

WAGES AND EMPLOYMENT OF EUROPEAN  
WOMEN IN INDUSTRY IN DURBAN,  
1955/56.

by

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CHAPTER I

GENERAL INTRODUCTION

THE EMPLOYMENT OF EUROPEAN WOMEN IN SOUTH AFRICA

*Lower income*

Prior to the development of certain secondary industries in South Africa, such as the clothing, leather and sweet making industries from about 1916 onwards, there were practically no opportunities for the employment of women of the lower classes in urban areas or for younger women from the rural areas who had migrated to the towns. Women's labour, which is usually cheap, is generally required for work in which little skill is needed, but in South Africa the abundant supply of cheap Native and Coloured male labour meant that there were no opportunities for European women even in domestic service. Europeans considered it beneath their dignity to be engaged in domestic service, which was thought of as 'kaffir work'.

Before the 1870's women's sphere of activities was in the home, and was confined to the bearing of children; to educating them and instilling religious discipline into them; to baking, cooking, washing, sewing, to making soap, candles, preserves and to the general activities associated with the maintenance of Colonial self-sufficiency'. (1)

It was not until the mineral discoveries of the 1870's which were followed by the sudden transformation of a mainly self-supporting agricultural economy to a more capitalistic agricultural-mineral economy, that women's services were required outside the home. Following these discoveries began the demand for their services as waitresses, shop assistants, office workers, teachers, clerks and trained hospital nurses. At first the openings in skilled occupations for which some training was required were filled by women from Europe, but gradually with the development of educational and training facilities and the growth of the South African population the demand was increasingly met by the entry of South African women and girls. Thus young women of the middle income groups were able to find employment in personal service, commerce, in routine clerical work in commerce and the professions, and in nursing and teaching.

(1) 'Women in Witwatersrand Industries', Hansi P. Pollak, p. 20.

When certain new secondary industries, having no association with 'Kaffir' work, developed in South Africa at about the time of the 1914-18 War, they attracted young women from the lower income groups. Families living in the new towns where new demands and a new standard of living were set up, often found the father's wage insufficient, and the services of these girls were now less necessary at home because many articles previously made in the home were now being manufactured more cheaply. Secondary industry also attracted the younger women from the rural areas, and from this time the number of women employed in industry has steadily increased.

Under the influence of the First World War and post-war protection, secondary industry began to play an increasingly important part in the structure of production of the Union.

From 1917-8 to 1948-50 the proportion of the national income contributed by farming, fishing and forestry declined from 21.6 per cent to 13.7 per cent, the proportion contributed by the mining industry fell from 20.3 per cent to 13.9 per cent, while the contribution of the manufacturing industry increased from 9.6 per cent to 22.5 per cent. Trade and commerce that year contributed 13.9 per cent of the total, and catering 1.6 per cent.

Manufacturing is now the most important industry in the structure of production of the Union, and the number employed in industry has naturally shown a steady increase. In 1952-3 there were 44,184 European women employed in private industry in the Union, whereas in 1924-5 the figure was only 7,815.

The industrial distribution of the working population from primary industry to secondary industries which occurred during the past few decades is striking. Of the working European population of the Union in 1946, 21.4 per cent were engaged in the manufacturing industry, 18.9 per cent in farming, forestry and fishing, 16.2 per cent in public administration, defence and the professions, 15.6 per cent in commerce and finance, and 13.8 per cent in transport and communication.

Of the 187,149 economically active European females of 15 years and over in the Union in 1946, 46 per cent were engaged in commerce and finance, 22.2 per cent were engaged in the professions, entertainment and sport, 12.4 per cent were engaged in the manufacturing industry and 8.5 per cent in personal service.

Of the European females engaged in industrial occupations in the Union in 1946, 62.7 per cent were textile workers and makers of clothing, 6.7 per cent were makers of food, drink and tobacco, 5.3 per cent were metal workers, 0.7 per cent were workers in wood and furniture, 0.2 per cent were classified as 'builders etc.', and 24.3 per cent were workers in other materials.

In 1946, 74.4 per cent of the 822,651 European females in the Union of 15 years and over were classified as 'dependent', 22.8 per cent were economically active, and 2.8 per cent were independent.

The following table shows the occupations of European females in Durban and suburbs in 1946:

TABLE 1 OCCUPATIONS OF EUROPEAN FEMALES, 15 YEARS AND OVER, DURBAN AND SUBURBS, 1946

<u>Occupation</u>	<u>No. of females</u>	<u>% of total economically active</u>
A. Agriculture	70	0.4
B. Mining	-	-
C. Industrial occupations (1,357) -		(8.6)
(a) Metal workers	124	0.9
(b) Workers in wood and furniture	25	0.2
(c) Builders, etc.	7	0.04
(d) Textile workers and makers of clothing	877	5.6
(e) Makers of food, drink and tobacco	48	0.3
(f) Workers in other materials	276	1.7
D. Transport and communications	325	2.1
E. Commercial and Financial	9,136	57.8
F. Professional, entertainment and sport	2,865	18.3
G. Personal service	1,325	8.4
H. Other and undefined workers	695	4.4
<b>Total economically active</b>	<b>15,793</b>	
Independent	1,811	
Dependent	33,866	
<b>Total 15 years and over</b>	<b>51,490</b>	

Source: Population Census, 7th May, 1946. Vol. V. Occupations and Industries of Europeans, Asiatics, Coloured and Native Population, U.G. 41/1954.

(see Appendix 1 for details of the occupations of European females in Durban and Suburbs in 1946).

In the largest occupational group, commerce and finance, there were 3,078 typists, shorthand typists and stenographers, 2,658 clerks, and 2,143 saleswomen and shop assistants.

In the professions, entertainment and sport the occupational group with the largest number of European women was nursing, the number so engaged being 86.3.

Of those engaged in industrial occupations 64.3 per cent were textile workers and makers of clothing, 9.1 per cent were metal workers, 3.5 per cent were makers of food, drink, and tobacco, 1.8 per cent were workers in wood and furniture, 0.5 per cent were builders, etc., and 20.3 per cent were workers in other materials.

309 of the 877 textile workers and makers of clothing were dressmakers, and 233 were sewers and sewing machinists. These were the only two defined industrial occupations with over 100 workers each.

In personal service there were 357 hairdressers, beauty specialists, etc., 263 housekeepers, 131 domestic servants, and 111 waitresses.

The figures show that industry employs only a small percentage, 8.6 per cent of the economically active European women in Durban, and that the main avenues of employment for European women of the lower income groups in 1946 were as shop assistants and saleswomen, there being 2,143 as compared with 1,357 engaged in industrial occupations. The number employed as housekeepers, domestic servants and waitresses was very small.

Typists, shorthand typists, stenographers, clerks, nurses, hairdressers and beauty specialists, are generally women from the middle income groups as more education and training is required for this type of work.

Although the total number of European women employed in industry has increased, the proportion employed as factory workers has steadily decreased.

In 1955, when the survey was carried out, there were only 17 factories in Durban employing ten or more European women as factory workers, and the total number employed at these 17 factories was 678.

The women were employed as follows:

1 Match factory	250 workers
6 Pharmaceutical factories	235 "
7 Clothing and textile factories	150 "
3 Printing firms	<u>43</u> "
	<u>678</u> "

Only four of the factories employed over 50 women each, four employed between 20 and 50 each, and the remainder, nine factories, had between ten and 20 European women each.

Industrial workers are always drawn from the lower classes of a country's population, so it is natural in South Africa, with its plentiful supply of non-European labour, that European women should gradually move from industry into spheres of employment which they consider superior and preferable, and that their place in industry should be filled by non-Europeans.

'The general tendency in the South African economy is for European women to move from secondary industry to commercial distribution, and from all the other spheres, including the Distributive Trade, to clerical work. Thus, as compared with a nearly fourfold increase in the number of male clerical employees during the years 1924-5 to 1947-8. there was a twelvefold increase in the number of female clerical employees during these years'.<sup>(1)</sup> According to the Report of the Wage Board on the Commercial Distributive Trade, more and more married workers were entering the Distributive Trade as a means of supplementing the family income. Before the war many firms had waiting lists of juveniles who wished to be employed in the Distributive Trade on leaving school, but this position no longer exists. Previously, preference was given to the employment of unmarried women, but this could no longer be done.

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(1) Wage Board Report on the Commercial Distributive Trade, 18th November, 1952.

The Board found that the rate of labour turnover in the Commercial Distributive Trade was very high. The employees attributed this to the existing unfavourable conditions of employment, while the employers attributed it mainly to the acute labour shortage and the consequent ease with which new situations could be obtained, and also to the composition of their staffs. According to them, girls regard work in the Distributive Trade not as a career but as a temporary means of earning a livelihood prior to marriage, while married women regard their work merely as a temporary means of supplementing the family income. It was found that even medical, provident and pension schemes contributed little to reducing the high rate of labour turnover.

Between July 1957 and August 1951 the number of European female adults in the Commercial Distributive Trade in the Union increased from 13,116 to 29,615, an increase of 84 per cent, while the number of European female juveniles decreased from 6,411 to 2,045, substantiating the view that married female employees were being used to an increasing extent and that juveniles were not entering the trade.

In August 1951 in Durban, Westville and Malvern, there were 3,871 adult European female employees, and 372 juvenile European female employees in the Commercial Distributive Trade, European females being employed predominantly as shop assistants, clerical employees and alteration hands. Female shop assistants and alteration hands are on a lower wage scale than female clerical employees.

The view of the majority of factory managers interviewed during the course of the survey was that European women preferred work as shop assistants because they came into contact with the public and because they considered employment in commerce superior to that in industry.

Before the 1939-45 war the lower class of European women were anxious to work in factories, but when work became more plentiful their preference for work in shops and offices made the supply of European women workers so short that it became necessary gradually to replace them by Coloured female factory workers, or by Indian or Native males.

Appendix 2, tables 2 to 12, gives figures of employment in industry in the Union, Natal, and Durban and Pietermaritzburg.

APPENDIX 1

DETAILED OCCUPATIONS OF EUROPEAN FEMALES, 15 YEARS AND OVER  
DUBLIN AND SUBURBS, 1946.

(Occupational groups with less than 10 workers have been omitted)

<u>Agricultural occupations</u>	70
Florist, nurseryman	27
<u>Industrial occupations</u>	1,357
(a) <u>Metal workers</u>	124
Attendant - dynamo, electric, switchboard, etc	47
Machine attendant, not otherwise defined	64
(b) <u>Workers in wood and furniture</u>	25
Wood turner, machinist	11
(c) <u>Textile workers and makers of clothing</u>	877
Boot and shoe maker - factory operative	42
Dressmaker	399
Milliner	79
Sewer, sewing machinist	233
Tailoress	36
Textile worker, NOD	16
Weaver	13
Leather worker, NOD	14
Laundry worker	18
(d) <u>Makers of food, drink and tobacco</u>	48
Baker, confectioner	20
Sugar confectionery worker	10
(e) <u>Workers in other materials</u>	276
Bookbinder	46
Forewoman, NOD, Industrial	19
Match factory worker	29
Photo developer, printer	12
Factory hand, NOD	101
Printing, NOD	27
<u>Transport and communications</u>	325
Messenger, deliverywoman, newspapers	31
Postwoman, post office sorter	20
Taxi-driver	40
Telegraph operator	29
Telephone operator	155
Transport and communications, NOD	12
<u>Commercial and Financial</u>	9,136
Accountant (not certificated), Bookkeeper	417
Buyer, wool-buyer	15
Cashier, teller	204
Clerk	2,658
Commercial artist	37
Commercial traveller	13
Company director	14
Company secretary, registrar	31
Designer	13
Draughtswoman	34
Manageress, proprietress - wholesale and business merchant, general dealer	227
Manageress, proprietress - manufacturing business, manufacturer	20
Manageress, proprietress - other concerns, transport, garage, etc.	18

NOD = Not otherwise defined

Saleswoman, shop assistant	2,143
Secretary - club, institution, etc.	157
Typist, shorthand typist, stenographer	3,078
Window dresser	11

Professional, entertainment and sport

Civil service official, clerk, NOD	273
Local authority official, clerk, NOD	23
Woman war worker	91
Artist - painter, sculptor, etc.	24
Author, editor, journalist	15
Chemist - dispensing, dispenser	39
Clergywoman, priestess, etc.	13
Health Inspectress, sanitary inspectress	15
Laboratory attendant, assistant	10
Librarian, archivist	45
Masseuse	14
Medical practitioner, physician, surgeon, radiologist	30
Midwife	21
Nun (R.C.)	17
Musician (not music teacher), singer	24
Nurse (sick)	883
Photographer	35
Professor, lecturer (university, etc.)	26
Radiographer	12
Religious service - not ordained	14
Social welfare worker	26
Subordinate medical service	115
Teacher - music, dancing, elocution, art	101
Teacher - other	761
Soldiers awaiting discharge	152

Personal service 1,325

Attendant, manageress - baths, etc.	28
Barmaid	17
Boarding house, lodging house, private hotel keeper	45
Caterer	27
Chef, cook	27
Domestic servant	131
Doorkeeper, hall-portress, usherette, page	48
Hairdresser, beauty specialist, etc.	359
Hotel, public house keeper	89
Matron, superintendent, warden, house-mother - schools, institutions, camps, etc.	77
Restaurant, tea-room, cafe keeper	54
Waitress	111
Housekeeper	263
Others in personal service	47

Others and undefined workers 695

Attendant, NOD	10
Caretaker	61
Forewoman, overlooker, NOD (not industrial)	29
Packer, despatcher, labeller, wrapper	166
Storewoman, warehouse-woman	12
Other specified occupations	23
Occupation unspecified	177
Out of work - Occupation not given	213

<u>Independent</u>	1,611
Person of independent means	362
Retired from previous gainful occupation - pensioner	454
Old age pensioner	975
<u>Dependants</u>	33,886
Household duties at home	31,351
Inmate of institution (permanent), disabled	195
Parent, etc., Dependent on children	435
Scholar, student	1,534
Visitor from abroad	371
	<hr/>
	51,490
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Source: Population Census, 7th May, 1946. Vol.V. Occupations and Industries of European, Asiatic, Coloured and Native Population. U.G. 41/1954.

APPENDIX 2.

TABLES SHOWING EMPLOYMENT IN INDUSTRY IN THE UNION,  
NATAL, AND DURBAN AND PINETOWN.

CLASSIFICATION OF INDUSTRIES USED IN THE INDUSTRIAL CENSUSES

1. Treatment of raw material, the product of agricultural and pastoral pursuits (excluding tanning).
2. Processes in stone, clay, earthenware and glass.
3. Working in wood.
4. Metal, engineering machinery and cutlery works.
5. Preparation, treatment and preserving of foods, drinks, condiments and tobacco.
6. Production of clothing (excluding boots and shoes), textile fabrics and similar articles.
7. Books, paper, printing and bookbinding.
8. Vehicles (mechanically propelled and otherwise), fittings for and parts of vehicles.
9. Ship and boat building and repairing.
10. Furniture, bedding and upholstering.
11. Drugs, chemicals (including fertilizers and by-products), paints, varnishes and allied products.
12. Surgical, dental and other scientific instruments and apparatus.
13. Jewellery, timepieces and plated ware.
14. Heat, light and power.
15. Leather and leatherware.
16. Building and contracting.
17. Other industries.

TABLE 2.

-13b-

## NUMBER OF EMPLOYEES IN ALL CLASSES OF PRIVATE INDUSTRIES IN THE UNION, 1924-5 TO 1951-2.

Year	No. of establishments	Employees				All races	Total females all races	% of European females to total all races	% of European females to females all races
		Europeans		Non-Europeans					
		Male	Female	Male	Female				
1924-5	6,866	45,635	7,815	92,006	7,291	152,747	15,106	5.1	51.7
1925-6	6,829	48,399	9,006	96,928	7,529	161,862	16,535	5.6	54.5
1926-7	6,916	51,084	10,328	101,189	7,811	170,412	18,139	6.1	56.9
1927-8	7,073	53,224	11,692	103,790	7,458	176,164	19,150	6.6	61.1
1928-9	7,148	55,254	13,128	108,420	8,043	184,845	21,171	7.1	62.0
1929-30	7,383	56,329	13,407	107,704	7,976	185,416	21,383	7.2	62.7
1932-3	7,321	52,073	16,908	88,350	7,459	164,790	24,367	10.3	69.4
1933-4	8,180	62,192	21,269	108,966	8,734	201,161	30,003	10.6	70.9
1934-5	8,689	71,737	23,855	129,944	8,759	234,295	32,614	10.2	73.1
1935-6	9,289	80,645	25,768	152,786	9,977	269,176	35,745	9.6	72.1
1936-7	9,609	87,972	27,255	167,729	10,699	293,655	37,954	9.3	71.8
1937-8	9,825	89,754	27,483	177,683	10,534	305,454	38,017	9.0	72.3
1938-9	9,837	88,951	28,146	178,515	11,457	307,069	39,603	9.2	71.1
1939-40	9,624	86,384	28,908	186,094	13,102	314,488	42,010	9.2	68.8
1940-1	9,634	86,612	31,959	209,373	15,415	343,359	47,374	9.3	67.5
1941-2	9,552	87,471	32,047	227,735	17,174	364,427	49,221	8.8	65.1
1942-3	9,511	87,528	31,512	238,751	18,614	376,405	50,126	8.4	62.9
1943-4	10,217	92,302	32,405	252,534	21,251	398,492	53,656	8.1	60.4
1944-5	10,405	99,765	33,753	274,118	23,766	431,402	57,519	7.8	58.7
1945-6	10,885	109,041	35,024	287,182	25,699	456,946	60,723	7.7	57.7
1946-7	11,413	121,269	35,747	305,271	26,705	488,992	62,452	7.3	57.2
1947-8	13,173	133,622	37,253	337,994	30,066	538,935	67,319	6.9	55.3
1948-9	13,879	145,468	39,919	372,105	33,404	590,896	73,323	6.8	54.4
1949-50	14,308	150,393	40,898	389,878	37,010	618,179	77,908	6.6	52.5
1950-1	15,125	162,038	44,024	431,722	41,842	679,626	85,866	6.5	51.3
1951-2	15,087	170,131	43,385	465,726	43,664	722,906	87,049	6.0	49.8
1952-3	15,597	173,263	44,184	476,912	46,953	741,312	91,137	6.0	48.5

Source: U.G. 63/1950. Census of Industrial Establishments 1946-7.  
 Bureau of Census and Statistics, Special Report No. 201, 34th Industrial Census, 1950-1 (Preliminary Report)  
 Special Report No. 206, 35th Industrial Census, 1951-2 (Preliminary Report)



## NUMBER OF EMPLOYEES IN ALL CLASSES OF PRIVATE INDUSTRY IN DURBAN AND PINETOWN, 1927/8 - 1951/2.

-13d-

Year	No. of establishments	Employees				All races	Total females all races	% of European females to total all races	% of European females to females all races
		Europeans		Non-Europeans					
		Male	Female	Male	Female				
1927-8	466	4,468	1,171	12,625	527	18,791	1,698	6.2	69.0
1928-9	486	4,673	1,239	12,578	577	19,067	1,816	6.5	68.2
1929-30	565	5,175	1,275	13,321	570	20,341	1,845	6.3	69.1
1932-3	561	4,153	1,473	9,687	634	15,947	2,107	9.2	69.9
1933-4	609	5,004	1,843	12,248	613	19,708	2,456	9.4	75.0
1934-5	644	5,947	2,080	14,685	792	23,504	2,872	8.8	72.4
1935-6	727	6,241	2,185	15,565	738	25,729	2,923	8.5	74.8
1936-7	775	7,081	2,201	18,660	840	28,782	3,041	7.6	72.4
1937-8	796	7,862	2,265	20,616	880	31,623	3,145	7.2	72.0
1938-9	838	7,946	2,278	21,793	1,039	33,056	3,317	6.9	68.7
1939-40	850	7,566	2,468	23,144	1,134	34,312	3,602	7.2	68.5
1940-1	871	7,089	2,824	26,525	1,149	37,587	3,973	7.5	71.1
1941-2	854	7,027	2,692	28,351	1,220	39,290	3,912	6.9	68.8
1942-3	822	7,272	2,584	30,879	1,273	42,008	3,857	6.2	67.0
1943-4	856	7,960	2,718	34,105	1,417	46,200	4,135	5.9	65.7
1944-5	902	8,844	2,814	36,971	1,549	50,178	4,363	5.6	64.5
1945-6	904	9,389	2,800	36,663	1,644	50,496	4,444	5.5	63.0
1946-7	918	10,203	2,710	36,721	1,647	51,281	4,357	5.3	62.2
1947-8	1,071	11,735	2,791	41,949	1,962	58,437	4,753	4.8	58.7
1948-9	1,135	13,069	2,993	46,188	2,210	64,460	5,203	4.6	57.5
1949-50	1,161	12,972	3,014	48,020	2,478	66,484	5,492	4.5	54.9
1950-1	1,154	13,925	3,189	52,241	2,413	71,768	5,602	4.4	56.9
1951-2	1,120	14,567	3,341	54,665	2,523	75,096	5,864	4.4	57.0

Source: U.G.34/1936 Census of Industrial Establishments 1933-4  
 39/1939 " " " " 1936-7  
 20/1945 " " " " 1941-2  
 63/1950 " " " " 1946-7  
 30/1954 " " " " 1947-8, 1948-9, 1949-50.

Bureau of Census and Statistics Special Report No. 201, 34th Industrial Census, 1950-1 (Preliminary Report  
 " " " " " " " " 206, 35th " " " " , 1951-2 ( " " " )

TABLE 5.

## AVERAGE NUMBER OF FEMALES OF EACH RACE IN PRIVATE INDUSTRIES IN DURBAN AND PINETOWN, NATAL AND THE UNION

Year	Europeans			Natives			Asiatics			Coloureds		
	Durban and Pinetown	Natal	Union	Durban and Pinetown	Natal	Union	Durban and Pinetown	Natal	Union	Durban and Pinetown	Natal	Union
1916-7	528	713	5,163	6	114	612	160	1,249	1,256	55	85	4,24
1918-9	563	770	6,462									
1919-20	565	780	6,759									
1920-1	576	777	6,214									
1921-2	631	818	6,058									
1922-3	636	818	6,515									
1924-5	713	935	7,815	20	130	706	230	587	627	175	210	5,95
1925-6	982	1,212	9,006	12	50	570	328	580	608	260	296	6,35
1926-7	1,156	1,401	10,328	12	63	593	328	553	595	301	333	6,62
1929-30	1,275	1,532	13,407	12	34	679	182	452	503	376	390	6,75
1932-3	1,473	1,905	16,908	19	49	561	183	348	475	432	447	6,42
1933-4	1,843	2,296	21,269	42	78	806	174	363	459	397	415	7,46
1934-5	2,080	2,583	23,855	57	90	646	255	460	482	480	499	7,63
1935-6	2,185	2,730	25,756	72	108	1,089	202	426	505	464	486	8,38
1936-7	2,201	2,736	27,255	110	159	921	196	429	497	534	550	9,28
1937-8	2,265	2,813	27,483	134	170	944	189	422	507	557	577	9,08
1938-9	2,278	2,812	28,146	157	203	1,154	212	411	510	670	694	9,75
1939-40	2,468	3,045	28,908	176	214	1,254	278	488	584	680	707	11,26
1940-1	2,824	3,417	31,959	189	249	1,713	242	462	631	718	754	13,07
1941-2	2,692	3,249	32,047	226	291	2,148	287	408	577	707	756	14,44
1942-3	2,584	3,133	31,512	250	327	2,341	324	406	574	699	747	15,65
1943-4	2,718	3,282	32,405	254	358	2,779	386	456	745	777	827	17,74
1944-5	2,814	3,405	33,753	235	340	3,154	414	466	698	900	960	19,97
1945-6	2,800	3,400	35,024	230	302	3,314	453	503	792	961	1,021	21,59
1946-7	2,710	3,326	35,747	223	308	3,245	466	515	799	958	1,030	22,61
1947-8	2,791	3,395	37,253	294	390	3,719	540	573	991	1,128	1,214	25,31
1948-9	2,993	3,672	39,919	331	445	4,756	617	648	1,136	1,262	1,348	27,53
1949-50	3,014	3,785	40,898	376	489	5,462	815	843	1,642	1,287	1,373	29,90
1950-1	3,189	3,994	44,024			6,944			1,382			33,51
1951-2	3,341	4,158	43,385			7,810			1,481			34,31
1952-3	3,664	4,605	44,184			9,605			1,867			35,41

\* Up to and including 1922-3 figures are for Durban only.

Sources: U.G. 51/1918	Statistics of Production 1916-17	Statistics of Factories and Productive Industries (excluding mining and quarrying in the Union)
28/1920	" " "	1918-19 do.
48/1921	" " "	1919-20 do.
40/1922	" " "	1920-21 do.
14/1924	" " "	1921-22 do.
41/1924	" " "	1922-23 do.
41/1927	" " "	1924-25 do.
32/1928	" " "	1925-26 do.
51/1928	" " "	1926-27 do.
33/1931	" " "	1929-30 do.
U.G. 31/1935	Census of Industrial Establishments, 1932-3	Office of Census and Statistics, Pretoria.
34/1936	" " "	1933-4 do.
30/1937	" " "	1934-5 do.
24/1938	" " "	1935-6 do.
39/1939	" " "	1936-7 do.
21/1941	" " "	1937-8 do.
20/1945	" " "	1941-2 do.
20/1946	" " "	1942-3 do.
63/1950	" " "	1946-7 do.
30/1954	" " "	1947-8, 1948-9, 1949-50
Bureau of Census and Statistics, Special Report No. 201,	34th Industrial Census,	1950-51
" " " " " " " " " "	206, 35th " " " "	1951-2
" " " " " " " " " "	209, 36th " " " "	1952-3

AVERAGE NUMBER OF FEMALES OF EACH RACE EMPLOYED AS ARTISANS AND OTHER INDUSTRIAL WORKERS IN PRIVATE INDUSTRIES IN THE UNION.

1924/5 - 1949/50 (UP TO AND INCLUDING 1943-4 - FIGURES ARE FOR THOSE EMPLOYED AS "WAGE EARNERS").

Year	Europeans	Natives	Asiatics	Coloureds	All races	% of Euro- pean females to females of all races	% of Native females to females of all races	% of Asiatic females to females of all races	% of Coloured females to females of all races
1924-5	6,488	706	620	5,919	13,733	47.2	5.1	4.5	43.1
1925-6	7,571	570	606	6,330	15,077	50.2	3.8	4.0	42.0
1926-7	8,670	593	594	6,613	16,470	52.6	3.6	3.6	40.2
1929-30	11,154	678	501	6,782	19,115	58.4	3.5	2.6	35.5
1932-3	14,252	561	473	6,414	21,700	65.7	2.6	2.2	29.6
1933-4	18,161	806	459	7,452	26,878	67.6	3.0	1.7	27.7
1934-5	20,120	646	481	7,623	28,870	69.7	2.2	1.7	26.4
1935-6	21,592	1,044	503	8,371	31,510	68.5	3.3	1.6	26.6
1936-7	22,567	915	491	9,268	33,241	67.9	2.8	1.5	27.9
1937-8	22,422	923	502	9,035	32,882	68.2	2.8	1.5	27.5
1938-9	22,878	1,131	502	9,756	34,267	66.8	3.3	1.5	28.5
1939-40	23,119	1,207	571	11,239	36,136	64.0	3.3	1.6	31.1
1940-1	25,239	1,694	609	13,056	40,598	62.2	4.2	1.5	32.2
1941-2	24,597	2,143	555	14,439	41,734	58.9	5.1	1.3	34.6
1942-3	23,596	2,340	549	15,673	42,158	56.0	5.6	1.3	37.2
1943-4	23,820	2,774	715	17,699	45,008	52.9	6.2	1.6	39.3
1944-5	23,842	3,151	685	19,895	47,573	50.1	6.6	1.4	41.8
1945-6	24,809	3,312	779	21,572	50,472	49.2	6.6	1.5	42.7
1946-7	24,947	3,243	785	22,643	51,618	48.3	6.3	1.5	43.9
1947-8	25,080	3,718	979	25,339	55,116	45.5	6.7	1.8	46.0
1948-9	26,338	4,752	1,124	27,485	59,699	44.1	8.0	1.9	46.0
1949-50	26,046	5,455	1,626	29,874	63,001	41.3	8.7	2.6	47.4

Sources:

U.G. 41/1927	Statistics of Production 1924-25	Statistics of Factories and Productive Industries (excluding Mining and Quarrying in the Union)
32/1928	" " " 1925-26	do.
51/1928	" " " 1926-27	do.
33/1931	" " " 1929-30	do.
U.G. 31/1935	Census of Industrial Establishments 1932-3	Office of Census and Statistics, Pretoria.
34/1936	" " " "	do.
30/1937	" " " "	do.
24/1938	" " " "	do.
39/1939	" " " "	do.
21/1941	" " " "	do.
20/1945	" " " "	do.
20/1946	" " " "	do.

AVERAGE NUMBER OF EUROPEAN FEMALES EMPLOYED AS "WAGE EARNERS" (UP TO 1943-4) AND AS "ARTISANS AND OTHER INDUSTRIAL WORKERS"

(1944-5 ONWARDS) IN EACH CLASS OF PRIVATE INDUSTRY IN THE UNION,

1920/1 - 1949/50.

Class of industry	1920	1921	1922	1924	1925	1926	1929	1932	1933	1934	1935	1936	1937	1941	1942	1943	1944	1946	1947	1948	1949	
	-1	-2	-3	-5	-6	-7	-30	-3	-4	-5	-6	-7	-8	-2	-3	-4	-5	-7	-8	-9	-50	
1	1	1	2	3	1	2	6	7	7	4	2	5	2	1	1	-	-	-	-	-	-	2
2	8	9	7	5	5	4	2	1	3	5	13	11	10	35	16	19	21	53	32	32	32	55
3	20	13	2	6	5	2	4	4	8	6	8	12	13	15	15	10	7	7	4	6	5	
4	15	9	11	25	36	38	34	33	37	76	97	99	99	1042	1381	1370	1084	366	404	480	470	
5	1112	983	1051	1493	1593	1734	2558	2587	3093	3412	3728	3882	4086	4212	3763	3647	3532	3805	3988	3905	3971	
6	2012	1961	2090	2365	2910	3504	4749	7520	10116	11110	11581	12106	11636	12190	11517	11567	11678	12801	12769	13872	13522	
7	932	874	871	1048	1185	1342	1517	1345	1479	1643	1750	1938	2066	2066	1775	1918	2215	2886	3028	3163	3034	
8	15	15	22	31	25	23	55	46	74	87	84	108	64	31	10	12	6	106	223	195	135	
9	1	1	1	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	
10	45	38	43	40	43	59	76	69	84	111	174	202	218	185	183	163	151	192	200	198	130	
11	321	345	367	412	570	642	719	650	751	764	897	904	983	1233	1287	1339	1321	1310	1287	1370	1516	
12	2	2	2	3	3	4	4	2	1	5	7	7	6	7	12	16	4	3	5	6	5	
13	2	1	1	3	-	1	9	4	3	3	6	4	4	12	9	13	26	11	5	8	13	
14	12	51	16	-	-	-	-	1	-	-	1	1	2	55	51	68	52	6	7	4	7	
15	473	541	810	988	1141	1257	1380	1932	2431	2828	3157	3156	3093	3440	3416	3506	3534	3236	2924	2839	2869	
16	9	9	5	11	9	16	9	3	14	11	9	22	29	14	15	19	23	9	13	14	12	
17	50	38	26	55	45	42	32	48	60	64	77	110	111	119	145	153	188	156	191	246	300	
<b>Total</b>	<b>5030</b>	<b>4891</b>	<b>5327</b>	<b>6488</b>	<b>7571</b>	<b>8670</b>	<b>11154</b>	<b>14252</b>	<b>18161</b>	<b>20120</b>	<b>21592</b>	<b>22567</b>	<b>22422</b>	<b>24597</b>	<b>23596</b>	<b>23820</b>	<b>23842</b>	<b>24947</b>	<b>25080</b>	<b>26338</b>	<b>26046</b>	

Sources:

U.G. 40/1922	Statistics of Production	1920-1	Statistics of Factories and Productive Industries (excluding Mining and Quarrying in the Union)
14/1924	" "	1921-2	do.
41/1924	" "	1922-3	do.
41/1927	" "	1924-5	do.
32/1928	" "	1925-6	do.
51/1928	" "	1926-7	do.
33/1931	" "	1929-30	do.
U.G. 31/1935	Census of Industrial Establishments	1932-3	Office of Census and Statistics, Pretoria.
34/1936	" "	1933-4	do.
30/1937	" "	1934-5	do.
24/1938	" "	1935-6	do.
39/1939	" "	1936-7	do.
21/1941	" "	1937-8	do.
20/1945	" "	1941-2	do.
20/1946	" "	1942-3	do.
62/1950	" "	1946-7	do.

TABLE 8.

AVERAGE NUMBER OF EUROPEAN FEMALES EMPLOYED AS "WAGE EARNERS"  
UP TO 1943-4 AND AS "ARTISANS AND OTHER INDUSTRIAL WORKERS"  
(1944-5 ONWARDS) IN PRIVATE INDUSTRIES IN THE UNION AS A PER-  
CENTAGE OF ALL EUROPEAN FEMALES IN PRIVATE INDUSTRIES IN THE  
UNION. 1920/1 - 1949/50.

Year	Wage earners etc.	Total in industry	% of wage earners to total
1920-1	5,030	6,214	80.9
1921-2	4,891	6,058	80.7
1922-3	5,327	6,515	81.8
1924-5	6,488	7,815	83.0
1925-6	7,571	9,006	84.1
1926-7	8,670	10,328	83.9
1929-30	11,154	13,407	83.2
1932-3	14,252	16,908	84.3
1933-4	18,161	21,269	85.4
1934-5	20,120	23,855	84.3
1935-6	21,592	25,756	83.8
1936-7	22,567	27,255	82.8
1937-8	22,422	27,483	81.6
1939-40	23,119	28,908	80.0
1940-1	25,239	31,959	79.0
1941-2	24,597	32,047	76.8
1942-3	23,596	31,512	74.9
1943-4	23,820	32,405	73.5
1944-5	23,842	33,753	70.6
1946-7	24,947	35,747	70.0
1947-8	25,080	37,253	67.3
1948-9	26,338	39,919	66.0
1949-50	26,046	40,898	63.7

## AVERAGE NUMBER OF EUROPEAN FEMALES IN PRIVATE INDUSTRIES IN DURBAN AND PINETOWN\*, 1919/20 - 1949/50

Class of industry	1916	1918	1919	1920	1921	1922	1924	1925	1926	1929	1932	1933	1934	1935	1936	1937	1941	1942	1943	1944	1946	1947	1948	1949
	-7	-9	-20	-1	-2	-3	-5	-6	-7	-30	-3	-4	-5	-6	-7	-8	-2	-3	-4	-5	-7	-8	-9	-50
2	2	3	1	1	1	1	-	1	-	2	-	1	6	10	10	12	18	14	11	20	28	30	34	35
3	6	4	2	2	3	4	5	5	8	8	8	15	15	18	18	18	23	19	21	18	20	25	30	25
4	18	14	15	19	14	10	12	25	28	26	33	38	68	92	106	107	219	204	242	264	210	219	241	245
5	91	103	76	54	94	107	167	179	183	245	240	280	292	314	312	301	361	358	352	372	339	335	343	362
6	158	155	180	198	195	227	233	352	395	390	599	808	857	843	787	791	825	700	716	687	638	629	672	747
7	24	33	48	61	44	33	96	115	201	206	181	189	205	207	224	225	237	213	215	226	284	301	332	310
8	6	6	6	6	7	8	9	8	7	19	10	16	18	18	28	34	50	44	41	52	78	95	123	114
10	7	5	5	5	5	5	3	5	8	11	3	3	7	14	9	11	13	14	18	18	30	29	38	44
12 & 13	2	-	-	1	-	1	3	-	1	1	1	2	-	3	3	3	5	5	5	11	9	7	9	11
14	2	2	1	1	36	1	-	-	-	6	4	4	6	10	11	12	22	24	29	38	40	35	29	35
15	9	9	7	7	9	22	12	14	19	16	67	101	117	155	167	157	137	158	182	164	108	117	95	81
16	2	6	15	18	14	18	17	18	13	20	18	29	32	29	39	49	37	40	44	48	48	57	64	73
1,9,11,17	201	223	209	203	209	199	156	260	293	325	309	357	457	472	487	545	745	791	842	896	878	912	983	932
Total	528	563	565	576	631	636	713	982	1156	1275	1473	1843	2080	2185	2201	2265	2692	2584	2718	2814	2710	2791	2993	3014

\* Up to and including 1922-3, figures are for Durban only.

