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Jim Komara 2/11/22
 [Signature] 2/11/22
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AIR TRANSPORT TRADE GROUP COUNCIL AGREEMENT

Membership of the Air Transport Trade Group Council shall include the following:

- i) All Airline Operators in Sierra Leone.
- ii) All Airline Agencies/Institutions handling Air Travelling Passengers/Goods and related services.
- iii) All Agencies/Institutions providing services to Air Travelling Passengers.
- iv) The Sierra Leone Airports Authority (SLAA).
- v) All Air Travelling Agencies/Tour operators in Sierra Leone.
- vi) All Agencies/Institutions providing services relating to the business of Aviation in Sierra Leone.

This Agreement is made on thisDay of the month of..... 2022
between the Employers in the Air Transport Trade Group Industry registered here in Sierra Leone as Air Transport carriers, Service Agencies or both (herein after referred to as the "Employers) of the first part, and the Clerical, Insurance, Banking, Accounting, Petroleum, Industrial and Commercial, Employees' Union (CIBAPICE Union) a Trade Union registered in accordance with the provision of Act No. 212 of the Laws of Sierra Leone and holding the Collective Bargaining Certificate issued by the Ministry of Labour and Social Security (MLSS) with its Head Office C/o The Sierra Leone Labour Congress, 35 Wallace Johnson Street, Freetown (herein after referred to as the "UNION") on the other part.

ARTICLE 1 - PREAMBLE:

It is the intent of the parties to this Agreement to co-operate in establishing minimum conditions which shall tend to secure to the Employees concerned, Minimum Wage and emolument and all other Conditions of Service consistent with the prevailing cost of living in the Country and fair and reasonable Conditions of Employment, having regard to professional qualification, experience and length of service. Also provide methods for fair and reasonable solutions of all disputes, which may arise between Employers and Employees so as to secure an uninterrupted operation of the business.

W. Bellus
16/11/2022

Jim Kanne
2/11/22

W. Bellus
2/11/22

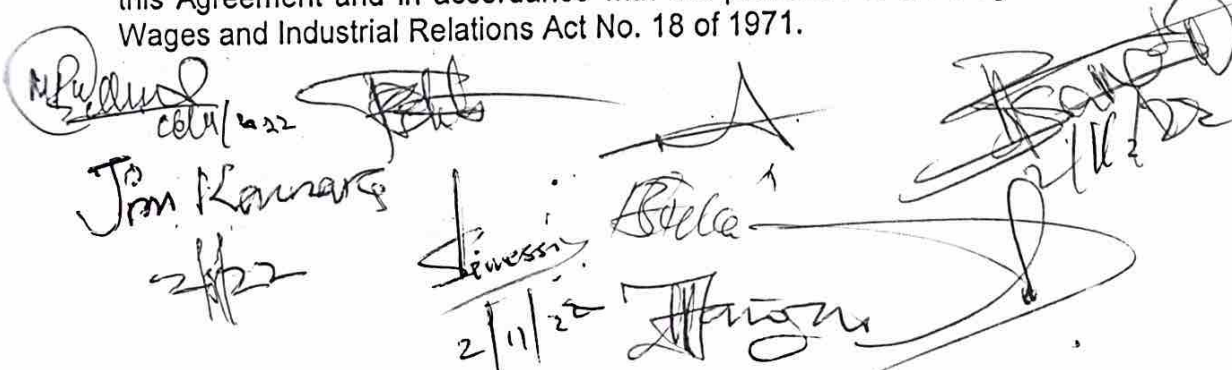
W. Bellus
2/11/22

ARTICLE 2 – BETTER CONDITIONS OF SERVICE:

- a) Notwithstanding the Terms and Conditions set out in this Agreement an Employer who is currently giving more favourable Terms and Conditions of Service to his/her Employees shall continue to provide those more favourable Terms and Conditions without prejudice to those who are only offering the minimum Terms and Conditions of Service.
- b) Those more favourable Terms and Conditions of Service (Better Conditions) shall be set out in a separate Agreement, as provided for in section 15 of the Regulation of Wages and Industrial Relations Act No. 18 of 1971, for discussion with the Union's General Secretary and upon reaching agreement, made known to the Employees concerned in a joint statement in writing over the signatures of the Management and the General Secretary of the said Union.
- c) Similarly, Employers offering other Conditions of Service that are not referred to in the Main Agreement, shall on conclusion of discussions of the Main Agreement, discuss such other conditions with the Union's General Secretary with a view to reaching an Agreement and on reaching an agreement, caused such Agreement to be signed by both parties.
- d) An Agreement arrived at by a Trade Group Negotiating Council shall upon becoming statutory substitutes any existing Agreement whose Terms and Conditions are less favourable than the relative provisions of the New Agreement.
- e) Until such time as the New Trade Group Agreement is made statutory, the existing Agreement shall remain in force and binding on all parties concerned.
- f) No Employer in this Trade group shall enter into negotiations or have dealings with any other than the Trade Union holding the Collective Bargaining Certificate relative to the Trade Group.
- g) The Employers agree that they shall not enter into any discussions or have dealings with anyone or group purporting to represent the CIBAPICE Union other than the General Secretary of the Union or his accredited nominee (s)

ARTICLE 3 – RECOGNITION:

- (a) The Employers during the validity of this Agreement and the Collective Bargaining Certificate issued to the CIBAPICE Union, recognize the CIBAPICE Union as the sole negotiating and Collective Bargaining Body for all Employees whose Terms and Conditions of Service are covered by this Agreement and in accordance with the provision of the Regulation of Wages and Industrial Relations Act No. 18 of 1971.

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19/1/20

- (b) For the purpose of this Agreement, a supervisor shall be deemed to be an employed person not below the rank of Assistant Manager and having the authority to recommend the Hire, Transfer, Suspend, Lay-off, Recall, Promote, Discharge, Reward or Discipline other Employees and having the responsibility to adjust their grievances or effectively recommend such action if the exercise of such authority is not of merely routine nature. He/she shall be a person directly involved in the day-to-day supervision of the Employers Business and covered by a separate Agreement.
- (c) The Employers agree not to enter into negotiations or have any dealings with any individual or any other Trade Union other than the Trade Union with the appropriate Collective Bargaining Certificate and having not less than 51 percent of the Unionisable Employees as defined in section 7 (1) of the Regulation of Wages and Industrial Relations Act No. 18 of 1971.
- (d) The Employers shall not interfere nor hinder any Employee from being a member of the Union by way of suppression, intimidation or any form of victimization as it is the right of any worker to belong to a Trade Union of his choice without coercion and on his or her own free will.
- (e) The Employers in this Trade Group shall undertake to inform all Employees within the scope of this Agreement that their Terms and Conditions of Employment are governed by the provisions of this Agreement and a copy of the Agreement when revised shall be provided for Employees as and when signed by the parties concerned,

ARTICLE 4 – UNION SECURITY AND CHECK-OFF AND SERVICE FEE:

(i) There shall be established Workers Representative/Shop-steward at different branches or offices of the Employer. These representatives shall be Employees of the Employers elected from among the workers to carryout the normal functions of the Union as and when it becomes necessary.

(ii) **Shop-steward/Worker Representatives:**

The role of the Shop-steward or Worker Representatives is clearly defined as follows:

- (a) To act on behalf of the Union in the handling and settling of all minor disputes arising at the work place.
- (b) To help co-ordinate the Union's Programmes and activities at the work place.
- (c) To disseminate all information obtained from the Union's Secretariat from time to time to the membership.
- (d) To act as a medium between the Management and the Union on all matters which may have to do with Union/Management.

Jim Kearney 2/11/20
 [Signature] 2/11/20
 [Signature] 2/11/20
 [Signature] 2/11/20
 [Signature] 2/11/20

V 19/10

(iii) Union Check Off Deduction:

- (i) The Employers, for as long the Union continues to hold the Collective Bargaining Certificate for the Air Transport Trade Group shall effect voluntary deduction of Union dues from Employees who are members of the Union whose Terms and Conditions of Service are contained in this Agreement and are benefiting from all agreements reached in the improvement of their conditions of employment from time to time.
- (ii) The Employers shall deduct from the Monthly Salary of each Employee the sum of Fifteen New Leones (NL15) as Monthly Union Dues. All such monies collected shall be remitted to the Union by Crossed Cheque or paid directly into the Union's Bank Account. Such payments must be made not later than the third day of the month after the deduction has been made.
- (iii) It is agreed that without further reference to the Employees, at the end of each negotiations, the Union Dues referred to in (ii) above shall be automatically increased by Ten (10%) percent and shall become effective as from the date the increase or revised conditions become effective.
- (iv) Service Fee:
It is agreed that workers who are benefiting from the Terms and Conditions of Service negotiated by the Union and are not subscribing to the Union in the form of Union Dues, the Employers shall deduct monthly from the salaries of these Employees a service fee of not less than the Union Dues paid by Unionised Employees as in (ii) above.

