UNIVERSITY OF SOUTH AFRICA

2007 CONDITIONS OF EMPLOYMENT AGREEMENT

entered into between

THE UNIVERSITY OF SOUTH AFRICA

[hereinafter referred to as AUnisa@]

and

THE NATIONAL HEALTH & ALLIED WORKERS UNION

[hereinafter referred to as “Nehawu”]

at

THE UNISA BARGAINING FORUM

[hereinafter referred to as the “UBF”]

8 JUNE 2007

INDEX

A. PREAMBLE

This Agreement confirms the consensus reached between the parties within the UBF regarding the new terms and conditions of employment, including remuneration as applicable to the various categories of employees and supersedes any and all previous agreements in this regard.

B. REMUNERATION POLICY

1. PURPOSE

To attract, retain and motivate high calibre employees in support of the institution's strategic initiatives, and to be seen as an employer of choice in the labour market, the policy hereunder has been adopted.

2. POLICY

It is the University's policy to:

2.1 Proactively Manage Total Remuneration Expenditure.

2.2 Maintain Remuneration Competitiveness in the Labour Market.

2.3 Ensure Fair Remuneration Differentiation.

2.4 To give Employees the Opportunity to Realise an Optimal Cash Flow Position.

2.1 Proactively Manage Total Remuneration Expenditure

It is the University's policy to pro-actively manage total remuneration expenditure by:

i. Limiting, as far as possible, exposure to unpredictable cost factors.

ii. Managing remuneration in terms of Total Packages for Peromnes Grades P1 to P8 and a Cost to Company system for grades P9 to P19, as opposed to controlling expenditure in each item / benefit in isolation. (***See the Job Evaluation Policy***)

2.2 Maintain Market Competitiveness

It is the University's policy to maintain appropriate remuneration competitiveness *vis-à-vis* the labour market by:

i. Annually repositioning the institution's remuneration levels in terms of the national remuneration market, taking into consideration the Gauteng market, through a comparison of total cost to company values and the market median.

ii. Applying the repositioning of Unisa's competitiveness in the labour market through a lead/lag strategy (e.g. on average, lead the market for about six months, followed by a lag period of about six months).

iii. Developing market related salary ranges, calculated by adding 25% to the aged median of the market to determine the range maximum and by deducting 25% to determine the range minimum.

iv. Reviewed annual increases for directors and above will be effective as from October and for other employees from January each year.

v. Annual increases will be subject to the institution's ability to pay (affordability).

vi. The monthly pay date for all employees shall be on the 25th of each month or the Friday preceding, should the 25th fall on a Saturday or Sunday.

2.3 Fair Remuneration Differentiation

Ensuring that remuneration differentiation between individual employees is applied on a fair basis by:

i. Ensuring that in the longer term, differences in the total package values of individual employees exist only through differences in:

   - Job Complexity as measured by the Peromnes job evaluation system;
   - Skills differences (Scarce and Critical skills);
   - Performance – Medium to long term objectives as part of the new performance management system.

ii. Entrusting line managers with the discretion and responsibility to manage the remuneration levels of their direct subordinates, within the broad remuneration parameters set by the executive management of the university. The corporate remuneration responsibility will be to provide line managers and supervisors with guidelines and tools to successfully fulfil this responsibility and to ensure inter-divisional compatibility.

iii. The final decision to adjust an individual employee's remuneration will be made jointly by the relevant Executive Director/Dean and the Executive Director: Human Resources. With regard to employees within the bargaining unit, the unions will have observer status when adjustments are considered by the relevant line management. Adjustments for employees at the level of director and above will be done at the Remuneration Committee of Council or the Management Remuneration Committee.

iv. All employees will be remunerated at least on the minimum of the applicable salary range. Similarly, no employee should be remunerated above the maximum of the applicable salary range. In the event of employees being remunerated outside the applicable salary ranges, corrective measures will be applied to ensure that employees are remunerated within the set ranges. The impact of corrective measures that affect matters governed by collective bargaining will be negotiated in the Bargaining Forum.

2.4 Employees' Ability To Realise Optimum Cash Flow Position

To give individual employees, in the longer term, the opportunity to realise an optimal cash flow position from their total package values, given the following provisos:

i. The range of flexible remuneration options available will, in general, increase with increased levels of remuneration, taking into consideration affordability for the employee.

ii. Where employees are permitted to the freedom to structure their packages within available flexible remuneration options, the responsibility for structuring individual remuneration packages is transferred from the employer to the employee.

iii. Unisa will, however, provide an employee with detailed benefit-related information on request, in order to place the employee in the best possible position to make an informed choice when structuring the remuneration package. A minimum cash component will however be required.