Sources:	U.G. 51/1918	Statistics of Production 1916-17	Statistics of Factories and Productive Industries (excluding Mining and Quarrying in the Union)
	28/1920	" " "	1918-19 do.
	48/1921	" " "	1919-20 do.
	40/1922	" " "	1920-21 do.
	14/1924	" " "	1921-22 do.
	41/1924	" " "	1922-23 do.
	41/1927	" " "	1924-25 do.
	32/1928	" " "	1925-26 do.
	51/1928	" " "	1926-27 do.
	33/1931	" " "	1929-30 do.
	U.G. 31/1935	Census of Industrial Establishments	1932-3 Office of Census and Statistics, Pretoria
	34/1936	" " "	1933-4 do.
	30/1937	" " "	1934-5 do.
	24/1938	" " "	1935-6 do.
	39/1939	" " "	1936-7 do.
	21/1941	" " "	1937-8 do.
	20/1945	" " "	1941-2 do.
	20/1946	" " "	1942-3 do.
	63/1950	" " "	1946-7 do.
	30/1954	" " "	1947-8, 1948-9, 1949-50.

TABLE 10.

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## AVERAGE NUMBER OF COLOURED FEMALES IN PRIVATE INDUSTRIES IN DURBAN AND PINETOWN\*, 1924/5 - 1949/50.

Class of industry	1924-5	1925-6	1926-7	1929-30	1932-3	1933-4	1934-5	1935-6	1936-7	1937-8	1941-2	1942-3	1943-4	1944-5	1946-7	1947-8	1948-9	1949-50
2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	8	-	-	-	2	1	1	1	1	1	-	3	8	9	12	12	12	-
4	9	-	-	-	-	-	-	-	-	-	-	-	-	11	2	2	2	8
5	19	10	9	18	24	3	3	2	2	1	64	37	27	17	15	25	33	30
6	32	161	210	251	365	356	451	431	501	536	601	602	657	780	879	1,043	1,154	1,179
7	-	1	-	1	2	2	-	1	2	1	-	-	-	1	-	-	-	-
8	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
10	-	-	-	-	-	-	-	-	3	-	-	-	-	18	7	3	1	1
12 & 13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	10	13	12	22	19	15	7	10	8	7	33	50	81	60	40	43	60	69
16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,9,11,17	97	75	70	84	20	20	18	19	17	11	9	7	3	3	3	-	-	-
Total	175	260	301	376	432	397	480	464	534	557	707	699	777	900	958	1,128	1,262	1,287

\* Up to and including 1922-3, figures are for Durban only.

<u>Sources:</u>	U.G. 41/1927 Statistics of Production 1924-25	Statistics of Factories and Productive Industries (excluding Mining and Quarrying in the Union)
	32/1928 " " " 1925-26	do.
	51/1928 " " " 1926-27	do.
	33/1931 " " " 1929-30	do.
U.G. 31/1935 Census of Industrial Establishments 1932-3	Office of Census and Statistics, Pretoria.	
34/1936 " " " "	1933-4 do.	
30/1937 " " " "	1934-5 do.	
24/1938 " " " "	1935-6 do.	
39/1939 " " " "	1936-7 do.	
21/1941 " " " "	1937-8 do.	
20/1945 " " " "	1941-2 do.	
20/1946 " " " "	1942-3 do.	
63/1950 " " " "	1946-7 do.	
30/1954 " " " "	1947-8, 1948-9, 1949-50.	

TABLE 11.

-13k-

AVERAGE NUMBER OF EUROPEAN FEMALES IN PRIVATE INDUSTRIES IN DURBAN AND PINETOWN AND PERCENTAGE IN EACH CLASS OF INDUSTRY TO TOTAL NUMBER IN THE INDUSTRY FOR EACH YEAR

Class of industry	1916-7*	%	1926-7	%	1936-7	%	1946-7	%	1949-50	%
2	2	0.4	-	-	10	0.5	28	1.0	35	1.2
3	6	1.1	8	0.7	18	0.8	20	0.7	25	0.8
4	18	3.4	28	2.4	106	4.8	210	7.7	245	8.1
5	91	17.2	183	15.8	312	14.2	339	12.5	362	12.0
6	158	29.9	395	34.2	787	35.8	638	23.5	747	24.8
7	24	4.5	201	17.4	224	10.2	284	10.5	310	10.3
8	6	1.1	7	0.6	28	1.3	78	2.9	114	3.8
10	7	1.3	8	0.7	9	0.4	30	1.1	44	1.5
12 & 13	2	0.4	1	0.1	3	0.1	9	0.3	11	0.4
14	2	0.4	-	-	11	0.5	40	1.5	35	1.2
15	9	1.7	19	1.6	167	7.6	108	4.0	81	2.7
16	2	0.4	13	1.1	39	1.8	48	1.8	73	2.4
1,9,11,17	201	38.1	293	25.3	487	22.1	878	32.4	932	30.9
Total	528		1,156		2,201		2,710		3,014	

\* Durban only.

TABLE 12.

AVERAGE NUMBER OF COLOURED FEMALES IN PRIVATE INDUSTRIES IN DURBAN AND PINETOWN AND PERCENTAGE  
IN EACH CLASS OF INDUSTRY TO TOTAL NUMBER IN THE INDUSTRY FOR EACH YEAR.

Class of industry	1926-7	%	1936-7	%	1946-7	%	1949-50	%
2	-	-	-	-	-	-	-	-
3	-	-	1	0.2	12	1.3	-	-
4	-	-	-	-	2	0.2	8	0.6
5	9	3.0	2	0.4	15	1.6	30	2.3
6	210	69.8	501	93.8	879	91.8	1,179	91.6
7	-	-	2	0.4	-	-	-	-
8	-	-	-	-	-	-	-	-
10	-	-	3	0.6	7	0.7	1	0.1
12 & 13	-	-	-	-	-	-	-	-
14	-	-	-	-	-	-	-	-
15	12	4.0	8	1.5	40	4.2	69	5.4
16	-	-	-	-	-	-	-	-
1,9,11,17	70	23.3	17	3.2	3	0.3	-	-
Total	301		534		958		1,287	

The average number of European females employed  
in factories in the Natal Inspectorate for the years  
(1)  
1951-5 is as follows -

1951	4,061
1952	3,932
1953	2,119
1954	2,226
1955	3,959

(1) Annual Reports of the Department of Labour.

CHAPTER II

METHOD OF CONDUCTING THE SURVEY

Approximate figures were obtained from the Department of Labour of all factories in Durban employing ten or more European women as factory workers. A letter was then sent to the manager of each of these factories to ascertain the exact number of European women employed in this capacity.

The following table shows the number employed:

TABLE 13 EMPLOYMENT OF EUROPEAN WOMEN FACTORY WORKERS IN DURBAN, MAY 1955

<u>No. of women</u>	<u>No. of factories</u>	<u>Total number employed</u>
10 - 20	10	164
21 - 50	3	80
51 -100	3	184
100 -250	1	250
	17	678

Of the 678 women employed, 90 were interviewed, i.e. 13.3 per cent of the total number. Excluding two factories which refused permission for the survey to be carried out, which leaves a total of 449 women who could have been interviewed, 20 per cent were included, and nine of the 17 factories were visited.

At the request of the managers of the factories visited, the names of the factories will not be mentioned in this report. Unfortunately the factory employing the largest number of European women, a match factory, referred to as factory 'A', was unwilling to grant permission for the workers to be interviewed, but the management co-operated in supplying information about working conditions at the factory.

In the group of factories each employing 51 - 100 women, 59 were interviewed, each of the three factories<sup>being</sup> visited. Two of these concerns, factories 'E' and 'D', are manufacturers of pharmaceutical products, and the third, factory 'C', is a textile factory.

In the group of factories employing 21 - 50 workers each, factory 'E', manufacturing carpets, was visited, and 12 workers were interviewed, the hat manufacturing concern in this group refused permission for the survey to be carried out.

Nineteen workers were interviewed at three of the factories employing 10 - 20 workers, two of these factories, 'F' and 'G', manufacture pharmaceutical products, and the third, factory 'H', is a clothing manufacturer. The secretary of a fourth factory in this group, factory 'I', a printing firm, was also interviewed.

As far as possible a random sample of workers was selected for interview, but in some cases considerable opposition from the workers was met with.

The factories were visited and the manager and departmental heads were interviewed according to a schedule of questions, factory records were consulted, after which the workers were interviewed individually and a questionnaire filled in.

At the outset, the intention was to visit about half of the workers interviewed again at their homes in the evenings and at week-ends, to find out more about their living conditions and family budgets, but the information about family budgets obtained by visiting about 20 workers at home was found to be very inaccurate, and the time available was insufficient for frequent visits to be made to the homes to get correct information. This part of the survey was therefore abandoned.

Of the Durban factories employing 10 or more European women as factory workers, at six the women were engaged in the manufacture and alteration of clothing, five were pharmaceutical manufacturers, three printing concerns, one a match factory, one a textile, and one a clothing factory. Workers were interviewed at four of the factories manufacturing pharmaceutical products, at one clothing factory, the textile factory and the carpet factory. The management of one of the printing works and of the match factory were interviewed

so some enquiry was made into the conditions in each industry.

The following schedules of questions were used for interviewing the management and the workers respectively:

SCHEDULE OF QUESTIONS FOR VISITS TO FACTORY MANAGERS AND PERSONNEL OFFICERS

- History of factory.. .. .
- Number of women factory workers.....
- Has number of women employed been increasing or decreasing over the past few years?.....
- Are women better suited to the work than men?.....
- Are European women better suited than women of other races?.....
- How are workers found?.....
- Advertisement, Labour office?.....
- Who engages employees?.....;
- Are they interviewed?.....
- Is choice affected by previous experience, age, educational standard?.....
- Is there a trial period?.....
- Number taken on and number dismissed during the year.....
- Nature of work.....
- Is it mechanical?.....
- Is physical strength, skill or intelligence needed?  
.....
- Is there a set speed of work?.....
- Is there a variety of processes to be performed?.....
- Are some operations preferred to others?.....
- Is there more prestige attached to some?.....
- Are workers interchangeable?.....
- Time necessary to learn the work.....
- Method of instruction.....
- Supervision, male or female supervisors?.....
- Wages - paid weekly, or fortnightly?.....
- Wages paid?.....C.O.L.A.....
- Different wages for different jobs?.....
- Wage increase with length of service or <sup>on</sup> merit?.....

Paid leave?.....Wages when ill?.....  
Bonus?.....Pension scheme?.....  
Discount on goods of firm?.....; ;  
Schemes for encouraging savings.....  
Compulsory savings.....;.....  
General attitude among employees and between different races.....  
Do different races work together?.....  
Factory surroundings.....  
Type of building and care of building.....

Workplace

General condition, lighting, ventilation, noise, space between  
machines, seating, temperature.....  
Rest and change rooms, washbasins.....  
Neatness, attractiveness.....  
Cleaning of premises.....  
Effect of working conditions on health.....  
Inspection of factories.....  
Are uniforms worn?..... Laundering of these.....

Working hours

Do they work maximum hours laid down by Factory Act?.....  
How are times of arrival and departure checked?.....  
Organisation of work.....Rest periods.....  
Seasonal variations in employment.....  
Shorttime..... Overtime.....  
Absenteeism - illness etc.....  
Holidays, Public holidays..... Annual leave.....

Welfare Services

Canteen - refreshments and meals?.....  
Medical and dental services.....  
Sport, recreation.....  
Membership of Industrial Council.....  
Membership of Trade Union. Subscriptions paid?.....

SCHEDULE OF QUESTIONS FOR INTERVIEWING WOMEN AT FACTORIES

Name.....  
Home address.....  
Date of birth.....  
Birthplace.....  
When did you come to Durban?.....  
With or without parents?.....  
Date of commencement of work .....

Married worker

Is husband alive, if not, when did he die?.....  
Employment of husband ?.....  
Wage of husband.....  
How long in present job?.....  
Educational standard of husband .....

Married and Unmarried workers

Nature of work?.....  
Age at which employment commenced.....  
Previous employment.....  
How long in each job?.....  
Why were jobs changed?.....  
Why was this work and this type of factory chosen?.....  
How was present work obtained?.....  
Any similarity between present and previous employment?.....  
Time taken in travelling between home and work.....  
Method of transport.....  
Punctuality.....

- Food and tea at work?.....
- Is any work undertaken apart from factory work, e.g. needlework?.....
- Have you ever been unable to find work?.....
- For how long?.....
- Unemployment benefit received?.....
- Benefit received from any other fund?.....
- Membership of Trade Union.....
- Attitude towards trade unions (whether or not a member).....
- Attendance at meetings.....
- Absence from work during past year.....
- Medical attention.....
- Income
- Income other than wage, e.g. through extra work.....
- Is it absolutely necessary on financial grounds for the woman to work?.....
- Contribution to family budget of children living at home and earning.....
- Expenditure
- Monthly expenditure on accommodation.....
- Contributions to funds.....
- Expenditure on insurance.....
- Cost of transport.....
- Cost of meals and tea at factory.....
- Debts.....
- Wage of servant.....
- Was last annual holiday spent at home? If not what did it cost?....
- Savings.....
- Method of saving.....

The management of the factories visited were most helpful in giving information about the working conditions at the factories, in allowing the workers to be interviewed and in granting access to the wage sheets. Without their co-operation the survey would have been impossible.

CHAPTER III

HISTORY AND GENERAL INFORMATION REGARDING THE FACTORIES VISITED (1)

Factory 'A', the match factory, commenced operations in Durban at its present site in 1901. At that time all the machine work was done overseas and the small part of the process carried out in Durban was done by hand by indentured Indian labour; Europeans were employed only in a supervisory capacity. The amount of matches produced was very small compared with the vast output of the factory at the present time.

The factory gradually became mechanised and there were considerable additions to the buildings, until today everything is manufactured there, including the machines used in the manufacturing process.

As machines were introduced, rates of pay became more attractive, and in about 1912 some European labour was employed for the first time and Indian labour began slowly to be replaced.

During the war munitions were manufactured at factory 'A', and for this Native labour was employed and was found very satisfactory.

At the time of the survey, February 1956, there were 250 European women factory workers, and about 100 Indian men employed in lower paid jobs than the European women and working in separate rooms on different types of machines. There were a few Native men working in the same rooms as the European women, but they were doing the heavier work. Of the 250 women employed about 165 were Grade 1 employees (machine operators), and about 85 were Grade 2 employees, sorters, packers, examiners, etc).

It is the policy of the firm to retain its European female labour force as long as possible. One of the reasons for the original change to European female labour was that during the depression of the early 1930's, when unemployment was widespread, the Minister of Labour

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(1) The views expressed with regard to different types of labour are not the author's, but are the views of the various informants.

appealed to this company to employ poor whites, and they have since this time gradually displaced Indian labour except in the lower paid jobs. The management consider that a labour force of European women is less troublesome than an Indian male labour force, but that Indian males are quite as good at the work.

In the opinion of the management the future trends in the employment of European women will depend partly on legislation and partly on the political situation. As factory workers are generally drawn from the lower social strata, it was considered likely that as the demand for labour increases Coloured women will replace European women as factory workers and that more European girls will seek work in shops and offices. However, the company is anxious to retain its European labour force as long as possible, and while there is an adequate supply of European women workers, Coloured women will not be engaged.

The number of European women employed at the factory has increased slightly over the past few years as production has increased.

Factory 'B', manufacturing pharmaceutical products, started production in Durban in 1939 with a staff of eight in a factory in Emgeni Road. Gradually further plant was imported and installed, and production increased.

The present factory at Moberi, Durban, came into full production on January 5th, 1953, and housed in an integrated group itself and its two subsidiary companies, which both removed their entire plant and some members of their staffs from Cape Town to Durban.

Factory 'B' whose parent company is in New York, thus became the main manufacturing, distributing and export centre for the whole of the African continent and the Far East of many well-known pharmaceutical products, and a variety of veterinary and agricultural requirements.

The factory employs both European women and Native men as factory workers. In September 1955, when the factory was visited for the purpose of this survey, the number of European women employed as factory workers was 76, four of these being supervisors who were paid a monthly salary, whereas the others were paid weekly. Seventy is the optimum staff, but the number of women employed fluctuates between 62 and 110, owing to the seasonal variation in the demand for the firm's products, e.g. the demand for cough mixtures and other remedies for winter ailments increases in winter. A considerable increase<sup>in</sup> output necessitating an increase in staff is sometimes necessary when the factory has to supply a concern to which it has a new introduction.

There were a few Native men working in the same rooms as the European women, but they had to work at least six feet away from the nearest European. The women had no objection to this as it saved them doing the heavier work.

Of the 76 European women employed, 16 were machinists, and 60 were packers. European labour is employed by the firm because in the manufacture of medicinal preparations they must be very particular about hygiene. The reasons given for not employing Indian labour were that Indians are not trustworthy, and that when they are employed in industry they soon form labour unions and strikes result.

Women are employed in preference to men because they are more nimble with their fingers, female labour is generally cheaper, and male labour is not easily available for this kind of work.

Factory 'C', a textile mill, is one of a company's five mills. The head office and mill are at Jacobs, an important industrial area of Durban; the office was built in 1950, and the mill where the survey was conducted was erected in 1930, for the manufacture of cotton blankets for the Native trade. It has now expanded its activities and manufactures, in addition, woollen

blankets, rugs and shawls. Raw cotton, wool, and mixtures are treated at the factory, and the processes of carding, spinning, weaving, dyeing, and finishing the products are also carried out there.

Weaving itself is carried out on 'Jacquard looms' in the case of fancy patterns, e.g. for Basuto blankets used for Native dress, on 'Box looms' in the case of chequered designs, which are used for travelling rugs, and on plain looms when plain unpatterned blankets are made.

Blankets and shawls are used as wearing apparel by Natives, as well as for domestic purposes by Europeans and non-Europeans. They are made of cotton, wool, synthetic fibres, or blends of all or any of these.

In October-November 1955, when the survey was carried out at the factory, a total of 1,850 workers, both male and female, were employed, and the number of European women employed as factory workers was 55, their occupations being as follows:

31	sewers
15	weavers
8	cleaners
<u>1</u>	foremistress
<u>55</u>	

The sewers, whose work consisted of feeding blankets into machines, worked together in a large workroom, and were engaged in binding, satin binding, whipping, labelling, hemming, stitching, and finishing the blankets.

The weavers, in another large workroom, operated the Jacquard looms, and in a room adjoining this were the cleaners who examined the blankets for flaws, mended them, and trimmed the edges.

There were European women working in the same rooms as Native and Indian men, but they did not seem to object to this. In the weaving section Native and Indian men were doing exactly the same kind of work as the European women, and were earning the same wages. In the sewing section non-European men were engaged

in work very similar to that done by the European women. It has been found, however, that on the average the output of the non-European is considerably lower than that of the European women.

It has always been the policy of the firm to employ European women because women are particularly suited to this work as their fingers are nimble, and they are good at handling the machines. The only reasons given for the employment of European rather than non-European women were that they are <sup>Probably</sup> more intelligent and any change would necessitate the provision of further cloak-room facilities, etc.

It appears, however, that in spite of their output being lower, Native and Indian men are gradually replacing European women. The opinion was given that European women are now showing a marked preference for work in shops and offices. Non-European male labour is very plentiful and it was felt that non-Europeans could be paid a lower wage. The management felt there was no fear of strikes due to their employment, as Indian male labour is so plentiful that they could not afford to strike for fear of losing their jobs. The opinion was also expressed that non-European men regard their work at the factory as a permanent occupation, whereas the women have their domestic duties which come first, and work for shorter continuous periods than the men. However, no dismissal of European women was contemplated.

Factory 'D', manufacturing pharmaceutical products, was opened at Congella, Durban, in 1950. In Durban, the firm's products from London were originally supplied to chemists and certain wholesale distributive firms through a depot in Field Street. Larger premises were soon found in Smith Street and were purchased by the parent company.

By 1912, a limited company had been formed in South Africa. Until this time all goods had been imported from London, but now a beginning was made with local manufacture and laboratory and printing

equipment were brought from England for the purpose. The first World War of 1914-18 stimulated a rapid expansion of manufacturing activities in Durban, and in 1922 an analytical laboratory was established. Many new hospitals sprang up and old ones were expanded, and the South African company's business in surgical instruments and equipment also grew. In answer to the demand, workshops were built in Durban at which certain instruments were manufactured and repair work carried out.

In the early years of the century the site of the Company's headquarters at Smith Street had been on the outer fringe of Durban, but with the rapid growth of the city the site became quite unsuitable for a factory, and in 1939 three acres of ground were bought at Congella, a few miles out of the city, where it was planned to build a more suitable modern factory. These plans were delayed by the second World War, but, in November 1949, the foundations of the new buildings were laid and the first part of the factory was formally opened on 12th October, 1950. The Congella factory had been equipped for the manufacture of a large range of pharmaceutical preparations and, in addition to the well-established activities transferred from Smith Street, departments for the manufacture of tablets and sterile products were adequately provided for. Following the opening of the first part of the factory, work proceeded on the main administrative block, and this was virtually completed by the beginning of June 1953, when the Smith Street premises were finally vacated. Three weeks later, however, a fire, thought to be due to an electrical fault, caused serious and extensive damage to the manufacturing section of the factory. Much valuable equipment was salvaged and repaired, and by using undamaged space in the administrative sections of the factory, the interruption in the business was scarcely noticeable. Within nine months the affected buildings had been fully restored and were once more in full working order.

For the purpose of this survey, Factory 'D' was visited in July 1955. The number of European women engaged as factory workers at that time was 53, 33 of these being engaged as packers of dry goods, 12 as packers in the sterile department, six, known as departmental assistants, had slightly more responsible positions being in charge of the assembling of orders and the bottling of preparations, and two were engaged in labelling.

The factory employed only European women as factory workers, and had no intention of changing from European labour to labour of any other race. It was considered that women are better suited to this work than men because they are more nimble with their fingers.

Factory 'E', manufacturing carpets, commenced operations at Reunion, about 10 miles from the centre of Durban, in 1948.

In November 1955, when the survey was carried out at the factory, the number of European women employed as factory workers was 25, their occupations being as follows:

14 menders and overlookers
6 setters
5 Axminster loom operators
<hr/>
25

The menders and overlookers are in one room, the menders repair flaws they find in the carpets, which are then examined by the overlookers to see that no fault is missed. The setters, in another room, set the patterns of the carpets, and the weavers operate the Axminster looms in a third section of the factory.

When the factory opened in 1948, it was felt that women were the natural employees in the textile industry, and as the factory was being run along the lines of an English textile factory, European women were engaged. The management was then in some doubt as to whether non-Europeans would be competent to perform the work. However, some difficulty was experienced in finding a sufficient number of suitable European women workers, a reason for this being that the factory is a long distance from town, and transport presents a problem.

It was decided that Coloured workers should be employed as well as Europeans, and at the time of the survey, in engaging workers, the applicant who was considered most suitable was selected irrespective of whether she was European or Coloured. There were generally about four Coloured to one European applicant for work.

Consequently, the number of European women factory workers employed by the firm was decreasing rapidly. From the end of June, 1954, to November 1955, the number employed fell from 45 to 25. There was no intention of a complete change over from the employment of European women, although it appeared that this would inevitably happen if the present trend persisted.

As there were separate cloakroom facilities for the different races employed at the factory, no extra expense was involved in the employment of members of both races, and so no economy would have been effected by a complete change to Coloured labour.

In the Axminster weaving section there were European women and Coloured men engaged in the same work, and in the mending and setting departments, European and Coloured women were employed.

It was found that although the output of the average European and Coloured worker was more or less equal, the few outstandingly good workers were European; Coloured employees were, however, found to be slightly slower at learning the work than Europeans. Men were found to be as good at weaving as women.

Factory 'F', manufacturing pharmaceutical products was opened in 1945. The firm manufactures only one line of goods on its own account, and is mainly engaged in manufacturing products for overseas firms, which supply it with the machinery and materials. These overseas concerns found it was cheaper to have their products manufactured locally than to export the manufactured articles, and with the introduction of import control in 1948 it became necessary to manufacture many pharmaceutical products locally.

In January 1956, when the factory was visited for the purpose of this survey, there were 18 European women employed as packers.

European women have always been employed as packers as they are considered the most suitable labour available. Women are thought to be the best at repetitive work. Native men have been engaged as an experiment, but they were found to be extremely slow, and Indians were found to be dishonest; it was felt that a sufficient number of suitable Coloureds would not be available. Up to 1956 no real difficulty had been experienced in finding a sufficient number of European women and no change to another race was contemplated, however, it was felt that if there was ever a change it would have to be complete, and that the most likely alternative would be Native males, who although they are slower than European women, could develop speeds in time, but would never be very adaptable. Adaptability is particularly important in this factory where a wide variety of products are manufactured.

In South Africa, the first unit of Factory 'G', for the manufacture of a pharmaceutical product, was established in Durban in 1935, but progress was so rapid that its productive capacity was outgrown within ten years.

The earliest opportunity to rebuild occurred in 1946 when the present unit was erected, and the transfer from the old to the new factory was made during the annual holiday period without any loss of production.

In December 1955 when the factory was visited, there were 14 European women factory workers employed as follows:

7 packers  
5 machine operators  
1 assistant on the machines  
1 supervisor

14

Generally, only European women are employed as packers, and no change is contemplated, one of the reasons being that any change would necessitate the provision of further cloakroom facilities for employees of any other race during the transition period. It was considered, however, that the work could be performed equally well by Indian or Native men, and as the packers never touch the tablets manufactured, the question of European workers being more hygienic need not be considered. At the time of the survey, four Indian males were being employed temporarily as packers as an experiment. They were working in a separate room from the European women, and although they were not being paid incentive wages their output was found to be quite as good as that of the European women. A change to a more highly mechanised system of packing would be more likely, however, than a change to a different type of labour.

Factory 'H', a clothing factory, was formed in 1915, and began operating in a small way in West Street, Durban, with only six machinists. By 1918 the West Street premises were too small and so the business was moved to Field Street, where two floors of a three-storied building were rented.

In 1928, the Field Street factory was burnt down, and little was saved. Then in 1929, the Company moved to its present site in Baker Street, and two years later doubled the factory area. Considerable additions were made in 1939, and the recent purchase of ground adjoining the present site indicates that further expansion will be made in the future.

The products, which at first had a market only in Durban, eventually came into demand in other parts of Natal, and later in other parts of the Union.

With the coming of the second World War, all but two of the male members of the staff were released for service, and

the factory went over to war production. All the military nurses who left the Union on active service were clothed by the firm, which also supplied the uniforms for the Women's Auxilliary Air Force, as well as a multitude of miscellaneous garments and items of equipment for the army.

After the war the business had to concentrate on regaining the civilian trade, and this was achieved very successfully.

In 1950, a further expansion took place with the opening of a factory in Salisbury, Southern Rhodesia.

In 1955, there were some 450 employees in the company of whom 52 had been with the firm for more than ten years. One employee, joining the firm a few months after it had started forty years ago, has been with the company ever since.

Factory 'H' employed Coloured women ~~and~~ a few European women as factory workers, and there were a few Indian men doing heavier factory work. At the time of the survey, February 1956, there were only 12 European women factory workers of a factory staff of 391, of whom 301 were Coloured women.

Before the war 96 per cent of the factory workers were European women. In 1940, there were only nine Coloured women employed as factory workers; of a total of 180 women factory workers that year, 87.2 per cent were European women. The percentage of European women then fell steadily to 10.9 per cent of a total of 366 in 1949, and 3.5 per cent of a total of 392 in 1955.

Although the firm would have preferred to have employed only European women as factory workers they have become increasingly difficult to obtain, and it was impossible to get a sufficient number.

Some difficulty was even being experienced in obtaining female Coloured labour, although a sufficient number of workers

had always been obtained through the Industrial Council for the Clothing Industry. Due to this shortage, some factories in the industry were gradually replacing the Coloured women by Indian men, but it was hoped that this would not be necessary at Factory 'H'.

The European women were all fairly old employees of the firm. They were older women who would probably finish their working life at the factory, but it was considered unlikely that more European women would be engaged unless they were old employees of the firm who had left for domestic reasons and wished to be re-engaged, or possibly a few more Europeans might be taken on as chargehands or supervisors, although there were already some Coloured women in these positions.

The Coloured women were doing exactly the same work as the European women, and worked in the same rooms and shared the same cloakrooms. In many instances it was difficult to know which of the girls were Coloured and which European. Most of the Europeans, being old employees of the firm, were chargehands or supervisors. The occupations of the twelve Europeans were as follows:

2	supervisors	{	time workers	}
4	chargehands	{	do	}
1	presser	{	do	}
1	packer	{	do	}
4	machinists	{	piece workers	}

Factory 'I', a printing concern, commenced operations at its present site in Smith Street, Durban, in 1925.

At the time of the survey, April 1956, there were thirteen European women factory workers, of a total staff of 160. The European women worked in two departments only. There were four in the flexible packaging department, and the remainder were engaged in binding, quarterbinding and sorting.

All the European women at this factory came under the classification in the Industrial Council Agreement for the Printing and Newspaper Industry of 'general assistants' and 'quarterbinders', there being only one of the latter.

The firm had always employed European women for this type of work and had no desire to change to any other class of labour, nor would this be possible under the existing Trade Union regulations. The number of European women employed had remained fairly constant over the past few years, and the future trends in their employment will depend largely on their availability and on the Trade Union.

Apart from the fact that the Union reserves this type of work in the industry for European women, it is thought that Native males would be less efficient at it, although Indian males might be able to do it equally well. European male labour could not be obtained for this work unless a higher wage were paid, and European men are considered less suited to work of a monotonous nature, as they become more easily bored.

There were some European, Indian, and Native males working in the same rooms as the European women, but all were engaged in different types of work; no Coloureds were employed. The type of work which may be performed by each class of labour is very strictly defined in the Industrial Council Agreement for the industry.

The European males were employed as compositors, monotype journeymen, etc. Indian males were engaged in semi-skilled work, and many were employed to watch the machines under the supervision of a European journeyman. Natives were employed in the heavier work.

CHAPTER IV

CHOICE AND TRAINING OF WORKERS

(A) Method of engaging workers

Two of the factories found that there was always a sufficient number of girls coming round applying for work, and all their new employees were obtained in this manner, and four other factories found many of their new employees in this way. The management of one factory, however, found employees thus engaged to be unsatisfactory and obtained new workers from the Department of Labour or on the recommendation of present satisfactory members of their staff. The majority of the factories found friends of present employees to be most satisfactory. Only two factories ever found new workers by means of newspaper advertisements; four applied sometimes to the Labour Department, and one occasionally obtained workers through the Juvenile Affairs Board.

Factory H obtained most of its new workers through the Industrial Council for the clothing industry, and factory I, the printing industry, obtained most of its workers through the Trade Union, as all its employees must be Trade Union members.

The greatest changes of staff appeared to occur after Christmas, when there was always a particularly large number of applicants for work.

At factories E and F new employees are interviewed and engaged by the General Manager, at factories C and D by the Department manager, at factory B by the personnel manager who is in charge of personnel and packaging, at factory G by the production manager, by the works manager of factory I, and by the manageress or supervisor of factory H.

Before being interviewed, applicants for work at factory A are medically examined by the doctor who is in

attendance daily at the surgery. If they are passed as medically fit they are interviewed and engaged by the foreman of the department in which workers are needed. The foreman has the power to engage or dismiss employees, but the factory manager must be consulted before a girl who has been at the factory for more than nine months can be dismissed. This seldom happens.

At factory G, all the women engaged must complete a form giving their home address, father's or husband's occupation, number of brothers and sisters and whether or not they are working, the number of their children, their previous employers and experience, and their reasons for leaving, their standard of education, the schools attended, and their recreations and accomplishments.

#### FACTORS ATTRACTING CHOICE OF WORKERS

##### (a) Previous experience

At factories A and E it is practically impossible to find new trained employees, as there are no similar factories in Durban.

Factories B and D take previous experience into consideration when selecting employees, but it is not absolutely necessary.

Experienced machinists are preferred at factory C; those with about eighteen months' experience and in possession of a reference start immediately at the top salary scale.

Factories F and I do not require new employees to have previous experience unless seniors are required, in which case the choice is affected by their previous employment.

At factory G women with about two years' previous factory experience are generally preferred, whereas factory H on the whole prefers to engage young girls who have just left school, though they will usually re-engage old employees who left for domestic reasons.

(b) Age, Marital Status and Educational Standard

At factory A, on the whole new workers over 30 years of age are not engaged for work on the machines although older workers may be employed as sorters. It has been found that older workers have great difficulty in mastering all the movements which are necessary for machine operating.

At factories A and B neither marital status nor educational standard affects the choice of workers, the majority of whom cannot even write.

At factory B, women between the ages of 25 and 30 are preferred as this is found to be the most stable group with the possibility of a long period of service ahead. Girls are seldom taken on as young as sixteen.

At factory C, on the other hand, married women, preferably middle-aged, are preferred, as they are found to be more reliable than young girls who are always wanting time off, and are not such good workers. Occasionally young women are employed if their mothers or other relatives work there. At the time of the survey only one of the women was single. Preference is given to those living near the factory.

At factory E, women between the ages of 25 and 35 years are preferred; it has been found that younger women do not stay in their jobs for long and older women take longer to learn the work. The ideal is a married woman within this age range, without any children; the next preference is for married women with only one or two children who are at school. A fairly high standard of education is preferred, but lack of this does not debar workers.

Neither age, educational standard nor marital status affects the choice of workers at factories D, F, and I.

At factory G, women under 40 years of age are generally preferred, but their marital status and educational standard do not affect the choice.

At factory H, young girls who have just left school are preferred. Educational standard is not very important, but the girls are required to be able to write and generally they have a Standard VI education.

It thus appears that on the whole educational standard does not greatly influence the choice of workers, but the other factors affecting their choice vary considerably from one factory to another.

(c) Nature of work and training of employees

On the whole, the work done by European women at the factories visited requires little intelligence or physical strength, but in most cases speed, neatness, and dexterity are important. However, the nature of the work varies considerably at the different factories.