ARTICLE 5 – CONDITION OF AGREEMENT:

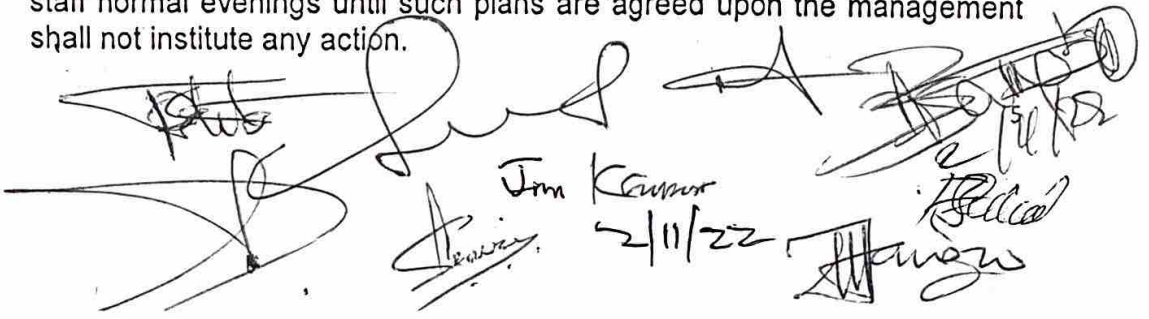
- (i) It is agreed that the employers shall undertake to afford such facilities to officials and representatives of the Union as are necessary for the latter to carry out their duties as representatives of the Employees covered by this Agreement at their various work places.
- (ii) It is agreed that the first and foremost responsibility of the Employees of the Employer during normal hours of work is the duties delegated to them by the Employer concerned. The employers however agree that reasonable time off shall be allowed the Shop-steward as and when necessary during working hours to enable him/her handle all grievances, subject to prior permission being obtained from the Departmental or Sectional Head whichever is appropriate.
- (iii) It is agreed that the Employers shall not interfere with the normal affairs of the Union.

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- (iv) It is agreed that the Union undertakes not to interfere with the normal functions of Management, which gives the Employers the right to conduct their business in such manner as they think fit, provided this does not violate the provisions in the Collective Agreement and also not affect the Workers Legitimate Right of Freedom of Association and Trade Union Rights. It is however recognized the Union has the right to approach management in order to protect its Members.
- (v) It is agreed that confidential information which shall be passed between the Employers and the Union from time to time affecting any of the Employer's business shall be kept confidential.
- (vi) The Employers agree that in the event that unprecedented global situation emerged that affects the normal operations of the business of the institutions, economically or otherwise, the management and union shall sit together to discuss and agree on strategies to protect any loss of jobs or staff normal earnings. Until such plans are agreed upon the management shall not institute any action.
- (vii) It is hoped that the Union and the Employers shall not in any way discriminate against or intimidate Employees for their Union or non-Union Membership.
- (viii) It is agreed that Union meetings can be convened within the Employers premises for the purpose of imparting information and all allied matters to the members. Such meetings can only be held with the prior approval of the Management. Request for such meetings shall be made at least seventy-two (72) hours prior to the date of such meetings and that this request shall not be unduly rejected.

In extreme emergency, the notice may be shorter or even dispensed with by the Management.

- (ix) It is agreed that to ensure adequate representation of the Employees on negotiating bodies and the provisions of means whereby claims or grievances can be speedily and impartially settled, the Union undertakes, after elections have been carried out, to present without delay, the names of all officials and the duly Elected Employees Representatives to the Employers and to advise any amendments as they occur.
- (x) The Employers agree that in the event that unprecedented global situation emerged that affects the normal operation of the business of the institutions economically or otherwise, the management and union shall sit together to discuss and agree on strategies to protect any loss of jobs or staff normal evenings until such plans are agreed upon the management shall not institute any action.

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ARTICLE 7- EFFECTS OF NATIONAL LEGISLATION:

In cases where Government provides by Legislation for benefits including National Minimum Wage and reduction of working hours where such revisions are superior to those provided in this Agreement, the Employers without any delay shall in consultation with the Union, apply such revised conditions and advise the Employees accordingly.

ARTICLE 8 – CHANGE OF DESIGNATIONS:

- I. In the event that the Union re-registers with the Registrar of Trade Unions under another name during the Term of this Agreement the Union undertakes that this agreement shall continue to apply to and remain binding upon the Union during the said term of the Agreement.
- II. In the event that the Employer changes its name or legal designation or status during the term of this Agreement the Employer undertakes that this Agreement shall continue to apply to and remain binding upon the said Employer during the said term of this Agreement.
- III. It is further agreed that in the event the General Administration is contracted to another Employer/Management other than the current Employer/Management, the provisions contained in this agreement or any other agreement entered into by the CIBAPICE Union shall be binding on that NEW Employer.

ARTICLE 9 – DURATION OF AGREEMENT:

- (i) The provisions of this Agreement shall take effect from 1st January, 2023 and shall remain in force for a period of Three (3) years from such date and shall be reviewed earlier as and when this becomes necessary.
- (ii) After the expiration of Thirty (30) months of the life term of this Agreement from 1st January, 2023 either party at any time shall give to the other at least two (2) months notice in writing of its intention to terminate the Agreement and open negotiations or agree that the Agreement or part of the Agreement shall continue in force for a further period to be agreed upon.
- (iii) At any time after Ten (10) months from 1st January, 2023 and again after Twenty-Two (22) months from 1st January, 2023 and also Thirty-Four (34) months from the effective date 1st January, 2023 either party (Employers or Union) shall give to the other two (2) months notice in writing for the revision of salaries and all allowances in relation to the rise in cost of living. Such new rates shall become effective as from the 1st January of each year.
- (iv) The provisions of this Agreement shall remain valid and binding on all Employers and the Union until such time as a New Agreement is entered into and agreement reached by the parties concerned.

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- ole
- iv) The provisions of this Agreement shall remain valid and binding on all Employers and the Union until such time as a New Agreement is entered into and agreement reached by the parties concerned.

ARTICLE 10 – ENGAGEMENT OF EMPLOYEES:

- i) All Employees to be engaged by the Employers in this Trade Group shall be employed in accordance with the Labour Laws of Sierra Leone. Such staff including those on probation shall be employed on monthly basis.
- ii) All Employees on engagement shall serve a probationary period of four (4) months with the assessment on initial probation given after three (3) months. In the event that the services of an Employee on probation is terminated or he/she resigns his/her employment either party shall give to the other one (1) month notice in writing or pay one month salary including all allowances in lieu of such notice.
- iii) All new Employees must be registered with NASSIT immediately after appointment where they have not done so previously.
- iv) The Employers shall not discriminate any applicant for employment on grounds of sex, racial group or disability.
- v) Where a disable person applies for a post and is deemed suitable but it is unclear whether the disability will prevent that person undertaking his duties satisfactorily, the Employers agree to give consideration to a job introduction scheme which would enable that disabled person working a trial period to be determined by the Management and Union.

2) Extension of Probationary Period:

- a) The probationary period may be extended for a further period of two (2) months if the Employee's performance has not been satisfactory.

The maximum period of probation shall be six (6) months. In which case, the Employer shall inform the probationer in writing one (1) month before the due date of confirmation or completion of the period of probation. The Employee shall be made to know his/her short-comings in relation to his/her job performance which may have necessitated the extension of his/her initial probationary period.

- b) On successful completion of the probationary period, the Employee shall be given a letter of confirmation stating clearly his/her position, job grade and salary. A copy of this Collective Agreement shall be given to the Employee by the Employer on any new engagement.

3) Seasonal Employment:

- (a) This shall mean an employment of someone to perform a job when the Employer has a "bona fide" seasonal business for an established period. Such employment shall be for specific period only and this will be clearly

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stated in the letter of appointment. Termination of such employment shall be in writing giving notice of one (1) month or payment of one month salary including all allowances.

(b) Where an Employee has been in continuous employment for over six (6) months without an interim report to support the extension of the initial probationary period of four (4) months and he/she is being terminated, the Employer shall pay to the Employee so affected the following.