3. REMUNERATION COMPONENTS

The University's two remuneration systems have the following components:

3.1 Total Package Remuneration System – Peromnes Grades P1 to P8

The term total package refers to the total remuneration paid to an employee, including all the institution's contributions to the various funds and all allowances. The components of the total package remuneration system are as follows:

i. Cash

Cash is the balance of the total remuneration package once the necessary allocations have been made to the various remuneration components. The cash portion must comprise at least 50 % of the total remuneration package.

ii. Pension Contributions

Employer and employee contributions to the fund are based on a percentage of the employee's pensionable income in accordance with the fund rules. Pensionable income is 70% of the employees total remuneration package. Current employees whose pensionable income, prior to the conversion to the Packages System are more than 70%, will be given the choice to elect that 75% of their respective packages be regarded as pensionable income.

iii. Group Life Assurance

The University contributes 50 % of the total premium for group life assurance for each employee. Contributions are based on the employee's pensionable income.

iv. Vehicle Allowance Scheme

Permanent employees and employees on contracts with benefits who are required to use a private vehicle for official University purposes may structure a part of their remuneration as a vehicle allowance. The employee must decide how much the monthly vehicle allowance should be. The portion allocated to a vehicle allowance may however not exceeds 25% of the employee's remuneration package. The allowance may only be increased when the employee's remuneration package is increased.

v. 13th Cheque

Employees will have a choice to structure a 13th cheque as an item on the payslip. This will form part of the Total Package. The 13th cheque will be calculated as one twelfth of the employees' pensionable salary, payable in any chosen month. If no choice is exercised this will be paid in December of each year.

vi. Medical Aid

The University will contribute 80% of the medical aid premium for an employee who belongs to the university's approved medical aid scheme(s) and which is already included in the employee's remuneration package. The employee's contribution will be 20% of the premium. All new employees employed as from **1 January 2006** will receive an employer contribution of 60% of the premium and the employee's contribution will be 40% of the payable. In the event that medical aid premiums increase more than once in a particular year, packages will be adjusted accordingly. Such an adjustment will be equal to the current rate of the employer subsidy (i.e. 80% or 60%) of the premium.

vii. Home Computer Allowance

A portion of an employee's remuneration may be structured as a computer allowance should the employee require a personal computer at home for official University purposes. Confirmation thereof would be required from the applicable line manager. This allowance will be fully taxable on a monthly basis. Depreciation of the computer may however be claimed against the allowance when the employee completes his / her annual tax returns, over a three year period.

3.2 Basic Salary Plus Add-On System – Peromnes Grades P9 to P19

Employees are paid a basic salary and all company contributions and allowances are added to this to determine a cost to company. The following are components of the Basic, Plus Add-On remuneration and benefit system.

i. Basic Salary

Basic salary is the remuneration (all benefits excluded) paid monthly to an employee, before tax and deductions.

ii. 13th Cheque

A 13th Cheque equal to one month's basic salary will be paid to employees in the month of their birthday together with their monthly salaries. Employees whose birthday falls in January, February and March will receive their 13th cheque payment at the end April of each year.

iii. Housing Assistance

The institution promotes home ownership for its employees and will therefore grant a market-related housing allowance to all employees on job grades P9 to P19, whether they have a registered bond or not. Increases to the amounts of this allowance will be negotiated on an annual basis. The employer will continue with current bond deductions.

iv. Pension Fund

Employer and employee contributions to the fund are based on a percentage of the employee's pensionable income in accordance with the fund rules. Pensionable income is the employee's basic salary.

v. Group Life Assurance

The University contributes 50 % of the total premium for group life assurance for each employee. Contributions are based on the employee's pensionable income.

vi. Medical Aid

The University will contribute 80% of the medical aid premium for an employee who belongs to the university's approved medical aid scheme. The employee's contribution will be 20% of the premium. All new employees employed as from **1 January 2006** will receive an employer contribution of 60% of the premium and the employee's contribution will be 40% of the payable premium.

Membership of the approved medical aid scheme(s) is compulsory. Should an employee choose to belong to a spouse's/partner's medical aid, however, he /she will qualify for the payment of a health allowance.