At factory A the work is repetitive and some dexterity and skill are needed, but little physical strength or intelligence.

Workers are kept at the same job and at their own machines, and intensely dislike any change as their piecework earnings fall off at a different job. This means that a larger reservoir of labour is necessary than would be the case if workers were interchangeable. The machines are set at the optimum speed for the individual workers and it is up to the women to keep them well fed.

The bonus for the various jobs is carefully calculated so that it is not more difficult to earn a bonus at one job than another. Some of the machine workers work in pairs, in which case each of the pair earns the same bonus. A worker is not penalised if her machine breaks down through no fault of her own, as her bonus is calculated on the number of hours she has worked.

The majority of girls become sufficiently good workers to earn a bonus and a good worker can usually earn one by the end of her first three months. Those who after nine months are

still not able to earn a bonus usually leave of their own accord as they are not earning enough; otherwise they are generally dismissed. There is a training period of nine months at this factory. A new girl is usually put with an older employee to learn the work, and if this causes the piecework of the latter to fall off, her wages are made up to her usual earnings. In each department there is a woman supervisor.

At factory B the work is repetitive, little intelligence is necessary, in fact the least intelligent girls often prove to be the best workers. Little physical strength is needed, but speed and nimbleness are important, as are neatness and cleanliness. Although each worker specialises in one particular job, the aim is to train the whole staff to be able to undertake all jobs. No one operation has proved to be generally more popular than the rest, but there are individual preferences.

The machine operators are on a different wage scale from the packers, and there is a pool of machine workers, most of whom are able to operate all the machines.

A strict check is kept on the hourly man output rate. This is reviewed regularly, and any drop in the rate is investigated. Each worker's hourly output rate should increase until it reaches a level where it remains constant, and any drop in this level is investigated. The rate is naturally affected by any improvement in machinery or change in the type of materials used, e.g. during the war when the importation of paper was prohibited, local material of an inferior quality was used for packaging and the output rate fell.

During the training period of twenty-one months the women are instructed in their work by the supervisors. The machinists who operate the packaging machines are generally drawn from the older employees and are trained by the engineering staff.

Speed is important in all the work done at factory C, and some intelligence and physical strength are required for weaving. The sewers are generally able to work on any of the machines in their section, but are not as a rule experienced as weavers or cleaners; similarly the weavers and cleaners are seldom interchangeable. On the whole the women prefer to stick to the job in which they were first trained, even though it might be possible to earn slightly more at another job. A new inexperienced employee is put next to a girl who is good at her work to learn the job. The girl's wages are made up to the usual rate if the loss of time involved in teaching a new girl causes her earnings to be less. On the average a new employee takes about three months to become quick at her work.

There is no set speed of work, but there is a 'daily' score board with the score of each worker where all can see it.

The work at factory D requires little physical strength, skill, or intelligence, but quickness, neatness and cleanliness are essential. The girls perform a variety of processes and are moved from one job to another according to the orders which are being executed by the factory at the time. A few, however, dislike being transferred from one job to another, and as far as possible the department head tries to fit in with their preferences.

It is not necessary to have a period for learning the work which is very simple to perform, but speed increases with practice, and the women are instructed as to their work by the departmental head who is always a man.

The work in the setting and weaving departments at factory E requires some concentration and intelligence, and deftness and the ability to recognise colours are important.

Work in the mending department requires little intelligence, but neatness and quickness are important. Physical strength is probably more necessary in this department than in the other two sections, to pull the carpets across the table.

The women are not considered to be fully trained for their first six months of employment. In the Axminster weaving department it usually takes a girl 3 - 5 weeks to become fairly efficient at her job; she is not given her own loom at first, but is put with a trained girl. The trained girl who instructs a learner is compensated for her loss of time; she receives either a 'learner's allowance' or is paid her average incentive bonus. A learner cannot receive an incentive bonus until she has her own machine. A European girl is generally taught by a European and a Coloured by a Coloured.

Setters generally take about three weeks to learn the work, and menders only one to two weeks. There is a foreman in charge of the setting department, a forewoman in charge of the mending, and in the weaving there is a foreman and a woman overseer.

Most of the women are only trained for one job, and generally dislike being transferred once they are trained in a job. Weaving is the only fairly dirty work, but this is compensated for by the fact that employees can earn more at weaving.

At factory F, the workers are switched practically every day from one task to another, so adaptability is very important, also speed and a reasonable amount of skill. The overall daily output is carefully watched and the supervisor watches to see that no particular girl is slacking. The tasks performed are all fairly simple and little instruction is necessary.

The work at factory G is repetitive and no intelligence or physical strength are needed, in fact the less intelligent women are thought to become less bored. Speed and cleanliness are required. Each girl is trained to be able to perform any job, and they are moved from one job to another to prevent boredom, and because they may be able to earn slightly more at one job than at another. However, they seldom are required to

do two different jobs in one day as this involves too much clerical work in the calculation of their wages. Although no one job is found to be generally easier than the others some girls may become particularly proficient at one.

New girls are usually first put on to hand packing before they are trained to operate the machines. The scale of wages is the same for both jobs.

The forewoman instructs the girls in their work for the first few days. The work does not take long to learn, although by learning easier and quicker movements, output may be increased considerably and it often takes a girl a month to become quick enough at her work to earn a bonus.

At factory H, new and inexperienced employees are usually taken on as cleaners (i.e. snipping the ends of loose cotton off garments and generally neatening them). After six months, or sooner if they show some initiative, they are usually put on to machining. New workers are instructed in their work by the supervisors. The work does not take long to learn though some machines are more difficult than others. Although a wide variety of goods is produced by the firm, most of the girls do only one or perhaps two types of operation the whole time. The work is repetitive and needs some skill and dexterity, but no physical strength and little intelligence.

Chargehands and supervisors are selected on merit and for their experience in the clothing industry, and particularly in this factory. They are put in charge of certain sections of the work, and over them are the factory manager and factory manageress.

Most of the work at factory I is very monotonous, and little intelligence or physical strength is needed for its performance, but the workers must be quick. There is a variety

of work to be done by each girl, and they are given different jobs according to the orders being executed by the company at the time. There is no set speed of work.

The girls are sometimes required to operate the smaller simple machines, such as the book sewing machine and the folding machine, which require little skill. There seems to be no marked preference for any particular type of job.

There is a forewoman in charge of the girls, who is under the foreman of the department, and she instructs new workers and hands out work.

#### Trial period

At factories A, C, F, and G there is no set trial period. There is a trial period of three months at factory B during which the employees are watched closely; this is followed by a training period of twenty-one months.

At factory D there is a trial period of a month, but it is very seldom that a girl is dismissed at the end of this time.

There is no definite trial period at factory E, but for the first four weeks only one day's notice need be given by either employers or employees, after which one week's notice must be given by either side.

Theoretically there is a trial period of 14 days at factory H, when only a day's notice is required on either side, but girls are not dismissed without there being a good reason.

At factory I there is no trial period laid down and girls must be given a week's notice if they prove unsuitable.

#### Labour turnover

The number of women leaving and the number taken on by the firms visited were obtained for the year 1st July, 1954 to 30th June, 1955.

Only approximate figures were available for factories  
A and I.

TABIE 14 LABOUR TURNOVER 1st July, 1954 TO 30th JUNE, 1955 (1)

Factory	No. of Eur. women engaged at 1st July, 1954	No. of Eur. women leaving during the year	No. employed at 30 June, 1955	Labour turnover Per cent
A	250	75	250	60
B	56	10	76	15.2
C	53	31	55	57.4
D	55	23	53	42.6
E	13	40	29	190.5
F	26	28	26	107.7
G	16	8	16	50
H	13	1	13	7.7
I	13	6	13	46.1

At five of the nine factories the labour turnover was 50 per cent or less.

- (1) The method used for calculating labour turnover is one used by the Bureau of Census and Statistics, Pretoria. The number of women leaving during the year is expressed as a percentage of the average number in service during the year.

CHAPTER V

WAGES, PENSIONS AND SAVINGS SCHEMES

The gross wages for the last week in January 1956 (basic, C.O.L.A. plus bonus, if any) were analysed for all the women at the seven factories where workers were interviewed.

For this week, the total number of European women employed was 244. At one factory a few of the women worked shorttime, and the total number working less than their normal hours for the week either due to shorttime or to absenteeism, was 47, i.e. 19 per cent.

Overtime was worked at one factory only. The normal working hours at this factory were 46 per week, and seven women worked five hours overtime each, i.e. a 51 hour week. Their average wage for the week was £6. 11s. 7½d.

The following table shows the average gross wages of the 190 women working their normal hours:

TABLE 15      AVERAGE GROSS WAGES OF 190 WOMEN AT THE FACTORIES VISITED, JANUARY 1956

No. of hours worked during last week of January, 1956	Number of women	Average wage
Hours		£. s. d
40	56	4. 3. 6½
42½	32	5. 1. 10½
43½	52	5. 13. 1
45½	10	6. 10. 10
46	40	6. 5. 3

The average wage for the 190 women was £5. 6s. 0d.

The gross wages of the women interviewed, for the week during which they were interviewed, were analysed, to make a comparison with the wages of all the women at these factories, and to show the degree of accuracy of the sample. One of the women was absent for part of the week during which the wages were taken, so

the following table shows the average gross wages of the 89 women who worked their normal hours. None of the factories were working shorttime or overtime during the time of the survey.

TABLE 16 HOURS WORKED AND AVERAGE GROSS WAGES OF 89 WOMEN  
IN THE SAMPLE

No. of hours worked during week in which factory was visited	Number of women	Average wage
Hours		£. s. d
40	20	4.11. 0
42½	11	6. 2. 1½
43½	20	5. 3. 1½
45½	8	6. 1. 7
46	30	6.16. 1
89		

The total wage for the 89 women was £509. 19s. 10d.

The average wage for the 89 women was £5. 14s. 7d.

The average weekly wage of the women in the sample is considerably higher than the average wage for all the women factory workers at the factories visited, £5.14s. 7d., compared with £5. 6s. 0d., a difference of 8s. 7d. It appears, therefore, that on the whole the slightly better paid workers were interviewed.

It was found that workers at factories where incentive wages are paid earn considerably more than those working at a basic time rate, the average for the sample at the four factories visited where incentive rates were paid being £6. 15s. 5d., compared with an average of £4. 16s. 0½d., for the other three factories, a difference of £1. 19s. 4½d.

The following table illustrates this:

TABLE 17 WAGES OF WOMEN AT FACTORIES WHERE INCENTIVE BONUS WAGES ARE PAID, FOR THE WEEK DURING WHICH THE FACTORIES WERE VISITED

Factory	Number of women interviewed	Total wage (basic+C.O.L.A.+ bonus)
		£. s. d
H	6	45. 3. 6
C	18*	150. 3. 8
G	8	48.12.10
E	12	75.18. 0
<i>Total</i>		
Total Average wage of all wages		297.18. 0
		6.15. 5

\* Total was 19, but one who was absent for part of the week has been omitted.

TABLE 18 WAGES AT FACTORIES WHERE THERE IS NO INCENTIVE BONUS

Factory	Number of women interviewed	Total wage (basic + C.O.L.A)
		£. s. d
D	20	91. 0. 0
F	5	21.19. 9
B	20	103. 2. 1
Total	45	216. 1.10
Average wage		4.16. 0

Wages for factory A are laid down in the Wage Determination for the industry which came into force in 1944. (See Appendix 6 for wage rates, etc.) Every two years a new agreement is negotiated between employers and the employees.

Grade II employees are timeworkers and Grade I employees are pieceworkers for whom there is an incentive bonus scheme; the bonus goes up directly in proportion to the output of the worker. The C.O.L.A. is payable on the bonus earnings, and is incorporated in the unit payment to avoid sudden jumps in earnings. C.O.L.A. is paid at the rates laid down by the Government. (See Appendix 5 for the rates paid at the time of the survey). Pieceworkers earnings are laid down in the agreement. The top wage is reached after nine months. Although wages are paid fortnightly they are calculated on an hourly basis.

Contributions to the Unemployment Insurance Fund are compulsory and are deducted fortnightly from the wages of the employees. (See section on the Unemployment Insurance Act in Appendix 5).

To promote continuity of service, there is a profit sharing bonus payable after two years' service, at Christmas time. After two years' service, the bonus is 1½ weeks' wages, and it increases slightly every successive two years until the maximum is reached after 12 years' service, and amounts to approximately three weeks' wages. After a break in her service an employee starts again as a new worker under this scheme.

The company runs a non-contributory sick benefit scheme which provides for employees to receive up to six months sick leave per annum after one year's service at the factory.

(See appendix for rates).

WAGES PAID TO THE EUROPEAN STAFF AT FACTORY B ARE AS FOLLOWS:

Group	Months	Basic	C. O. L. A.	Total
		£. s. d	£. s. d	£. s. d
Trial period	1 - 3	2. 0. 0	1. 0. 0	3. 0. 0
Training	4 - 24	2.15. 0	1. 5. 0	4. 0. 0
Qualified	25 -	3. 5. 0	2.12. 6	5.17. 6
Machinists		3. 7. 6	2.15. 0	6. 2. 6

The wages are never increased beyond the qualified rate, but although there is not the incentive of a rise in wages to keep their work up to standard, there is a system of review to see that employees do not become slack. The manager, assistant manager, and personnel officer watch a few girls closely for about a week, unknown to them, and at the end of this period their work is praised or they are warned that it must improve. A girl whose work falls consistently short of the required standard may be dismissed.

C.O.L.A. is reviewed from time to time.

The following table shows the length of service at factory B, and the wages of the 20 workers in the sample.

TABLE 19 FACTORY B. LENGTH OF SERVICE AND WAGES OF 20 WORKERS INTERVIEWED

Length of service	Number of women	Range of weekly wages (Including C.O.L.A.)	
		£. s. d	£. s. d
Under 6 months	4	3. 0. 0	4. 0. 0
6 months - 1 year	-	-	-
1 year - 2 years	5	4. 7.11	6. 2. 6
2 years - 3 years	2	5.17. 6	6. 2. 6
3 years - 4 years	3	5.17. 6	6. 2. 6
4 years - 5 years	-	5.17. 6	-
5 years -10 years	5	6. 2. 6	-
10 years -20 years	1	-	-
20 years -30 years	-	-	-

No shorttime is worked, and it is very seldom that any

overtime is worked. In the case of overtime being worked, remuneration is at the rate of time and a third.

All workers receive two weeks' leave per annum on full pay, usually over Christmas when the factory closes.

Workers are given all public holidays on full pay, but this is a privilege which the firm can withdraw whenever it wishes, and if required to, employees must work on public holidays with the exception of the four specified in the Wage Determination, without receiving extra remuneration.

Ten days sick leave is granted per annum as stipulated in the Wage Determination, but good employees with a long period of service with the firm are given extra sick leave on full pay if it is considered that their case deserves it. Employees who are absent from work for more than two days may be required to produce a doctor's certificate, but this is not enforced at factory B. Instead, on their return they report to the doctor who is in attendance at the factory twice a week.

The contributions to the Unemployment Insurance Fund which are compulsory, vary from 5d. to 6d. per week according to the wage earned, and are deducted weekly from the wages.

The Christmas bonus varies according to length of service and the profits of the firm. It is not a part of the remuneration of employees, but for the last few years a Christmas bonus has been given every year as follows:

Up to one year's service	1 week's wage
One to five years	2 weeks' wages
Five years' service and over	3 weeks' wages

Workers at factory C have a minimum wage laid down for their particular job. A 'score' is set for each job, i.e. the number of blankets the workers are meant to do in a day. A bonus is paid on production over and above this specified output, and workers receive a 90 per cent C.O.L.A.

The daily 'score' is lower for workers on lower grades of pay.

An unqualified employee gets an increase in her basic wage after the first three months, and thereafter every six months. The bonus does not vary with length of service. A very good worker, starting at the lowest rate, could earn a bonus immediately and could therefore earn as much as a qualified worker.

The weavers and sewers are Grade I employees on the same wage scale, but the cleaners who are Grade II workers are paid a fixed weekly wage, and have no scores or bonus rates.

Wages are paid weekly. The wage incentive and bonus schemes whereby earnings are related to output, have proved to be a great success from both employers' and employees' points of view, and have in many cases greatly increased the earning capacity of the employees.

The wages paid in the textile industry were fixed by a Wage Determination in 1937. After that, in order to meet changed war-time conditions, two 'gentlemen's agreements' were entered into between employers and employees, the last being made in December 1943. While official rates were still those promulgated in 1937, the effective basic wages were those agreed upon in 1943, and as a result of this agreement, basic wages for certain qualified workers were raised. The basis on which piecework or bonus rates were fixed was increased accordingly and a C.O.L.A. amounting to 25 per cent of the new basic wages was introduced.

The effective basic wages at present are those which were agreed upon in 1954. In the case of certain qualified workers the wages have risen from 45s. per week in 1937, and 55s. plus 25 per cent C.O.L.A. in 1943, to 60s. plus 90 per cent C.O.L.A. in 1954. The wages of qualified workers in other departments have risen from 32s. 6d. in 1937 to 46s. 6d. plus 90 per cent C.O.L.A. in 1954, and those of unqualified workers from 25s. in 1937 to 35s. plus 90 per cent C.O.L.A. in 1954.

One objection of the Trade Unions against the application of piecework is that machine efficiencies vary to such an extent that piecework rates, unless scientifically calculated, would mean that uneven wages would be earned throughout the industry. It seems that this objection is not completely unfounded in the cases of the blanket manufacturing industry; however, the standard of efficiency of employees varies more than machine efficiency and the opinion of the management is that employee efficiency will only be improved by lower basic wages plus incentive.

The Industrial Council Agreement for the Textile Manufacturing Industry prescribes a scale of wages for employees of this industry which is one of the highest in South Africa (See Appendix 8). The Industrial Council Agreement expired in June, 1955, but at the time of the survey the same wages were still being paid, until such time as a new agreement was drawn up.

The following table shows the length of service at factory C, and the wages of the 19 workers in the sample for a week in November when no overtime and no shorttime were being worked. With the incentive wage system the wages of individual workers vary slightly from one week to another even when the normal hours are being worked, and naturally, vary considerably when shorttime or overtime are being worked.

The wages for the week given below can be taken as a fair example of the wages earned in a normal 46 hour week.

TABLE 20 FACTORY C. LENGTH OF SERVICE AND WAGES OF 19 WORKERS

Length of service	Number of women	Range of weekly wages (including C.O.L.A.)	
		£. s. d	£. s. d
6 months - 1 year	2	4. 5. 0 (absent 9½)	5. 4. 6
1 - 2 years	3	5. 14. 0	to 10. 17. 3
2 - 3 years	5	5. 4. 6	" 8. 17. 11
3 - 4 years	1	6. 13. 2	
4 - 5 years	2	5. 14. 0	" 10. 7. 9
5 - 10 years	4	5. 4. 6	" 9. 3. 4
10 - 20 years	2	7. 6. 6	" 7. 8. 10

Contributions to the Unemployment Insurance Fund, which are compulsory, were 5d. or 6d. per week and were deducted weekly from the wages.

No Christmas bonus was given.

At the time of the survey the following scale of minimum wages was paid to female factory workers in the chemical industry according to the Wage Determination, and therefore was the scale applicable to factory D. (See Appendix 7).

At factory D, however, this scale is not strictly adhered to, most employees receiving a wage higher than the minimum wage.

First 6 months	Basic salary per week	£. s. d
	+ cost of living allowance	<u>1.12. 6</u> 16. 9
		2. 9. 3
Second 6 months	Basic salary per week	1.17. 6
	+ cost of living allowance	<u>16. 3</u>
		2.15. 9
Third 6 months	Basic salary per week	2. 2. 6
	+ cost of living allowance	<u>1. 0. 9</u>
		3. 3. 3
Fourth 6 months	Basic salary per week	2. 7. 6
	+ cost of living allowance	<u>1. 2. 3</u>
		3. 9. 9
After 2 years	Basic salary per week	2.15. 0
	+ cost of living allowance	<u>1. 4. 9</u>
		3.19. 9

From these amounts contributions to the Unemployment Insurance Fund are deducted.

Contributions to the Unemployment Insurance Fund are compulsory and vary in amount according to the wage earned from 5d. to 9d. per week, the amount being deducted from weekly wages received.

Employment in other factories is taken into consideration in determining the grade at which an employee is engaged.

The following table shows the length of service at factory D, the wages and the Christmas bonuses received by the 20 workers in the sample:

TABLE 21 FACTORY D. LENGTH OF SERVICE, WAGES AND CHRISTMAS BONUSES OF 20 WORKERS INTERVIEWED

Length of service	No. of women	Range of	Christmas
		Weekly wages	bonuses
		£. s. d	£. s. d
Under 6 months	1	2.15. 9	-
6 months - 1 year	2	3. 3. 3	-
1 year - 2 years	3	3. 3. 3 to £4. 5. 9	2. 2. 0
2 years - 3 years	-		
3 years - 4 years	1	3.19. 9	3. 3. 0
4 years - 5 years	3	4. 5. 3 to £4.15. 6	3. 3. 0
5 years - 10 years	5	4. 5. 3 to £5.11. 0	5. 0. 0
10 years to 20 years	2	4.11. 0 to £4.19. 0	5. 5. 0
20 years to 30 years	3	6. 4. 3 to £8. 2. 0	5. 5. 0 £10

20

The above table shows that wages do not vary exactly with length of service, and that in every case at least the minimum wage laid down by the Wage Determination is paid. After the maximum wage laid down by the Wage Determination has been reached, increases are given on recommendation to the production manager by the departmental head.

The amount of the bonuses received at Christmas varies directly with length of service.

All workers receive two weeks leave on full pay after 12 months service, after which they receive 3 weeks leave per annum on full pay. They also have all public holidays on full pay.

According to the Wage Determination, employers need only give ten days/sick pay per annum. A doctor's certificate is required from any employee who is absent from work for more than two days. This provision, however, is not enforced, and in cases of illness which the firm considers to be genuine, sick pay is often given for considerable periods and a doctor's certificate is seldom demanded.

At factory E wages are paid weekly, this carpet factory is not bound by the textile agreement, as the nature of the work is very different from that done at the factories bound by the agreement. When the factory opened in 1948, the basic time rate wages laid down in the textile agreement were, however, adopted, and the firm introduced its own incentive bonus system, a bonus being paid on all production over a certain specified output. The bonus rate for any particular job is the same for all workers regardless of their basic time rate.

Up to the time of the survey the basic time rate had not been amended, but the incentive bonus rates are altered from time to time. No C.O.L.A. is paid on the bonus.

The European women receive a bonus according to the production of the individual, except in the setting department, where they work in pairs, and in this department each of the two receives the same bonus.

In the weaving department the quality of the work as well as the quantity is important. The work is examined by the overseer, and no bonus is paid if a weaver turns out a bad piece of work.

In the mending department it is most difficult to operate the incentive bonus system, as some lengths of carpet have far more faults in them than others. It is the task of the forewoman to see that bad pieces of carpet are evenly distributed among workers and that allowances are made if any worker has particularly faulty work to mend, and so is unable to get through a sufficient yardage of carpet to earn a bonus. Normally the bonus is calculated on a daily rate in the Adminster department, and weekly in the finishing and setting sections. The basic time rates and C.O.L.A. are as follows:

	<u>Basic time rate</u>	<u>C.O.L.A.</u>	<u>Total</u>
	£. s. d	£. s. d	£. s. d
<u>Setting</u>			
Starting	2.15. 0	1. 4. 9	3.19. 9
After 6 months	3. 0. 0	1. 7. 6	4. 7. 6
<u>Under 18 years of age</u>			
Starting	1.15. 0	16. 9	2.11. 9
After 6 months	2. 0. 0	18. 3	2.18. 3
After further 6 months	2. 7. 6	1. 2. 3	3. 9. 9
<u>Axminster weaving</u>			
Starting	2.15. 0	1. 4. 9	3.19. 9
After 6 months	3. 0. 0	1. 7. 6	4. 7. 6
Overlooker	3. 4. 0	1.10. 6	4.14. 6
<u>Trimmers</u>			
Starting	2. 0. 0	18. 3	2.18. 3
After 6 months (After this they may be transferred to mending)	2. 7. 6	1. 2. 3	3. 9. 9
<u>Trimmers under 18 years</u>			
Starting	1.15. 0	16. 9	2.11. 9
After 6 months	2. 0. 0	18. 3	2.18. 3
After further 6 months (They may then be trans- ferred to mending)	2. 7. 6	1. 2. 3	3. 9. 9

From the wages, deductions, generally of about 6d. per week, are made for contributions to the Unemployment Insurance Fund.

This scale of wages applies to the European and Coloured women in the setting and finishing departments and to European and Coloured men in the Axminster weaving.

Payment for overtime is made at the rate of time-and-a-half for third plus bonus. If shorttime is being worked, or if/any other legitimate reason a full week is not being worked, a bonus is paid on a daily instead of a weekly minimum basis.

The following table shows the length of service at factory E, and the wages of the 12 workers in the sample for a week in November, 1955, when no overtime and no shorttime were being worked. With the incentive bonus system the wages of individual workers vary slightly from one week to another, but the wages given below can be taken as fairly representative of the wages earned in a normal 46 hour week.

TABLE 22 FACTORY E. LENGTH OF SERVICE AND WAGES OF 12 WORKERS INTERVIEWED

Length of service	No. of women	Range of weekly wages (including C.O.L.A.)	
		£. s. d	£. s. d
Under 6 months	1	4. 6. 5	
6 months - 1 year	-	-	-
1 year - 2 years	2	5.19. 8	to 6. 0. 6
2 years - 3 years	3	5. 7. 2	" 6.11. 2
3 years - 4 years	2	6. 7. 2	" 6.13. 0
4 years - 5 years	2	6.16. 1	" 6.17. 4
5 years -10 years	2	4.15. 6	" 8. 0. 0
12			

Contributions to Unemployment Insurance Fund, which are compulsory, vary between 6d. and 9d. per worker per week.

No Christmas bonus is given.

A day's leave on full pay is granted for every month of service.

The only public holidays granted on full pay are the four statutory public holidays (three of which which normally fall during the three weeks when the factory is closed), and Easter Monday is an unpaid holiday. Payment for the statutory holidays is made at the normal time rate.

No paid sick leave is granted.

Wages are paid weekly at factory F. The wages paid to the European women are those laid down in Determination No. 158 of the Wage Act, 1937, applying to the Chemical Industry (See Appendix 7). The payment of incentive bonus wages at this factory would be impossible with the frequent changes in the goods produced by the firm.

The basic wages are never increased beyond the rate laid down, but the C.O.L.A. is increased according to length of service, and occasionally on merit. However, there is very little incentive for the women to do outstandingly well and the general impression gained while visiting this factory was that the women were working in a very leisurely manner.

The following table shows the length of service at the factory and the wages of the five workers interviewed:

TABLE 23 FACTORY F. LENGTH OF SERVICE AND WAGES OF FIVE WORKERS INTERVIEWED

Length of service	No. of women	Weekly wages and
		C. O. L. A. £. s. d.
3 months - 1 year	2	
2 years - 3 years	1	4. 5. 0
5 years - 10 years	2	5.19. 9 4.15. 0
5		

The contributions to the Unemployment Insurance Fund were 6d. each per week, and were deducted weekly from the above amounts.

Ten days sick leave per annum is granted on full pay.

A Christmas bonus is given of one-twelfth of a week's pay for every month of service, i.e. a week's pay for a year's service. Paid leave of two weeks is given each year when the factory closes over Christmas and the New Year.

In January 1950 an incentive bonus system was introduced at factory G, originally this was calculated on a monthly group basis, but is now on a daily individual basis. The basic wage is paid to a girl even if she does not reach the bonus rate. The girls fill in a form each day stating the work they were on and the amount of work completed. These forms are checked by the supervisor, and each day's scores are shown on a notice board the following day. Since this has been<sup>done</sup>/the girls have been found to maintain their rate of output better than they did previously, when it was often found that their output was higher for the first three days of the week than the last two. No compulsion is put on the girls to maintain a rate of output higher than the base.

The incentive bonus pay is based on the actual output of the year 1948, when the overall production per girl on the different jobs was taken.  $\frac{50}{60}$  of this output was taken as the base rate, and a bonus is paid on all points above this. Although the output has increased very considerably since the bonus system was introduced, the base is not raised, as this would give rise to

discontent and a feeling that increased output would not be of any great benefit in the long run. This system was naturally most popular with the good workers.

Since it was introduced, some of the girls have virtually doubled their wages. Production has increased so greatly that although the number of women employed has fallen from about 30 to 14, they are turning out slightly more work than previously. The incentive system has made more difference to the hand packers than to the machine operators, but it does induce them to watch their machines more carefully.

Although at the time of the survey bonus work was paid at a flat rate, the intention was to devise a sliding scale so that a higher rate would be paid for maximum production. Increased production becomes progressively more difficult, so it is considered that a very high rate of output should receive a higher reward.

The labour system is not entirely rigid. If there is an unavoidable delay, for example through a shortage of packing materials, which is no fault of the girl operator, this time is allowed and her loss in production compensated.

Also, if the supervisor finds any faults in a girl's production a deduction is made from her wages. This seldom happens, however, as there are many safeguards against faulty work.

The following is the schedule of wages paid at factory G, Although bound by Determination No.158 of the Wage Act, 1937, applying to the chemical industry, the wages paid are considerably higher than those laid down.

Qualified Means any packer with not less than two years' experience in the chemical industry.

Unqualified Means any packer with less than two years' experience in the chemical industry.

When a new employee is engaged she will be placed into one of the six following wage categories. If the employee is

unqualified, but has some experience towards qualifying, she will commence at the wage level commensurate with the length of experience she already has towards becoming qualified.

Wage categories

1 A. AGE AT COMMENCEMENT UNDER 18 YEARS, AND UNQUALIFIED

	<u>Basic</u>	<u>C.O.L.</u>	<u>Total</u>
	£. s. d.	£. s. d.	£. s. d.
1st 6 months	1.15. 0	16. 9	£.11. 9
2nd 6 months	2. 0. 0	18. 3	2.18. 3
3rd 6 months	2. 5. 0	20. 9	3. 5. 9
4th 6 months	2.10. 0	22. 3	3.12. 3
3rd year	2.15. 0	24. 9	3.19. 9
4th year	3. 0. 0	27. 6	4. 7. 6
5th year	3. 5. 0	30. 6	4.15. 6
6th year	3.10. 0	33. 3	5. 3. 3
thereafter	3.12. 6	36. 9	5. 9. 3

1 B. AGE AT COMMENCEMENT UNDER 18 YEARS, AND QUALIFIED

1st year	2.15. 0	24. 9	3.19. 9
2nd year	2.17. 6	27. 6	4. 5. 0
3rd year	3. 0. 0	27. 6	4. 7. 6
4th year	3. 2. 6	30. 6	4.13. 0
5th year	3. 5. 0	30. 6	4.15. 6
6th year	3.10. 0	33. 3	5. 3. 3
thereafter	3.12. 6	36. 9	5. 9. 3

2 A. AGE AT COMMENCEMENT 18 YEARS OR OVER, BUT UNDER 20 YEARS, UNQUALIFIED

1st 6 months	2. 0. 0	18. 3	2.18. 3
2nd 6 months	2. 5. 0	20. 9	3. 5. 9
3rd 6 months	2.10. 0	22. 3	3.12. 3
4th 6 months	2.15. 0	24. 9	3.19. 9
3rd year	2.17. 6	27. 6	4. 5. 0
4th year	3. 0. 0	27. 6	4. 7. 6
5th year	3. 5. 0	30. 6	4.15. 6
6th year	3.10. 0	33. 3	5. 3. 3
Thereafter	3.12. 6	36. 9	5. 9. 3

2 B. AGE AT COMMENCEMENT 18 YEARS OR OVER, BUT UNDER 20 YEARS, QUALIFIED

1st year	2.17. 6	27. 6	4. 5. 0
2nd year	3. 0. 0	27. 6	4. 7. 6
3rd year	3. 2. 6	30. 6	4.13. 0
4th year	3. 5. 0	30. 6	4.15. 6
5th year	3. 7. 6	33. 3	5. 0. 9
6th year	3.10. 0	33. 3	5. 3. 3
Thereafter	3.12. 6	36. 9	5. 9. 3

3 A. AGE AT COMMENCEMENT 20 YEARS OR OVER, AND UNQUALIFIED

	<u>Basic</u>	<u>C.C.L.A.</u>	<u>Total</u>
	£. s. d.	£. s. d.	£. s. d.
1st 6 months	2. 5. 0	20. 9	3. 5. 9
2nd 6 months	2. 7. 6	22. 3	3. 9. 9
2nd year	2.10. 0	22. 3	3.12. 3
3rd year	2.15. 0	24. 9	3.19. 9
4th year	3. 0. 0	27. 6	4. 7. 6
5th year	3. 5. 0	30. 6	4.15. 6
6th year	3.10. 0	33. 3	5. 3. 3
Thereafter	3.12. 6	36. 9	5. 9. 3

3 B. AGE AT COMMENCEMENT 20 YEARS OR OVER, AND QUALIFIED

1st year	3. 0. 0	27. 6	4. 7. 6
2nd year	3. 2. 6	30. 6	4.13. 0
3rd year	3. 7. 6	33. 3	5. 0. 9
4th year	3.10. 0	33. 3	5. 3. 3
Thereafter	3.12. 6	36. 9	5. 9. 3

The following table shows the length of service at factory G, and the wages of the eight workers in the sample for a week in December. With the incentive wage system the wages of individual workers vary slightly from one week to another, but the wages for the week given below can be taken as a fair example of the wages earned, and they are used in all tables in this report.

TABLE 24 FACTORY G. LENGTH OF SERVICE AND WAGES OF 8 WORKERS INTERVIEWED

Length of service	No. of women	Range of weekly wages (including C.C.L.A. Bonus)	
		£. s. d.	£. s. d.
Under 6 months	3	4. 7. 6	5. 9. 3
6 months - 1 year	2	4.18. 7	5.12. 9
1 year - 2 years	-	-	-
2 years - 3 years	-	-	-
3 years - 4 years	-	-	-
4 years - 5 years	1	10. 1. 8	-
5 years - 10 years	2	6.15. 4	6.19. 3

The compulsory contributions to U.I.F. varied from 5d - 7d. per week according to the basic salary, and were deducted weekly from the wages.

Employees receive a Christmas bonus of one week's basic salary + 10/- for every six months of service.

The staff have three weeks paid annual leave over Christmas, when the factory closes, plus all gazetted holidays. If they wish, the girls may take an extra week's unpaid leave.

Ten days paid sick leave are allowed per year, and it is found that all the girls take this time whether or not they are sick. A doctor's certificate is needed if more than two consecutive days' sick leave are taken. This sick leave is cumulative.

At factory H, the wages paid are those laid down by the Industrial Council for the clothing industry, and new inexperienced employees all start at the same wage rate (see Appendix 9). Some of the employees who are on time rates are paid in excess of the basic weekly wage. The wages are paid weekly.

The machinists are pieceworkers and are able to earn more than tineworkers, they are paid a basic wage at the rates laid down by the Industrial Council. As a machinist there is a period of three years from the lowest to the highest wage. Good workers are able to earn a bonus over and above the basic wage; each job is given a price calculated over many years to allow the average worker to earn the basic rate of pay, but the basic rate must be paid even if the worker does not achieve the required score. 60 per cent cost of living allowance is paid on all wages, this is calculated on the total earnings and not on the basic wage.