- a) One (1) month salary in lieu of notice including all allowances.
- b) Gratuity to be paid pro-rate.
- c) Leave and leave allowance to be paid pro-rate.
- d) All other financial benefits to which the Employee may be entitled.

4) Termination of Employment:

(i) Where employment is terminated in accordance with the provisions laid down in Article 20 (Discipline Written Warnings) the Employer shall give the following notice in writing or payment in lieu of such notice. Payment in lieu shall include all Allowances paid monthly including Salaries to the Employee.

- a) For service up to five (5) years – one (1) month notice in writing or payment in lieu of such notice.
- b) Six (6) to ten (10) years – two (2) months notice in writing or payment in lieu of such notice.
- c) Over ten (10) years – three (3) months notice in writing or payment in lieu of such notice.

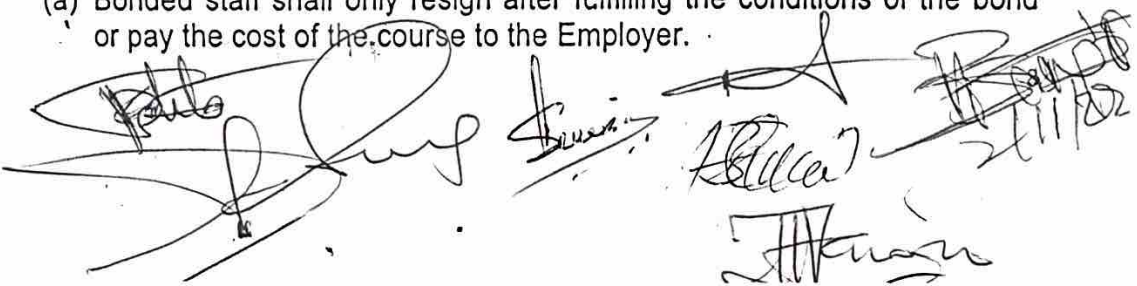
(ii) Where notice is given in writing in respect of termination of employment, the Employer agrees to allow such Employee at least half day off each week on full pay for the purpose of seeking new employment.

(iii) Where employment is terminated other than on the last day of the month in which the decision is taken, the Employer shall pay the Employee so affected, full month's salary including all allowances normally paid monthly. Similarly, where the Employee terminates his own service other than on the last day of the month, he shall likewise make the payments indicated in this section to the Employer.

(iv) Resignation:

In the case of Resignation, one (1) month salary in lieu of notice shall suffice. The Employee shall however be entitled to full benefits as contained in this Agreement (End of Service Benefit Article 32) and all other benefits to which he/she may be entitled (e.g. Provident Fund refund, etc).

(a) Bonded staff shall only resign after fulfilling the conditions of the bond or pay the cost of the course to the Employer.

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(v) Abandonment of Employment:

- (a) Where an Employee is absent from work without any reasons or excuse for a period of ten (10) consecutive working days that Employee may be deemed to have voluntarily terminated his/her employment and his/her services will be terminated by the Employer accordingly from the last day he/she was present at work. All benefits due him/her, which shall include End of Service Benefit, (Article 32) leave and allowances, shall be paid to him/her in full.
- (b) Where the absence is as result of national insecurity (Civil war, riots, invasion etc) and where the Employee is proved to have been trapped and cannot easily get on to the Employer, such a situation cannot be regarded as having abandoned his/her employment. A period of up to one (1) month shall be allowed after which the Management and Union shall meet together to review the issue at the end of every month for up to four (4) months before further action as to his/her continued employment can be taken by management.
- (vi) Medical Examination prior to Employment:

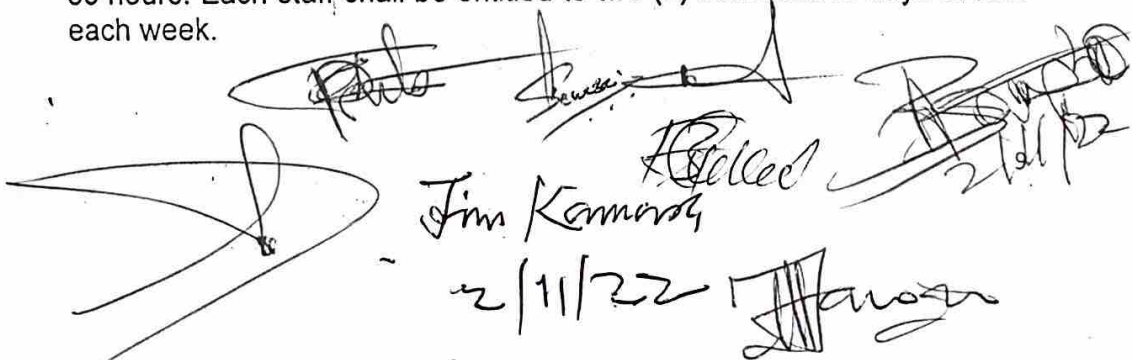
All Employees covered by this Agreement on being employed shall be subject to Medical Examination at the Employer's expense before commencement of employment.

ARTICLE 11 – ABSENCE FROM DUTY:

- (i) Employees shall not absent themselves from work without the prior permission of management.
- (ii) An Employee who absents him/herself from work without the prior permission of management shall inform his/her immediate senior officer of the reasons for his/her absence. In case of emergencies the Employee shall inform his/her supervisor on the same day where possible.
- (iii) An Employee indulging in persistent absenteeism shall be liable to be issued with a warning letter or may have deductions made from his/her earned leave.

ARTICLE 12 – HOURS OF WORK:

- (i) It is recognized that the Air Transport Industry is a Public Service Enterprise requiring seven (7) working days and in order to cover this, Employees shall be required to work on shift basis.
- (ii) The maximum hours of work per week of five consecutive days shall be 35 hours. Each staff shall be entitled to two (2) consecutive days of rest each week.

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(iii) The normal hours of work and attendance shall be between 0800 hours and 1630 hours with at least one hour thirty minutes Lunch Break each working day.

(iv) Shift Employees:

a) For Employees who may be on shift duties the Employer shall prepare and provide the Employees and Union Shop-steward with shift Roster in keeping with work requirements at the different work locations subject to review as and when necessary. The maximum hours of work shall in any case not exceed 35 hours weekly. Provisions shall be made in the roster for shift Employees to have two (2) consecutive days off duty each week.

b) The Employers shall provide light refreshment (Tea/Coffee and Snacks) for all those on duty between 8:00 p.m. and 5:00 a.m. each working day such provision shall be reviewed regularly.

(v) Over Time:

(a) Overtime is paid at the rate of one and half times the hourly rate (Basic pay per hour plus 50%) for work done on normal working day.

(b) Work done on Public Holidays Employees Rest Day, overtime shall be paid at the rate of twice the hourly rate of pay (Basic pay plus 100%).

(c) Basic pay per day shall be the basic Monthly Salary and Allowances divided by Twenty-Two (22) days.

(d) Where as a result of the exigencies of the undertaking an Employee is required to work on his off-days (Rest days/public holidays), the Employer shall make additional payments in respect of:-

- a) Transport - NL 60
- b) Meal - NL 100

ARTICLE 13 – STATUTORY PUBLIC HOLIDAYS:

Public Holidays declared as such shall be granted with full basic pay to all Employees.

ARTICLE 14 – PAYMENTS OF SALARIES:

All Employees covered by this Agreement shall be entitled to an Annual Salary within the range of their appropriate job grades and such salaries shall be made payable in twelve equal installments on or before the 27th of each month. Employees shall be issued with salary pay advice monthly showing:-


- (i) Basic Salary.
- (ii) All Allowances and amount.:
- (iii) All Deductions etc.

 
2/11/22



2/11/22

 Jim/Karim
2/11/22

 E. Edwards

 J. Hargreaves

ARTICLE 15 – ANNUAL INCREMENT:

(i) It is agreed that Annual Increment awarded for satisfactory performance during each yearly review period shall be not less than eight (8) percent of the Employee's Annual Basic Salary payable in twelve (12) equal installments. In the case of special ability and performance, the Employer may grant an increase above the minimum or promote such Employee to a higher grade.

Where an assessment is made of an Employee's work performance, the Employee shall be allowed to access such report and make observations or protest if dissatisfied and until the protest or observations are addressed, the Employer shall not take any action. In which case the union and manager responsible for staff matters shall take immediate action to resolve the issue where this fails, the union can take the matter up with the Ministry of Labour for its intervention.