C. HOUSING ASSISTANCE POLICY

Unisa promotes home ownership for its employees. The University shall grant housing assistance in the form of a housing allowance to all employees whether they have a registered bond or not.

1. **POST GRADES P1 – P 8:**

Employees on post grades P1 – P8 will be remunerated on a Total Remuneration Package system. Therefore no additional amount in respect of housing assistance will be added onto the packages for this category of employees after equalisation of benefits.

2. **POST GRADES P9 – P19:**

Employees on post grades P9 – P19 will be administered on a Basic Salary plus Benefits basis. These employees will therefore receive a housing allowance irrespective of home-ownership.

A market-related housing allowance will be paid to employees, subject to annual substantive negotiations.

2.1 Allowances payable

- P 9 – 11 R11 738 (R978 per month)
- P12 – 14 R 9 234 (R770 per month)
- P15 – 19 R 5 790 (R482 per month)

Note: -Housing allowances will be implemented for all such employees, including those that fall outside the set remuneration ranges. The provisions of **paragraph 2.3(iv)** of the remuneration policy will apply to employees falling outside the applicable remuneration ranges. However the parties confirm that this anomaly shall not be construed as a precedent and that the management prerogative in terms of the said **paragraph 2.3(iv)** of the remuneration policy, shall be adhered to in future.

Note: - The granting of guarantees to financial institutions by Unisa will be discontinued with immediate effect.

D. STUDY ASSISTANCE POLICY

(To replace any and all existing policies, if applicable)

1. Approvals Committee

Upon the constitution of an Approvals Committee, which will include union representation, will attend to and approve all study requests and amongst others, consider the following:

- Job-relatedness. - clear indications must be provided by the applicant and line manager showing that studies will add value to the function in which the employee is employed or for which the employee is being considered.
- Budget constraints.
- Line manager approval/motivations.
- Career and Personal Development.

2. EMPLOYEES AND DEPENDANTS (Spouse and Children)

2.1 Own Institution

Staff and dependants will be able to study for free (registration and tuition fees) for any formal courses offered at Unisa. However, this will be subject to a minimal fee, on registration, that will be calculated at half the cost of only one full 1st year course/module regardless of the number of subjects enrolled for.

2.2 Other Institutions

Unisa will subsidise 75% of registration and tuition fees equivalent to Unisa fees for employees/dependants to study at another institution within the RSA borders.

Note:- Unisa prefer that all such intended studies will take place through Unisa. Therefore the above benefit shall only be available to employees if the course and/or selected modules of this particular course are not offered at Unisa.
Note:- Upon appropriate motivation and approval academics may study at other institutions , irrespective whether the course is offered at Unisa.
Note:- Dependants may study at other institutions, excluding other ODL institutions, irrespective whether the course is offered at Unisa.

Note:- The 75% subsidy will be granted to a maximum of R 8 000 for B-degrees, R 11 000 for Postgraduate studies and R 22 000 for Masters Degrees (e.g. MBL), to be reviewed annually by the University.

2.3 General Conditions

i. Employees / Dependants will not be subsidised twice for the same subject. Should they fail a subject, they will have to pay for the subject themselves the next year.

ii. Should employees/dependants not complete the course, they will have to repay the University all expenses, e.g. registration fees, and tuition.

iii. Employees/Dependants will be allowed to complete the course in double the duration that such course would normally be completed on a full-time basis. Current employees/dependants (pipeline students) may continue their studies without having to obtain approval from the Approvals Committee.

iv. Should dependants discontinue their studies, without a valid reason, they will not be eligible for any further subsidies.

v. When an employee has completed a course/qualification he/she must work back one year to the University. Should the staff member resign within one year he/she must repay the last year's cost of study on a pro-rata basis.

E. TRANSFER AND RELOCATION POLICY

1. Purpose

The University will assist employees, current and new, with costs associated with the acceptance of a new position or if an employee is required to relocate her/his residence closer to her/his new place of work at Unisa.

Financial assistance as indicated below will only apply if an employees' current residence is further than 50 kilometres from his new place of work at Unisa (including from outside RSA borders)

2. Temporary Accommodation, Removal and Storage

The University will pay a once-off maximum amount of R75 000 to an employee who is relocated. This amount will be differentiated according to the distance of the relocation.