A bundle of work is given to each machinist by the supervisor, the machinist records in a book the amount of work she has done, and this is checked by the supervisor. The earnings of each girl are watched to see that she is not under-earning but should she be constantly under-earning the supervisor must check

to see whether this is due to her own slackness or to a shortage of work.

The bonus is calculated on a weekly basis.

Chargehands and supervisors, who are timeworkers, receive the highest wages, and their rates of pay vary considerably according to their length of service and their capabilities.

The following table shows the length of service at factory H, and the wages of the six workers in the sample.

TABLE 25 LENGTH OF SERVICE AND WAGES OF 6 WORKERS INTERVIEWED

Length of service	No. of women	Range of weekly wages (including C.O.L.A. + Bonus)	
		£. s. d.	£. s. d.
1 year - 2 years	1	6.12. 0	-
10 years - 20 years	3	6.16. 0	to 7. 4. 0.
20 years - 30 years	2	7. 4. 0	" 10. 8. 0.

The one European woman who had only been at the factory for just over a year had been a chargehand in another clothing factory. No new European juniors had been taken on in recent years.

Deductions were made from wages of 2d. per week for the Industrial Council, 6d. to 9d. per week for the Sick Fund, 1s. or 1s.6d. per week for the Garment Workers' Industrial Union, 6d. to 9d. per week for the Unemployment Insurance Fund, and for such accounts as were run up at the canteen.

A Christmas bonus is given every year, but there is no fixed amount laid down for this. Each worker's bonus is decided upon by the factory manager and manageress taking length of service at the factory as the basic consideration and also the standard of work. In most instances the bonus amounts to about £1. for each year's service.

Overtime is paid at the rate of time and a half.

60% C.O.L.A. is paid on overtime as well as on ordinary time.

The factory closes over Christmas and the New Year, and all workers who have been with the firm for a year or more, receive three weeks paid leave per annum at this time. Employees who have been with the firm for less than a year are paid during this leave in proportion to their length of service. The three weeks leave includes 12 ordinary working days and Christmas Day, Boxing Day and New Year's Day. Employees are also given Good Friday, Easter Monday and the Day of the Covenant as paid holidays.

No paid sick leave is granted.

For employees of factory I, the wages for each class of labour are laid down (see Appendix 10 for Industrial Council Agreement for the Industry).

Quarterbinders are paid slightly higher wages than the printers' assistants.

Wages vary from month to month according to the Government price index figures, they never fall, but rise approximately every three months. There is no separate C.O.L.A. In the case of a very old employee the wage paid may be higher than that laid down.

The girls do not contribute to the Unemployment Insurance Fund because they receive unemployment benefit from the Trade Union.

The only deduction from their wages is 2/6 per week for the Printing Industry Medical Aid Society, to which the company also pays 2/6 per week on their behalf (see Appendix).

The workers receive a bonus at Christmas, the amount of which varies from year to year, and is decided by the management.

Experienced workers receive more than inexperienced ones.

(See Appendix 10 for details of Unemployment Fund and Medical Aid Fund).

Employees receive sick pay from the Union but none from the Company.

The following tables show that the wages earned do not appear to be related either to age or standard of education.





TABLE 28: AGE AT WHICH EMPLOYMENT COMMENCED

AGE	F A C T O R I E S						
	B	C	D	E	F	G	H
11	-	-	-	-	1	-	-
12	-	-	-	-	-	-	-
13	-	1	-	-	-	-	-
14	1	4	2	1	2	1	-
15	1	1	5	-	1	1	2
16	5	2	2	4	1	5	2
17 - 20	7	1	5	2	-	-	-
21 - 25	1	-	3	2	-	-	1
26 - 30	-	2	1	-	-	-	1
31 - 35	1	4	1	-	-	1	-
36 - 40	2	1	1	2	-	-	-
41 - 45	-	1	-	1	-	-	-
46 - 50	1	1	-	-	-	-	-
51 - 55	1	1	-	-	-	-	-

The girl at factory F who had started work at the age of 11 said she had given her age as 15 when seeking employment, and that it was essential that she should go out to work at that age because her father was without employment at the time. 16 was the most usual age at which the girls went out to work, though many started younger by giving their age as 16.

(b) PENSION SCHEMES.

There are pension schemes for employees of factories A, B, D and I, 55 being the retiring age for women in each case.

At factory A, membership of the pension scheme is compulsory and contributions are deducted fortnightly from the wages of employees. The firm contributes considerably more than the employees to the pension fund.

The pension payable is  $\frac{1}{20}$  of the average of the last 3 years remuneration for each year of service, e.g., after 31 years of service an employee receives 31/20ths of the average of her last three years remuneration as her pension.

Contributions to the pension scheme vary according to age and wages. They are as follows:-

Europeans under 36 years of age	5%	of basic wage +	C.O.L.A.
Europeans under 36-45 years of age	6%	of basic wage +	C.O.L.A.
Europeans under 45 years and over	7%	of basic wage +	C.O.L.A.
Non-Europeans of any age	5%	of basic wage +	C.O.L.A.

If a girl leaves before she reaches the pensionable age she receives the amount she has paid into the fund together with interest at 3 per cent.

Membership of factory B's pension fund is compulsory for employees who have reached the age of 35 and who have been in the firm's employment for a year.

The pension fund operates on a sliding scale and contributions vary from 4s.4d. to 6s.6d. per week. The retiring age is 55 years, and the benefit received from the fund varies according to the age at which contributions commenced. If an employee commenced contributing at the age of 35, the pension drawn will be approximately half the retirement salary. If she leaves the firm's employment before reaching retiring age, she receives the amount she has paid into the fund plus interest.

At factory D, contributions to the Superannuation Fund are voluntary. Women contributors are entitled to receive a pension at the age of 55 years and men at 65 years. Five per cent of the basic salary is paid into this fund, this amount being deducted from the salary the last week of every month. The firm adds a like amount to the sum contributed by the employee. Should the employee leave the factory before she is entitled to her pension she receives the money she has paid into the fund together with interest on the amount. The maximum benefit which can be received from this fund is 50% of the retiral salary, the benefit received varying according to the age at which the employee commenced contributing to the fund and according to her salary. Only two workers in the sample contributed to this fund: one who had been employed at factory D

for 21 years received a salary of £8. 1s. 3d. per week and her monthly contribution was £1. 3. 10d. The other who had been at the factory for 11½ years received a salary of £4.11s.0d. per week and her contribution was 13s. 1d. per month.

The firm gives a pension to any retiring employees who have been with them for 20 years or longer irrespective of whether they have contributed to a pension scheme.

Details of factory 1's Provident Fund are given in Appendix 10 on the Industrial Council Agreement for the Printing and Newspaper Industry.

The other factories visited had no pension schemes for employees. At factories E and G it was stated that, the factories being comparatively new, the question of employees retiring had not yet arisen. Theoretically, the retiring age for European women at factory G was said to be 65, but none of the women in its employ had reached this age.

At factory H, an attempt had been made in 1955 to introduce a pension scheme, but there were not sufficient women wishing to join for this to be possible. None of them wished to face the thought of working until they reached the pensionable age, which was to be fixed at 60 for women.

(c) SAVINGS SCHEMES:

Some of the factories had savings schemes for their employees.

At factory A, a savings scheme is run at the request of the employees. A list is sent round every January to the girls and they must authorise the fortnightly deduction from their wages of any amount they wish to have saved. Only about a third of the girls availed themselves of this scheme, and those who did generally drew

out their savings at Christmas time for their annual holiday. Only one withdrawal from their savings was permitted annually, or their account was closed as it would involve too much bookkeeping for the company to run the scheme in the form of a bank.

Factory B does not run a savings scheme for its employees, but one of the foremistresses, at the request of some of the packing staff, looks after their savings for them. At the time of the survey there were six girls each giving her 5s. or 10s. per week, which she was to return to them at the end of the year, although they could have it back at any time if they wished. In most instances the savings were for Christmas presents or for an annual holiday. Out of these savings she occasionally lent small amounts to other employees.

Factory C runs a holiday saving fund of which all employees may avail themselves; however, at the time of the survey only about four of the European women did so. An employee may sign a stop order for the weekly amount she wishes to save, to be deducted from her wages. These amounts are deposited on her behalf with the S.A. Permanent Mutual Building Society, and interest is paid at the rate of three per cent per annum. Any amount from 2s. 6d. per week can be contributed, the average contribution being about 10s. per week. These savings are generally drawn out at Christmas.

Factory D encourages employees to save through its Union Loan Scheme, whereby it buys Union Loan Certificates for employees, paying 5s. on every £5 certificate bought. Although this scheme has worked successfully on the whole it is open to abuse, employees on occasions having bought certificates and sold them again almost immediately in order to gain the 5s. contributed by the firm.

Membership of the staff savings club at factory F is

entirely voluntary, the supervisor collects any money which employees wish to save and it is returned to them without interest whenever they require it.

Factory G runs a holiday saving fund, contributions to which are voluntary. Of the 8 women interviewed only 2 contributed to this fund, each paying in £1 per week, which amount was deducted from their weekly wages. The amounts paid in are accumulated without interest, and paid to the women at the end of the year.

There is a thrift club at factory H, contributions to which are voluntary, and are generally drawn out at the end of the year. No interest is paid. The works director is in charge of this scheme.

Factories E and I have no savings schemes.

#### DISCOUNT ON GOODS OF FIRM.

Each employee of factory A is given a packet of 12 boxes of matches every fortnight.

At factory B, each employee can have 3 of the firm's products free of charge each week, and can buy anything extra at cost.

Employees of factory D can buy the firm's products at cost plus 10%, and twice a month the firm obtains their requirements of toilet and medicinal preparations from other firms at wholesale prices (retail prices less one third). A discount of about 30% off the normal price to the consumer on certain goods manufactured at the factory is given to employees of factory F.

Employees of factory G are given a large packet of the firm's product every month; and Factory H's employees can buy the firm's goods at a considerably reduced rate.

Chap. V. Contd.

APPENDIX 3.COST OF LIVING ALLOWANCE.PAYABLE WITH EFFECT FROM 16th MARCH 1953.WEEKLY.

<u>PAGES.</u>			<u>WEEKLY.</u>			<u>COST OF LIVING ALLOWANCES.</u>					
<u>FROM</u>			<u>TO</u>			<u>BOARD SUPPLIED.</u>			<u>NO BOARD SUPPLIED.</u>		
£.	s.	d.	£.	s.	d.	£.	s.	d.	£.	s.	d.
-			1.	0.	0.		9.	3.		10.	9.
1.	0.	1.	1.	5.	0.		11.	6.		13.	0.
1.	5.	1.	1.	10.	0.		12.	3.		13.	9.
1.	10.	1.	1.	15.	0.		15.	3.		16.	9.
1.	15.	1.	2.	0.	0.		16.	9.		18.	3.
2.	0.	1.	2.	5.	0.		19.	3.	1.	0.	9.
2.	5.	1.	2.	10.	0.	1.	0.	9.	1.	2.	3.
2.	10.	1.	2.	15.	0.	1.	3.	3.	1.	4.	9.
2.	15.	1.	3.	0.	0.	1.	6.	0.	1.	7.	6.
3.	0.	1.	3.	5.	0.	1.	9.	0.	1.	10.	6.
3.	5.	1.	3.	10.	0.	1.	11.	9.	1.	13.	3.
3.	10.	1.	3.	15.	0.	1.	15.	3.	1.	16.	9.
3.	15.	1.	4.	0.	0.	1.	18.	6.	2.	0.	0.
4.	0.	1.	4.	10.	0.	2.	2.	6.	2.	4.	0.
4.	10.	1.	5.	0.	0.	2.	6.	3.	2.	8.	0.
5.	0.	1.	5.	10.	0.	2.	10.	6.	2.	12.	0.
5.	10.	1.	6.	0.	0.	2.	15.	0.	2.	16.	6.
6.	0.	1.	6.	10.	0.	2.	19.	6.	3.	1.	0.
6.	10.	1.	-	-	-	3.	6.	6.	3.	8.	0.

MONTHLY.

4.	6.	9.	4.	6.	8.	2.	0.	1.	2.	6.	7.
5.	8.	5.	5.	8.	4.	2.	9.	10.	2.	16.	4.
6.	10.	1.	6.	10.	0.	2.	13.	1.	2.	19.	7.
7.	11.	9.	7.	11.	8.	3.	6.	1.	3.	12.	5.
8.	13.	5.	8.	13.	4.	3.	12.	7.	3.	19.	1.
9.	15.	1.	9.	15.	0.	4.	3.	5.	4.	9.	11.
10.	16.	9.	10.	16.	0.	4.	9.	11.	4.	16.	5.
11.	18.	5.	11.	18.	4.	5.	0.	9.	5.	7.	3.
13.	0.	1.	13.	0.	0.	5.	12.	8.	5.	19.	2.
14.	1.	9.	14.	1.	8.	6.	5.	8.	6.	12.	2.
15.	3.	5.	15.	3.	4.	6.	17.	7.	7.	4.	1.
16.	5.	1.	16.	5.	0.	7.	12.	9.	7.	19.	3.
17.	6.	9.	17.	6.	8.	8.	6.	10.	8.	13.	4.
19.	10.	1.	19.	10.	0.	9.	4.	2.	9.	10.	8.
21.	13.	5.	21.	13.	4.	10.	1.	6.	10.	8.	0.
23.	16.	9.	23.	16.	8.	10.	18.	10.	11.	5.	4.
26.	0.	1.	26.	0.	0.	11.	18.	4.	12.	4.	10.
28.	3.	5.	28.	3.	4.	12.	17.	10.	13.	4.	4.
			-	-	-	14.	8.	2.	14.	14.	8.

SOURCE: Proclamation No. 36/1953. Published in Government Gazette Extraordinary No. 5007 of 20th February 1953.

CHAPTER VI.

FACTORY BUILDINGS, SURROUNDINGS AND WORKING CONDITIONS.

In no way were the working conditions at the factories detrimental to the health of employees, and in all instances the requirements of the Factories Act (See Appendix 5 on Industrial Legislation) were met. The Act provides for inspection of the factories to ascertain whether the provisions of the Act are being complied with, and the management of the factories stated that occasional visits were paid by inspectors.

At some of the factories the women had to stand most of the time, but there were few complaints about this. The canteen facilities and the condition of the restrooms varied considerably at the different factories.

The exterior face of factory A is impressive and the one workroom visited has a very high ceiling and is well lighted and ventilated, the machines are well spaced but fairly noisy, and the women are able to sit at their work all day.

The cloakroom facilities were said to conform to the requirements laid down in the Factories Act.

The women work in overalls which are provided and laundered by the company free of charge. A clean overall is issued to each girl once a week and twice a week in summer. The workers change into their overalls at the factory.

Factory B, which stands on a 3 acre site has an exterior face of a striking, modern design. The whole factory is on one level with the exception of the Administrative offices, which are on the first floor across the front of the building.

The conditions at the factory are excellent. It was

constructed according to the latest American design for the manufacture of pharmaceutical preparations, and is equipped with the most up-to-date machinery. The factory has been so designed that each group of products is processed separately in four parallel manufacturing bays which run south to north between the raw materials and finished goods warehouses. A 10ft. passageway links the packing floors to the warehouse for finished products, which incorporates the dispatch department. This arrangement allows manufacturing processes which require different conditions regarding lighting, temperature and humidity to be carried out separately in their own self-contained section of the building. Also ideal conditions of natural light and ventilation can be provided for every portion of the manufacturing section. Each wing is separated from its neighbour by an open patio with a lawn; these patios serve the dual purpose of providing natural light to the wings and a pleasant place for the employees to sit during breaks. The east windows of one manufacturing bay, which are affected by the low angle of the early morning sun in summer, are protected by vertical inclined vanes, but all other manufacturing bay windows receive overhead protection from external canopies of aluminium slats. Apart from the natural lighting and ventilation, there is fluorescent lighting if necessary, and forced draught ventilation and filtered air keeps the factory very cool in summer. There is no heating in winter, but the temperature is quite comfortable.

The laboratory and one of the manufacturing bays are fully air conditioned. This bay has its own air-conditioning plant which is used in conjunction with vapour seals in walls, roof and floor slab to maintain a humidity of 10%, some 50% below the Durban summer average. 'Climatic control' is of great importance in the handling of some pharmaceuticals.

Vehicular traffic is on the 'one-way' system. It serves

the raw materials section on the south side and the finished products section on the north side by a complete circuit of the building. The movement of vehicles is thus in accordance with the directional flow of all the manufacturing processes, i.e. South-North.

There are three separate entrances for personnel. The packing staff of women operatives have their own entrance and change rooms, etc., on the north side adjoining the canteen, and office staff and executives use the front entrance where the staircase is located. Natives enter the building from the rear or west side.

Employees can spend their off-duty periods either in the gardens or in the canteen, where tea and meals are served from a fully equipped kitchen.

The change rooms for the factory workers are spacious and cater for 120 women. A couch is provided and each woman has a locker; there are four showers with hot and cold water, and towels are supplied if necessary, but the women usually bring their own if they shower at the factory regularly. There are eight toilets, ten washhand basins, and soap and roller towels are provided. The four supervisors have a separate change room. A Native girl cleans the ladies' cloakroom which is always in very good order.

The machines are well spaced and not very noisy, and the packers are able to sit at their work all day. Some of the machinists have to stand, but if they ask to be relieved for a while, this is arranged.

This was the only factory visited where employees work to music. There are periods of music from 10 - 10.45 a.m. and from 3-4 p.m. In the morning quiet, soothing music is played, and more lively music in the afternoon. The management is still experimenting with the use of music during working hours, records

which are not distracting have to be carefully selected, and when machines are operating the choice of a suitable rhythm is important. It is found to be unsatisfactory to play records all day, the workers tire of the music and it disturbs the calling system which operates throughout the factory. The workers complain if new records are not bought frequently.

The women work in blue and green overalls and caps which are provided and laundered by the firm. Two clean uniforms are issued weekly, and the women change into them at the factory.

If employees are working with irritating drugs, protective clothing and protective creams are provided.

Factory C is situated in an industrial area; there is no garden and the outside appearance is unattractive.

The workrooms are also unattractive and untidy.

There is a large workroom for the sewers, which is not excessively noisy, but the noise of the looms at which the weavers work in another large workroom, is deafening. The cleaners, in a room adjoining that of the weavers, have the same noisy conditions. The roofs of the workrooms are high, but are of corrugated iron and have no ceilings and consequently the rooms are very hot in summer. There is an air cooling system in the Jacquard loom section, but nothing in the sewers' workroom; however, two fans were to be installed shortly. There is no heating in winter.

In the Jacquard section there is fluorescent lighting when necessary, and electric lights in the sewing section; the natural lighting is fairly good as there are large glass panes in the roof. There is plenty of window space, and space between the machines. The sewers and cleaners are all able to sit at their work, but although stools are provided for the weavers they have

to stand most of the day.

There is only one entrance for both Europeans and non-Europeans.

The cleaning of the restrooms is left to Native boys.

The sewers' restroom is clean, but very bare and unattractive; there are long wooden tables and benches, and a locker is provided for each girl. There are five wash basins and two toilets, but no soap or towels are provided.

The restroom for the weavers and cleaners is dirty and badly kept. There are six wash basins and 4 toilets, and a locker for each girl. Again no soap or towels are provided, and there are no chairs or tables.

There is no couch in either restroom.

The weavers and cleaners have their tea in their workrooms; many of them have arranged with a Native boy to fill their teapots with boiling water and bring them to the workroom, and several have come to an arrangement whereby two share a teapot and give the Native boy 6d. per week between them.

The workers do not wear uniforms, and their general appearance is rather dirty and slovenly.

At factory D, the conditions under which the women work are extremely good.

The rooms are spacious with excellent natural lighting, the ceilings are high and the ventilation very good, some rooms being air-conditioned. The working conditions are very quiet although the factory is in an industrial area, and the outside appearance of the buildings is clean and well-kept for, as is the interior.

The majority of the women are able to sit at their work, and all can sit for at least part of the day.

Rubber gloves and a mask are provided for workers handling drugs liable to cause any irritation.

There is a large, bright restroom furnished with chairs and tables, and a couch is also provided. The cleaning of the restroom and change room is supervised by the lady in charge of the canteen.

There are 4 washbasins and 4 lavatories in the change rooms, and a locker is provided for each worker. The women work in white caps and overalls provided by the firm and into which they change on arriving at the factory. The firm provides for the laundering of these and clean uniforms are given out once a week and more often if necessary.

The factory work and the administrative work at factory E, are carried out in two separate buildings, both modern in design. The factory is built with a saw-tooth roof with vertical panes of glass, providing good natural lighting, and there is also fluorescent lighting when necessary. Ventilation is by means of extractor cowls in the roof, and there is no heating or cooling system. The workrooms are fairly spacious and are as clean and tidy as the nature of the work permits.

There is a small and well-kept lawn and garden in front of the Administrative building, and a small lawn next to the factory building. The factory is not in a concentrated industrial area.

In the setting department the women work in pairs. Although stools are provided for them, they have to stand most the day. The machines are fairly noisy, but far quieter than the looms.

In the mending department they sit most of the day. Although no machines are used in mending, the room is not absolutely quiet

as the other machines in the building can be heard.

The Axminster looms are very noisy but the workers all become so accustomed to the noise that they say they do not notice it after the first week or two. The weavers stand all day; seats were provided formerly, but were removed as it was found that the workers did not concentrate and tended to become lazy if they were able to sit down.

Employees spend their lunch breaks in their workrooms, in the canteen, or in the garden, where a bench is provided.

The canteen is a clean, but very bare and unattractive room, furnished only with long wooden tables and benches; very few of the women use this room. The restroom is also clean and bare. A very small locker is provided for each woman, there are three washhand basins, one footbath and three toilets, and a towel is provided but no soap. Adjoining the restroom is a small room with a couch; this room is kept locked, but will be opened for and may be used by anyone who is not feeling well.

Workers are not required to wear uniforms, but a few prefer to wear them to save their frocks. Although the women can buy uniforms very cheaply at the factory, very few do so, but they keep themselves fairly clean and neat. No laundering facilities are available.

Factory F is situated in the centre of Durban in a very built up area, and has an unimpressive exterior and no garden or lawn.

There are three rooms in which the women work, these are clean and tidy but not very bright. The lighting is natural and there are windows on at least two sides of each room, but in one of the rooms these were very dirty and consequently the room was rather dark. However, it is not very close work, and the lighting seemed adequate: there is electric lighting if it is

needed. Fans are provided, but no heating in winter as it is not really necessary. The machinery used is fairly quiet.

All the women are able to sit at their work. They did not appear to be rushed and frequently chatted together while they were working.

There are two very small restrooms and two small washrooms for the European women; in each, soap is provided and one clean towel weekly. There are altogether three toilets, two washhand basins, a mirror, lockers which some of the girls have to share with one another, a couch, two tables, benches and a few chairs. The restrooms are very bare and unattractive, but quite clean.

The firm supplies overalls into which the women change at the factory. A clean overall is issued every week, and they are laundered free of charge.

Although some of the bath salts and the ammonia with which the women work are irritating, they are not harmful and girls working with these are given a small bonus for doing the unpleasant work.

The exterior appearance of factory G is modern and attractive; there is a small neat lawn at the front of the factory, and a larger lawn on one side. Employees can spend their off-duty periods either on the lawn where there are benches, or in the canteen where tea and meals are provided. In the canteen there is a wireless, and three long tables for which cloths are provided.

All the European women work together in one room which has an attractive green colour scheme. There are wooden slats to keep the glare out, and fluorescent lighting is used most of

of the time. There is no heating in winter, but there are electric fans going in summer.

All the women but the assistant on the machines who supervises all the machines, sit at their work. Adjustable chairs are provided and the work tables are specially designed to be of the correct height to avoid unnecessary fatigue. The machines which are electrically operated, are not excessively noisy.

The restroom is clean and neat. In it there is a first aid box, a couch, a medical stretcher, two chairs, wooden benches, large mirrors, and a locker for each girl.

There are four toilets and four washbasins. Soap and nailbrushes are provided, and six clean roller towels per week.

Each girl is issued with seven white overalls, which are replaced when they are worn out. Five of these are kept for wearing when travelling to and from the factory and one clean working overall is allowed per week. The firm undertakes the laundering of these overalls at no cost to employees. Hairnets are also issued to the girls who, however, dislike wearing them and seldom do so. They were mainly intended to be worn by the girls working on the machines to prevent any hair getting into the machines.

Factory H is situated in the centre of Durban in a very built up area, consequently its only grounds are a small lawn on one side of the building, but both its interior and exterior appearance are very modern and pleasing.

There are two large and very crowded workrooms for the women. These are, however, well ventilated as there are large windows and a few fans for cooling the rooms in the summer. The windows also provide good natural lighting, apart from which

there is fluorescent lighting which was installed in the factory in 1955. There is no heating in winter as this is considered unnecessary in Darban.

The workrooms are clean but the nature of the work does not permit them to be kept tidy as they soon become littered with threads and scraps of material.

The machines are fairly noisy, but the noise is not deafening. The machinists sit at their work all day, but the chargehands and supervisors are seldom able to sit down as they have to walk round supervising the work.

The supervisors and chargehands have their own rest-room where a couch, chairs, tables and table cloths are provided, and they can eat their meals there. There are some Coloured supervisors who share the room with the European supervisors.

There are two locker rooms, and each girl has her own locker. There are also four cloakrooms in which mirrors are provided, with altogether 13 toilets and 12 washbasins. Liquid soap is provided in each cloakroom, and a clean towel every second day. The cloakrooms were not very clean.

There is a First Aid room with a couch in it where minor injuries are attended to by the supervisor, who has a First Aid Certificate.

It is not compulsory for any of the women to wear overalls, but most of the supervisors and chargehands wear them as they can buy them at the factory at cost or below. They have to arrange for the laundering of these overalls themselves.

Very little was seen of the working conditions at

factory I. The factory is situated in a central part of the city, and has a neat but unimpressive exterior. The one workroom visited has a very high ceiling and adequate natural ventilation. The windows were rather grimy and being in a very built up area surrounded by other buildings, the natural lighting is not very good, but there is very adequate fluorescent lighting. The canteens were said to conform to the requirements laid down in the Factories Act.

The workroom was clean and as tidy as possible, and not excessively noisy. Most of the women are able to sit at their work for at least part of the day.

The women work in overalls which are provided by the company, but which they themselves are responsible for laundering.

#### ACCIDENTS.

Very few accidents occur among the European women at any of the factories visited, as the machinery used is safeguarded, and those which do are due to carelessness, and are generally very minor ones. At one or two of the factories there have been cases of women catching their fingers in machines. It was generally stated that there is no increase in the accident rate due to fatigue when overtime is worked. At all the factories the women are very well looked after if an accident does occur.

It has been found that the majority of industrial accidents are due to personal rather than physical causes. Some workers have been found to be more "accident-prone" than others, though doing the same work and exposed to the same risks. This may be due to many factors. Nervous instability, due among other things to dislike of the occupation, accounts for some of the cases. Others have been proved to be due to poor muscular co-ordination. Insufficient or improper training produces similar effects. A worker will, through ignorance, repeat the same fault and thus appear to be "accident-prone".

CHAPTER VII.

HOURS OF WORK, SEASONAL VARIATIONS IN EMPLOYMENT, AND LEAVE.

(a) WORKING HOURS.

The working hours at the factories visited are as follows:-

TABLE 29: HOURS OF WORK AT FACTORIES VISITED.

FACTORY	DAILY HOURS		LUNCH BREAK		MORNING TEA BREAK		AFTERNOON TEA BREAK		HOURS WORKED WEEKLY*
	S.M.	P.M.	S.M.	P.M.	S.M.	P.M.	S.M.	P.M.	
A	8.	- 5.	12.	- 1.	9.55	- 10. 5	2.55.	- 3.5.	40
B	7.30.	- 4.	12.30	- 1	9.	- 9.10.	3.	- 3.10.	43 <sup>2</sup> /3
C	6.45.	- 4.27	12.	- 12.30	9.15	- 9.25	2.30.	- 2.40.	46
D	8.	- 4.25	1.	- 1.45.	10.	- 10.15.	3.	- 3.15.	38 <sup>1</sup> / <sub>2</sub>
E	7.20.	- 5.2.	12.	- 12.30	10.	- 10.10.	3.	- 3.10.	46
F	7.30.	- 5.	12.30	- 1.30	10.	- 10.10.	3.20.	- 3.30.	42 <sup>1</sup> / <sub>2</sub>
G	7.30.	- 5.	12.30	- 1.15	10.	- 10.10.	3.15.	- 3.25.	43 <sup>1</sup> / <sub>2</sub>
H	7.30.	- 4.45	12.30	- 1.15	*	*	*	*	42 <sup>1</sup> / <sub>2</sub>
I	7.45.	- 4.45	12.45	- 1.45	10.	- 10.10.	3.	- 3.10.	40

+ (excluding lunch breaks and including tea breaks).

\* There are tea breaks of 10 minutes each in the morning and afternoon at factory H. The times of these are staggered so that the canteen can serve tea more easily and quickly.

A 5 day week is worked at each of the factories, and the hours worked vary from 38<sup>1</sup>/<sub>2</sub> - 46 hours per week. The lunch breaks vary from  $\frac{1}{2}$  hour to 1 hour, and at each factory there is a tea break of 10 minutes both morning and afternoon.

Factory D, according to Determination No. 158 of the Wage Act 1937 (see Appendix 7) was permitted to work 45 hours per week, but had the shortest working hours, 38<sup>1</sup>/<sub>2</sub> p.w., of any factory visited. The determination provides that there shall be a lunch break of one hour, but permission was obtained for the lunch break to be shortened to  $\frac{1}{2}$  hour so that the employees could leave work earlier and work only a five day week. The employees readily agreed to this plan.

METHOD OF CHECKING TIMES OF ARRIVAL AND DEPARTURE:

Five of the factories visited have a clock card system for checking the times of arrival and departure of their employees. The factories with this system are factories, B, C, D, H and I.

At Factory B any clock cards not taken by 6.30 a.m. are taken to the Personnel Manager's office, and late comers must go to him. No deductions from wages are allowed as a penalty, so employees who are often late are dismissed.

As Europeans and Non-Europeans do not have separate entrances at factory C, the women are allowed to have tea after clocking in in the mornings so that the non-Europeans can get into the workrooms first. In the afternoons they are allowed to start cleaning their machines and packing up before the hooter goes. They may go out to the restroom eight at a time to wash and change, and are allowed to clock off at 4.22 p.m. to enable them to be out of the gates before the non-Europeans go out.

Recently the firm has commenced to make deductions from the wages of employees who are late clocking in. If an employee is more than three minutes late,  $\frac{1}{4}$  hour's pay is deducted, if 16 minutes late,  $\frac{1}{2}$  hour's pay, and if 31 minutes late, one hour's pay is deducted.

At factories D, H and I, although the workers clock in and out of the factory there is no penalty laid down for arriving late.

At factory A, times of arrival are checked by a disc system. When the girls arrive at the factory each moves her disc from one side of a board to the other and those which have not been moved are collected. Pieceworkers are penalised for unpunctuality by their lower earnings, and if a girl is persistently late she is dismissed.

The foreman of factory E, checks times of arrival and

attendances, and latecomers must report to him. Deductions are made from the wages of employees for the time missed, but if people are late due to the train running late, no deductions are made.

The supervisor checks times of arrival and departures at factory F as there is no clock card system, but the firm is not very strict in this respect and deductions from the wages of the staff for unpunctuality are made only if the unpunctuality is habitual. Regular attendance is, however, demanded.

At factory G, the checking of times of arrival and departure is left to the supervisor or the forewoman. Nothing is deducted from the basic wage of latecomers, but they lose through their lower bonus earnings.

(b) SEASONAL VARIATIONS IN EMPLOYMENT.

Only at factories F and G is neither short-time nor overtime worked, as production is planned so that there are no slack periods and the factories are in full production the whole year round. At factory G, even when the incentive bonus system was introduced and the workers' output increased so that a smaller staff was required, no workers were dismissed but those leaving were not replaced. The increase in production came about slowly so the adjustment was effected fairly easily.

At factory D no short-time is ever worked, and there has been no overtime since 1950.

Factories A, B and I never work short-time, but occasionally overtime is worked.

Short-time has not been worked at factory A since the depression of the early 1930's when instead of workers being dismissed

they were put on to working a four-day week. Output is planned so that there is always full employment and if the factory is overproducing girls leaving are simply not replaced until necessary.

Overtime is worked very occasionally, but the girls never work more than four extra hours per week so they are never paid at overtime rates, as this is only compulsory if they work more than a 44 hour week. (See Wage Agreement).

At factory B it is very seldom and only in extreme circumstances that workers are dismissed during a slack period. Those leaving are simply not replaced. If the management knows that a peak period will be only of short duration, the women are taken on in a temporary capacity and put onto easy jobs where little training is necessary. If they are needed for jobs for which special training is required, a new girl is placed next to an experienced wrapper.

At factory I, overtime is occasionally worked during rush periods, e.g. in November and December when Christmas calendars are printed. The maximum amount of overtime worked is 10 hours per week, and it is generally worked on Saturday mornings or after 4.45 in the evenings, and is paid at the rates laid down.

Workers are never dismissed during the slack periods, e.g. January after the Christmas rush, and short-time is never worked.

At factories C, E and H, both overtime and short-time are worked on occasions.

At factory C, the seasonal variations in employment are considerable. October and November are generally fairly slack months, and the beginning of winter when the demand for blankets is great, is a busy time.

During the slack periods short-time is worked, and it is arranged that the women go off in turns for a day or half a day. It is only necessary for the firm to give four hours notice of short-time, thus the women may be told in the morning that they will not be required that afternoon. Buses only run to and from the factory in the early mornings and late afternoon, so the firm provides transport to the nearest bus stop when women are put off work for half a day because of short-time. Good workers are generally able to earn the minimum wage laid down even when they are working short-time.

When there is a long slack period many of the women are dismissed, those who have not been with the firm long, and those with the smallest output are dismissed first.

Overtime is normally worked on Saturday mornings and sometimes all day on Saturday or until 6 p.m. on other evenings. When overtime is worked on Saturday mornings, the firm provides tea for employees free of charge. Payment for overtime is made as stipulated in the Agreement. (see Appendix 10).

It is factory B's policy to maintain a stable labour force throughout the year. Employees are not paid off during slack periods but occasionally short-time is worked, women being put off for a few afternoons. Overtime is seldom worked, but if it is the women work for 6 hours on Saturday mornings. When short-time is being worked and it is due to the breakdown of a particular machine or lack of materials for any machine, the girl at that machine is put off, but if a whole department is slack, the newest girls will be put off first. The slack season is generally in June and July, but busy periods vary.

It is very seldom that short-time is worked at factory H.

Occasionally, however, a few girls are put off for an hour or two.

The women are sometimes required to work overtime. At one time overtime was done on Saturday mornings, but the employees disliked this and overtime is now done by working an extra hour on two or three evenings a week.

It is almost impossible to prevent the necessity for overtime and short-time in this firm, as production planning is difficult because the firm only produces goods to meet orders and not for stock. The work position is therefore fairly unpredictable, and some years there is far more work than others.

The company generally has far more orders to meet in winter than in summer, and they try to avoid getting employees in work overtime in the intense heat of midsummer.