(ii) Where the work and conduct of any Employee has been satisfactory during the review period, the Employee shall be entitled to an increment, which shall become effective as from 1st January each year.

(iii) Where the work and conduct of any Employee has not been satisfactory, the Employee shall be informed in writing of his short-comings and state very clearly the reasons for with-holding his increment.

(iv) Where increments are withheld, they shall be reviewed after three (3) months upon satisfactory performance of work. If the increment is to be re-instated, it shall take effect from the date the decision of the second review is taken.

(v) An Employee whose performance has been satisfactory during the review period shall be granted the increment as contained in section (i) irrespective of whether or not the Employee may have reached the maximum of his salary scale and shall not be disadvantaged.

ARTICLE 16 – PROMOTIONS:

Although promotion remains the discretion of management, first consideration shall be given to existing staff to fill any vacancies in higher grades.

The following shall be taken into consideration in making promotions to higher grades.

- 1) Experience,
- 2) Performance,
- 3) Qualification,
- 4) Conduct and Length of Service.

The point of entry into a Higher Grade shall be determined as follows:-

(a) Where an Employee is promoted to a new grade his/her gross salary shall be the next higher point in the new grade plus allowances which shall be higher than his/her salary before promotion.

Im Khan
2/11/22

[Signature]

[Signature]

[Signature]

[Signature]

vi) Compassionate Leave:
Employees covered by this Agreement may be granted Compassionate Leave when applied for in the case of Bereavement of Close Relations which shall include, the parents of such Employee, Sister, Brother, Spouse and Children.

The duration of such leave, which shall be on full basic pay shall be determined by the prevailing circumstance at the time the request is made.

ARTICLE 18-MATERNITY LEAVE:

i)(a) A female Employee who has served the Employer for a period of over twelve (12) months and become pregnant shall be entitled to twelve (12) weeks Maternity Leave on full basic pay. The Employee is expected to produce a medical certificate certifying the expected date of confinement. The Employee shall also be, if she requires it to be done, granted her earned leave in addition to the Maternity Leave.

(b) During the period when a female Employee is on Maternity Leave, her normal benefits and entitlements including all allowances normally received at the end of the month shall be paid in full.

(c) Maternity leave may be taken three (3) weeks before and nine (9) weeks after where this is possible.

ii) Paternity Leave:

The Employers recognized that male Employees with families may occasionally require time off work to assist their spouses after the birth of their child and will offer support and understanding accordingly.

A male Employee who has served the company for a continuous period of twelve (12) months whose spouse becomes pregnant shall be entitled to seven (10) working days leave on full basic pay.

iii) Flexible Working Time

In the event of sickness arising out of pregnancy or confinement affecting either the mother or her baby and making the mother to return to work after her maternity leave inadvisable, she shall be granted sick leave as provided by this Agreement. Such request must be confirmed by the company's nominated Medical Doctor where there is one.

ARTICLE 19- EXAMINATION/STUDY LEAVE:

(i) The Employer shall provide all necessary facilities in helping the Employee develop and improve on his/her knowledge and skills by study either locally or internationally on those areas of studies relevant to the Employer's operations. These facilities shall include payment of not less than seventy-five percent (75%) of the cost of the examination requirements (Books and Fees).

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- (ii) The Employer shall provide such technical schemes within the industry with the view to improving upon the knowledge and skills of the staff. On successful completion of the training programme, the Employee shall be given first consideration for promotion to a higher grade where there is such vacancy.

ARTICLE 20- WRITTEN WARNINGS:

Where the services of the Employee proved unsatisfactory, he/she may be given a Written Warning by the Officer responsible for staff matters. Examples of offences for which such Written Warning may be given are as follows:-

- (i) Absenting him/herself from work without legitimate cause for two (2) consecutive working days.
- (ii) Neglecting to perform any work, which it was his/her duty to have performed or carelessly or improperly performing work, which was entrusted to him/her.
- * (iii) Any other offence, which may be agreed upon between the Employer and the Union from time to time.
- (iv) Repeated failure to report for duty at the proper time. Before a Written Warning Letter is issued, the Employee shall be given an opportunity of stating his/her case orally or in writing.

An Employee may be terminated if he/she has been guilty of four occasions of committing any offence for which warning letters have been issued. Termination may only be effected on the fourth occasion, provided warnings in writing have been given to the Employee in respect of the three previous offences.

Where an offence has been committed which merits summary dismissal, and the Employer exercised his prerogative not to dismiss, first and final warning letter may be issued and the fact that the warning is a final one shall be made known to the Employee in his/her letter. For the purpose of this section, a warning letter shall cease to have effect after a period of six (6) months.

- (v) Notwithstanding the above in the case of disciplinary matters such as investigations, suspensions warning and dismissals, etc. the Employer and Union shall meet to discuss the issue before resorting to the final action and to see how it could be addressed peacefully in the interest of both the Employee and the Management. This will offer both sides (Employer and Union) the opportunity to discuss any issues or new developments, which may have some negative effects on the administration.
- (vi) No Employee shall be suspended without pay for a period exceeding seven (5) working days at any one time for any disciplinary reason.

ARTICLE 21- OFFENCE LEADING TO SUMMARY DISMISSAL:

- (a) Proved to be drunk whilst at work and incapable of performing one's duty.
- (b) Fighting during working hours and in the company's premises
- (c) Misuse of Employer's confidential information where it has been clearly expressed as being confidential.
- (d) Willful damage to Employer's property.
- (e) Negligence in business or conduct calculated seriously to injure the Employer's Business.
- (f) Proved stealing or attempted theft of Employer's or Employee's property within the Employer's premises.
- (g) Possession of narcotics or under the influence of narcotics whilst on duty.
- (h) Proved smuggling or aiding and abetting others in smuggling.

The above listed is not exhausted.

It is agreed that the Union shall be fully involved its all stages of the investigations on matters relating to the conduct of employee in the matter of staff conduct and behavior.

ARTICLE 22 – SUSPENSION FOR INVESTIGATION:

(i) Suspension for Departmental Investigation:

An Employer may suspend an Employee pending the result of Departmental Investigation into the work and/or conduct of such Employee. The period of such suspension shall not exceed seven working days on Full Basic Pay including all allowances.

(iii) Suspension for Police Investigation:

(a) Where an Employee is suspended for any matter, which is subject for Police Investigation, the Employee shall be paid full pay including all allowances for up to two (2) months after which the Union and Employer shall meet to take a decision. If the Police is not able to prove a case against the Employee he/she shall be recalled and re-instated. The matter shall be considered closed at that point and the Employer shall under no circumstance take any other action against such Employee on the same issue.

(b) Where the police is able to establish a case against the Employee and the Employee is then charged to court, he/she shall from the first day the case is being heard by the court, cease to receive full basic pay, he/she shall thereafter be paid half basic salary including all allowances until the case is concluded.

(c) Where the court decides in favour of the Employee that Employee shall be re-called and re-instated and any pay withheld be re-instated immediately. It shall be the responsibility of the Employer to obtain a copy of the written report of the investigation of the police.

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immediately. It shall be the responsibility of the Employer to obtain a copy of the written report of the investigation of the police.

- (d) The decision of the Court shall be binding on the Employer and in which case the Employer shall not take any disciplinary action in respect of the same matter, the matter shall be considered closed.

ARTICLE 23 – ADVANCE CESSATION OF WORK:

An Employee who has received notice of termination of his/her service and has found other employment, which he/she is likely to lose if not taken up immediately, shall request for his immediate release from the Employer's services for which the Employer shall grant permission unconditionally.

ARTICLE 24 – TRANSFER:

(a) Permanent Transfer within Sierra Leone:

Where an Employee is required to be transferred to any place other than his normal place of work, he shall be given not less than two (2) months notice in writing of such transfer. In the case of an emergency, forty-eight (48) hours notice shall be given to an Employee liable to such transfer.

- (j) Where an Employee is required by the Employer to be transferred permanently from his place of engagement, the Employer shall be responsible for the following.

- (ii) Transportation for the Employee, spouse, three (3) Children under age 18 years similar arrangements shall be made for his/her return to his/her place of engagement.

(b) Transportation of Employee's Personal Effects:

The Employer shall be responsible for the full cost of transportation of the Employee's Personal Effects and that of his dependants to and from his/her place of engagement.

(c) Termination of Employment whilst on Transfer:

Arrangement as contained in (a) sub-sections (i) and (ii) shall apply in full provided such request is made within three (3) months from the date of termination.