The above amount must cover the costs of temporary accommodation, removal and storage. The amount is only payable if actual change of residence takes place and will be taxable. The amount becomes repayable to the institution on a pro rata basis should the employee leave the institution before serving a minimum of 12 months from the date of relocation.

3. Other Costs Including Travel and Overnight Accommodation Costs

In addition to the above the University will pay an amount equal to one month's pensionable salary to cover the abovementioned costs. Payment will be tax exempt if actual change of residence takes place.

The University will also grant staff members a maximum of five days off from work once they reach their new work location, to attend to personal matters emanating from the relocation. The additional five days will only be granted if the University has initiated such relocation. The filling of vacancies, *via* the normal advertising and selection processes, will be deemed as employer initiated.

4. Once-Off Measure To Assist Employees With Relocations Due To The Placements During The Merger Process.

As a once-off measure, employees who are to be relocated as a result of the placement processes (Muckleneuk to Florida and Florida to Muckleneuk) will receive an additional amount of R 40 000. This amount is intended to assist with mortgage transfer costs. This arrangement will only be valid until December 2007. This date may be reviewed subject to the relevant merger related processes.
For purposes of merger related transfer and relocations costs, the 50 km radius may be reviewed by the HR Executive on full motivation and substantiation by the employee.

Upon receiving notice to relocate, an employee will have six months within which he must relocate. Should he/she not be in a position to relocate within 6 months due to personal circumstances such as school terms, the HR Executive may extend the relocation period up to an additional 6 months.

Any monies paid to an employee for purposes of transfer and relocation becomes repayable to the University in the event that the employee does not relocate.

F. LONG SERVICE AWARDS POLICY

The following long service awards are payable to all permanent employees:

YEARS OF SERVICE	**AWARD**
10	R 6 000 + Certificate
15	R 9 000 + Certificate
20	R 12 000 + Certificate
25	R 15 000 + Certificate
30	R 20 000 + Certificate

For every 5 years of service as from 30 years, an amount of R 20 000 (plus certificate) will be awarded.

The abovementioned amounts may be amended from time to time by Council.

G. MEDICAL AID / HEALTH CARE POLICY

1. Medical Aid Membership and Health Allowances

i. Membership of the approved scheme(s) will be a **compulsory** condition of service for all permanent employees, unless proof of belonging to their spouse's/partner's Medical Scheme is provided. Employees will have the right annually to choose which Medical Scheme they want to belong to.

ii. Employees must select from the approved Schemes the most suitable option within such Scheme for their circumstances.

iii. In instances where employees prefer to belong to their spouse's/partner's scheme, a health allowance will be paid to qualifying employees on post grades P9 – P19:

- P 9 – 12 R9 338 (R778 per month)
- P13 – 19 R8 849 (R737 per month)

Health allowances will only be implemented for employees that fall within the set remuneration ranges.

iv. The bulk of administration and related costs, e.g. claims administration and reconciliation, has to be borne by the Service Provider (Scheme).

v. As an interim measure it is recommended that new employees belong to the scheme applicable to the Campus where they are appointed until a new scheme has been instituted, where after joining of this scheme will be obligatory.

vi. Contribution rates for current employees

- The contribution rate for current staff (pre-merger):
  - Employer - 80%
  - Employee - 20%

- The contribution rate for new staff (employed as from 1 January 2006):
  - Employer - 60%
  - Employee - 40%

- No post retirement subsidy for employees will be paid upon retirement. *

vii. All pensioners to migrate to the new rules and contribution rate, subject to consultation.

viii. Commitments to post retirement funding for current pensioners will be honoured.

Note: - The parties confirm that the legal options depending on the outcome of the current legal matter pertaining to Post Retirement Medical Aid are many and reconsideration of this aspect might lead to an amendment of this clause. However, for current purposes and until such time that the matter are reconsidered and/or amended, no post retirement subsidy might be paid to employees appointed before January 2006 and no subsidy will be paid to new appointments as from 1 January 2006 upon retirement.

H. PENSION FUND POLICY

1. Pension Fund

Unisa will have one compulsory retirement/pension fund for its staff members. The HR Committee of Council will institute a process to establish one fund for Unisa employees.

2. Retirement Age

The official retirement age will be 60 years for all newly appointed employees (as from 1 January 2006). The retirement ages for current employees (those employed prior to the merger of January 2004) will be retained at either 60 or 65, whichever is applicable to the employees' previous Conditions of Service.