(c) ANNUAL LEAVE AND PUBLIC HOLIDAYS.

2 to 3 weeks annual leave is granted to all the factory workers, and at 6 of the 9 factories visited this leave had to be taken at Xmas and the New Year when these factories closed. Factories A, D and I did not close at Xmas.

All workers have the four statutory public holidays, Xmas Day, New Year's Day, Good Friday and the Day of the Covenant and at some factories additional public holidays are granted. As Xmas Day, New Year's Day and sometimes the Day of the Covenant fall within the period of annual leave at the factories which close for Xmas, these days are added on to the annual leave.

At factory A annual leave and public holidays are granted as laid down in the Wage Agreement for the Match industry. At the discretion of the management the factory may be closed on other public holidays, in which case the workers are not paid for these days.

All workers at factory B receive 2 weeks leave per annum over Anas when the factory closes.

Workers are given all public holidays on full pay, but this is a privilege which the firm can withdraw whenever it wishes, and if required to, employees must work on public holidays with the exception of the four statutory holidays, without receiving extra remuneration.

Factory C generally closes from about December 16th until January 7th. In this period, fall three of the statutory public holidays, the Day of the Covenant, Christmas Day and New Year's Day. Consequently employees get 13 days paid annual leave and three consecutive weeks away from work per annum. To calculate payment for their annual leave the number of their basic hours is taken and divided into all their basic earnings (including time rates and bonus rates). In this way the average net time rate taken over the past three months is arrived at. Payment for the other statutory holiday, Good Friday, is calculated in the same way.

Should the factory not have closed by the Day of the Covenant, (December 16th), and should employees be required to work on that day and be willing to do so, they are paid for that day as well as being given an extra day's pay with their leave pay. Should the workers want one of the non-statutory public holidays off, their shop steward will put forward the request and if the management finds it possible, an unpaid holiday will be granted.

Although this is a Jewish firm, Jewish holidays are not observed.

At factory D all workers have 2 weeks' leave on full pay after 12 months' service after which they have 3 weeks leave

per annum on full pay. They also have all public holidays on full pay.

All employees of factory E must take their annual leave over Xmas and the New Year when the factory closes (in 1955-6 from December 19- January 9th). Although December 16th (the Day of the Covenant) is one of the statutory public holidays, employees worked on that day in 1955, and received double pay. This meant that an extra week-end could be included in their 3 weeks' leave, otherwise they would have resumed work on a Friday, 6th January, 1956.

Two weeks annual leave is granted over Xmas and New Year at factory F. The four statutory public holidays are given and generally one or two of the other holidays.

The staff of factory G have 3 weeks leave annually over Xmas when the factory closes, plus all gazetted holidays. If they wish, the girls may take an extra week's unpaid leave.

Factory H closes over Xmas and the New Year, and all workers who have been with the firm for a year or more receive 3 weeks paid leave per annum at this time. Employees who have been with the firm for less than a year are paid during this leave in proportion to their length of service. The 3 weeks leave includes 12 ordinary working days and Xmas Day, Boxing Day and New Year's Day. Employees are also given Good Friday, Easter Monday and the Day of the Covenant as paid holidays.

At factory I annual leave and public holidays are granted as laid down in the Agreement. The 3 weeks annual leave must be taken at the calendar year.

#### ABSENTEEISM.

Amongst the women interviewed, absenteeism during the past year was as follows:-

TABLE 30. ABSENTEEISM AMONGST WOMEN INTERVIEWED.

<u>Length of absence.</u>	<u>No. of women.</u>
None	20
1 - 5 days	19
6 - 10 "	21
11 days - 2 weeks	9
2 - 3 "	3
3 - 4 "	4
1 - 2 months	8
2 - 3 "	5
3½ "	1
	<hr/>
	90
	<hr/>

At one or two factories the opinion was expressed that absenteeism is greater among the European than among the Coloured women. It is also greater among female than male employees as illness of members of their families or other domestic troubles accounts for much of the absenteeism of female employees, whereas the absence of male employees is generally due only to their own ill health.

CHAPTER VIII.

WELFARE SERVICES.

(a) CANTEEN FACILITIES.

Only 4 of the factories visited, factories A, B, G and H, provided a midday meal for their employees, but morning and afternoon tea are provided for employees at all factories but C and I. At factory G, boiling water is brought round to the restrooms for the women to make their own tea if they wish and at factory I they run their own tea fund.

At factory A tea is provided free of charge at the morning and afternoon tea breaks, at Factories D, F and G it is provided free at the lunch break as well, and at factory B it is provided free four times a day, in the early mornings as well as at the lunch and tea breaks.

At factory E tea is provided at lunch time and at the two tea breaks at a charge of 1/3 per week to each worker; the provision of tea is subsidised by the firm, and at factory H tea is obtainable in the canteen at 1½d a cup.

At factory A a full meal consisting of Soup, a main course and a sweet can be bought for 7d at the canteen, and the main course alone can be had for 5d; the girls buy tickets to pay for their meals. This meal is heavily subsidised by the company and about 70% of the workers avail themselves of it. Many do not have breakfast before coming to work and it is considered that their efficiency is increased by the provision of a good meal. Tables and chairs are provided in the canteen.

At factory B meals are provided in the canteen by

an independent caterer and are subsidised by the firm. For the main course which consists of meat and vegetables, the employees pay 9d. and the firm pays 11d. Employees pay 6d. for a sweet and the firm contributes 4d. Cakes and scones can be bought for 3d. and are not subsidised by the firm. In spite of this good meal being provided at a very reasonable charge, many of the women bring their own sandwiches.

Of the 19 women interviewed at factory C only one who lived very close to the factory had breakfast before coming to work, as they start work very early. The majority bring sandwiches for their breakfast which they have at the morning tea break, and they have sandwiches and tea again for their lunch. There is a cafe nearby where they buy anything extra they require.

At factory D, in addition to the free tea provided, milk is given free of charge where it is considered necessary for the health of any worker. The firm has made no provision for other canteen facilities, but the worker in charge of the canteen, acting on her own initiative, makes sandwiches if she is requested to do so and also makes soup at 6d. a plate on certain days.

All the women leave the workrooms during the lunch and tea breaks and fetch their tea from the restroom. The majority spend the breaks in the restroom and knit, read, sew or go out and sit on the lawn behind the factory. Most of the women generally bring their own sandwiches, although many supplement these with soup or sandwiches from the canteen, or curry and rice and various snacks sent round by firms in town.

At factory E, milk can be bought at 6d per pint. Most of the women bring sandwiches and perhaps some fruit for their lunch, and many also bring their breakfast with them as they leave home early and do not have time, or feel disinclined, to have breakfast before they leave. Two or three restaurants in town send hawkers'

carts to the factory from which the employees can buy cartons of curry and rice, fruit salad, sandwiches, etc., during their lunch breaks.

Most of the women at factory F bring their own sandwiches for lunch, and can buy anything extra they wish from the hawkers' carts which are brought round to the factory.

A very good 2-course midday meal is provided in the canteen of factory G, at a charge of 6d. per meal. 2/6 per week is deducted from the wages of those wishing to belong to the lunch club, but membership is not compulsory. If an employee is absent, the deductions are refunded for the days on which she did not have the meal.

Employees of factory H spend their off duty periods in the canteen where very cheap meals are provided. A hot meal of curry and rice or a meat dish and vegetables, or fish costs from 6d. to 9d. Cakes, biscuits, sweets, fruit, minerals, and sandwiches are also sold. The company provides the space in the building for this canteen - a large bright room with a roof garden leading off it - and it is shared by the European and Coloured women. The canteen is run by the workers, a Coloured woman does the catering and is paid out of the takings. Prices simply cover costs and no profit is made.

Until 1954 there was a lunch canteen at factory I which was run privately and subsidised by the company, but now the girls bring their own lunch or buy something in town.

The girls have their own tea fund and they go to the canteen for their tea, where tea is made and the crockery washed by a native employed by the company.

(b) RECREATIONAL FACILITIES.

There is no organised sport for the European women at any of the factories visited, and they showed no enthusiasm for any.

The employees of factory H could belong to the hockey league which is run by the Coloured girls at the factory, but none do.

At factory A there were at one time 3 tennis courts, but as the workers like to get home immediately after work they were never used and are no longer maintained.

At factories B and G a dart board and table tennis are provided, and at factory G there is a wireless in the canteen.

Only factory B had a lending library for the use of employees, this was looked after by the nursing sister, and has proved very popular. There is a deposit of 2/6 on each book and a charge is made of 3d. per book for a week. At one time there were libraries at factories A and H, but they were so little used that they were discontinued.

Factories G and H both give a Xmas party for employees.

At factory D a social evening is held once a month. This is a new innovation introduced by one of the analysts and seems to be becoming increasingly popular. Office workers as well as factory workers are encouraged to attend, and employees may bring their husbands if they wish, though few do so. The charge of 2s. a head covers the cost of light refreshments, and beer and liquor can be bought. Dancing and games are organised, and arrangements are made for all the women to be taken home at the end of the evening so transport is no problem to them.

(c) MEDICAL AND DENTAL SERVICES.

Both medical and dental services are available to the women employed at factories A, C, E, and H, and medical services only are available to those at Factories B and I.

Full details of factory A's medical and dental scheme are given in the appendix. There is a qualified nursing sister always

in attendance at the surgery, who is also in charge of the laundry and canteen. A mobile X-ray unit visits the factory every year; it is not compulsory for the girls to be X-rayed, but most are.

If a woman is sufficiently ill to go off work, the doctor pays the first visit to her home free of charge but thereafter she must pay him for further visits or can have her own doctor. All simple drugs can be obtained free of charge from the surgery.

A dentist is in attendance at the factory once a week. After a year's service dental extractions and fillings are done free of charge and dentures can be obtained at about half the normal cost.

The free dental service was introduced when, in the past, substances harmful to the teeth were used in the manufacture of matches. Although nothing is now used which is at all detrimental to the health of workers, the service has been maintained.

There is a doctor in attendance at factory B twice a week, and there is a full time qualified nursing sister. Minor ailments are treated free of charge and only very expensive injections are charged for, and then at wholesale prices. The nursing sister gives injections and carries out any treatment prescribed by the firm's doctor or by the workers' private doctors.

No dental services are provided.

The company is a member of the National Medical Aid Society of South Africa, membership of which is optional for firms and for employees, (see Appendix 4). 50% of the membership fees are paid by the company. Of the 20 workers interviewed, only two were members of the Society, contributing 4s. 3d. and 5s. 2d. per month respectively.

At factory C there is a dispensary with a trained nursing sister in charge, which serves all the employees, and a couch is provided where they can rest if they are not feeling well. The dispensary is well-equipped and clean; it is visited by a dentist twice a week, and daily by a doctor.

All employees must be members of the Medical Benefit Society, which is run by the company. The company makes a £1. for £1. contribution to this society, and consequently takes no further responsibility for sick pay.

There is an agreement between the Society and a Medical Practitioner for the rendering of certain medical services against a per capita fee of 1s. per member per month. In return for such fees the doctor is required to render the following services:-

- (a) To examine all new employees when they enter the services of the company and automatically become members of the Medical Fund.
- (b) To be in attendance at the Mill Surgery for at least one continuous hour, preferably in the early morning before the early morning shift.
- (c) To be available to members at anytime during the doctor's normal surgery hours at his surgery.
- (d) To be available at all times for emergency calls.
- (e) To visit, at any postal residential address in the town, members who are unable to attend either surgeries in the normal hours.
- (f) To attend to the certification of all sickness, including any cases that have been attended to by another practitioner.
- (g) To keep a proper record of all services performed for the members of the society, and to keep a record card for every employee, giving particulars of his first examination at the time of entering the services of the company, and of any subsequent visits.
- (h) (i) The doctor's services are to cover minor operations such as lancing of abscesses, stitching of wounds, removing superficial foreign bodies, infra-ray therapy and injections.
- (ii) Obstetrics, major surgery, radiological examinations and/or treatments, conditions arising out of pregnancy, V.D., T.B. shall not form part of the duties of the medical practitioner, nor shall the certification of sickness, or attendances upon cases arising and resulting upon brawls, fights, football and motor car accidents, for which free Government hospitalisation is available.

#### BENEFITS.

Sick pay. The monthly benefit provided that the member is precluded from earning his ordinary wage shall be equivalent to £1.15.0d. per completed week or 5s. per day for less than a week for a period of four weeks provided that -

- (a) No member shall be entitled to sick pay for the first three working days of illness;
- (b) No benefits are payable in cases of accidents or disablements where benefits are claimable under the Workman's Compensation Act;
- (c) During any period under which any benefits are payable all contributions to the Fund shall continue.

MEDICAL.

- (a) Free medical attention as stated above;
- (b) Supplies on the authority of a prescription signed under the authority of the Fund's doctor in respect of medicines, drugs, ointments, bandages and lotions, excluding proprietary medicines;
- (c) The cost of X-ray examinations, operations, injections, specialists' investigations, anaesthetists' fees, hospital and nursing home fees are subsidised to an amount of 60% or £15 whichever is the lesser amount for anyone who has been a member for at least 13 weeks.

DENTAL.

Members are entitled to free dental services such as extractions and fillings, excluding, however, the making, repair or alteration of all denture work, gold in-lays and crowns. A member may apply to the Fund for financial assistance for denture work. All loans granted must be repaid within 10 weeks.

OPTICAL.

Anyone who has been a member of the fund for 13 weeks is entitled to optical services covering the prescribing only of spectacles or their supply up to a cost of £2.2.0d. The repair and alteration of glasses, etc., shall always be paid for by the member. No member is entitled to receive more than one pair of glasses in every two years.

No Medical, Dental or optical benefits payable to a member arising from any nature whatsoever may exceed in the aggregate £22.0.0d. per annum.

There are no medical or dental facilities available at factory D, but the firm has a first aid box as stipulated in the Factories Act.

Factory B belongs to the Natal Industries Medical Aid Society, to which employees may belong. (For details of this, see Appendix 4). None of the women interviewed were members of this, as the majority were wives of S.A.R., employees, and therefore received benefit from their husbands' S.A.R. Sick Fund.

Since August 1955 the firm has run a curative and preventive medical service. For two years prior to this the Industrial Health Unit, from the U.G. Health Centre at Moseni, operated in the factory. This service was found to be so beneficial both to employees in the general improvement in health which resulted, and to employers in lower absenteeism, better morale, increased production and a decrease in accident-proneness, that the company procured the services of the doctor who was in charge of the Industrial Health Unit, and of a nursing sister, who now run a medical service at the factory along the same lines as previously. The doctor is in attendance at the factory daily from 11.30 a. m. to 12.30 p.m., and the sister from 10 a.m. to 12.30 p.m. daily. Treatment is entirely free to all employees of the company but a nominal charge is made for prescriptions. This charge is made on a flat rate basis and shows a very large saving to employees over prescriptions bought elsewhere. The charges are as follows:-

Ointment	1s.
Pills	1s. per box.
Injections	2s.6d. each.
Medicines	2s. per 6 oz. bottle.

plus returnable deposits on containers. The amounts owed by employees for prescriptions are collected from them on pay days.

Each employee who has been on the staff for about a month, after which time she is considered a permanent employee, goes through a complete medical examination and test. Each employee must answer a Health Questionnaire, in which she is questioned as to her daily diet. The relative values of different foods are explained and suggestions made to employees for improving their diet; the drinking of milk at the factory is encouraged. Health education

also includes advice on hygiene. The medical examination includes chest X-rays and patch tests for F.B., and laboratory blood and urine tests are carried out. After the initial examination, employees are re-examined annually.

Many of the women who were standing at their work most of the day have benefitted greatly from the attention their feet have received from the sister.

In many cases the main trouble is psychosomatic, and personality problems due mainly to domestic troubles, affect adversely both the health of the workers and their output. The nursing sister is a trusted confidante of the workers and does invaluable personnel work.

Workers may also bring their families for free treatment. The company bears the cost of this service and finds that the preventive value more than justifies the cost in the lower rate of absenteeism and increased productivity.

Factories F and G provide no medical or dental services for employees, and do not belong to the Medical Aid Society. The production manager at factory G is trained in First Aid.

The present Chairman and Managing Director of factory H were largely responsible for encouraging the clothing industry in Natal to provide medical facilities and a clinic for clothing workers. The clinic employs 13 part-time doctors, a dentist and an oculist, and has done much to improve the health of employees throughout the industry. It serves members of all races employed in the Clothing Industry, and membership is compulsory.

The health service started in about 1950 with a Sick Fund to which each worker contributed 3d. per week and a similar amount was contributed by the employer. A panel of doctors, on a part-time basis, were paid a per capita fee. Later the clinic

was set up with one full-time doctor, a qualified nurse, and a nurse aid. There are now also 12 part-time doctors, and a dentist in attendance three days per week.

X-rays are done at the clinic free of charge.

The women can see the doctor at the clinic on Mondays to Fridays from 8 - 9 a.m., and on Saturdays there are three doctors in attendance from 7.45 - 8.45 a.m. In urgent cases or where patients are bed-ridden a doctor attends them at their own home. Each part-time doctor has a panel of patients in his area whom he attends at home.

The dentist can be seen at the clinic by appointment on Tuesdays and Fridays from 2.30 - 3.30 p.m., and on Saturdays from 8.30 - 9.30 a.m.

The fully trained nursing sister is in attendance at the Clinic from Mondays to Fridays from 8 a.m. to 4.30 p.m., and on Saturdays from 7.45 to 11 a.m.

After 13 payments have been made to the fund a member is entitled to -

- (a) Free medical attention (excluding surgical treatment, maternity cases and V.D.) by the Sick Fund Medical Officers.
- (b) Free medicine when prescribed by the Fund's Medical Officers.
- (c) Free optical treatment when recommended by one of the Fund's Medical Officers.
- (d) Free dental treatment for extractions, fillings or gum treatment. Arrangements for dentures may be made with the Fund's dentist but they must be confirmed by the Sick Fund Management Committee before finalisation.
- (e) Sick pay after five working days absence through illness at the undermentioned rates, on production of a certificate for the period of illness, signed by one of the Fund's Medical Officers.

Basic weekly wage up to £1.10.0.	s. d. 12.6. p.w.
£1.10.0. - £3.10.0. p.w.	£1. 5.0. p.w.
Over £3.10.0. p.w.	£1.17.6. p.w.

The costs of hospitalization and surgical treatment are not met by the fund, and benefits are not payable on certificates issued by private practitioners.

Every new worker is screened for T.B., and thereafter workers are screened about every 18 months by the Mobile Unit.

Since the Sick Fund was introduced, the absentee rate has been reduced considerably.

(See Appendix 9 for further particulars of the Sick Fund).

Employees of factory I may belong to the Printing Industry Medical Aid Society, which is registered with the Medical Association. It is referred to below as "the Fund".

The objects of the Fund are to assist members of the S.A. Typographical Union with the payment of expenses incurred by them or their dependants, in cases of sickness or accident for medical, surgical, hospital and nursing attention or such other treatment as may be decided upon by the Executive Committee.

#### MEMBERSHIP.

- (a) Membership of the Fund is restricted to members of the S.A. Typographical Union in respect of whom contributions are made to the Fund in accordance with the provisions of the Agreement for the Industry, promulgated in terms of the Industrial Conciliation Act, No. 36 of 1937.
- (b) Dependants shall include the wife of a member, his minor children solely dependent upon him and such other persons as may at the discretion of the Governing Board of the S.A. Typographical Union be registered as the dependants of a member. In the case of pensioners admitted to or continuing their membership of the Fund, dependants shall not include any person who was not dependent on the pensioner concerned at the date when he retired.

- (c) The Governing Board may require any member or dependant to submit himself at any time to medical examination, and shall be responsible for the cost of the examination.
- (d) The Governing Board when registering any member or dependant may impose such special conditions or qualifications, whether relating to the payment of benefits or otherwise, as it may consider necessary.
- (e) Should a registered member resign or be expelled from the S.A. Typographical Union or be transferred to inactive membership of the Union, his membership of the Fund shall cease, provided, however, that at the discretion of the Governing Board members of the Union who have retired on pension may be permitted to become members or continue their membership of the Fund on condition that they pay to the Fund one half of the subscriptions normally payable. Upon cessation of membership no amount whatever shall be payable from the Fund to the person concerned.

#### SUBSCRIPTIONS.

The subscriptions to the Fund shall be at the rates decided upon from time to time by the parties to the National Industrial Council of the Printing and Newspaper Industry of South Africa.

#### BENEFITS.

- (a) Members whose subscriptions are fully paid are entitled to benefits in respect of themselves or their registered dependants as follows:-
  - (i) Eighty per cent of the fees payable to any doctor, surgeon or specialist, hereafter referred to as "a Medical Practitioner".
  - (ii) Eighty per cent of the fees payable to any hospital or nursing home, other than a mental institution, provided that the member or registered dependant was ordered for admission to the hospital or nursing home by a registered Medical practitioner, the maximum payment from the Fund in this regard shall not exceed £1.1s.0. per day:

- (iii) Eighty per cent of the fees lawfully payable to any nurse or masseur provided that the attendance or treatment was ordered by a Medical practitioner; and
  - (iv) Eighty per cent of the cost of medical supplies, prescribed by a Medical practitioner.
- (b) Tariffs of medical fees may be published from time to time by the Executive Committee of the Council.
- (c) Unless otherwise decided by the Governing Board no member shall be entitled to claim either on his own behalf or on behalf of his dependants any expenses incurred during the first six months of his membership.
- (d) Females, who are members of the Fund, shall, for the purpose of payment of benefits, be deemed to be persons without dependants, provided, however, that this provision shall not apply in those cases where the Governing Board has registered dependants of a female member.
- (e) In the event of any claim arising in respect of a member or his dependent who is covered by any Insurance Policy or under any law providing for the payment of Workmen's Compensation or for any similar relief, or in the event of a member obtaining relief or compensation in any form from a third party, in respect of any matter forming the subject of a claim under these rules, the amount so recovered shall be disclosed to the Governing Board and only the balance of the expense, within the limits allowed by the Fund, shall be recoverable from the Fund.
- (f) The maximum benefits payable by the Fund to any member shall be limited as follows:-
- (i) A member may receive in respect of himself a total amount not exceeding £100 in any calendar year beginning on the 1st January.
  - (ii) In addition, a member may receive in respect of his registered dependants a total amount not exceeding £100 in any year beginning on the 1st January.

(g) Except as may be otherwise decided by the Governing Board, the Fund shall not be liable for

(i) Any expenses resulting from any attempt at suicide or as a result of misconduct or the performance of any unlawful act, or exposing himself to any danger or risk which, in the opinion of the Governing Board, is unjustifiable except when endeavouring to save human life.

(ii) Any charges due to alcoholism or drug addiction.

(iii) Any charges incurred in connection with dentistry or opticians.

(iv) The expenses of childbirth, normal or abnormal.

(v) Any medical expense incurred by a member or dependant who, whilst driving a motor propelled vehicle when under the influence of alcohol, is injured in an accident for which he is responsible.

(h) The benefits accruing under these rules are conditional on the the funds available being in the opinion of the Governing Board sufficient to meet all claims. No particular amount shall be regarded as either due or payable until the particular claim has been passed for payment.

CLAIMS:

The Fund has the right to pay all accounts in full, direct to the Medical practitioner or other payee and to arrange with the member's employer to recover from the member by deduction from his wages any amount so paid which is in excess of the amount to which she is entitled.

APPENDIX 4.

NATAL INDUSTRIES MEDICAL AID SOCIETY.

The aim of the Society is to raise money by contributions, donations or otherwise, in order to provide members with the benefits specified below.

I. MEMBERSHIP.

(a) EMPLOYER MEMBERS.

Only members of the Natal Chamber of Industries and affiliated organisations have the right to membership.

(b) EMPLOYEE MEMBERS.

- (i) All employees of an employer member excluding Natives and those, if any, who have been excluded from becoming members under these provisions must apply for membership. However, the Management Committee have the discretionary power to exclude from membership employees of employer members who reside outside Natal, and particular classes which it considers unsuitable to become members or which it agrees with the employer member to exclude.
  - (ii) The Management Committee may require an employee applying for membership to undergo a medical examination before being accepted as a member, and may select the medical examiner. The cost of the examination is borne by the applicant but is refunded in the event of acceptance into membership.
  - (iii) The Management Committee shall not be bound to disclose its reasons for refusing any application for employee membership.
  - (iv) Notwithstanding anything to the contrary contained in these Rules, a married woman whose husband is in employment, and who, by virtue of this is entitled to receive benefits from this or some other Medical Aid Society or similar Institution shall not be obliged to apply for employee membership. However, if any such married woman should apply for membership the Management Committee may refuse such application, or in the event of the application being accepted may impose such special terms and conditions as it deems expedient.
- (c) Employee membership of the Society shall be divided into the following two classes:
- (i) Class 'A' Employee Members - Employees earning a basic wage/salary of £20 p r month or more.
  - (ii) Class 'B' Employee Members - Employees earning a basic wage/salary of less than £20 per month.

- 2(a) An employee member who transfers his employment from one employer member to another employer member, shall be deemed to have been in a continuous employment with an employer member, and his membership of the Society together with the rights, if any, of his dependants shall continue unbroken, provided that the total continuous subscriptions are duly paid.
- (b) An employee member transferring his employment from an employer member to an employer who is not a member, or retiring from active employment, may continue in full employee membership provided that he makes due payment of both employer and employee contributions and provided that this sanction may be withdrawn by the Management Committee.
- (c) With the consent in writing of the employer member, a Class 'B' employee member may elect to become a Class 'A' employee member and shall thereafter contribute to the Society as a Class 'A' employee member; in such event, the employer member shall thereafter contribute the Class 'A' contribution in respect of such employee.
- (d) No dependants of Class 'B' employee members shall be eligible for benefits.

DEPENDANTS' BENEFITS.

3. (a) A Class 'A' employee member may apply to the Management Committee to include in his Medical Aid Class 'A' benefits for:-
- (i) His wife, provided:
    - (a) that she is not living apart from her husband;
    - (b) that her age does not exceed 55 years on date of application.
  - (ii) His children - of sixteen years of age or under not being in employment, provided that children engaged in full-time study may be included whilst under the age of eighteen years.

Provided further that they are resident in the area approved by the Management Committee.

- (b) Every such wife and/or children may be required to undergo a medical examination before being accepted for benefits.
- (c) A Class 'A' female employee member provided the employer member agrees, shall enjoy rights in respect of her husband and children corresponding to those of a Class 'A' male employee member.

CONTRIBUTIONS.

5. (a) The contributions of an employee member of the Society for himself and his dependants, if included in his benefits, shall be deducted from his wages by his employer.

(b) Each employer member shall contribute to the Society a sum equal to the total monthly contributions of its employee members, excluding contributions for dependants.

(c) Contributions.

Class 'A' Employee Members	Employer	3/3d. per month.
	Employee	3/3d. per month.
	Total	<u>6/6d. per month.</u>
Class 'A' Employee Dependants:	Wife	6/6d. per month.
	Each child (if eligible)	<u>3/3d. per month.</u>
Class 'B' Employee Members:	Employer	2/2d. per month.
	Employee	2/2d. per month.
	Total	<u>4/4d. per month.</u>

(d) Remittances shall be made by employer members to the Society monthly and shall include the employer members' contributions, the contributions of employee members of the Society and contributions for dependants, where payable.

6. REGISTRATION OF NAME OF GENERAL PRACTITIONER, ETC.

(a) Each employee member shall have free choice of the General Practitioner required by him for himself and for the dependants who have been included in his Medical Aid. This choice may be changed from time to time by notice in writing.

- (b) Each employee must register the name of the General Practitioner chosen, and the Society will not be obliged to receive accounts from any other General Practitioner.
- (c) The Management Committee may require any employee members to submit for registration the name of the Dentist, Oculist, Nursing Home or Hospital required by him, and shall have the power to refuse registration of any name submitted by the employee member.
- (d) The Management Committee shall have the power to appoint the Dentist, Oculist, Nursing Home or Hospital which any employee member shall attend.

7. BENEFITS.

The Society will contribute for the benefit of an employee member for whom the employer has duly remitted to the Society all contributions payable by the employer and employee the following -

(a) GENERAL PRACTITIONER'S FEES.

General Practitioner's Fees of 7/6d. per visit in respect of Class 'A' members, and 6/0d. per visit in respect of Class 'B' employee members.

(b) MEDICINES.

75 per cent of the expenses incurred in the purchase of medicines supplied under a Medical Practitioner's prescription from an approved chemist, in respect of Class 'A' and 'B' employee members. Medicines shall not include patent medicines, but shall include the compounded medicines, ethical preparations and surgical dressings as approved by the Committee from time to time.

(c) CONSULTANT'S AND SPECIALIST'S FEES.

50 per cent of all Consultant's and Specialist's fees with a maximum benefit for each illness necessitating Consultant and Specialist attention of:

£5/5/0d. for Class 'A' employee members.  
£4/4/0d. for Class 'B' employee members.

(d) X-RAY EXAMINATION, MASSAGE, MANIPULATION AND ELECTRICAL TREATMENT.

50 per cent of fees for X-ray examinations, massage, manipulation and electrical treatment with a maximum benefit for each illness necessitating such examination or treatment of -

£4/4/0d. for Class 'A' employee members.  
£3/3/0d. for Class 'B' employee members.

(e) SURGICAL EXPENSES AND ANAESTHETIST'S FEES.

50 per cent of surgical expenses and Anaesthetist's fees with a maximum benefit in one whole calendar year in respect of such expenses of -

£30 for Class 'A' employee members.  
£20 for Class 'B' employee members.

(f) OCULIST'S FEES.

50 per cent of Oculist's fees to Class 'A' and 'B' employee members, but this benefit shall not include expenses incurred in the purchase of ophthalmic appliances, such as spectacles, eye-glasses, etc.

(g) DENTAL EXPENSES.

- (i) The full Dentist's fees in respect of tooth extractions for Class 'A' and 'B' employee members.
- (ii) 50 per cent of the Dentist's fees for all other dental treatment to Class 'A' and 'B' employee members, excluding the supply of gold fillings and dentures.
- (iii) Anything in sub-clause (g) contained notwithstanding, the maximum benefit in any one whole calendar year to a Class 'A' employee member for dental expenses shall be £5/5/0d. and to a Class 'B' employee member £3/3/0d.

(h) INJECTIONS (Other than by Dentist).

50 per cent of the cost of injections to Class 'A' and 'B' employee members.

(i) NURSING AND HOSPITAL EXPENSES.

A maximum of 12/6d. per day to Class 'A' employee members only for nursing and hospital expenses for a maximum period of six weeks in one whole calendar year.

(j) MATERNITY EXPENSES.

£5/5/0d. per confinement payable only in respect of the confinement of wives of Class 'A' employees; provided that contributions in respect of such wives have been paid for 12 months, and provided that no other expenses in connection with the confinement will be paid.

(k) Consultations with other Medical Practitioners or consultants, specialists, X-ray examinations, massage and manipulative treatment, electrical treatment, operations and nursing or hospital attention must be certified as necessary by the member's General Practitioner. This clause shall not apply to consultations and treatment by oculists and dentists.

(l) In the case of illness of a protracted nature, the Management Committee shall have the right to insist upon a member or member's dependant consulting a specialist approved by the committee. In such cases, if the specialist's advice is not acted upon by the member or member's dependant, the Committee may decide that no further benefits will be allowed in respect of that particular illness.

(m) The total benefit granted to any employee member and his accepted dependants, during any whole calendar year, shall be as follows -

Class 'A' employee member	£50.
Wife of Class 'A' employee member	£50.
Child of Class 'A' employee member	£25.
Class 'B' employee member	£37/10/0d.

8. (a) Members admitted to the Society shall not be entitled to benefits until a period of six months' membership with the Society has been completed. During the remaining period of the calendar year after the initial qualifying membership period of six months has been completed, members may claim benefits save that the total benefit granted during that period shall be reduced to them in the proportion that the remaining period of the year bears to a full calendar year.

These conditions apply to the dependants of members.

(b) When a woman employee member is nominated a member's dependant on marrying a member, the period of her membership with the Society shall be taken into account in the calculation of period for benefits.

Similarly when a member's dependant becomes a member, the period whilst he was a member's dependant shall be taken into account for the calculation of period for benefits, in the appropriate class.

9. (a) The Society reserves the right to exclude any person from employee membership and to refuse acceptance of any dependant, who on medical grounds is an uninsurable risk.

(b) The Management Committee may exclude from particular benefits any member or member's dependant who may be suffering from any chronic complaint or disease or disablement. The Committee shall, however, give two months' notice of its intention to act in terms of the provisions of this sub-clause.

10. Where compensation is obtainable from any other source in respect of medical expenses which would ordinarily be the basis of a claim on the society, the total benefit payable by the Society shall be the difference between the amount of benefit for which the Society would be liable, and any such compensation obtainable.

11. The Society shall not be liable to make any contribution or payment in the following cases -

(a) Injury or disablement resulting from war, invasion, civil commotion or disorderly conduct, aviation, acrobatics, by routes necessitating the use of ropes, racing of any kind, including steeplechasing.

(b) Venereal disease, alcoholism, malaria or insanity.

(c) Self-injury.

(d) Injury compensable under the Workmen's Compensation Act, or

similar Law, to the extent that payment for any benefit is recoverable under the Workmen's Compensation Act, or similar Law, or under the Common Law.

12. The Committee may increase benefits under special circumstances provided funds permit.

13. DENTAL TREATMENT.

A member or dependant requiring dental treatment shall, if the total costs are estimated to exceed £4.4.0d., inform the Secretary prior to receipt of the treatment, provided, however, that in cases where the treatment was urgent, the Management Committee may condone failure to comply with this Rule.

14. CLAIMS.

An employee member wishing to make a claim for medical or dental expenses on the Society, shall furnish to the Secretary a completed Claim Form.

Claims must be submitted promptly and any claim for a particular illness may be disallowed if not received within two months from the date of the last visit of the General Practitioner.

15. PAYMENT OF CLAIMS.

Provisions are laid down for the manner of payment of Claims.

16. The Management shall have the power to incorporate existing Sick Benefit and Medical Aid Societies and Schemes in, or to associate them with the Society under conditions which are mutually acceptable to both parties.

17. The Committee shall be empowered to increase or decrease benefits or contributions at any time, on giving three calendar months' notice to all employer and employee members.

18. The Committee shall be empowered to expel any employer member whose subscriptions are in arrear, and any employee member who fails to pay to his employer the subscription or other sums payable by him, or who abuses the privileges, or otherwise misconducts himself. The member whom the Committee proposes to expel shall receive not less than seven days' written notice to attend a meeting to consider his expulsion.

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CHAPTER II.

TRADE UNIONS.

Employees of factory A are members of the Match Workers Union, which is fairly active. Meetings are held about once a month in the dining hall at the factory at 5 p.m., and the attendance is good. Trade Union subscriptions are deducted fortnightly from wages, the subscriptions paid are as follows -

those earning 18/- per day and over	1/- per week.
those earning 11/6 to less than 18/- per day	9d per week.
those earning 9/- to less than 11/6 per day	6d per week.
those earning 9/- or under	3d per week.

European males and females and Indian males are members of the Union. Each department has its shop steward but there are not a very great number of complaints and not much of their time is taken up.

Of the 19 women interviewed at factory C, 10 were members of the Textile Workers' Union, the employees' representative body, membership of which is optional. Members pay a subscription of 1/6d. per week to the Union and sign a stop order authorising these deductions to be made from their weekly wages.