(i) Normal/Permanent Transfer:

A one-off payment of NL 2,000 shall be paid to the Employee before proceeding on transfer by the Employer.

(ii) Emergency/Temporary Transfer:

A payment of NL 1,500 shall be paid to the Employee before he leaves his original place of work.

(iii) Temporary Transfer:

This is deemed to be a transfer of not more than three (3) months. Where an Employee is to be transferred, he shall be entitled to a Daily

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Allowance of a minimum of NL 200 including free partly furnished apartment until he returns to his original place of work.

(iv) **Accommodation Allowances:**

A minimum of NL 300 daily payment shall be made for a period of twelve (12) months at any one time.

ARTICLE 25 – OUT OF STATION ALLOWANCE/ TRANSPORTATION:

(i) Employees, who are required to work outside their normal place of work, shall be provided with transportation to and from such place by the Employer. Where transportation is not provided the Employer shall pay to such Employee the adequate transportation cost to and from such place of work at any time he/she is required to be out of his/her normal place of work.

(ii) **Out Of Station Allowance:**

An out of station allowance of a minimum of One Hundred and Thirty New Leones (NL 130) daily for the duration of the out station attachment.

(iii) **Night Stop Allowance:**

Where Employees have to spend the night outside their normal place of residence, they shall be entitled to free accommodation provided by the Employer or where this is not provided, the Employer shall make payment in lieu of such Accommodation at the rate of Four Hundred and Fifty New Leones (NL 450) daily. This payment is exclusive of the Out of Station Allowance indicated above in the Agreement.

ARTICLE 26 – REPRESENTATION OF EMPLOYEES AND SETTLEMENT OF GRIEVANCE:

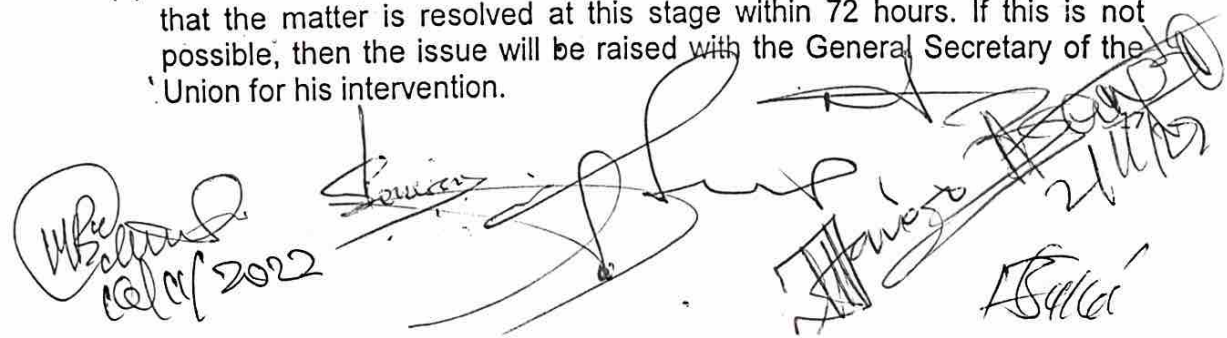
The Employer shall recognize all Shop-stewards in their establishment as Representatives of their Employees at the work site.

(a) The intention of both parties of this Agreement shall be the establishment of avenues for the prompt disposal and amicable settlement of all complaints arising out of the application or interpretation of the terms of this Agreement.

(b) When complaints are received by the Shop-steward from Employees, the Shop-steward shall raise the issue with the immediate supervisor.

(c) The supervisor shall endeavour to resolve same within 48 hours. Failure to reach a settlement at this stage, the issue shall be reported to the officer responsible for staff matters.

(d) The officer responsible for staff matters shall explore all avenues to see that the matter is resolved at this stage within 72 hours. If this is not possible, then the issue will be raised with the General Secretary of the Union for his intervention.

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- (e) The General Secretary with the Shop-steward and Aggrieved Employee shall meet with the Head of Administration to review the issue and reach a settlement. If within five (5) working days after the date the complaint is reported to the Head of Administration no action is taken to address the issue, the General Secretary shall take the matter up with the Ministry of Employment for conciliation.

ARTICLE 27 – REDUNDANCY:

- (a) Redundancy is defined under this Agreement as the involuntary loss of employment through no fault of the Employee by reason that the Employer had ceased or intends to cease to carry on the business or part of it for which he/she was employed, or has ceased or intends to cease being in full control of the overall Management of the Administration of the Business (being in partnership or joint venture).
- (b) Has by some arrangements, transfer or intends to transfer part or all of the administration of the business to another party (s) or by some decree or Court order or by Government being the largest shareholder legislating action for the change of the management of the business or sale of majority of its shares or transfer of the business to another party or by legislation privatize, liquidate, expropriate or made insolvent of the business.
- (c) A change of Management or Method of Operations or Administration or part thereof or any action taken to terminate the accumulated service of Employees in the establishment (termination and reengagement).
- (d) Should an Employer contemplates any Redundancy measure or lay-off in his administration, he shall give to the Union General Secretary not less than one (1) month notice in writing of its intention and shall invite the Union's General Secretary to discuss the Redundancy plans. Such discussions shall take place within the period of notice. The following information shall be made available to the Union General Secretary to enable him have an effective analysis of the Redundancy plans.
- (1) Names of those Employees to be affected by the Redundancy.
 - (2) Type of jobs performed and years of service in the job.
 - (3) Last Annual Review Report of the Employee both to be affected and not to be affected.
 - (4) Any other relevant information available to help in a fair assessment of the choice of these to be affected.
- (e) In the event of a disagreement, the Employer shall not execute the Redundancy action in which case, the matter shall be taken up with the Ministry of Labour for conciliation. Where this is not done, the Union shall take action to have the matter resolved as quickly as possible.
- (f) Where agreement is reached, the following steps shall be followed strictly.

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(i) The Shop-steward shall be the last person to be affected by the Redundancy because of his peculiar role in seeking to protect the Employees and making sure that they are fairly treated by Management.

(ii) Notice of Redundancy to Employees:

(a) Three (3) months notice in writing shall be given to Employees who are to be made redundant or payment of three (3) months pay (including all allowances) made in lieu of such notice.

(b) In the case of liquidation of the company or termination of the contract of the Employer, the Employees shall be the first to be paid their benefits from the date the decision is taken to cease operations of the business.

(iii) Redundancy Compensation:

1 – 3 year – 1 ½ months pay for each year of service.

Over 3 – 8 years – 2 ½ months pay for each year of service.

Over 8 – 13 years – 3 ½ months pay for each year of service.

Over 13 years – 4 ½ months pay for each year of service.

(Month's pay means Basic Salary plus all monthly Allowances).

(a) Redundancy Compensation shall be paid in addition to End of Service Benefits as contained in Article 32 section (b) of this Agreement. All Benefits due the Employee shall be paid immediately he/she ceases to be so employed. Payments shall not be withheld unreasonably for any period of time. Months pay means basic salary and allowance paid monthly (Gross pay rates).

(b) Delayed payment:

(1) Where payment of Redundancy is delayed for any reason(s) whatsoever, the Employer agree to continue payment of salary and allowances every month to those Employees affected by the Redundancy action until full payment is effected.

(2) Where the period of waiting runs over a long time thus affecting the years of service which may have been computed long before, the Employer will have to recompute the Benefits to include the period of waiting.

(3) Example, where an Employee has worked for a period of say three (3) months in excess of one (1) year and his benefit has been worked out on the basic of period of up to six (6) months considered as one (1) year and the period of waiting makes the period over one (1) year now over six (6) months, the method of computation shall be reviewed to take cognizance of this change.

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- (c) Where the current Agreement is being negotiated and changes are made affecting rates of pay for Redundancy and other Related Benefits, then those changes must affect the mode of Computation of payments caused by the delay. The computation will take into account the change in Salaries, Allowances and other related payments even though the Employee may have technically ceased to be employed.
- (d) All payments shall be made to the nearest half-year. This payment shall include and in addition the End of Service Benefits contained in Article 32 in this Agreement. The Employee shall be entitled to Full Benefits of any Scheme to which he has been contributing plus interest therein and that of the Employer as may be part of the condition of such Scheme.

No scheme operated by the Employer shall be deemed to represent either Redundancy Compensation or End of Service Benefits.