Employees wishing to remain in the employ of the Unisa beyond their retirement age will be given consideration by the Management of the Unisa, but such consideration will be based on operational requirements. Such employees will still be required to retire from the institution, but may be re-employed on a contract basis, which contracts will not be extended beyond the age of 65.

Employees may apply to retire (in writing with 3 months notice) after the age of 55. Employees have the option to retire in December of the year in which they reach their retirement age.

I. GROUP LIFE ASSURANCE POLICY

Pending the implementation of a harmonised Group Life Assurance Scheme, the current applicable schemes remains in place. Membership is compulsory for all permanent employees.

The following subsidy rate applies:

Employer	-	50%
Employee	-	50%

A comparative analysis will be conducted between Old Mutual and Sanlam in respect of the benefits and cost structures. Currently these two companies are contracted by the former UNISA, TSA and include ex-Vudec staff.

J. STANDBY ALLOWANCE POLICY

(To Assume Standby Duties in Certain Circumstances)

Where Standby arrangements are regarded as an inherent job requirement, the following arrangements shall apply due to the inconvenience thereof:

i. Proper prior, timely notice of standby arrangements, time, etc must be provided to the employee.

ii. A Standby Allowance of R 167 per week of standby will be paid.

iii. In the event of further call-outs, the employee may claim travelling costs plus overtime on the condition that it is endorsed by the Executive Director: Human Resources.

K. OFFICIAL WORKING HOURS

1. The official working hours of Unisa are as follows:

i. Official Working Hours are from 07:45 –16:00.

ii. The eight hours per day includes a 45 minute lunch break and a 15 minute tea break in the mornings by arrangement.

iii. The working hours of part-time employees will be in terms of the applicable service contract.

The above does not apply to work which is required to be done without delay owing to circumstances for which the employer could not reasonably have been expected to make provision and which cannot be performed by employees during their ordinary hours of work. [Basic Conditions of Employment Act 75 of 1997, Chapter 2, S 6 (2)].

L. OVERTIME POLICY

1. Overtime Policy

i. No overtime will be paid to employees on job grades P1 – P7.

ii. Overtime will be paid to employees on job grades P8 - P19 where operational needs for overtime are identified and it is mutually agreed upon and formally approved by line management in conjunction with the relevant Vice-Principal and Executive Director Human Resources. However, P7 employees may during peak periods be allowed to claim overtime payment, if approval is granted by the HR Executive upon recommendation by the line manager, prior to the overtime being worked.

iii. Academic and Research staff do not qualify for any overtime payments.

iv. Employees may be granted time off in lieu of overtime worked.

v. Payment rates in respect of overtime will be administered strictly in terms of the Basic Conditions of Employment 75 of 1995.

The above does not apply to work which is required to be done without delay owing to circumstances for which the employer could not reasonably have been expected to make provision and which cannot be performed by employees during their ordinary hours of work. [Basic Conditions of Employment Act 75 of 1997, Chapter 2, S 6 (2)].

2. Overtime calculation

The parties agreed to the following formula for calculation of overtime:

i. $$\frac{\textbf{Annual Pensionable Salary}}{\textbf{12 (months)}} \textbf{ / 21.67 (working days per month) / 7.75 (working hours per day) = hourly rate.}$$

M. NIGHT SHIFT POLICY

The following conditions in respect of the Night Shift Policy will apply:

i. Staff working rotational shifts between 18:00 and 06:00 consistently will qualify for a shift allowance.
ii. The allowance will be equal to 20% of the normal cost to company remuneration.

If the greater portion of the shift was worked between18:00 and 06:00 the shift will be deemed to have been worked as a night shift.

Should the shift be deemed to be worked on a Public Holiday, the staff member must be paid double his/her basic salary.