A levy of 2d per week is imposed on all employees who fall within the scope of the Textile Manufacturing Industry Agreement to meet the expenses of the Industrial Council. The firm deducts this amount from the weekly wages of employees and makes a £ for £ contribution.

Every Department has a shop steward who receives any complaints made by the workers, and acts as their spokesman. At the time of the survey the European women had no shop steward as no one was prepared to take on the task. The former shop steward who was interviewed, found that it had taken up too much of her time, causing her earnings to be less than usual, and felt that she was becoming unpopular with the management, consequently she was no longer willing to shoulder the responsibility.

The women interviewed appeared to know very little about and take little interest in the activities of the Union, very few of them ever attended meetings and apart from a general lack of interest the main reason seemed to be that they disliked the fact that the majority of the workers attending the meetings were Natives and Indians and that the Europeans constituted a very small minority.

The employers' representative body is the Textile Manufacturers' Association and the Industrial Council is made up of equal number of employers' and employees' representatives.

For employees of factory H, the representative body is the Garment Workers' Industrial Union to which all workers belong and to which the European women contribute 1s. or 1s. 6d. per week each. This is a mixed trade union to which Coloureds, Indians and Europeans belong. Although the Union is fairly active and the European women thought it benefitted them considerably, none of those interviewed ever attended the meetings as they disliked mixing with the other races, and as the meetings are generally held on Sunday mornings, which they all find a very inconvenient time. There is one shop steward for the female staff.

The employers' representative body is the Natal Clothing Manufacturers' Association.

There is a levy of 2d. per week on all employees to meet the expenses of the Industrial Council for the Clothing Industry.

It is compulsory for employees of factory I to be members of the S.A. Typographical Union, which is a very powerful and active body.

Trade Union subscriptions are collected from members by Union officials, generally by the clerk of the Chapel.

Any grievances among the women are generally told to the forewoman who passes them on to the foreman. They are discussed by the Chapel Committee which approaches the management if necessary.

Factory I's Chapel holds a meeting at the factory about once a month, usually during the lunch hour. Attendance varies, and is usually good if there is a particular grievance to be aired.

There are no Unions for employees of the other factories visited.

A new Industrial Conciliation Act came into force on 1st January, 1957, and gives effect to the policy of racial separation in Trade Unions. It provides that no more Trade Unions containing Whites and Non-Whites will be registered, and provisions will come into force for existing mixed unions to be divided on racial lines and their assets distributed. This means that there can be more than one Union in the same industry.

The Act makes provision for an Industrial tribunal whose duties are to hear appeals against the Industrial Registrar, to undertake arbitrations, and to advise the Minister of Labour on the reservation of occupations.

The Act gives the Minister power "to safeguard the economic welfare of employees of any race in any undertaking, industry, trade or occupation" by reserving specified work for specified races or classes.

Differences on points of law which arise before the tribunal can be taken to the Appeal Court in Bloemfontein.

The reservation of occupations on racial lines is a form of safeguard against the possibility of inter-racial competition in industries where the apartheid in trade unions results in there being more than one workers' organisation.

The "apartheid" provisions of the Act do not apply to employers' organisations; these organisations are therefore strengthened in relation to the trade unions.

CHAPTER X.

INTERVIEWS WITH WORKERS.

At some of the factories the women were found to be far more co-operative and willing to be interviewed than at others. Whereas some refused to be interviewed, others appeared to enjoy the opportunity to talk about themselves, their families and their problems, and consequently the interviews varied considerably in length.

The greatest difficulty was encountered at factories C and F. At factory C, to start with, a sample of 20 workers to be interviewed was selected at random with the help of the manager and foremistress of the cleaning and weaving departments. Considerable opposition to being interviewed was met with, and eventually all the women were asked if they would agree to being interviewed and of the 55 only 19 gave their consent.

This opposition may have been due in part to the fact that the interviews could only be conducted during the half hour lunch break; incentive wages are paid at the factory, and consequently neither the management nor the employees were willing to have the interviews carried out during working hours. At this factory several of the women, although most of them were able to speak English, insisted on the interviews being conducted in Afrikaans. Another difficulty in interviewing the women at this factory was that there was no private room in which the interview could be held, the women had to go to the restroom for their tea during the lunch break, and only had this half hour in which to eat their sandwiches so they were interviewed while having their lunch and on crowded benches where their answers to the questions could be easily overheard. They were naturally rather reticent about answering questions as to their family income and expenditure in front of their co-workers.

As only one, or sometimes two interviews could be managed a day, they were spread out over a longer period than was the case at the other factories, and consequently the women had more opportunity to discuss the questionnaires and became very suspicious of the motive behind them.

At factory F, only 5 of the 18 women consented to being interviewed. They were approached first by the woman supervisor who explained the purpose of the survey to them and requested their co-operation. The first few approached were quite willing to co-operate, but when the remainder heard the nature of the questions from them, they refused to be interviewed as they resented particularly having to give details of their income. The greatest opposition was always encountered when those who had been interviewed had a chance to discuss the interviews with the others, as although the purpose of the survey was explained to each in turn, they nevertheless were suspicious that there was some ulterior motive.

A certain amount of opposition was encountered at Factory B, where the sample of workers to be covered by the survey was selected at random by the nursing sister at the factory, who gave the investigator the names of 20 girls. Four of these refused to be interviewed and so were replaced by others who were willing to co-operate.

At factories D, E, G and H none of the women who were selected to be interviewed, refused, and in most instances they were extremely co-operative. At these factories the names of various girls, selected at random by the departmental heads, were given to the investigator.

At factory D, 20 girls were interviewed, 2 being departmental assistants and the remainder packers.

At factory E, half the number of European women from each department, 12 in all, were interviewed. At this factory they were

exceptionally co-operative, probably due, in part, to the fact that they are interviewed by and able to discuss their problems with the nursing sister at the factory, from whom they receive useful and sympathetic guidance.

At factories G and H the women were also very co-operative and none of those approached refused to answer the questions put to them. Eight at factory G and 6 at factory H were selected at random and interviewed.

MARITAL STATUS.

Of the 90 women interviewed, 47 were married women living with their husbands, 20 were single, 12 were widowed, 2 divorced and 3 separated from their husbands.

HUSBANDS' OCCUPATIONS.

The husbands of 18 of the married women were employed by the S.A.R. as engine drivers, checkers, welders, rail repairers, lorry drivers and carpenters, and one was receiving a pension from the S.A.R. The occupations of the others were carpenter, diesel mechanic, petty officer in the S.A. Navy, engine room mechanic in the S.A. Navy, constable in the S.A.P., grain elevator operator, corporation bus driver, corporation market attendant, road ganger, barman, monumental mason, engineer, shopfitter, messenger of court, sugar estate overseer, electrician, 2 were clerks, two lorry drivers, 2 painters and 2 were employed by private road building firms. One was employed in the despatch department of the factory, at which his wife worked..

The educational standard of the husbands appeared to be more or less equal to that of their wives, many of whom did not know what standard their husbands had reached.

LENGTH OF RESIDENCE IN DURBAN.

The following table shows the length of residence in

Durban of the 90 women in the sample.

TABLE 31. LENGTH OF RESIDENCE IN DURBAN OF 90 WOMEN INTERVIEWED.

<u>Years.</u>	<u>No. of workers.</u>
0 - 10	23
11 - 20	21
21 - 30	20
31 - 40	12
41 - 50	10
51 - 60	4
	<u>90</u>

Only 17 of the 90 women had been born in Durban. None had come to Durban especially to work there, those not born there came either with their husbands or parents.

PREVIOUS EMPLOYMENT.

Of the 90 women interviewed, 25 had had no previous employment, 9 of these having come to the factories straight from school, 5 had started work for the first time when their husbands died, 2 had worked since they were divorced from their husbands, 5, with young children, had to work because their husbands wages were insufficient to support the family, one had to work when her husband retired, because they could not live on his pension, 2 had started work in order to support their families when their husbands were ill, and one said that it was not necessary for her to work, but she wished to as she was bored at home.

The remainder had had from one to seven previous jobs. They had been employed as nurse aids, housekeepers, alteration hands, dressmakers' assistants, postwomen, waitresses in tea rooms, nursemaids, companions, shop assistants, usherettes at cinemas, switchboard operators, doctors' receptionists, clerks, ~~46~~ 6. Counter assistants, nurses in the army, cashier at an amusement park, milk bar assistants, one had taken in dressmaking, one had taught music to private pupils, and one had been a typist. The majority had at some time worked in

other factories, generally doing work fairly similar to their present work.

The reasons given for changing their jobs were legion. Some left to be married or owing to pregnancy, some had only been taken on in a temporary capacity during rush periods, e.g. as shop assistants during sales; jobs such as waiting at tea rooms were found too tiring because it was necessary to stand all day, working hours were found very awkward, particularly the night duty, some left jobs because the wages were too low, one or two who had been shop assistants said they disliked dealing with the public, the pay was poor and they preferred a 5 - day week. The woman who had taken in dressmaking said she disliked the responsibility, and there were slack periods when there was not enough work. Some had left previous jobs because of ill health or because they were moving from one town to another. The girl who had been a typist said she preferred working with a lot of other people to being with only one or two in an office.

The reasons given for leaving other factories and taking their present jobs were that they had had to stand at their work all day, the hours were too long, there were Natives and Coloureds working in the same room as Europeans; the work was dirty, they had been in factories where there were seasonal variations in employment so they had been dismissed, some came from factories which had dismissed all their European women factory workers and were taking on Indian men. Some had disliked the type of girl working at the factory they had left, they had found the work too hard or the distance between their homes and the factory too great.

#### THE JOURNEY TO WORK.

The journey to work varied considerably, some of the factories being in the city, and others a considerable distance out,

and the time taken over the single journey was anything from 5 to 70 minutes. Some of the women had a very long day away from home, at one factory several stated that they arrived at work almost an hour earlier than necessary because there was no means of getting there nearer the correct time. Many preferred to work at factories near their homes, but this was not always possible. Many of the married women had to make sandwiches for themselves, their husbands and children, get breakfast and get their children ready for school before leaving for work, and many left without having any breakfast themselves.

The weekly cost of transport to and from the factory of the 90 women interviewed was as follows:-

TABLE 32. WEEKLY COST OF TRANSPORT.

<u>Weekly cost.</u>	<u>No. of Women.</u>
Nil	12
Under 2/-	2
2s - 3/11d	10
4s - 5/11d	20
6s - 7/11d	17
8s - 9/11d	11
10s - 11/11d	7
12s - 13/11d	6
14s - 15/11d	4
16s - 17/11d	1
	<u>90</u>

Of the 90 women, 55 travelled to work by bus, 14 by train, 10 walked, 6 came by car either with their husbands or friends, 3 caught a bus and got a lift for the remainder of the journey; one took a train and a bus, and one came by bicycle.

TABLE 33. WEEKLY COST OF MEALS BOUGHT AT FACTORY.

<u>Cost per week.</u>	<u>No. of Women.</u>
nil.	46
2/6 and under	23
2/7 - 5/-	13
5/1 - 7/6	5
7/7 - 10/-	3
	<u>90</u>

The above table shows that very little was spent on the midday meal. The majority of the women interviewed brought sandwiches with them and bought nothing extra. Even where meals were available at the factory canteen many women brought their own sandwiches at least a few days a week, and supplemented them with something bought at the canteen. At the factories where there was no canteen, the majority of the women brought their own sandwiches and supplemented them by buying cartons of curry and rice, fruit salad or pies from hawkers' carts.

CONTRIBUTIONS TO FUNDS.

Apart from the contributions already mentioned, e.g. to Unemployment Insurance Fund, the ~~the~~, more women paid monthly subscriptions to funeral parlours than to any other funds; 20 of the women interviewed were paying amounts varying from 2/- to 7/6 p.m. to funeral parlours, another woman and her husband were paying 11/6 p.m. to a funeral fund for themselves and their 4 children, and 4 more had already completed their payments to funeral parlours.

Thirteen contributed amounts varying between 4/4 and 6/6 per week to the pension fund; two contributed 4/3 and 5/2 p.m. respectively to the Medical Aid Society.

Several of the married women and their husbands had life insurance policies; one couple had 2 policies on which they were paying £1.8.6. and £1.9.4. per month respectively. 16 others had insurance policies on which they paid amounts varying between 12/8d and £3. per month.

Only two had education policies for their children. One couple paid £1.10.0. per month for an education policy for their 3 children, another paid 3/- p.m. for an education policy for her son.

Two of the women contributed 4/4 p.m. each to the S.A. National Credit Association, from which they will receive a lump

sum after 15 years, and two at factory G contributed £1. p. w. each to the Holiday Savings Fund.

UNEMPLOYMENT AND UNEMPLOYMENT BENEFIT.

On the whole the women interviewed were not able to give very accurate information about the unemployment benefit they had received, as many of them had received it a long time ago. Thirteen had received unemployment benefit for periods of from one to four months and another who had been unemployed for 11 months had received unemployment benefit for 8 months during this period. Some of these women had received this benefit while they were put off work during slack periods at their factories, and some while they were trying to find employment.

Ten other women stated that they had at some time been unable to find work, and had been unemployed for periods of from one week to four months; none had received any unemployment benefit. Three of these women stated that their unemployment was due to the 1929-32 depression, and five of the others were women of over 50 years of age, who could not find employment readily because they were considered too old.

Eight women had received maternity benefit from the U.I.F., one had received £25, one £20, and four had received £15 each when their babies were born. The remaining two had received £1.18s.0. p.w. and £1.10s.0d. p. w. respectively for 3 months.

OTHER BENEFITS RECEIVED.

Five women whose husbands were employed by the S.A.R.&H. had at some time received help from the S.A.R. Sick Fund.

One widow, supporting 6 children, had at one time received £8. p.w., from the Child Welfare, but this had been discontinued, and another widow had received £12. p.w. for a while from the Child

Welfare before she started work, for two of her children who were living with her and still at school. A third woman had received £9. p.w. for 3 months for her child when her husband was unemployed.

Most of the women at factory H had at some time had help from the Sick Fund.

One woman had received financial assistance from the Medical Benefit Society for her spectacles and dentures, one had received benefit from the Corporation Medical Aid Association to which her husband belonged, and another widow, now remarried, was receiving a widow's pension of £2.2.6. p.w.; she had for some time received about £5 p.w. for her 3 children from the Police Orphans Fund, and had received about £44 from the Freemasons (of which body her husband had been a member) for schooling for her son.

It was extremely difficult to obtain accurate information from the women as to the amount of financial assistance they had received.

#### INCOME OTHER THAN WAGES.

Table 34 shows the average regular weekly income other than wages. There were very few women with any other income; one woman, aged 43 years, who had been separated from her husband for 4 months, was receiving £5 p.w. from him until her daughter, aged 16 years, left school. A widow, aged 51 and earning £5.17.6. p.w., with 6 children living at home, five of whom were still at school and with one daughter working who paid her £10.0.0. p.w. was given approximately £7. p.w. by her married son although she could not rely on receiving this regularly. She worked at the tearoom at Greyville racecourse about twice a month from 9 a.m. - 5 p.m. on Saturdays, for £1.2.6. per day. Another widow, aged 40 and now remarried, was receiving a widow's pension of £2.2.6. p.w., and

the other, a widow aged 56, whose late husband had been a foreman at the factory at which she worked, was given £600 by the firm on the death of her husband, which amount was invested and brought interest of £13.13.4. every 6 months. One, aged 23, who had recently married, had won £500 in the Rhodesian Sweep. A woman who was divorced from her husband had her sister and a friend living with her and received £2.10s.0d. p.w. from each for board and lodging; another divorced woman was receiving £30 p.m. from her husband for the support of her 2 children.

None of the single girls had any income other than their wages.

Very few of the women undertook any work other than the factory work. One occasionally took in a little dressmaking, but earned very little this way; another married woman with 2 children had a job as an usherette at a cinema two evenings a week, for which she earned 11s. p.w. and was given 2 complimentary tickets a week, and two others worked on occasional Saturdays at the race-course tearoom for £1.2.6. per day.

Nearly all the women stated that it was absolutely necessary on financial grounds for them to work. One said she could manage without, but was working so that she would be able to send her son to University. Another had started work when her husband was unemployed for 2 years; he now had employment, but she chose to continue working. One woman, with 5 children at home and not earning, said that they could just manage on her husband's wage of £55 per month, but that it was so much easier if she was earning as well.

Only 7 of the 90 interviewed worked because they preferred to. Three of these were single girls living at home, who went to work because they were bored: one of these said that she only occasionally gave any money to her mother and spent most of her earnings on clothes and entertainment, another was planning soon

to take a shorthand and typing course.

Of the married women who chose to work, two, with no children at home, said they were bored, another said they could manage on her husband's wage of about £15 p.w., but as they were living with her parents she preferred to work as there was no housework for her to do, and a fourth preferred to work as her 2 children were at school most of the day, although she felt they could manage on her husband's earnings of approximately £12 p.w.

#### HOLIDAYS.

The majority of the women interviewed stated that they were unable to afford to go away for their annual leave. None of those interviewed at factories F and G had been able to go away for their last annual holiday. Several whose husbands were employed by the S.A.R., and who consequently were able to obtain free railway passes, had gone away to stay with relatives and friends; a very small number of the others had been able to afford the train fare to go away, and of those who did manage it one had gone camping with her family for a few days, three had gone to inexpensive hotels or guest farms, and the remainder had gone to stay with relatives or friends, so that the holiday had cost them very little.

About 75% had spent their last annual leave at home, and for the remainder the cost of the holiday varied from no expense in the case of those who had free railway passes and had stayed with friends, to £60 in the case of one woman and her husband who had gone to Cape Town by car.

The following table shows the wages earned by the workers and their husbands, the weekly expenditure on accommodation and servants, the average debts and savings, the average regular weekly income other than wages, the total number of dependent children

living at home and the total number of children living at home and earning, their average weekly earnings and their average weekly contributions to the family budget.

In practically every instance the husbands' earnings were considerably greater than those of their wives.

The women lived in rented rooms, flats and houses, several were buying their own houses, and a few whose husbands were employed by the S.A.R., lived in S.A.R. houses. There were four married couples living with the wife's parents, one widow lived with her married son, and a woman who was separated from her husband was living with her step-sister; another married couple were looking after a house for some friends, temporarily, and paid nothing, and a couple where the husband was the overseer of a sugar estate, had an unfurnished house provided free of charge; one divorcee had board and lodging with a private family, and a young couple lived with the girl's aunt.

Most of the single girls lived with their parents, and paid them a fixed amount for board and lodging, although a few lived in flats, with married brothers and sisters, and one lived in the Women's Residential Club.

Many of the women with families kept a servant, although some did all their housework, laundry and cooking themselves.

The large debts in the following table were in respect of houses which were being paid for in monthly instalments. Most of the other debts were in respect of furniture, fridges, stoves and in one case a car, bought under hire purchase agreements and being paid off weekly or monthly. There were other smaller debts for clothing, doctors and dentists, one young couple were paying off the expenses of their wedding, and engagement and wedding rings, and a widow had a debt of £30. for her husband's funeral.

Few women had any appreciable savings, and those who had a little money saved found it difficult to say the exact amount.

Most of the children who were living at home and earning made some contribution to the family budget, although in most instances the amounts contributed probably did little more than cover the expense of their living at home.

TABLE 34.

## INCOME AND EXPENDITURE OF THE FAMILIES OF THE WOMEN INTERVIEWED.

No. of Women	Weekly wage of Factory Worker.	Av. Weekly wage of Husband.	Av. Weekly expenditure on accommodation.	Av. Weekly amount paid to servants.	Av. Debt	Av. Savings	Av. Regular Weekly income other than wages.	Av. No. of dependent children per woman worker.	Av. No. of children living at home and earning.	Av. Weekly earnings of children	Av. Weekly contributions to family budget of children at home.
<b>Married women living with their husbands.</b>											
	£	£. s. d.	£. s. d.	£. s. d.	s. d.	£. s. d.	£	£. s. d.		£. s. d.	£. s. d.
6.	3 - 3.19.11	12.18.5	3. 8. 3	9. 4	61.17.11	-	-	0.5	0.3	4.10. 0	2. 7. 8½
14.	4 - 4.19.11	18.14. 3	1.17. 9 (1)	12. 5	51.11. 7	-	9	2.4	0.4	5. 6. 2	1.19. 4
5.	5 - 5.19.11	10.14. 7(2)	2. 9.10 (3)	15. 1½	38. 8. 0	-	-	1.2	0.2	16. 0. 0	4. 0. 0
12.	6 - 6.19.11	13. 4. 3(2)	2. 7. 6½	13. 9	507. 3. 4	(i)	-	1.8	0.3	6.17. 5	2.10. 0
3	7 - 7.19.11	14. 7. 3	2. 1. 7 (4)	16. 2	281.13. 4	60	-	1.3	0.3	8. 1. 7	1.17. 0
2	8 - 8.19.11	8.10. 8	2. 8. 6	17. 4	584. 3. 0	-	-	2.5	1	4. 2. 4	2. 7. 8½
2	9 - 9.19.11	12. 2. 4	3. 9. 3	9. 3	153.10. 0	-	-	1	1	5.10. 6	1.16.10½
3	10 - 10.19.11	10. 9. 3	4.18. 6	19. 3	1165.14. 8	20	1. 9	2.7	0.3	3.18. 0	1. 0. 0
47	Support from Husband		Av. weekly amount								
<b>Divorced, widowed, separated.</b>											
	£	s. d.	£. s. d.	£. s. d.	s. d.						
1	3 - 3.19.11	4.12. 4	2. 3.10	-	-	-	-	1	-	-	-
3	4 - 4.19.11	-	1.11. 5	8. 4	24. 3. 4	17	2. 0. 0	0.3	0.7	6.11. 6½	3.10. 0
12	5 - 5.19.11	11. 6½	1.13. 1 (5)	10. 7½	9.17. 4	50	10½	1	0.4	6.15.11	2. 1. 8½
4	6 - 6.19.11	-	1. 5. 4 (6)	-	269.10. 0	-	17. 4	0.3	-	-	-
1	7 - 7.19.11	-	- (7)	-	-	900	-	-	-	-	-
1	8 - 8.19.11	-	3. 0. 0 (8)	-	-	60	-	-	-	-	-
1	10 - 10.19.11	-	1.16.11	18. 6	5. 5. 0	-	5. 0. 0	1	-	-	-
23											

(i) One woman saved £2 per week. Total unknown.

(1) Of the 14, three families received board as well as accommodation at an average of £5. 6. 0. per week

(2) Includes one who was receiving a pension.

(3) One family was receiving board and accommodation for £9. 4. 8d per week.

(4) One family was receiving board and accommodation for £6. 0. 0d per week.

(5) One woman and her two children were receiving board & accommodation for £7.10.0. per week. This woman was receiving £6.18.6.p.w. from her husband.

(6) Of the four women two received board and accommodation at an average of £2.10.0d per week.

(7) Free board and lodging.

(8) Board as well as accommodation.

INCOME AND EXPENDITURE OF THE 19 SINGLE WOMEN

No. of women.	Weekly wage of factory worker.	Av. weekly expenditure on board and lodging.	Average debt.	Average savings.
		£. s. d.	£. s. d.	£. s. d.
1	22 - 2.19.11.	2.10. 0.	-	-
3	3 - 3.19.11.	1.13. 4.	6. 3. 4.	- (1)
4	4 - 4.19.11.	1.12. 6.	3.11. 9.	12. 5. 0.
3	5 - 5.19.11.	1.18. 9.	2. 2. 8.	39.10. 0. (2)
6	6 - 6.19.11. (3)	2. 2. 6. (4)	1. 7. 4.	8. 6. 8.
1	7 - 7.19.11.	1.16. 4. (5)	-	266. 0. 0.
1	8 - 8.19.11.	2.12. 6.	-	- (6)
<u>19</u>				

One single woman was absent for part of the week, so had been omitted from the table.

- (1) One woman saved 5s per week, total savings unknown.
- (2) One woman saved 10s per week, total savings unknown.
- (3) One woman in this group had a dependant illegitimate child.
- (4) One woman had accommodation only, for which she paid £1.19.3. per week.
- (5) Accommodation only.
- (6) Some savings, amount unknown.

CHAPTER XI.

GENERAL CONCLUSIONS.

The general findings of the survey show that the proportion of European women employed as factory workers is steadily decreasing, and that more and more women who were employed in this capacity are going into the Commercial Distributive Trade.

With the exception of the printing and newspaper industry it takes longer for European women to reach the qualified rates in the Distributive Trade than in industry, but the minimum wages for qualified employees are considerably higher in the Distributive Trade. However, during the 4 years before they are considered qualified, female shop assistants are probably not earning more than they would in industry, where they reach the qualified rate more quickly. The weekly wages laid down for unqualified female shop assistants are as follows. (see Appendix II):-

During 1st year of experience	£2. 1. 6.
" 2nd " " "	£2.11.11.
" 3rd " " "	£3. 2. 3.
" 4th " " "	£3.12. 8.

The following are the minimum wages laid down in the wage determination for qualified European woman factory workers:-

		£. s. d.
Match Industry.	Grade I employees after 9 months experience	3.12. 0. p.w.
	Grade II employees after 6 months experience	3. 5. 3. p.w.
Chemical Industry	Grade I employees after 2 years experience	2.15. 0. p.w.
Textile Industry	Grade I employees after 1½ years experience	3. 0. 0. p.w.
	Grade II employees after 1 year experience	2. 6. 6. p.w.
Printing and Newspaper Industry, after 4 years experience		7.13. 6. p.w.
(Wages including C.O.L.A.) Clothing Industry, after 3 years experience		2.17. 6. p.w.
Commercial Distributive Trade, after 4 years experience		4. 3. 1. p.w.

The skill required by shop assistants in the Distributive Trade varies considerably between different establishments and between different departments within the same establishment. Certain shops have standardised their services with the result that the goods virtually sell themselves. In some sections of departmental stores, or in specialty stores, such as the sale of musical equipment or fashion wear where specialised ability and experience is required, employees are paid a higher rate of remuneration than unspecialised employees.

In August 1951 in Durban, Westville and Malvern, the average and median weekly wages paid to female clerical employees, male and female shop assistants and alteration hands in the Distributive Trade, according to years of experience were as follows:-

TABLE 35. WAGES IN THE COMMERCIAL DISTRIBUTIVE TRADE, AUGUST 1951, DURBAN, WESTVILLE AND MALVERN

Category of employee	No. of employees	Average weekly wage.	Median weekly wage.
<u>Clerical employee, female.</u>		£. s. d.	£. s. d.
During 1st year of experience	257	3. 7. 9.	3. 2. 4.
During 2nd year of experience	141	3.18.11.	3.16. 2.
During 3rd year of experience	125	4. 7. 0.	4. 3. 1.
During 4th year of experience	84	4.11. 5.	4.10. 0.
Qualified	1,224	5.12. 2.	5. 6.11.
<u>Shop Assistant, Male.</u>			
During 1st year of experience	216	3. 7.11.	2. 6. 2.
During 2nd year of experience	107	3.15. 0.	3. 1. 2.
During 3rd year of experience	134	5. 3. 9.	3.18. 6.
During 4th year of experience	104	6. 1.11.	5. 1.10.
During 5th year of experience	98	7. 2. 2.	6. 4. 9.
Qualified	1,065	8.18. 3.	8. 9. 7.
<u>Shop Assistant, Female.</u>			
During 1st year of experience	244	2.15. 1.	2.10. 9.
During 2nd year of experience	122	2.15. 2.	2.10. 9.
During 3rd year of experience	149	3. 5.11.	3. 0. 0.
During 4th year of experience	110	3. 9. 0.	3. 4. 7.
Qualified	1,345	4.12. 1.	4. 0.10.
<u>Alteration Hand.</u>			
During 1st year of experience	9	2.18. 4.	1.16.11.
During 2nd year of experience	2	1.19. 3.	-
During 3rd year of experience	3	2.15. 5.	-
During 4th year of experience	5	3.15. 6.	3.12. 4.
Qualified	72	4. 6. 3.	4. 3. 1.

The table shows that female clerical employees were paid more than female shop assistants, and that the qualified wage rates for female shop assistants and alteration hands were substantially the same. There was a considerable disparity between the rates of pay of male and female shop assistants, the men earning considerably more than the women.

Determination No. 170 of the Wage Act, 1937, for the Commercial Distributive Trade lays down the minimum wages for female shop assistants in Durban at a slightly lower weekly rate than the average and median weekly rates given above. (See Appendix 11).

Of the nine factories visited for the purpose of the survey, one had experienced no shortage of European female labour and had no intention of changing to any other class of labour, two had replaced practically all their European women by Coloured women, and the manager of a third stated that a change to Coloured female labour was very likely in the near future. At another factory it appeared possible that Indian males would replace European females, and at two factories Native males were the most probable substitute. The view of another factory manager was that if it became impossible to obtain sufficient European females, the most likely change would be to a more highly mechanised system, and otherwise to Indian or Native male labour. The printing firm visited stated that any change in the type of labour would be governed by the Trade Union.

On the whole, male labour was considered less satisfactory than female labour for factory work, because the monotony of the work worries men more than it does women. European male labour is, of course, out of the question for this type of work because men would demand higher wages than industry could afford to pay. Indian men were generally considered to be very quick, adaptable workers, but were often trouble makers, and native men were considered to be rather slow at learning their work and not to be very adaptable or versatile. Most firms seemed sorry that they were not

able to retain their European female staff, but Coloured females, where they were being substituted, were considered almost as good. Indian women are not available and Native women were not considered suitable because, their educational standard being low, they are difficult to train.

APPENDIX 5.  
INDUSTRIAL LEGISLATION

A summary is given of provisions contained in various Acts which affect the conditions of work of women in industry.

INDUSTRIAL CONCILIATION ACT - ACT NO. 36, 1937.

This Act, which came into operation on December 15th, 1937, repealed the Industrial Conciliation Act of 1924. While retaining the basic principles of wage regulation, as expressed in the repealed Act, it effected a number of changes designed to facilitate administration and to check the evasion of wage-regulating measures.

The main objects of this Act are the prevention and settlement of disputes between employers and employees by conciliation and, in certain cases, by arbitration, the regulation of conditions of employment and the registration and regulation of trade unions, employers' organisations and private registry offices.

The Act applies to every undertaking, industry, trade and occupation, excluding farming operations, domestic service in private households, Government employment (including the Railway Administration), and work done in charitable institutions if the persons performing it receive no remuneration, or at educational institutions wholly or partly maintained by Government funds, if the work forms part of the education or training of the persons performing it. Its operation is limited by the definition of "employee", which excludes the vast majority of Native workers, but any or all of the provisions of wage-regulating instruments may be applied to such workers under certain circumstances.

Machinery is provided for the voluntary settlement of

disputes relating to conditions of employment, either by industrial councils, which are permanent bodies consisting of employer and employee representatives, or, where no industrial council has been registered, provision is made for the appointment from time to time of conciliation boards consisting of representatives of employers and employees, to endeavour to settle disputes as they arise. Where an industrial council or conciliation board, as the case may be, fails to settle a dispute, the Act provides for settlement by arbitration. Arbitration is, however, optional except in the case of the essential services of supplying water, light, passenger transportation, sanitation, or fire extinguishing facilities, where final settlement by arbitration is compulsory. Any agreement arrived at by an industrial council or conciliation board can with the approval of the Minister of Labour, be declared binding by him upon the employers and employees in the industry involved, and the effect of such declaration in terms of the Act is that criminal sanctions are thereby applied to the agreement concerned. Coupled with the machinery available for the settlement of disputes, is the prohibition of strikes or lockouts without recourse in the first instance to the conciliatory means of settlement provided by the Act. In the case of essential services the prohibition is absolute.

The freedom of employees to associate in Trade Unions is guaranteed as provision is made that any employer who makes it a condition of employment that an employee shall not be, or become, a member of a Trade Union shall be guilty of an offence. Trade Unions and employers' organisations are protected from legal proceedings arising from any wrongful act (other than a criminal offence), committed in furtherance of a strike or lock-out, which is not contrary to the provisions of the Act.

The extensive use of the Act has been maintained, and

in relation to the expense of the country's manufacturing activities in recent years, the organisation of labour in new fields of employment has developed rapidly in most instances.

Important industries, such as engineering, furniture and printing, have already reached the stage of regulation by means of a single industrial council having jurisdiction over the industry on a national basis.

WAGE ACT, 1937.

Act No. 44, 1937, as amended by Act No. 22 of 1942.

The main purpose of this Act is to establish a wage board and to provide for the determination of conditions of employment in respect of persons not bound by an agreement or award under the Industrial Conciliation Act. The provisions of the Act may be applied to the types of employment to which the Industrial Conciliation Act applies. The scope of the Industrial Conciliation Act and the Wage Act are therefore identical.

The Act provides for the appointment of a Wage Board consisting of 3 members, and of divisions of the Board. Trade Unions and employers' organisations have the right to nominate additional members for specific investigations. The Minister may direct that any investigation shall be in respect of any one or more classes of employees in any section of trade. In defining a class of employees, or a section of trade the Minister may use any basis of differentiation he may deem desirable, including age, sex, experience, length of employment, or type of work, or type of class of premises on which work is performed, but may not differentiate or discriminate on the basis of race or colour.

The Board may make a recommendation on any of the following matters:-

- (a) the minimum rates of remuneration and methods of calculating these.
- (b) deductions which may be made by an employer from any

remuneration payable to any of his employees in addition to deductions which by any law or any order of any competent court he is required or permitted to make,

- (c) the day of the week, date, time, place and manner of payment of remuneration.
- (d) minimum piece rate remuneration.
- (e) the maintenance of records of piece work.
- (f) premises on which work is performed.
- (g) maximum number of employees of any class in proportion to number of employees of any other class or to total number of employees.
- (h) prohibition of payment to an employer in respect of the employment or training of any employee.
- (i) notices to be exhibited by employers.
- (j) prohibition of employment of any persons under a specified age.
- (k) prohibition of payment of remuneration otherwise than in money.
- (l) prohibition or limitation or regulation of overtime work.
- (m) the issue by an employer to any member of a specified class of his employees on the termination of his employment of a certificate setting forth the period during which he has been employed and such other particulars as may be specified in the recommendation.
- (n) the keeping by a member of a specified class of employees, of a record containing such particulars as may be prescribed in the recommendation, and, generally, as to any matter affecting or connected with remuneration or other conditions of employment.

Before making a recommendation the board shall take into consideration

- (a) Any recommendations of the Board of Trade and Industries.
- (b) Ability of employers in the trade to carry on if recommendation is carried out.
- (c) Cost of living.
- (d) Value of board, rations, lodging or other benefits received by employees.

#### WAGE DETERMINATIONS.

The Minister may publish any recommendation made by the Board, in order to give interested persons an opportunity to lodge objections. The Board may amend its recommendation after consideration of any objections. The Minister is empowered to make a determination, which must be in accordance with a recommendation by the Board save that the Minister has the right to exclude from the determination any section of a trade, class of employees or area. The Act contains provisions designed to facilitate:-

- (a) the cancellation or suspension of a determination and
- (b) extension of the area of application of a determination

If an employee has been underpaid, the Court may order that the whole or part of the amount owing be paid to the underpaid employee and that any balance be paid into the Consolidated Revenue Fund. Every employer upon whom a determination relating to remuneration to be paid, time to be worked, or such other particulars as may be prescribed by regulation is binding must keep records of these particulars.