- (e) In the case of an Employer whose Head Offices are outside Sierra Leone and whose Business and Administration or part thereof are regulated from the Head Office Benefits to be paid in respect of either Liquidation, Privatization or change of Management shall be in accordance with the provision of Article 27 of this Agreement except in the case where such benefits are less favourable than those the Employer provide in which case section 15 of the Regulation of Wages and Industrial Relations Act No. 18 of 1971 (Better Terms and Condition) shall apply.
- (f) Where an Employee is declared redundant and has not completed one (1) year service to be entitled to redundancy compensation, the employer shall pay full benefits to the Employee as if he has completed one (1) year service including all allowances and any other benefit contained in this Agreement for the period of one (1) year.

ARTICLE 28 – LONG SERVICE AWARDS:

Employees who have served the same Employer meritoriously for over ten (10) uninterrupted years shall be entitled to receive a Long Service Award, which may be decided by Management from time to time.

ARTICLE 29 – END OF YEAR BONUS:

It is agreed that this payment shall be equivalent to one (1) month's gross pay and shall be made payable on or before the usual pay-day in December of each year.

The Employer shall take into consideration the individual staff performance and the Length of Service. Employees who are to receive Bonus shall be advised in writing one calendar month before the due date. Those who for some reasons are not to

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be granted bonus would have been informed at least one (1) calendar month before the due date. The reasons for withholding bonus shall be clearly spelt out in the letter to the individual Employee and copied the Union.

Where payment of End of Year Bonus becomes impracticable for any reasons, the Employer and the Union shall meet together to discuss and agree either to a reduction of the rate of the Bonus or suspension of such payment of that year.

ARTICLE 30 – MEDICAL FACILITIES:

1) The Employer shall bear the full cost of Medical Examination, Treatment and Prescription of Drugs, Medicines, Hospitalization for the Employees and Registered Dependants and in addition cost of Drugs and Medicine prescribed or certified by the Employer's nominated Medical Doctor. In the case of Surgical Operations, the Employer shall pay 75% of the cost and the Employee 25% which shall be treated as soft loan to the Employee.

(a) Married Staff:

Staff, spouse and three (3) Dependants/Children under the age of 18 years and must be unemployed.

The Employer may provide the necessary assistance to pay for Medical Treatment overseas where such treatment is recommended by the Employer's own nominated Medical Officer.

2) Emergency Treatment:

Where an Employee has to seek Medical Treatment as an Emergency, he/she shall make sure the Company's Medical Doctor certified that the treatment is administered as a means of urgency and authorize any refund of expenses undertaken as such. This must be done within 48 hours.

ARTICLE 31 – SICK LEAVE:

Sick Leave shall be taken to denote such days on which an Employee is unable to report, for work owing to sickness. Such absence must be supported by a certificate signed by the Company's Doctor, provided that in case of sudden sickness, a Medical Certificate from a Doctor other than the Company's Doctor shall be certified by the Company's nominated Medical Doctor.

(i) Should an Employee be absent from work on account of illness, he shall notify the Management through his Superior Officer on the same day or not later than 48 hours from the time he reports to the Doctor.

(ii) In the case of an injury to an Employee, which is subject to the provisions of the Workers Compensation Act of Sierra Leone, all provisions of the Act shall apply. (See the Act for the provision).

(iii) During any period of 12 months Employees who are sick and hospitalized are entitled to Annual Sick Leave with pay as follow:-

Six (6) months full pay.

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Six (6) months half pay.

In the event of an additional Sick Leave being required, the Management in consultation with the Union shall agree as to whether to grant further Sick Leave with pay or without pay.

If the period of absence due to sickness extends beyond the period stipulated in (iii) above in this Agreement, the Employee shall be granted such period of Annual Leave as may be due to him in which case Full Salary and Allowances normally paid shall be paid to him.

ARTICLE 32 – END OF SERVICE BENEFITS:

Dismissal:

(a) Employees dismissed from the services of the Employer shall normally not be entitled to End of Service Benefits but shall receive all other benefits due, which shall including Leave/Leave Allowance, other Allowances and their own contribution to any fund being operated by the Employer.

(b) **Termination/Resignation/Retirement and Death in Service Benefits:**

Employee whose Service are Terminated or who resigns his employment from the Company shall be entitled to an End of Service Benefits as follows:-

1 – 5 years – 45 Days Pay for each year of service.

Over 5 – 10 years – 65 Days Pay for each year of service.

Over 10 years – 90 Days Pay for each year of service.

Rate of pay per day for each year of service shall be gross monthly pay divided by twenty-two (22) days.

This payment is exclusive of payments due in the form of refund of contributions and interest into the Provident Fund or any other scheme operated by the Employer.

The Rules of the Fund shall be applied but shall not be deemed to replace the End of Service Benefits as contained in this Agreement.

(c) **Notice of Retirement:**

(i) The maximum age of Retirement shall be sixty (60) years for all Employees. The Employer shall retire an Employee earlier than reaching the maximum age on ground of prolonged illness and on the recommendation of an independent Medical Board. The Employer and Union shall jointly make the request for such Board to determine the continued employment of the said Employee.

(ii) An Employee may request early retirement provided he has reached age 50 years and must have worked with the same employer for a period of not less than 25 years. In which case, he shall be required to give to the Employer not less than 3 months notice of his intention to retire voluntarily. This must be done in writing with copy to the Union's General Secretary.

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(d) Early Retirement:

- (i) Where the Employer intends to retire an Employee other than on prolonged illness or normal retirement (on reaching age 60 years), the Employer shall pay full Retirement Benefits to the said Employee as if he/she is being retired at the maximum age (which is 60 years) taking into account the remaining period of his/her service to reach the maximum Retirement Age.
- (ii) Employees who are to be retired from the Employer's Business shall be entitled to six (6) months notice in writing from the Employer stating clearly the due date for retirement. Where notice is not given, payment in lieu shall include all allowances normally paid monthly shall be made to the Employer concerned.
- (iii) Where employment is terminated on ill-health, the Employee so affected shall have his Retirement Benefits computed as if he/she has reached the maximum age of Sixty (60) years provided he/she has worked for the same Employer for a period of not less than Twenty-Five (25) year he/she shall also be entitled to all other benefits due including all Allowances. The remaining years of service inclusive.
- (iv) Where payment is delayed and during which period the provisions of this Agreement are amended or revised, the Employer shall compute the benefits using the revised rates at the time the payment is made in full. All allowances due during the period of waiting shall be paid in full.

ARTICLE 33 – ANNUAL RENT ALLOWANCE:

Employees covered by this Agreement shall be entitled to an Annual Rent Allowance at the rate of 25% percent of the Employee's Annual Basic Salary payable in twelve (12) monthly equal installments.

ARTICLE 34 – TRANSPORT ALLOWANCE:

All Employees covered by this Agreement shall be entitled to a monthly Transport Allowance of not less than Four Hundred (NL 400) effective 1st January, 2023.

ARTICLE 35 – MEAL ALLOWANCE/RICE SUBSIDY:

All Employees covered by this Agreement shall be entitled to a monthly Meal/Rice Subsidy Allowance of not less than Four Hundred (NL 400) effective 1st January, 2023.

ARTICLE 36 – CESSATION OF WORK:

The Employer and the Union recognize that the economic well-being of both the Employer and the Employee is dependent upon the maintenance of the harmonious relations and industrial peace. Therefore taking the full cognizance of their responsibilities, the Employer and the Union agree that in respect of the interpretation or application of any matter which may arise but which is not referred to in this agreement, they will enter into conciliatory channels as may be available with the object of endeavoring to seek a settlement and until all the conciliatory

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channels have been exhausted no arbitrary action designed to bring about stoppage of work shall be taking either by the Employer or Union.

- (i) When in spite of their endeavours both parties (Employers and Union) are unable to reach a satisfactory settlement and as a consequence, it is agreed that either the party shall institute industrial action, it is agreed that adequate notice of such intention shall be given and that the action shall commence immediately the notice period ends.
- (ii) In the event of a lock-out or strike, it is agreed that both parties shall bring to the attention of Employees the inconvenience to the General Public and the consequence of committing any action or acts likely to cause damage to the Employer's property.
- (iii) It is agreed that in the event of an unauthorized strike or other form of interruption of work, it is agreed that the Union shall use its best endeavour to persuade the Employees to resume normal duties whilst the matter for the action is being investigated.
- (iv) Where due notice of the intention to go on strike has been issued and the Employer is unable to find a settlement to the case of intended action before the due date of the strike action, Employees on strike shall be paid full salaries and all allowances for the period as if they were on normal duties.