N. LEAVE POLICY

TYPES OF LEAVE	NEW INSTITUTION
Annual / Vacation Leave	• PG 1 - 19: 28 working days per annum • This leave entitlement excludes the compulsory December shut down period between Christmas and New Year. • Employees must take at least two weeks consecutive leave days per annum. • The conversion to the new leave entitlement will be applied across the board.
Accumulative Leave	• An employee shall be entitled to accumulate and transfer a maximum of 8 days vacation leave per annual leave cycle, accumulated to a maximum of 20 working days. Any unused leave, including leave not being able to be accumulated, must be taken before 31 March of the following year, whereafter it will be forfeited. Employees will not forfeit leave in instances where their leave was not approved. • Accumulated leave will be paid out at termination of service for whatever reason.
Sick Leave for a three-year cycle	• Full salary – 68 working days • ½ Salary – 68 working days. These days may be converted to 34 working days on full pay in exceptional cases only and with the approval of the HR Executive • No salary – 68 working days • Unused sick leave will not accumulate and/or paid out and/or carried over.
Maternity Leave	The following conditions will apply for each confinement and/or adoption of a child under the age of twelve months. Staff will have the choice between either of the two options as set out below: • Full salary: Four months (Employees are contractually bound to work back the days taken as paid maternity leave) **or** • 4 months unpaid leave (Employees are not contractually bound to work back the days taken as unpaid maternity leave). • Six weeks leave will be granted for purposes of stillborn children.
	Note: For all unpaid maternity leave periods staff may apply for UIF benefits as contained in the Act.

Study and Examination Leave	• Two working days (one day prior to and one day upon examination date) per paper per semester course/module. • Three working days (Two days prior to and one day upon examination date) per paper per year course/module. • Utilisation of the days mentioned above prior to examination is subject to Unisa and departmental operational needs. Therefore, these days may be granted on earlier dates as required. • In the event of two papers being written on the same day an additional working day shall be granted.
Research Leave and Development Leave (Research policy) [Pending finalisation of the new policy by management]	• **Academic and Professional employees**: Upon completion of five years service, a period of nine consecutive months shall be granted on acceptance of research proposal. • **Administrative employees**: A period of one calendar month per occurrence shall be granted upon approval by the relevant authority.
Paternity leave	• Three working days per annum.
Family Responsibility Leave (Including compassionate leave) "Dependants" refers to: Parents, Spouse and Children	• A permanent employee shall be entitled to three working days per occurrence, capped at ten working days per annum.
Special Leave	• Court appearances (uncapped days): Special leave will be granted to employees when they are supoena to appear in court as a witness. This excludes cases where the employee is a party to a legal process such as Maintenance and Divorce cases. • Sport, Arts and Culture (10 working days per annum). These days will be granted to employees who participate at provincial or national level. To be approved by HR Executive or delegated person.

NOTE:

No additional leave in respect of Long Service Leave and Recess Leave will be granted to employees. However, one day additional leave will be granted for every four days a staff member is away from office for e.g. graduations and lectures over weekends. This excludes overseas travel for training and development purposes.

O. NOTICE PERIODS

An employee may terminate his/her services at any time provided that not less than one calendar month notice shall be given – Notice must be given on the first working day of the month.

Notice less than one calendar month may be accepted by the Executive Director: Human Resources on receipt of a written substantiated request by the employee which must be recommended by the appropriate departmental head.

As a rule no leave shall be granted during the period of notice, except on recommendation of the relevant departmental head and approved by the Executive Director: Human Resources.

P. PROBATION POLICY

The probation period for all newly appointed permanent employees shall be six months calculated from the date of assumption of duties in such position. The probation period may be extended for a further six months.

A Tenure Committee shall meet on a monthly basis to consider the confirmation of permanency of all employees on probation, which will be based on progress reports from line management.

The Tenure Committee's constitution will accommodate union representation with observer status.

Q. PUBLIC HOLIDAYS POLICY

Unisa closes at 12:00 on the last working day proceeding Christmas Day and opens at 08:00 on the first working day after New Year's Day, and those days that fall within this period are deemed by Unisa to be paid University holidays.

University holidays may be granted by Unisa from time to time, and such University holiday shall be deemed to be a paid holiday.

An employee shall further be entitled to all statutory public holidays as defined in the Public Holidays Act 36 of 1994 as amended from time to time, and such holidays shall be deemed to be paid holidays.

R. IMPLEMENTATION

Unless stated otherwise, this agreement will be implemented as from 1 January 2007 and come into operation on the date upon which both parties have signed this agreement.

THUS DONE AND SIGNED on this ………….day of……………………….2007 in the presence of the undersigned witnesses:

UNISA

………………………………. ………………………………………
Signature Title

WITNESSES:

1. ……………………………. 2……………………………………

THUS DONE AND SIGNED on this ……….day of ……….……………...2007 in the presence of the undersigned witnesses:

RECOGNISED UNIONS AT THE UBF

…………………………. ……………………………………….
NEHAWU Title

WITNESSES:

1. ……………………………. 2……………………………………