Employers must post notices containing summaries of or extracts from the provisions of this Act, and specifying the date, time and place at which remuneration will ordinarily be paid.

#### Provisions Common to Both Acts.

Various regulations, including those dealing with failure to observe the provisions of any wage-regulating measure, orders of court for the payment of arrear wages, victimization of employees, appointment and powers of inspectors and registration of employers are common to both the Industrial Conciliation Act and the Wage Act.

Every employer upon whom a wage regulating measure is binding must register with the Department of Labour. No certificate of registration may be issued to any person who has not complied with an order of court for the payment of arrear wages, and provision is made for the cancellation of any certificate in possession of an employer who fails to comply with an order of court.

An employer who is convicted of underpayment on a second or subsequent occasion, may be ordered to surrender his certificate of registration. Should he thereafter carry on business in the same trade and employ any persons, he becomes liable to imprisonment for a period of one year without the option of a fine. The court

must enquire into the circumstances surrounding the underpayment and make an order calling upon the employer to pay the amount underpaid or, if this cannot be ascertained exactly, an estimated amount approximating the correct figure as nearly as possible.

The Minister is empowered to determine whether any employer, employee, class of business or work, or any operation or process falls within a particular trade or industry.

Inspectors appointed by the Minister are empowered to enter any premises to question any person who is, or has been, on the premises and to examine and seize any books or documents. Employers and employees are required to furnish an inspector with facilities to enable him to carry out his duties. An inspector may examine any person alone, or in the presence of others, and may require an employer to pay his employees in his presence. It is an offence for any person to hinder an inspector in the exercise of his functions, or to make a false statement to, or refuse to answer questions put by, an inspector. At the request of an industrial council, the Minister may appoint any person as a "designated agent" to assist the council in carrying out its functions. Designated agents have all the powers conferred on inspectors.

Any agreement purporting to permit the payment of a wage to an employee less than the amount legally due to him under the Act, is void, and the parties to such an agreement are guilty of an offence. An employer who requires or permits an employee to refund any remuneration due to him, or to give a receipt for more than he has actually been paid, is also guilty of an offence. In any prosecution, proof of the publication of a notice in the Government Gazette is conclusive proof that the relative provisions of the law, in regard to the wage - regulating measure in question, have been complied with. To counteract the practice of employers and employees entering into bogus partnership, any party to a partner-

ship agreement shall be regarded as an employee if the agreement is terminable on giving less than 3 months notice or if the amount received by him under the agreement is less than the minimum remuneration prescribed for an employee.

The maximum penalty for contravening the provisions for the protection of employees against victimization is a fine of £300 and 2 years imprisonment in addition to which the court may order the employee to be reinstated, or compensation not exceeding £200 to be paid to him. Victimization is committed by an employer who dismisses an employee or reduces his remuneration, or alters his conditions of employment to less favourable conditions, or alters his position relatively to other employees to his disadvantage, by reason of the fact that he suspects or believes that the employee has given information to a competent authority in regard to conditions of employment, or has refused to sign false receipts or refund part of his remuneration to the employer, or belongs to or has taken part in, the lawful activities of a Trade Union.

The maximum penalty for an offence for which no penalty has specially been fixed is a fine of £100 and one year's imprisonment. If the offence consists of underpayment of remuneration amounting to more than £100, the maximum fine is increased to an amount equal to the underpayment.

Factories, Machinery and Building Work Act. Act No. 22, 1941.

The Act provides for the registration and control of factories, regulation of hours and conditions of work in factories, supervision of the use of machinery, and precautions against accident to persons employed on building or excavation work.

A factory means any premises on which work is performed in connection with any business, undertaking or institution in

regard to any one or more of a number of activities such as making, altering, repairing, painting, polishing, cleaning, washing, breaking up, or adapting for sale or use of any article. Further examples of activities included are those associated with the printing industry, the production and storage of gas, the generation of electricity, photographic work, the sorting, assembling or packing (including washing or filling bottles or other containers) of any articles. The term "factory" includes premises on which bookkeeping, typewriting or clerical work incidental to the activities specified above are performed, if such premises form part of or are adjacent to or connected with the premises on which any of the said activities are carried on.

The Governor-General is empowered to extend the definition of "factory" by the addition of activities not at present covered. Provision is made whereby establishments which are not factories, because less than 3 persons work at the premises and mechanical power is not used, may apply for registration and, if registered, become factories for the purposes of the Act. This provision is important because in terms of the Act the Minister may, in certain circumstances, prohibit outwork (i.e. the performance, elsewhere than at a factory, of work connected with manufacturing processes).

Premises where sorting, assembling, packing, cold storage etc. are only incidental to the conduct of a retail business, are not included in the scope of the term "factory", and "mines" and "works", as defined in the Mines and Works Act, 1911; hotels, boarding-houses and private households are also excluded. Premises on a farm, on which a farmer conducts factory activities solely in connection with products produced by him exclusively on that farm, or solely in connection with his farming preparations, are not subject to the provisions of the Act.

"Power" does not include hand or foot power used to operate any mechanical appliance.

Inspectors appointed by the Minister have power to enter premises and make such examination and enquiry as they deem necessary to ascertain whether the provisions of the Act are being complied with.

All factories must be registered. The applicant for registration must furnish particulars and plans of the premises. In considering the suitability of any premises for use as a factory an inspector may have regard to any factor which in his opinion is relevant, including all matters relating to the site of the factory, the adjacent or surrounding premises, the manner in which the factory is or is likely to be equipped or in which the business is or is likely to be conducted, and the health and safety of the workers.

Inspectors are empowered to cancel the registration certificate of a factory if it becomes unsuitable for use as a factory and the necessary steps are not taken by the occupier to render it suitable.

RECORDS:

Every employer must keep a record showing in respect of each employee

- (a) name and sex;
- (b) the nature of the work performed;
- (c) the times at which he commences and ceases work each day;
- (d) the times and duration of intervals in his work each day;
- (e) the total number of ordinary hours and overtime worked each day and each week;
- (f) the normal rate of remuneration and the actual remuneration paid from time to time and the date of every such payment;
- (g) such other particulars as may be prescribed.

These records must be retained for 3 years from the date of the record.

Hours of work, holidays, and employment in factories.

The ordinary hours of work laid down by the 1918 Act were 50 per week. In 1931 they were reduced to 48, and in the present Act the ordinary working week was reduced to 46 hours excluding meal times. Not more than 8 hours (excluding meal times) may be worked on any day but special provision is made for an additional 1 hour 15 minutes being worked in establishments where work is performed on 5 days only per week and, where on one day in every week not more than 5 hours are worked, an employee may be required to work for an additional period not exceeding  $\frac{1}{2}$  hour on each of the remaining days of the week. No employee may work for a continuous period of more than 5 hours without an uninterrupted interval of at least 1 hour; periods of work interrupted by an interval of less than 1 hour are deemed continuous.

No female may work between 6 p.m. and 6 a.m. or after 1 p.m. on more than 5 days in any week.

No employee may work on a Sunday without the authority of an inspector.

Notwithstanding the above provisions overtime may be worked for a total period not exceeding 10 hours in any one week or more than 10 hours if the written permission of an inspector is obtained.

A female employee may not work overtime.

- (a) for more than 2 hours a day.
- (b) on more than 3 consecutive days.
- (c) on more than 60 days in any year.
- (d) after completion of her ordinary working hours for more than 1 hour a day unless the employer has either given her notice of this overtime before midday, provided her with an adequate meal before she has to commence overtime or paid her a prescribed allowance in sufficient time to enable her to obtain a meal before the overtime is due to commence.

An employee shall be deemed to be working in addition to any period during which he is actually working -

(a) during the whole of any interval in his work if

- (i) he is not free to leave the premises of his employer for the whole of such interval; or
- (ii) the duration of such interval is not shown in the records;

The rate of pay for overtime is time-and-a-third.

When an employee works on a Sunday he must either be paid not less than double his ordinary rate of remuneration or paid  $1\frac{1}{2}$  times his ordinary rate of remuneration and granted within 7 days one day's holiday on full pay. Provision is made for certain paid public holidays viz. Good Friday, Dingaan's Day, Xmas Day and New Years Day and double pay if an employee is required to work on any one of these days.

Paid leave in factories.

The prescribed leave on full pay is 14 consecutive days <sup>annum</sup> per annum. Payment for the period of leave must be made before the commencement of the leave.

Upon termination of employment, payment must be made for any period of leave which has accrued to the employee, the employee being entitled to one day's pay in respect of each completed month of employment. The provisions relating to annual leave do not apply in respect of an employee who is in terms of any agreement, award, determination, or conditions of apprenticeship, entitled to annual leave on full pay.

If an employee is absent for more than 3 consecutive days owing to illness, or for more than 30 days in any year, he must produce a medical certificate.

The section of the Act dealing with absence of female

employees due to pregnancy was amended by Paragraph 15 of Act 50/1952 and by Paragraph 11 of Act 34/1954.

No female may work in a factory during the 4 weeks preceding or the 8 weeks following her confinement. Provision exists for the payment by the Government of an allowance which together with any benefits payable to her in terms of the Unemployment Insurance Act (Act No. 53 of 1946) in respect of any week equals her ordinary weekly remuneration but does not exceed 25/- p.w. Payment may be made for an additional 4 weeks, if the female discontinued her work more than 4 weeks prior to the expected date of her confinement. The father, if he is able to, may be ordered to repay the amount paid to the female or a lesser amount. This amount will be paid into the Consolidated Revenue Fund.

#### Restriction on Employment.

The minimum age for employment in a factory is 15 years. An inspector is empowered, on medical advice, to prohibit the employment in a factory, or in a specified activity, of an employee if such employment would, by reason of physical defect or illness, endanger the health or safety of that employee or of his fellow workers. An inspector may in writing require an employer or occupier of a factory to arrange benches and machines in such a way as to ensure that as far as practicable employees of the different races work apart.

#### Outwork.

In order to prevent sweating of non-factory workers and the performance by them of work, as in the manufacture of clothing, under unhygienic conditions, the Minister is empowered to prohibit outwork in specified businesses, work or activities.

#### Machinery and Accidents.

All machinery shall be subject to supervision by inspectors designated by the Minister.

Whenever an employee is involved in an accident in the course of his employment and loss of life results or injuries occur to the extent that the person is unable to earn full wages at work for 14 days or more, an inspector must be notified in writing, and he may hold an enquiry.

The Act forbids victimization of an employee for giving information which under the Act he is required by an inspector to give.

The provisions of the Act cannot be varied by agreement or waived.

An employer may not make any deduction from the wages of an employee or make an employee make a payment to any other person.

If an employee has been underpaid the court convicting the employer may order that the whole or part of the amount owing be paid to the employee and that any balance be paid into the Consolidated Revenue Fund.

Appeals may be made to the Minister against decisions of inspectors in regard to such matters as the registration and control of factory premises, and permission to employ workers on a Sunday or to work overtime in excess of the limits specified in the Act. The decision of the Minister is final.

The Governor-General may make regulations as to the following measures for health and welfare.

1. Floor space and ventilation.

In any factory there must be at least 25ft. of floor space per person, the rooms must be not less than 10 ft in height, ventilation must be adequate and the rooms must be kept clear of all materials, goods or tools other than those in use.

Regulations for lighting are also laid down. There must be at least one water closet and one wash basin to each 15 or part of 15 European persons of each sex working in the factory. The wash closets must not communicate directly with rooms in which people work. An adequate supply of water, soap and towels must be provided free of charge. The factory must be kept clean and free from any smell.

Where necessary the employer must supply free of charge, adequate protective clothing.

Separate change rooms must be provided for Europeans of each sex to the extent of 6sq. ft. of floor space for each person working at any one time with a minimum of 72 sq. ft. There must be adequate seating and lockers capable of being locked in each change room.

In any factory where European females work, if there are 3 - 10 European females employed a couch must be provided free of charge and maintained in good and clean condition. If 10 or more European females are employed a resting room furnished with couches and other suitable furniture must be provided.

Any European female working in a factory shall be entitled to make use of the couch or rest room provided during any interval in her work and if she becomes ill or faints while working.

If in the opinion of an inspector the change-room is not suitable for persons to take a meal in, a dining room shall be provided.

Free drinking water must be supplied and must be reasonably accessible to all persons in the factory.

Any persons whose work can be efficiently performed sitting shall be provided with suitable seats. Any female whose work is ordinarily performed standing shall be permitted to take advantage of any opportunity of resting which may occur.

Air cooling and heating appliances must be supplied if the inspector so directs.

Where 5 or more persons are working, a satisfactorily equipped first aid box must be maintained. Where more than 100 persons are employed, an additional box for every additional 100 persons shall be provided.

There are provisions for fire precautions and precautions against flooding.

If it is considered necessary to safeguard the physical, moral or social welfare of persons working in a factory provision may be made in the case of employees of different races and sexes working at benches in the same room for the benches or machines to be arranged so as to ensure that as far as practicable employees of any one race or sex work apart from employees of any other race or sex.

If male and female employees work in the factory it may be specified that the entrance to sanitary conveniences provided for female employees shall not be visible to any male employees while at work. Also, arrangements may be made for male and female employees to enter and leave the factory by different exits or at different times.

Juveniles Act, 1921.

This provided for the statutory appointment of juvenile affairs boards and this Act was replaced by the Registration for Employment Act of 1945. Under the new Act provision is made for the compulsory registration of workseekers in those areas to which the provisions of the Act apply, when such workseekers have been unemployed for a continuous period of more than one week.

Workmen's Compensation Act, 1941.

This came into full operation on 1st January, 1943, and replaced all previous legislation on the subject. The Act established

a State Accident Fund which took over workmen's compensation insurance from the private insurance companies. It is administered by the Workmen's Compensation Commissioner who assesses the contributions which employers must make, varying these with their risks, and receives and decides claims.

The Act applies to all workers with few exceptions such as domestic servants in private households, farmworkers not employed in connection with machinery, and persons earning over £750 p.a.

The revenue of the Accident Fund consists of annual assessments paid by employers, based on a percentage of their annual wage bills. The rates are designed to produce sufficient revenue to meet the cost of accidents occurring during the year of assessment, the cost of administration and the creation of adequate reserves.

The Accident Fund meets the cost of compensation and Medical Aid. In all cases, whether the Accident Fund is responsible for the payments or not, the Commissioner takes the final decision in regard to the award of compensation and the payment of medical expenses. Employers are required to report every accident arising out of and in the course of a workman's employment. The award of compensation (except in the case of native workmen) and the payment of medical accounts in all cases is the function of the Commissioner's staff in Pretoria.

The right to compensation exists only in respect of disablement caused by:- (a) Accidents arising out of and in the course of employment; or

(b) Scheduled Industrial Diseases. The rates of compensation are laid down in the Act, and injured workmen are also entitled to free medical treatment.

Workmen's Wages Protection Act, No. 15 of 1944.

This provides generally that the wages due to a workman shall form a first charge upon money payable to a contractor by his

principal, and that assignments and attachments are void against the claims of workmen.

The Apprenticeship Act, 1944.

Under this Act conditions of apprenticeship (including minimum commencing qualifications, wage rates, part-time technical class attendance etc.) can be determined and given the force of law. Under nearly all conditions of apprenticeship the minimum educational qualification is at least Std. VI. The Act is administered by the Minister of Labour who appoints a Registrar of Apprenticeship and such other officers as he deems necessary for carrying out the provisions of the Act. The Registrar is the officer responsible for the registration, termination, transfer, and cancellation of contracts of apprenticeship.

THE UNEMPLOYMENT INSURANCE ACT, NO. 53 of 1946.

This Act, which came into force on 1st January, 1947, replaced the Unemployment Benefit Act of 1937.

The Act provides for the insurance of workers, who are contributors to the Unemployment Insurance Fund set up thereunder, against the risk of loss of earnings arising out of the termination of their employment, illness or maternity. A contributor is entitled to the benefits and allowances prescribed, subject to the conditions set out below, irrespective of his or her financial circumstances. A married woman who loses her employment may qualify for benefits notwithstanding the fact that her husband is in employment,

Any person who has entered into or who works under a contract of service or apprenticeship, or learnership, with an employer must become a contributor, except persons who are specially excluded. Such exclusions include persons whose rate of earnings exceeds £750 per annum.

Unemployment Insurance Fund.

In order to provide for the payment of benefits and allowances to contributors and to meet other expenditure connected with administration, the Unemployment Insurance Fund has been established and consists of the contributions of all workers, their employers and the State.

Contributions are required to be made to this fund each month by employers and contributors, and the revised rates payable from 1st May, 1954, which vary according to the earnings of contributors,

are set out below:

Group according to annual earnings			Weekly amount payable	
Group	Over	Up to	By employer in respect of each contributor	By each contributor
	£	£	s. d.	s.d.
I	-	78	5	3
II	78	130	5	5
III	130	182	6	6
IV	182	234	7	7
V	234	286	8	8
VI	286	338	9	9
VII	338	390	10	10
VIII	390	442	11	11
IX	442	750	1. 0	1. 0

Employers are empowered to deduct each employee's contribution from his weekly or monthly earnings as the case may be, and required to remit the amounts so collected, together with the sum payable by the employers themselves, to the Unemployment Insurance Fund.

Unemployment Insurance Board.

In terms of the Act the Minister of Labour appoints representatives of both employers and employees to serve on the Unemployment Insurance Board the functions of which are to advise the Minister on matters connected with the Act and to hear and determine appeals against decisions of Unemployment Benefit Committees, and in certain circumstances to exceed the period during which benefits may be paid in excess of 26 weeks in any period of 52 consecutive weeks.

Unemployment Benefit Committees established by the Minister of Labour, after consultation with the Unemployment Insurance Board, have jurisdiction in specified areas. The interests of both employers and employees are represented and these committees are, inter alia, required to hear and determine appeals against decisions of claims officers and to review all applications for benefit refused by claims officers.

Claims officers are appointed by the Minister of Labour for specified areas of jurisdiction and they deal with all applications for unemployment benefits, illness allowances and maternity benefits submitted by contributors.

Contributors' record cards.

Every contributor must be supplied with a Contributor's Record Card which bears an Insurance Fund number and should reflect full particulars of his employment from the date of his first contribution to the fund.

Benefit and allowance payable to contributors - Unemployment benefits

Unemployment benefits are payable to contributors during unemployment at the following rates, based on their earnings groups:

Group I	21s. per calendar week or three-quarters of the contributor's weekly earnings whichever is the least.
Group II	29s. 9d. per calendar week or three-quarters of the contributor's weekly earnings, whichever is the least.
Group III	38s. 6d. per calendar week or three-quarters of the contributor's weekly earnings, whichever is the least.
Group IV	47s. 3d. per calendar week.
Group V	57s. 9d. per calendar week.
Group VI	68s. 3d. per calendar week.
Group VII	78s. 9d. per calendar week.
Group VIII	91s. per calendar week.
Group IX	105s. per calendar week.

The earnings group of a contributor is determined on his earnings during the last 52 weeks of employment, or, if employed in more than one group during that period, the claims officer will determine in which group he should be regarded as having been normally employed.

Application for Unemployment Benefits

If a contributor is unemployed he should register for work

at the nearest office of the Department of Labour. If he cannot be placed in employment he will be supplied with a form on which to apply for unemployment benefits. The claims officer will investigate the contributor's claim to benefit and if he is satisfied that he is entitled thereto, will admit the claim and authorize payment of the prescribed benefits. He will call upon the contributor to submit proof that he is unable to obtain suitable work and require him to attend at his office, or such other place, and at such times, as he may determine, for the purpose of signing the unemployed register, and of receiving payment of benefits.

Conditions attaching to payment of unemployment benefits

Unemployment benefits are payable to unemployed persons who are capable of, and available for, work, and who are resident within the Union of South Africa, and who have contributed to the Fund for at least 13 weeks. Notwithstanding the fact that such persons may not have been employed as contributors immediately prior to losing their employment, they are nevertheless entitled to apply for benefits.

A period of unemployment is not deemed to have commenced until application for benefits has been made, and benefits cannot normally be paid for any period prior to the date of application.

Not more than one week's benefits are payable for each completed four weeks' employment as a contributor since the 1st January 1950.

A maximum of 26 weeks' benefits is payable in any period of 52 consecutive weeks (except in cases where the Unemployment Board otherwise decides).

No benefits are payable for the first week of unemployment unless the commencement of such period occurs within 9 weeks of any previous period of unemployment, but if the unemployment continues

into the second week, benefits may be paid in respect of the same number of days during the first week as the number of days on which the contributor was unemployed during the second week.

If a contributor has voluntarily left his employment without just cause or has lost his employment through his own misconduct, he is not entitled to receive unemployment benefit during a period of six weeks from the date he lodged his application for benefits. If, however, the claims officer considers that owing to special circumstances, the exclusion of the contributor from such benefits for six weeks would be inequitable, he may reduce the period.

Unemployment benefits are not payable to contributors if they refuse to accept or apply for suitable work notified to them, or of which they may become aware, or to comply with any specific reasonable direction given by, or on behalf of, the claims officer with a view to helping them to get work. For contributors ordinarily employed in Groups I, II or III, 'suitable work' is any work, including work in agriculture or as a domestic servant in a private household, which the claims officer considers they are physically capable of performing and will not cause them undue hardship, and in respect of which their weekly earnings are not less than the weekly benefits payable to them if they were unemployed. In the case of all other contributors, for the first 13 weeks of unemployment, 'suitable work' is work of a similar class, and in the same group, as the work and group in which the contributor is ordinarily employed, or any work in a higher group. After 13 weeks the contributor would not be entitled to receive benefits if he refused any work deemed suitable by the claims officer.

Persons who become unemployed by reason of a stoppage of work due to a trade dispute in the industry in which they are employed, are not entitled to unemployment benefits.

Illness allowances are payable to contributors who are unemployed or not in receipt of any earnings, owing to illness, other than neurasthenia, insomnia, debility or other similar ill-defined disease, or condition of ill-health, or an illness caused by the misconduct of the contributor.

Payment of illness allowances is made at the same rates as the unemployment benefits stated above.

In order to qualify for payment of an illness allowance, a contributor must be unfit to perform any type of work, not only the work to which he is accustomed.

Only persons who have contributed to the fund for at least three years, and who become incapable of performing any work owing to the illness within 52 weeks of termination of their last employment as a contributor, are entitled to the allowance.

A contributor is not entitled to receive an allowance during the first four weeks he is unemployed, or deemed to be unemployed because he has not been in receipt of earnings, provided that if the unemployment continues after the fourth week, he may be paid the allowance in respect of the same number of days during the first four weeks as the number of days he was unemployed thereafter. For example, if he is unemployed for six weeks altogether, the allowance will be paid in respect of four weeks.

As in the case of unemployment benefits, the allowance may only be paid for a maximum of 26 weeks in any period of 52 consecutive weeks unless the Unemployment Insurance Board decides to extend the period.

In no case can the total amounts paid exceed the benefits accrued, on the basis of one week's benefits for every four weeks'

employment as a contributor since the 1st January 1950.

Maternity benefits on the same scale as unemployment benefits, are payable to female contributors who are unemployed during pregnancy for a period not exceeding 18 weeks immediately prior to the expected date of confinement, and during a period not exceeding 8 weeks after the birth of a live child, and four weeks after the birth of a still-born child.

Applicants can, unless the Unemployment Insurance Board otherwise decides, only qualify for payment of maternity benefits, if they have been in employment as contributors within 52 weeks of the date of application for such benefits.

Pre-natal benefits are not payable in respect of any period prior to the date of application.

Only persons who have contributed to the fund for at least 13 weeks are entitled to benefits.

As in the case of the payment of unemployment benefits, not more than one week's benefits are payable for each completed four weeks' employment since the 1st January 1950.

Benefits are not payable for more than 26 weeks in aggregate, in any period of 52 consecutive weeks.

For the purpose of determining what benefits are payable, the total number of weeks of benefits of every description received, is taken into account.

The provisions attaching to payment of benefits for the first week of unemployment are also applicable in the case of maternity benefits.

#### Appeals

Any person who is aggrieved by a decision of a claims officer in regard to any application for benefits, or an allowance,

or any other matter arising under the Act, may appeal to the Unemployment Benefit Committee against such decision.

Maintenance Grants for Parents and Children.

The State has accepted the care of orphans, widows with young children, deserted families and families where breadwinners are incapable of earning. The aim is to prevent the family from being broken up by destitution. The Children's Act makes provision for children's maintenance, grants and grants to parents, guardians or other custodians of children are made in necessary cases. Where this is not desirable foster placement is attempted or in the last event indigent children are placed in State institutions.

Family Allowances.

The scheme for family allowances in respect of third and subsequent children came into operation on April 1st, 1947.

Poor Relief.

In Natal the distribution of poor relief is undertaken by the Provincial Administration. The principle on which poor relief is provided is that of discouraging pauperism and in contrast with pensions and grants it is intended as a purely temporary measure. The assistance to indigents takes the form of either (a) ordinary poor relief or (b) additional poor relief. Ordinary relief consists of rations. Additional poor relief takes the form of household goods, special foods for invalids, transport, rail fares and medical aids such as artificial limbs, dentures, trusses etc, and in special and urgent circumstances, allowance for rent.

APPENDIX 6.

DETERMINATION NO. 118 FOR THE MATCH INDUSTRY. WAGE  
ACT, 1937<sup>(1)</sup>

The provisions of this determination became binding upon all employers and employees in the Match Manufacturing Industry in South Africa from 1st May 1944.

A summary of extracts relating to the employment of European women in the industry is given below -

1. Definitions

"Grade I employes" means an employee engaged in one or more of the following capacities -

- Dipping (i.e. feeding composition)
- Cardboard chopping and/or slitting machine operator;
- Paper slitting and re-winding machine operator;
- Book match maker;
- Automat machine operator;
- Box making machine operator;
- Box labelling and nesting machine operator;
- Box labelling and nesting machine operator's assistant;
- Box filling machine operator;
- Packetting machine operator;
- Label printing machine operator's assistant.

"Gr. II employes" means an employee engaged in one or more of the following operations or capacities -

- Cheesing machine operator
- Composition and paint mixing machine operator
- Feeding and taking off from ignition painting machine operator

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(1) Government Gazette No. 3324, Notice 542, dated 6th April, 1944.

Levelling machine operator  
Paste mixing machine operator  
Taking off from continuous or automatic machine  
Box filling machine operator's assistant  
Ruffling machine operator  
Labelling machine operator  
Casemaking by machine  
Debarking machine operator  
Gross wrapping by hand  
Sorting, turning and inspecting filled match boxes  
All the European women are Gr. I or Gr. II employees.

2. Remuneration

The minimum wages to be paid are as follows -

Gr. I employee

for first 6 months	£2.16. 0. per week
for next 3 months	£3. 5. 3. per week
thereafter	£3.12. 0. per week
filling dept. learners for first 6 months	£3. 5. 3. per week

Gr. II employee

for first 6 months	£2.12. 3. per week
thereafter	£3. 5. 3. per week

No fines may be levied by an employer against an employee and no deductions made from her remuneration, other than the following -

- (a) With the written consent of his employee a deduction for holiday, sick, insurance, provident or pension funds or subscriptions, to an employees' organisation;
- (b) Save as provided in the clause on Sick Leave, when an employee absents herself from work or is absent owing to accident or ill-health, a deduction proportionate to the period of such absence;

(c) A deduction of any amount which an employer by any law or order of any competent court is required or permitted to make.

(d) Whenever the ordinary hours of work are reduced on account of short time a deduction in respect of each hour of such reduction of the weekly wage prescribed for an employee of her class and area divided by forty-four;

Provided that no deduction shall be made

(i) in the case of short time arising out of temporary slackness of trade or shortage of raw material, unless the employer has given his employee not less than twenty-four hours notice of his intention so to reduce the ordinary hours of work;

(ii) in the case of short-time arising out of a general breakdown of plant or machinery or a threatened breakdown of buildings, due to accident or other unforeseen emergency in respect of the first hour not worked unless the employer has given his employee notice on the previous day that no work will be available.

(e) A deduction of one-fifth of the weekly wage she was receiving immediately before such public holiday in respect of any public holiday, other than New Year's Day, Good Friday, Dingnan's Day or Christmas Day on which an employee is required or permitted not to work.

3. Hours of work, ordinary and overtime, and payment for overtime.

- (1) Ordinary Hours of work: The ordinary hours of work of an employee, other than a casual employee, shall not exceed -
- (a) forty-four in any week from Monday to Saturday inclusive;
  - (b) eight in any day:

provided that, where work is performed on not more than five days in any week, the limit of eight hours a day may on any of such days be exceeded by not more than one and one-quarter hours, if by such extension the ordinary hours of work do not exceed forty-four in the week.

- (2) Meal Breaks: An employer shall not require or permit his employee to work for more than five consecutive hours on any day without an interval of not less than one hour during

which no work shall be performed and such interval shall not be deemed to be part of the ordinary hours of work or overtime. Provided that -

- (a) if such interval be for longer than one hour any period in excess of one hour and one-quarter shall be deemed to be part of the ordinary hours of work or overtime as the case may be;
- (b) periods of work interrupted by an interval of less than one hour shall be deemed to be continuous.

(3) Rest Intervals: An employer shall grant to each of his employees other than a motor vehicle driver or an employee engaged in delivering letters, messages or articles, a rest interval of not less than ten minutes at as nearly as practicable -

- (a) the middle of each first work period in a day;
- (b) the middle of each second work period in a day where such period is longer than three-and-a-half-hours;

during which the employee shall not be required or permitted to perform any work and such intervals shall be deemed to be part of the ordinary hours of work.

(4) Hours of work to be Consecutive: Save as provided above all hours of work shall be consecutive.

(5) Overtime: All time worked in excess of the number of hours prescribed above in respect of a day or a week shall be deemed to be overtime.

(6) Limitation of Overtime: An employer shall not require or permit his employee to work overtime for more than ten hours in a week or two hours in a day.

(7) Female Employees: An employer shall not require or permit his female employee -

- (a) to work between 6 o'clock p.m. and 6 o'clock a.m.;
- (b) to work after 1 o'clock p.m. on more than five days in any week;
- (c) to work overtime on more than sixty days in any year;
- (d) to work overtime on more than three consecutive days;
- (e) to work overtime after completion of her ordinary hours

- (e) of work for more than one hour on any day unless he has -
  - (i) before midday given notice thereof to such employee; or
  - (ii) provided such employee with an adequate meal before the commencement of such overtime; or
  - (iii) paid to such employee one shilling and sixpence in sufficient time to enable her to obtain a meal before the overtime is due to commence.

(8) Payment for Overtime: An employer shall pay to his employee in respect of all overtime worked by her remuneration at a rate not less than one and one-half times the wage laid down for an employee of her class.

There are special provisions regarding payment of wages and payment for overtime to the employees of the company visited. It is laid down that they shall be paid as for 44 hours for 40 hours worked, provided that should any such employees be required to work and work for any hours in excess of 40 hours in any week, they shall be paid for any such additional hours up to 44 hours at ordinary time rates.

#### 4. Annual leave

(1) An employer shall grant to his employee in respect of each completed year of employment with him three consecutive weeks leave inclusive of four week-ends and inclusive of the Day of the Covenant, Christmas Day, and New Year's Day, should such days fall within the period of leave; provided that should the Day of the Covenant, Christmas Day and New Year's Day not fall within the period of leave an employer shall grant to his employee in respect of each completed year of employment with him, two consecutive weeks and two days leave, and shall in respect of such period of leave pay to such employee an amount not less than the wages that he was receiving immediately prior to the

commencement of such leave.

(2) The leave referred to above shall be granted at a time to be fixed by the employer: Provided that:

- (i) save as provided in paragraph (v) if such leave has not been granted earlier it shall be granted so as to commence within two months of the completion of the year of employment to which it relates;
- (ii) the period of such leave shall not be concurrent with sick leave;
- (iii) if New Year's Day, Good Friday, the Day of the Covenant or Christmas Day falls within the period of such leave, another day shall be added to the said period as a further period of leave on full pay;
- (iv) an employer may set off against such period of leave any day's occasional leave granted on full pay to his employee at his employee's request made in writing during the year of employment to which the period of annual leave relates

(3) Leave Remuneration: The remuneration in respect of annual leave shall be paid not later than on the last work day before the date of commencement of such leave.

(4) An employee whose contract of employment terminates in the first or any subsequent year of employment with the same employer before the period of leave has accrued, shall, save as provided in the fourth proviso to sub-clause (2) above, upon such termination be paid in lieu of leave and in respect of each completed month of such period of less than one year not less than one-sixth of the weekly wage which he was receiving immediately before the date of such termination.

##### 5. Sick Leave

After one month's employment with him, an employer shall grant to his employee who works a five-day week and who is absent from work through sickness or accident not caused by his own misconduct, other than an accident compensable under the Workmen's Compensation Act, 1941, 10 work days sick leave in the aggregate

during any one year of employment with him and shall pay him in respect of each day thereof not less than one-fifth of the weekly wage he was receiving immediately before the commencement of such leave: Provided that the employer may require the production of a certificate signed by a registered medical practitioner showing the nature and the probable duration of the employee's illness in respect of each period of absence for which payment is claimed.

6. Public holidays and Sundays

(1) Public holidays: An employer shall be entitled to and be granted leave on New Year's Day, Good Friday, Day of the Covenant, Christmas Day, Easter Monday and Kruger Day, and one additional day during the month of May provided the employees agree to work on one of the other public holidays occurring during May, and shall be paid in respect of each such day not less than her weekly wage divided by five. Provided that an employer may be required to work on any such day.

(2) Payment for work on public holidays -

(a) Whenever an employee, other than a casual employee, works on New Year's Day, Good Friday, the Day of the Covenant or Christmas Day his employer shall pay him for each such day not less than one-fifth of his weekly wage plus in respect of each hour or part of an hour so worked such weekly wage divided by 44.

7. Overalls and Protective Clothing

An employer shall supply and maintain in good condition free of charge, any overalls and/or protective clothing which he may require his employee to wear or which by any laws or regulation he may be compelled to provide for his employee.

8. Prohibition of Employment of any Person under the age of Fifteen years:

An employer shall not employ any person under the age of fifteen years.

9. Certificate of Service

An employer shall upon termination of the contract of employment of any of his employees, other than a casual employee, furnish such employee with a certificate of service showing the full name of the employer and employee, the nature of employment, the dates of commencement and termination of the contract and the rate of remuneration at the date of such termination.

10. Termination of Contract of employment

An employer or his employee, other than a casual employee, shall give not less than twenty-four hours' notice during the first month of employment and thereafter not less than one week's notice of his intention to terminate the contract of employment or shall pay or forfeit in lieu thereof not less than -

- (a) in the case of twenty-four hour's notice the weekly wage, which the employee was receiving immediately before the date of such termination divided by five.
- (b) in the case of a week's notice, not less than the weekly wage which the employee was receiving immediately before the date of such termination:

Provided that this shall not affect -

- (i) the right of an employer or an employee to terminate a contract of employment without notice for any cause recognised by law as sufficient;
- (ii) any written agreement between an employer and his employee which provides for a period of notice of equal duration on both sides and for longer than one week.

11. Deduction of Trade Union subscriptions

The employer shall deduct from the wages of employees who are members of any of the aforesaid Trade Unions the subscriptions payable to the Union, and shall pay the amounts deducted to the Secretary of the Union concerned.