ARTICLE 37 – ACTING APPOINTMENT:

- (i) Acting Appointment must be approved by the management in writing to the Employee concerned where an Employee is required to perform such duties in a higher classification of grade for a period over 18 working days. He/she shall be paid an acting allowance equivalent to the difference between his/her current pay and that of the officer for whom he/she is acting.
- (ii) Where the gross pay of the Junior Employee is higher than that of the officer on whose behalf he/she is acting, shall be paid three (3) months point in the salary scale including allowance paid to the officer in the higher grade for whose he/she will be acting.
- (iii) Except in the case of illness, no Employee shall be required to act in any vacant post for a period of over three (3) months.

ARTICLE 38 – UNIFORMS/PROTECTIVE CLOTHINGS:

Employers in this Trade Group shall provide their Employees Uniform and Protective Clothing annually. The type of Uniform and Protective Clothing shall be determined by the Employer in close consultation with the staff concerned. The number of Uniforms/Protective Clothing to be issued shall be agreed between the Union and Management for time to time.

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Protective Clothing:
Management shall take full responsibilities for the cleaning of these uniforms/protective clothing monthly.

ARTICLE 39 – FUNERAL ASSISTANCE:

In the event of death of an Employee or his/her spouse or any of the dependants below the age of 18 years, the Employer shall provide the following.

For Employee Only:

Employers shall provide the sum of Three Thousand Five Hundred Leones (NL 3,500) in the case of the death of an Employee. Any Employer in the group wanting to provide Coffin or take the full cost of the Funereal shall do so without prejudice to those Employers offering the amount stated in this Article.

Immediate Relatives:

Husband, Wife, Spouse or Children shall donate a purse of Two Thousand Leones (NL 2,000)

These provisions do not stop the Employers if so desire to take the entire expenses of the Funeral but with the approval of the Family of the deceased.

ARTICLE 40 – SALARIES/SALARY SCALES:

- 1) All Basic Salaries currently earned by Employees of the Employers in this Trade Group shall be increased by Five (5%) percent effective 1st January, 2023.
- 2) Employers shall apply the Notch to Notch Eight (8%) percent increment before the 5% increase as in (i) above.
- 3) The Yearly (Notch to Notch) Salary Scale Movement shall be Eight (8%) percent.
- 4) The Salary Scales have been restructured as per the provisions in (ii), (iii) and (iv).
- 5) Employers shall provide every Employee with a monthly pay slip showing the following.
 - i) Basic Salary
 - ii) Allowances and Overtime paid
 - iii) All Deductions.

Jim Komayo

2/11/22

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SCHEDULE A¹

CONSTITUTION AND RULES OF THE AIR TRANSPORT TRADE GROUP NEGOTIATING COUNCIL

The name of the Council shall be the Air Transport Trade Group Negotiating Council (here-in-after referred to as the "Council") as published in accordance with the provision of section 7 the Regulation of Wages and Industrial Relations Act No. 18 of 1971 (here-in-after referred as the "Act")

This constitution and Rules of this Trade Group Council are legally binding on the parties in this Trade Group which are (herein referred to as the "Employers") on the one part and the Clerical, Insurance, Banking, Accounting, Petroleum, Industrial and Commercial, Employees' Union CIBAPICE Union (hereinafter called the "Union") on the other part.

1. OBJECTS:

The Objects of the Council shall be:-

- a) To secure the largest possible measure of agreement and co-operation between the Employers and the Union in all matters referred to in the Main Agreement with a view to increasing efficiency and productivity combined with the well-being of those Employed.
- b) To vary or amend from time to time Agreement, decisions or findings reached by the Trade Group Council.
- c) To secure the speedy and impartial settlement of real and alleged disputes and grievance.

2. MEMBERSHIP:

- a) The Membership of Council is made up of all Employers in the Air Transport Industry operating in Sierra Leone or representing Air Transport Group with Head Offices outside of Sierra Leone.
- b) For the purpose of the Trade Group Negotiating Council, the Membership shall be Eight (8) Members consisting of Four (4) representatives of the Employers and Four (4) Representatives of the Union which shall include the General Secretary of the Union.
- c) Vacancies occurring during a term shall be filled temporarily by the party concerned.
- d) Each side shall have the right to withdraw any of its members on the Council should this be necessary and shall fill such vacancies as may occur by appointing a new member, such changes will be notified in writing to the Council Chairman and copied the other party.

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3. OFFICERS:

The Chairman of the Trade Group Council may either be appointed from within Council Members or from outside of Council. The Union and Employers of Air Transport Trade Group shall agree to the appointment of an independent Chairman prior to the commencement of the Trade Group Council first session. The Employers shall provide Secretarial Services.

4. MEETING:

Meeting of Council shall be called at the request of either the Employers or Union and shall be held in Freetown or any other place so decided by the Council. Due notice of at least three (3) working days shall be given together with the agreed Agenda of any such meeting.

5. QUORUM:

A quorum shall consist of not less than three (3) Representatives of either side (Employers and Union).

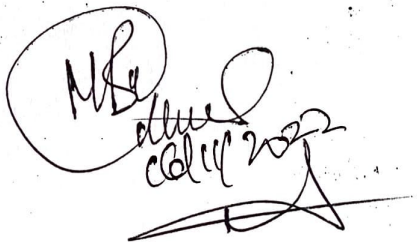
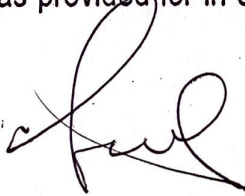
6. RECORDING OF PROCEEDING OF MEETINGS:

Records of all meetings shall be prepared by the Secretary and shall not be circulated until jointly approved by the Chairman and General Secretary of the Union.

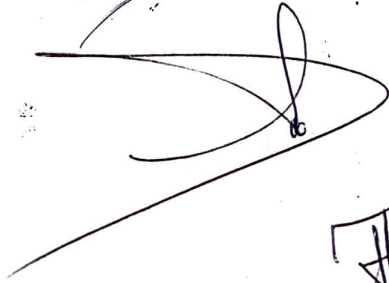
The Employers and the Union agree to conduct their joint negotiations in a spirit of mutual respect and goodwill and agree not to publish or broadcast any information or comment on any matter discussed unless such communication has been jointly agreed.

7. FAILURE TO AGREE:

If the Council fails to reach agreement on any matter as provided for in section 12 of the Regulation of Wages and Industrial Relations Act No. 18 of 1971, the Council shall refer the dispute to the Ministry of Labour and Social Security for settlement as provided for in section 17 of the said Act referred to in this Article.



Jim Kamara
2/11/22



TECHNICAL GRADE:

Grade 3	Grade 2	Grade 1
Garage Assistant Porter Grass Cutter A.C. Cleaner Driver (Light Vehicle) Fuel Pump Attendant Watchmen Sanitary-man Gardener	Mechanic/Technician Electrician Auto-Electrician Plumbers Block-Layers Painter Driver Welder Ramp Operator II (All Jobs in Grade 3)	Senior Mechanic/ Technician I.T. Officer Surveyors Senior Driver Ramp Operator (All Jobs in Grade 2)

SPECIAL GRADE:

Senior Ramp Operator

Audit Officer I

Admin Officer I

Security Duty Officer

Asst. Manager

Senior Reservation Officer/Ticketing Officer

Technical Officer /Departmental Head

Procurement Officer

Asst. Security Duty Manager

O.G. 4 year 0

Freight Officer

Senior Cashier

Asst. Chief Fire/Rescue Officer

Logistic Officer

SECRETARIES:

Secretary 1 and 2

S.G. 2 and 1

Im Kumar
27/11/22



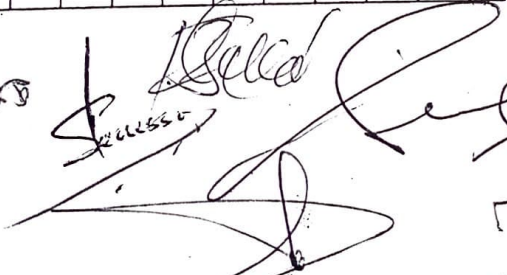
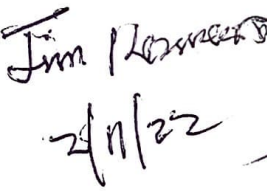
[Handwritten signatures and initials]

AIR TRANSPORT TRADE GROUP
SALARY SCALES EFFECTIVE 1ST JANUARY, 2023

SCHEDULE "A3"

CLERICAL GRADES:

No	Grade: 4	Grade: 3	Grade: 2	Grade: 1
1	700,000	805,000	925,000	1,064,000
2	756,000	869,400	1,063,750	1,149,120
3	816,480	938,952	1,148,850	1,241,050
4	881,798	1,014,068	1,240,758	1,340,333
5	952,342	1,095,139	1,340,010	1,447,560
6	1,028,529	1,182,808	1,447,220	1,563,365
7	1,110,811	1,277,433	1,562,998	1,688,434
8	1,199,676	1,379,628	1,688,038	1,823,509
9	1,295,650	1,490,000	1,823,081	1,969,390
10	1,399,302	1,609,198	1,968,927	2,126,941
11	1,511,246	1,737,933	2,126,441	2,297,096
12	1,632,146	1,876,968	2,296,556	2,480,864

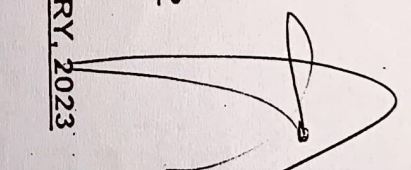
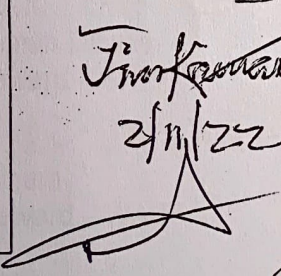
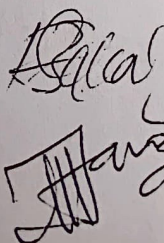
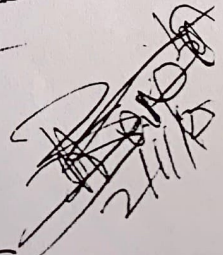





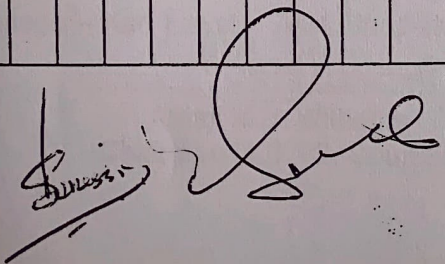
2/11/22
 Jim [unclear]

AIR TRANSPORT TRADE GROUP
SCHEDULE "A3"

SALARY SCALES EFFECTIVE 1ST JANUARY, 2023

No	Special Grade: 1	Grade: 2	SECRETARIES Grade: 1	Grade: 2
1	1,500,000	1,800,000	2,400,000	2,100,000
2	1,620,000	1,944,000	2,592,000	2,268,000
3	1,749,600	2,099,520	2,799,360	2,449,440
4	1,889,568	2,267,482	3,023,309	2,645,395
5	2,040,733	2,448,880	3,265,173	2,857,027
6	2,203,992	2,644,790	3,526,387	3,085,589
7	2,380,310	2,856,373	3,808,498	3,332,436
8	2,570,735	3,084,883	4,113,177	3,599,031
9	2,776,394	3,331,674	4,442,231	3,886,953
10	2,998,505	3,598,208	4,797,609	4,197,909


 Jim Kovacs
 2/2/23






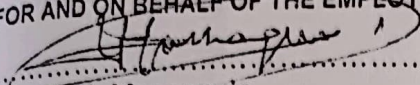
AIR TRANSPORT TRADE GROUP COUNCIL AGREEMENT SIGNED BETWEEN THE EMPLOYERS IN THE TRADE GROUP OPERATING IN SIERRA LEONE

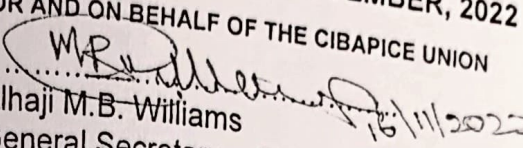
AND THE CLERICAL, INSURANCE, BANKING, ACCOUNTING, PETROLEUM, INDUSTRIAL AND COMMERCIAL EMPLOYEES UNION (CIBAPICE UNION)

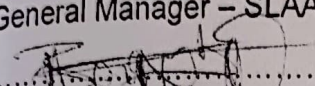
SIGNATORIES TO THE AIR TRANSPORT AGREEMENT NOVEMBER, 2022

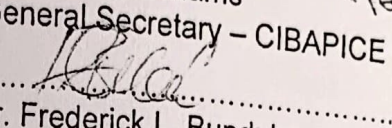
FOR AND ON BEHALF OF THE EMPLOYERS

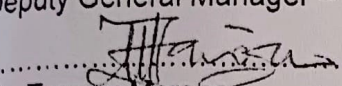
FOR AND ON BEHALF OF THE CIBAPICE UNION

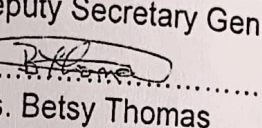

Mr. Jack Massaquio
General Manager - SLAA



Alhaji M.B. Williams
General Secretary - CIBAPICE Union

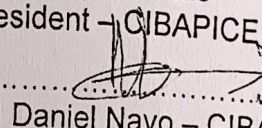

Mr. Bobson Kargbo
Deputy General Manager - SLAA

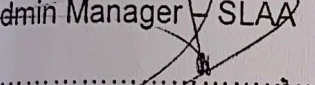

Mr. Frederick L. Bunduka
Deputy Secretary General - CIBAPICE Union

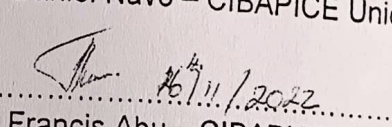

Mr. Tommy Margao
Head of Admin - SLAA

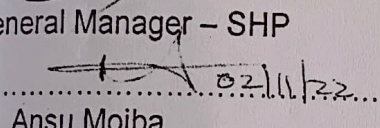

Ms. Betsy Thomas
President - CIBAPICE Union

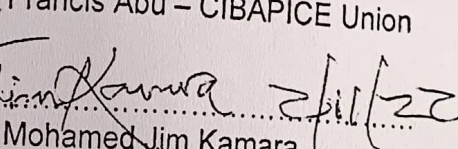

Mr. Francis T. Kaitibi
Admin Manager - SLAA

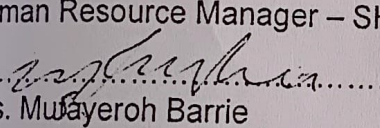

Mr. Daniel Navo - CIBAPICE Union

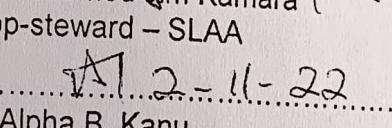

Mr. Peter Metz
General Manager - SHP

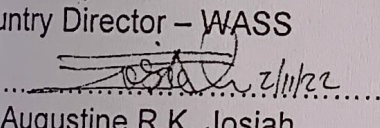

Mr. Francis Abu - CIBAPICE Union

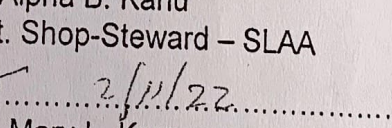

Mr. Ansu Moiba
Human Resource Manager - SHP

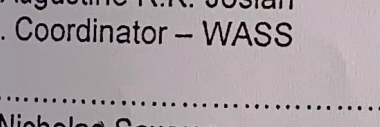

Mr. Mohamed Jim Kamara
Shop-steward - SLAA

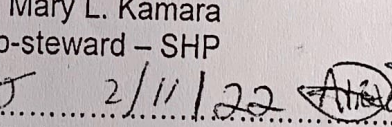

Mrs. Muayeroh Barrie
Country Director - WASS

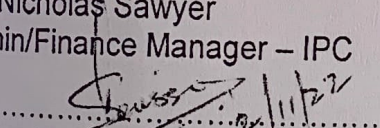

Mr. Alpha B. Kanu
Asst. Shop-Steward - SLAA

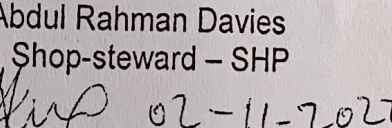

Mr. Augustine R.K. Josiah
H.R. Coordinator - WASS

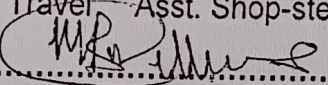

Mrs. Mary L. Kamara
Shop-steward - SHP


Mr. Nicholas Sawyer
Admin/Finance Manager - IPC


Mr. Abdul Rahman Davies
Asst. Shop-steward - SHP


Mr. David A.M. Senessie
Human Resource Manager - Karl Travel


Mr. Morlai Kamara
Asst. Shop-steward - WASS


Alhaji M.B. Williams
Chairman (A.T.TG. Council)