyer | |
| Master Screen printer | |
| Master Potter | |
| Master Silversmith | |
| Salesman | |
| Salesman (Senior) | |
| Storeman (Printing) | 666.37 |

CATEGORY 4

| | |
|-------------------------------------------|---------------|
| Assistant foreman Confectioner | |
| Assistant foreman Baker | |
| Clerk/ Storeman (with senior certificate) | 800.65 |

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| Printers Grade 1 | 959.94 |
|------------------|---------------|

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| Artisan Grade 11 | |
| Foreman Baker | 1176.55 |

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|----------------------|----------------|
| Foreman Confectioner | 1259.28 |
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|-----------------|----------------|
| Artisan Grade 1 | 1725.48 |
|-----------------|----------------|

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|-----------------------|----------------|
| Laboratory Technician | 1824.28 |
|-----------------------|----------------|

Supervisor to be

25% above the wage to the highest paid employee
under his direct supervision

**SECOND SCHEDULE
(Order 5)**

WRITTEN PARTICULARS OF EMPLOYMENT

1. Name of Employer
2. Name of Employee
3. Date Employment began
4. Wage and method of calculation
5. Interval and which wages are paid
6. Short description of employees' work
-
-
7. Probation Period
8. Annual Leave Entitlement
9. Paid Public Holiday
10. Payment during sickness
11. Notice employee entitled to receive
12. Notice employer required to give
13. Pension Scheme (if any, other than S.N.P.F. Scheme)
14. Any other matter either party wishes to include
- (a) An Employee is free to join an industry union which is recognized by the undertaking.
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
- (d) Please give a copy of this form to the employee after it has been duly signed.

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

BONGANI NZIMA
ACTING MINISTER FOR LABOUR & SOCIAL SECURITY