12. Cost of living allowance

An employer shall pay to his employees cost of living allowance as follows -

<u>Wage Rate per Week</u>	<u>C.O.L.A.</u>
Over 30/- not exceeding 35/-	16/9
" 35/- " " 40/-	18/6
" 40/- " " 45/-	20/9
" 45/- " " 50/-	22/3
" 50/- " " 55/-	24/9
" 55/- " " 60/-	27/6
" 60/- " " 65/-	30/6
" 65/- " " 70/-	33/3
" 70/- " " 75/-	36/9
" 75/- " " 80/-	40/-
" 80/- " " 90/-	44/-
" 90/- " " 100/-	48/-
" 100/- " " 110/-	52/-
" 110/- " " 120/-	56/6
" 120/- " " 130/-	61/-
" 130/- per week	68/-

13. The Lion Match Company's Sick Benefit Scheme as amended

Sick pay will be granted to employees who have been in the service of the Company for one month or longer, at the following rates and subject to the undermentioned conditions -

For the 1st three weeks of illness in any one calendar year -  
4/5ths of normal pay.

For the next seven weeks of illness in any one calendar year -  
3/5ths of normal pay.

For the next sixteen weeks of illness in any one calendar year -  
1/2 of normal pay.

Conditions:

- (1) No pay will be given for the first day during any period of absence due to illness and such days as are not paid for shall not be included in calculating the total period of illness in any one calendar year.
- (2) An employee shall notify the Company of her illness on the first day of absence and shall obtain a certificate from a registered Medical Practitioner on that day stating that he or she is unfit

for work and giving the probable duration of the illness. Such certificate shall be forwarded to the Company every seventh day of the illness, stating that the employee is still unfit for work and, if necessary, revising the probable duration of the illness.

(3) Condition (2) shall not apply in the event of the following -

- (a) An employee having been given a certificate by one of the Company's Medical Officers authorising absence due to illness for a specified period.
- (b) An employee having been given permission in writing by one of the Company's Welfare Officers to be absent due to illness for a specified period, provided that if the period of absence is more than three days, such permission shall be countersigned by one of the Company's Medical Officers or Factory Managers.

(4) After an employee has been absent for a period of two weeks on the certificate of his or her Medical Practitioner, the Company shall have the right to have such employee examined by one of its Medical Officers whose decision as to whether such employee is fit or unfit for work, shall be final.

(5) In the case of employees with less than twelve months' service, sick pay will be limited to three weeks during the first twelve months of service.

14. The rates for piecework are laid down and these rates include C.O.L.A. to avoid sudden jumps in earnings for piecework when a small extra output might raise an employee from one C.O.L.A. group to another.

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APPENDIX 7.

WAGE ACT, 1937, DETERMINATION NO. 158 FOR THE CHEMICAL  
INDUSTRY

Determination No. 158 of the Wage Act, 1937, applies to employees engaged in the chemical industry.

'Chemical industry' means the industry in which employers and employees are associated in establishments which are registered, or liable for registration, under the Factories, Machinery and Building Work Act, 1941, for the preparation, manufacture, bottling, wrapping or packing of:

(a) medical preparations, toilet preparations, cosmetics, perfumes, insecticides, chemical products for photographic purposes, baking powder, yeast, starch, gelatine, essences, flavorings, or colouring matter for foodstuffs;

(b) paints, pigments, distempers, lacquers, varnishes, polishes, putty, thinners, vinegar, office paste, gum, or ink if carried on on the same premises by an employer and his employees who, taken collectively, are mainly engaged in the activities referred to in (a) above; and includes all activities incidental thereto or consequent thereon.

Under this determination factory workers are classified as 'Grade I employees'. A qualified grade I employee is one who has had not less than two years' experience. An unqualified grade I employee is one who has had less than two years' experience.

In Durban the minimum basic weekly wage laid down is as follows:

		£. s. d.	
Grade I employee, qualified		2.15. 0. per week	
do.	unqualified (during first 6 months)	1.12. 6.	do.
do.	2nd 6 months	1.17. 6.	do.
do.	3rd 6 months	2. 2. 6.	do.
do.	4th 6 months	2. 7. 6.	do.

Payment of remuneration

Remuneration shall be paid in cash weekly, or if the employer and the employee have agreed thereto, monthly, during the hours of work or within 15 minutes of ceasing work.

Hours of work

The ordinary hours of work of an employee, other than a casual employee, shall not exceed:

- (i) 45 in any week from Monday to Friday inclusive;
- (ii) 9 on any such day

The ordinary hours of work of a casual employee shall not exceed  $8\frac{1}{2}$  on any day.

Meal intervals

No employee shall work for more than 5 hours continuously without a meal interval of not less than one hour. Such interval shall not be deemed to be part of the ordinary hours of work or overtime. However, any period in excess of  $1\frac{1}{4}$  hours shall be deemed to be ordinary hours of work, and periods of work interrupted by less than one hour shall be deemed to be continuous.

Rest intervals

There shall be a rest interval of not less than ten minutes as nearly as practicable in the middle of each morning and afternoon work period. This interval shall not be deemed to be part of the ordinary hours of work.

Limitation of overtime

An employer shall not require or permit his employee to work overtime for more than:

- (i) Eight hours in any week
- (ii) Four hours on any day

Female employees

An employer shall not require or permit a female employee to work

- (a) between 6 p.m. and 6 a.m.
- (b) after 1 p.m. on more than 5 days in any week
- (c) overtime for more than 2 hours on any day
- (d) overtime on more than 3 consecutive days
- (e) overtime after completion of her ordinary hours of work for more than one hour on any day unless he has
  - (i) given her notice thereof before the meal interval of that day; or
  - (ii) provided her with an adequate meal before she has to commence overtime; or
  - (iii) paid her not less than 2s.6d. in sufficient time to enable her to obtain and partake of a meal before the overtime is due to commence.

Payment of overtime

Remuneration for overtime is at not less than  $1\frac{1}{2}$  times the employee's ordinary wage.

Annual Leave

For each completed year of employment with him an employer shall grant to his employee two consecutive weeks' leave on full pay, and remuneration in respect of this leave shall be paid before its commencement.

An employee whose contract of employment terminates before the period of leave has accrued, shall be paid in lieu of leave, in respect of each completed month of employment, not less than  $1/6$ th of the weekly wages he was receiving immediately before the date of such termination.

An employe who has become entitled to a period of leave and whose contract of employment terminates before such leave has been granted, shall be paid the amount he would have received as full pay in respect of the leave had the leave been granted to him.

Sick leave

An employer shall grant to his employee who after two months' employment with him is absent from work through incapacity ten work days' sick leave in the aggregate during any one year on full pay.

An employer may, in respect of any period of absence of more than two days owing to incapacity, require the employee to produce a medical certificate.

In any establishment where there is a sick benefit or provident fund to which the employer contributes in respect of each of his employees an amount not less than the amount paid or payable by each such employee and out of which fund an employee is in case of absence from work on account of incapacity entitled to receive in the aggregate in any one year not less than an amount equivalent to his full wages for four weeks, the terms of this clause shall not apply.

Where an employer is by any law required to pay fees for hospital or medical treatment in respect of an employee, the amount so paid may be set off against the payment due in respect of incapacity in terms of this clause.

Public holidays and Sundays

An employee shall be granted leave on full pay on New Year's Day, Good Friday, the Day of the Covenant and Christmas Day. Whenever an employee works on these days he shall be paid not less than two-fifths of his weekly wage for each day.

Whenever an employee works on a Sunday his employer shall either pay him not less than two-fifths of his weekly wage; or pay him for each hour or part of an hour so worked not less than  $1\frac{1}{2}$  times his ordinary wage, and shall grant to him within 7 days of such Sunday one day's holiday and pay to him in respect thereof one-fifth of his weekly wage.

Uniform, overalls and protective clothing

An employer shall supply and maintain in good condition, free of charge, any uniforms, overalls or protective clothing which he may require his employee to wear or which by any law or regulation he may be compelled to provide for his employee and such uniforms, overalls and protective clothing shall remain the property of the employer.

Age

An employer shall not employ any person under the age of 15 years.

Termination of contract of employment

An employer or his employee who desires to terminate the contract of employment shall give:

- (a) during the first month of employment 24 hours notice
- (b) in the case of an employee paid weekly, one week's notice after the first month of employment; of his intention to terminate the contract, or an employer may terminate the contract without notice by paying the employee not less than
  - (i) in the case of 24 hours' notice, one-fifth of the weekly wage which the employee was receiving at the date of such termination;
  - (ii) in the case of a week's notice, the weekly wage which the employee was receiving immediately before the date of such termination.

The provisions of this Determination differ slightly from those of the Factories Act No. 22, 1941, with regard to hours of work, limitation of overtime and sick leave. (See Section on Industrial Legislation).

APPENDIX 8.

(1)  
INDUSTRIAL COUNCIL AGREEMENT FOR THE TEXTILE INDUSTRY

The Industrial Council Agreement, made in accordance with the provisions of the Industrial Conciliation Act No. 36 of 1937, and entered into between the National Textile Manufacturers' Association (referred to as 'the employers' or 'the employers' organisation') and the Textile Workers Industrial Union (S.A.) (referred to as 'the employees' or 'the trade union') expired on 30th September 1955. However by 'Gentleman's Agreement' the provisions laid down in the Agreement are still being observed until a new Agreement is drawn up.

The following sections of the Agreement are those which affect the European women in the Industry -

'Piecework' means any system under which an employees' remuneration is based upon the quantity or output of work done and shall be deemed to include any system of incentive or production bonus payments, or supplementary wage payments.

Hours of work and remuneration for overtime

(1) The ordinary hours of work of an employee, other than a casual employee, shall not exceed -

- (a) 46 hours in any week; and
- (b) in the case of an employee who works a six-day week, eight hours in any day, unless the hours on one day do not exceed five, in which case the hours on the other days shall not exceed  $8\frac{1}{2}$  hours on any day; and
- (c) in the case of an employee who works a five-day week,  $9\frac{1}{4}$  hours on any day;
- (d) the ordinary hours of work of an employee shall not exceed -
  - (i) in the case of an establishment in which a six-day week is observed,  $8\frac{1}{2}$  hours in any day;
  - (ii) in the case of an establishment in which a five-day week is observed,  $9\frac{1}{4}$  hours in any day.

- (2) Meal breaks. An employer shall not require or permit an employee to work for more than five hours continuously without an interval of not less than one hour during which no work shall be performed and such interval shall not be deemed to be part of the ordinary hours of work or overtime; provided that -
- (i) if such interval be for longer than one hour any period in excess of an hour and a quarter shall be deemed to be ordinary hours of work;
  - (ii) the periods of work interrupted by an interval of less than one hour shall be deemed to be continuous.
- (3) Rest intervals. There shall be a rest interval of not less than ten minutes as nearly as practicable in the middle of each morning and afternoon work period, which shall be deemed to be part of the ordinary hours of work.
- (4) Hours of work to be consecutive. Save as provided in sub-section (2) and (3), all hours of work shall be consecutive.
- (5) Overtime. All time worked in excess of the number of hours prescribed in respect of a day in sub-section (1) shall be deemed to be overtime.
- (6) Limitation of overtime. Overtime may not be worked for more than ten hours in any week: Provided that no employer shall require or permit a female employee -
- (a) to work between 6 p.m. and 6 a.m.
  - (b) to work after 1 p.m. or more than five days in any week.
  - (c) to work overtime for more than two hours on any day, or on more than three consecutive days.
  - (d) to work overtime on more than 60 days in any year.
  - (e) to work overtime after completion of her ordinary hours of work for more than one hour on any day unless he has -
    - (i) before midday given notice thereof to such employee; or
    - (ii) provided such employee with an adequate meal before the commencement of such overtime; or

- (iii) paid to such employee 1s. 6d. in sufficient time to enable her to obtain a meal before such overtime is due to commence.

Annual leave

1.(a) In respect of each completed year of employment leave shall be granted as follows -

- (i) in the case of a five-day week employee, 12 working days; and
- (ii) in respect of a six day week employee, 15 working days leave of absence.

The major portion of such leave shall be taken between 15th December and 15th of the succeeding January.

(b) Every employer shall pay an employee who is a time-worker for such leave at the weekly rate of remuneration (including c.o.l.a. but excluding payment for overtime) to which he was entitled immediately before the commencement of such leave.

(c) (i) A piece-worker shall be paid for such leave at a rate equivalent to his average weekly remuneration (including c.o.l.a. but excluding payment for overtime) during the period in which he has been employed on piece-work calculated from the date of his engagement or the date on which his last leave terminated, whichever is the later half and up to a date within 15 days of the commencement of such leave.

(ii) When a piece-worker has been employed in different qualifying periods within the same grade during the period in respect of which the annual leave has accrued, he shall be paid for such leave at a rate equivalent to his average weekly remuneration (including c.o.l.a. but excluding payment for overtime) only during the period in respect of the last completed qualifying period in which he was engaged prior to his leave becoming due.

(iii) The calculation of 'average weekly remuneration' shall be based on the actual number of hours worked and the total remuneration earned.

3.(a) An employee who has not completed a full years' employment with the same employer or an employee who has completed more than one month's employment with the same employer and whose employment terminates before the commencement of the annual leave shall be paid -

- (i) in the case of a five-day week employee, at the rate of one day's pay for each completed month of employment; and
  - (ii) in the case of a six-day week employee, at the rate of  $1\frac{1}{2}$  day's pay for each completed month of employment.
  
- (4) The remuneration in respect of annual leave shall be paid not later than the last work day before the commencement of such leave.
  
- (5) An employer may, for the purpose of payment only, set off against the period of leave prescribed any days or periods of leave granted on full pay to his employee at the employees' written request during the year of employment to which the period of annual leave relates and such employee may be required to remain on leave for the full period for which an establishment is closed for the purpose of annual leave without any additional remuneration.
  
- (6) For the purposes of this clause the expression 'employment' shall be deemed to include any period or periods during which an employee is -
  - (a) absent on leave in terms of sub-section (1);
  - (b) absent from work on the instruction of or at the request of his employer;
  - (c) absent on sick leave amounting in the aggregate to not more than ten weeks in any year.
  
- (7) Notwithstanding anything to the contrary contained in this section an employee who has not completed a full year of employment when an establishment is due to close down between 15th December and 15th of the succeeding January for the purposes of the employees taking their annual leave shall, during the period the establishment is thus closed, be paid for such period in respect of each month of his completed employment on the basis laid down in sub-section (3) (a) (i) and (ii) as the case may be.

6. Public holidays and Sundays

Public holidays

An employee shall be granted leave on New Years' Day, Good Friday, Day of the Covenant and Christmas Day and shall be paid his normal wage on each such day.

Payment for work on public holidays

- (a) Whenever an employee other than a casual employee, works on these four public holidays he shall be paid his normal wage plus, in respect of each hour or part of an hour so worked, his weekly remuneration which would normally be payable in relation to the work performed on the public holiday concerned divided by the number of ordinary hours worked by him in a week.
- (b) Whenever a casual employee works on any of these four holidays he shall be paid not less than his daily remuneration plus in respect of each hour or part of an hour so worked, such remuneration divided by eight.
- (c) When an establishment closes down on any one of the Jewish holidays, full wages at ordinary rates shall be paid to all employees affected in such establishment.
- (d) Any amount paid to an employee in terms of sub-para. (a), (b) and (c) of this sub-section shall be calculated at the rate of remuneration which the employee was receiving immediately such public holiday became due; provided that whenever an employee is remunerated on a basis other than in accordance with the time actually worked by him, his ordinary rate of remuneration shall, for the purpose of this section, be calculated as though he were paid by the hour and shall be ascertained at

at any date by dividing his total ordinary remuneration during the three months immediately preceding that date or during the total period of his employment by the employer concerned, whichever is the shorter, by the number of hours worked during the period in respect of which such ordinary remuneration was paid but excluding overtime and night shift allowance unless the allowance would normally be payable in relation to the work performed on the public holiday concerned.

(3) Payment for work on Sundays

(a) Whenever an employee, other than a casual employee works on a Sunday, his employer shall either -

(i) pay him not less than double the wage payable to him in respect of the period ordinarily worked by him on a week-day plus night shift allowance in relation to work performed during hours to which the allowance is applicable; or

(ii) Pay him for each hour or part of an hour so worked not less than  $1\frac{1}{2}$  times his ordinary wage + night shift allowance in relation to work performed during the hours to which the allowance is applicable in respect of the total period worked on such Sunday, and shall grant to him, within seven days of such Sunday one day's holiday and pay to him in respect thereof not less than the rate of his ordinary wages as if he had on such holiday worked his ordinary hours for that day of the week.

(b) Whenever a casual employee works on a Sunday, his employer shall pay him not less than double the wage prescribed for an employee of his class plus night shift allowance in relation to work performed during the hours to which the allowance is applicable.

Method and time of payment of wages

All remuneration shall become due and be paid in cash weekly or if the employer and employee have agreed thereto in writing monthly, or on termination of employment if this takes place before the usual pay day of the employee.

Remuneration shall be paid not later than three working days after termination of the working week.

Fines and deductions

No fines shall be levied against an employee and no deductions of any description shall be made from an employees' remuneration other than the following -

- (a) With the written consent of the employee, deductions for holiday, sick, insurance, provident, pension or other funds approved by the Council.
- (b) In any establishment in which not less than two-thirds of the total number of employees as defined in the Act and for whom Council levies are paid are members of the trade union, the employer shall, on receipt from an employee of a signed stop order, deduct from the remuneration of such employee, each week, the amount of the sub/<sup>scriptions</sup> due to the trade union and transmit such money to the secretary of the union.
- (c) Contributions to Council funds.
- (d) When an employee is absent from work, a deduction proportionate to the period of such absence, calculated on the basis of the weekly remuneration which such employee was receiving in respect of his ordinary hours of work at the time thereof.
- (f) A deduction of any amount paid by an employer on behalf of his employee which he is compelled to pay by any law or legal process.
- (g) A deduction in respect of each hour of short-time of an amount equal to 1/46th of the weekly remuneration to which an employee would have been entitled if he had

been employed as a time-worker; provided that not less than four hours notice shall be given to an employee before the commencement of any period of short-time and failing the giving of such notice an employee shall be paid in lieu thereof 4/46ths of the weekly remuneration to which he would have been entitled had he worked during such period whether employed as a time-worker or as a piece-worker performing the same class of work.

- (h) A deduction of the proportion of weekly remuneration which relates to any public holiday other than New Year's Day, Good Friday, Day of the Covenant or Christmas Day on which at the request of the majority of the employees, an employee is not required or permitted to work.

Sick leave

- (i) An employer shall grant to an employee who has had one month's employment with him and who is absent from work through sickness or accident not caused by his own misconduct and is not within the scope of the Workmen's Compensation Act, 1941 -
- in the case of an employee who works a five-day week, ten work days' sick leave in the aggregate during any year of employment with him and shall pay to him the wages he would have received had he worked during the period of leave, provided that the employer may first request the production of a certificate signed by a registered medical practitioner showing the nature and duration of the sickness or accident and stating that the employee was unfit for work during that period.
- (ii) If an employer in compliance with any law pays ambulance, hospital, medical, surgical and/or other charges in respect of an employee referred to in such law the amounts so paid may be set off against the payments due in terms of sub-section (i) of this section, but not against any other payment due to the employee.
- (iii) The provisions of sub-section (i) shall not apply to an employee who is a contributor to a sick benefit or provident fund to which the employer contributes not less than the employee and which exists by virtue of an agreement between the employer and some or all of his employees or the trade union and from which fund the employee is entitled, if absent from work because

of sickness or accident, to receive not less than 30/- per week for not less than four weeks per annum, and/or such other benefits in the aggregate in any one year not less than the amount of two weeks wages in respect of absence in circumstances substantially not less favourable to the employee than those prescribed in sub-section (1).

Overalls and gloves

- (1) An employer who requires his employee to wear an overall shall supply it free of cost to the employee and it shall remain the property of the employer.
- (2) The employer shall provide free of cost to each employee who is employed on printing on any article produced in the textile industry, suitable gloves for the protection of the hands of such employee.
- (3) Wherever the wearing of protective clothing is prescribed in terms of the Factories Act 1941, such apparel shall be provided by the employer free of cost to the employee.

Basis of contract

The basis of contract of employment of an employee, other than a casual employee, shall be weekly.

Differential wage

An employer who requires or permits a member of one grade of his employees to perform for longer than one hour in the aggregate on any day, either in addition to his own work or in substitution therefor, work of another grade for which is prescribed either -

- (a) A wage higher than that of his own grade; or
- (b) A rising scale of wages terminating in a wage higher than that of his own grade; shall pay to such employee a wage for all the ordinary hours of work of the

establishment on that day -

- (i) in the case referred to in para. (a) at a rate for each hour equal to the higher weekly wage divided by the number of ordinary hours worked by such employee in a week;
- (ii) in the case referred to in para. (b) at a rate for each hour equal to the weekly wage prescribed for an employee of his class + 30 per cent divided by the number of ordinary hours worked by such employee in a week, provided that such employee shall not be entitled to an aggregate amount in respect of the day on which he performs such work greater than the amount that would have accrued to a qualified employee in such higher class or provided that where the sole difference between classes is based on experience, sex or age, the provisions of this sub-section shall not apply.

Termination of contract of employment

During the first four weeks of employment, 24 hours notice of termination of employment shall be given by an employer or his employee, and thereafter a week's notice in writing, or an employer shall pay in lieu thereof not less than -

- (a) in the case of 24 hours notice, the weekly wage which the employee was receiving immediately before the date of such termination including c.o.l.a. divided by five in the case of an employee who works a five-day week and a piece worker shall be deemed to be a time worker for the purpose of this provision.
- (b) in the case of a week's notice not less than the weekly wage including c.o.l.a. which the employee was receiving immediately before the date of such termination provided that this shall not affect -
  - (i) the right of an employer or an employee to terminate a contract of employment without notice for any cause recognised by law as sufficient.

- (ii) any written agreement between an employer and his employee which provides for a period of notice of equal duration on both sides for longer than one week;
  - (iii) the right of an employer to terminate a contract of employment without notice where an employee -
    - (a) is absent for a period in excess of the period of sick leave prescribed in section II of this Agreement;  
or
    - (b) in the case of an employee whose sickness is covered by a sick fund in terms of section II of this Agreement, is absent for a period in excess of six weeks during which he is entitled to the payment of sick pay by such fund.
- (2) Whenever an agreement is entered into in terms of the second proviso of sub-clause (1), the payment in lieu of notice shall be proportionate to the period of notice agreed upon.
- (3) The notice referred to in sub-section (1) shall take effect from the usual pay day of the employee provided that the period of notice shall not run concurrently with nor shall notice be given during the employee's absence on annual leave or on sick leave.

Provision is made for the granting of exemptions from the provisions of the Agreement.

Administration.

Expenses of the Council

For the purpose of meeting the expenses of the Council responsible for the administration of this agreement, each employer shall deduct 2d. per week from the earnings of each of his employees. To the aggregate of the amounts so deducted the employer shall add

an equal amount and forward it to the Secretary of the Council.

Registration

Provision is made for the registration of employers and employees with the Secretary of the Council.

Trade union representation on the Council

Every employer shall give to any of his employees who are representatives or alternates on the Council every reasonable facility to attend to their duties in connection with the work of the Council.

Persons under the age of 15 years shall not be employed.

Annexure A/

ANNEXURE A.

Annexure A.

Blankets and Rugs section

Sewers (i.e. by machine including whipping and binding) and weavers, are defined as Grade I employees.

Those engaged on trimming and cleaning goods, either before, during, or after finishing, are defined as Grade II employees.

'Grade I employee, qualified', means a grade I employee who has had not less than 21 months' experience.

'Grade I employee, unqualified', means a grade I employee who has had less than 21 months' experience.

'Grade II employee, qualified' means a grade II employee who has had not less than one year's experience.

'Grade II employee, unqualified', means a grade II employee who has had less than one year's experience.

Wages

(1) An employer in this section shall not pay, and an employee shall not accept wages less than the following and shall observe all the conditions enumerated in this clause -

	Per week £ s. d.
Grade I employee, qualified	3. 0. 0
" " " unqualified -	
during first 3 months of employment	1.10. 0
" second " " " "	1.15. 0
" third " " " "	2. 0. 0
" next 6 " " "	2. 5. 0
" " " "	2.10. 0
thereafter	3. 0. 0
 Grade II employee, qualified	 2. 6. 6
" " " unqualified -	
during first 3 months of employment	1. 9. 0
" second " " " "	1.14. 0
" next 6 " " "	1.19. 0
thereafter	2. 6. 6

Casual employee: for each day, or part of a day of employment one-fifth of the highest wage prescribed in this sub-section for an employee of his grade and experience.

Provided that if an employee who has previously been employed in any occupation in the industry is engaged to work in any other occupation in the industry or if an employee is transferred to such other occupation, and if, before such engagement or transfer he would, by reason of his previous employment in the industry, have, in terms of this sub-section, been entitled -

- (i) to a wage not exceeding £2.6.6. per week, he shall from the date of such engagement or transfer be paid, for a maximum period of three months, a wage not less than the wage prescribed for such previous occupation; and
- (ii) to a wage not exceeding £2.6.6. per week, he shall from the date of such engagement or transfer, be paid, for a maximum period of three months, a wage not less than £2.6.6. per week.

and thereafter he shall be paid wages on a scale prescribed for the occupation for which he is engaged or to which he is transferred.

Provided further that whenever an employee has in any occupation become entitled to receive the wage prescribed for a qualified employee in grades I and II, he shall not thereafter be re-employed in the same or any other occupation in the industry at less than the wage prescribed for a qualified employee in such occupation.

An employee, who at the date of publication of this Agreement is employed at rates of wages more favourable to him than those prescribed in this clause for an employee of his class, shall continue to receive such wages while performing the same services for the same employer.

(2) Payment for Overtime

An employer shall pay to his employee in respect

of each hour or part of an hour overtime remuneration at a rate of not less than -

- (a) in the case of a time-worker, weekly basic wage plus c.o.l.a. divided by 46 or overtime payment in terms of the Factories, Machinery and Building Work Act, 1941, whichever is the more favourable; and
- (b) in the case of a piece-worker, piece-rates plus c.o.l.a. or overtime payment in terms of the Factories, Machinery and Building Work Act, 1941, whichever is the more favourable.

#### 4. Basis of Computing Wages

Except where otherwise specifically provided, for the purpose of computing under this Agreement any deductions from the weekly wage of an employee or of computing time payments to a piece-worker or overtime payments, the prescribed wage of a time-worker shall be taken as the basis of computation.

#### 5. C.O.L.A.

- (a) An employee in this section of the Industry who is paid a basic wage of up to and including £6 per week shall be entitled to and be paid a c.o.l.a. of 65% of his weekly earnings, including overtime and night shift allowance, if he is a time-worker; or, in the case of a piece-worker, his weekly earnings including bonus piece-work payments, night shift allowance and overtime. Such allowance shall be increased or decreased by 2½% for each completed 2.5 points by which the quarterly average of the retail price index number exceeds or falls below the mean 165.9 points as the case may be. The maximum allowance payable shall be 90 per cent.

- (b) Adjustments in the c.o.l.a. shall become effective as from the first pay day in the month following publication of the retail price index number for the month of March, June, September, or December as the case may be and this number shall for the purposes of sub-section (a) hereof be deemed to be the retail price index number for the succeeding quarter.
- (c) Notwithstanding anything to the contrary contained in this section, if the amount of the c.o.l.a. payable in terms of this paragraph is less than the amount payable to such employee in terms of War Measure No. 43 of 1942, or any amendment thereof, or if an employee is paid a basic wage of more than £6 per week, he shall be entitled to and be paid in terms of War Measure No. 43 of 1942, or any amendment thereof.
- (d) 'Retail Price Index No.' means the weighted average retail price index number of the nine areas in respect of food, fuel, light, rent and sundries as published in the monthly press release by the Director of Census and Statistics, Pretoria.

6. Piece-work or task-work

- (a) Task-work is prohibited, provided that minimum prerequisites established in connection with the payment of piece-work rates shall not be deemed to be task-work.
- (b) An employee employed as a piece-worker shall be paid at the rates agreed upon between the employer and the employee,

but such remuneration shall not be less than he would have been entitled to receive had he been employed as a time-worker.

- (c) A schedule of the piece-work rates from time to time applicable in any establishment shall be kept posted up in a conspicuous place in the establishment and shall not be altered except after one week's notice. Alterations may be made by agreement at the request of either employer or employee.

APPENDIX 9.

INDUSTRIAL COUNCIL AGREEMENT FOR THE CLOTHING INDUSTRY,  
NATAL<sup>(1)</sup>

The provisions of the following agreement were made binding from 1st August 1953 to 31st July 1955, and at the time of the survey, February 1956, had been extended until 31st March 1956, while a new Agreement was under discussion.

A summary and extracts of the provisions affecting the European women workers are given below -

The agreement was entered into between the Natal Clothing Manufacturers' Association and the Garment Workers' Industrial Union (Natal).

1. Definitions

Unless the contrary intention appears, words importing the masculine gender shall include females.

'Act' means the Industrial Conciliation Act, 1937.

'Cleaner' means an employee engaged in cutting or trimming off loose ends of cotton left on the garments by previous operators;

'Clothing Industry' or 'Industry', without in any way limiting the ordinary meaning of the expression, means the Industry in which employers and employees are associated for the making of all classes of tweed and linen hats, caps, millinery, ties, belts, braces, suspenders, brassieres, corselettes and all classes of outer and under garments, including knitted garments, skirts, collars, pyjamas and other night wear and underclothing, and all operations incidental thereto and consequent thereon carried on by such

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(1) Government Gazette Extraordinary, 24th July, 1953. No. 5102.

employers and any of their employees, but does not include retail dressmaking, retail millinery or the making of tailored outer garments made to the measurement of individual persons, but includes the making of tailored outer garments for the execution of special measure orders from dealers whose customers' measurements are taken by or on the responsibility of such dealers, and the making of all classes of garments including quantity production tailoring made to the order of any Department of State, Provincial Administration, the S.A.R. & H. and Airways, or local authorities.

'District 1' means the Magisterial Areas of Durban, Pinetown, and Inanda.

'Earnings' means the total remuneration excluding cost of living allowance, due to an employee for the time actually worked.

'Experience' means the total period of employment an employee has had in the Bespoke Tailoring and/or in the Clothing Industry, whether within the Union of South Africa or elsewhere.

'Learner' means an employee whose period or periods of employment does not entitle him to be paid the qualified wage prescribed for an employee of his class.

'Packer' means an employee engaged in packing garments into boxes or other suitable wrappings or into bundles prior to their being sent to the despatch department.

'Piece-work' means any system by which earnings are calculated upon the quantity or output of work performed.

'Presser' means an employee employed in pressing the finished garment by hand or machine.

'Qualified' means in relation to an employee in the Industry, an employee other than a learner, or a labourer, driver of motor vehicle, caretaker, belt boy, boiler attendant, despatch packer, assistant storeman, traveller's driver and a cardboard box maker.

'Rates' means piece work rates or rate of payment for overtime.

'Short-time' means working time that is reduced below the usual number of working hours in the establishment when such reduction is due to slackness of work or the exigencies of the Industry.

'Wage' means that portion of the remuneration payable in money to an employee in respect of the ordinary hours of work laid down. In classifying an employee for the purpose of this Agreement he shall be deemed to be in that class in which he is wholly or mainly engaged.

## 2. Wages

The wage rates laid down which apply to female employees at Factory H are as follows -

	<u>Per week</u>
	£ s. d.
(a) Qualified	2.17. 6
(b) Learners	
1st six months of experience	1. 5. 0
2nd " " " "	1.10. 0
3rd " " " "	1.15. 0
4th " " " "	2. 0. 0
5th " " " "	2. 5. 0
6th " " " "	2.10. 0

And thereafter the wages prescribed for a qualified employee.

For the purpose of computing the minimum wage which a learner will become entitled to by means of the length of

his employment, such increase shall become payable on the accruing date, unless the employee has been absent from work of his own accord for a longer period than seven days in the aggregate in any of the six-monthly qualifying periods. The accruing date, when an increase of wage falls due to him, may be advanced to the equivalent of the number of days in excess of seven days that he has been absent from work of his own accord in any of his six-monthly qualifying periods.

In addition to the wage prescribed an employee other than an employee in receipt of a wage of £50 per month or £11.10s.9d. per week or more, a traveller, or an office employee, shall be paid a cost of living allowance of not less than 5 per cent of his earnings for each 5 points by which the retail price index number as assessed from time to time by the Director of Census and Statistics, exceeds 100. The allowance shall become payable as from the first pay day after notification to the Council of changes in the retail price index number; provided that such allowance shall not exceed 60 per cent of such earnings, provided that if the amount of the cost of living allowance payable to an employee in terms of this clause is less than the amount payable to such employee in terms of War Measure No. 43 of 1942, or any amendment thereof, he shall be entitled to and be paid the latter in lieu of the former amount; provided further that such employee shall not be entitled to a cost of living allowance over and above that payable in terms of the said War Measure when the aforesaid retail price index number drops to a figure lower than 100.

For the purpose of this sub-clause the term 'retail

price index number' means the index number relating to food, fuel, light and rent for the City of Durban compared with itself on the basis of 100 points for 1938, as assessed from time to time by the Director of Census and Statistics.

3. Task-work and piece-work

- (1) Task-work is prohibited.
- (2) An employee engaged on piece-work must be paid not less than he would have received as a time worker performing the same class of work.
- (3) A copy of piece-work rates must be exhibited in any establishment in which employees are engaged on piece-work.
- (4) A week's notice must be given of any alteration in piece-work rates.

4. Short-time

- (1) An employee who attends at the establishment on any day shall, unless he has prior to such date received notice that his services will not be required on such day, be employed for at least half a day or be paid half a day's wages in lieu thereof.
- (2) If, owing to slackness of trade, it is found impossible to work full-time, short-time shall be worked by distributing the work available evenly, as far as practicable, in any section or department concerned.
- (3) When it is necessary to introduce short time in any factory the time and wage register shall be suitably

endorsed in respect of each employee so affected.

5. Payment of Wages and Overtime

Payments of wages shall be made in cash weekly on Fridays during working hours, at the establishment of the employer, between the hours of 4 p.m. and the normal closing time, provided that, where an employee's services do not terminate on the ordinary payday of the establishment concerned, any amounts due to him shall be paid immediately upon such termination.

An employer shall pay to an employee who in any week is employed on two or more classes of work for which different weekly wages are prescribed, the highest of such weekly wages.

No employer shall make a deduction of any description from amounts due to an employee in respect of wages or overtime, provided that -

- (a) where an employee is absent from work, a pro rata amount for the actual time lost may be deducted;
- (b) in any establishment where the regular weekly hours of work are less than  $42\frac{1}{2}$ , the employees may be paid for the actual number of hours worked at the hourly rate provided that an employee shall not be paid less than 40 hours in any week;
- (c) with the written consent of the employee, deductions may be made by an employer for insurance or pension funds;
- (d) contributions to Council funds and to the funds of the trade union shall be deducted.
- (e) the cost of scissors supplied to employees may be deducted;

- (f) if, owing to the accidental stoppage of machinery, no work is available for an employee, deductions may be made by the employer from the wage of such employee only for the time lost which is in excess of one hour in respect of each stoppage;
- (g) any amount paid by an employer, compelled by any law, ordinance or legal process to make payment on behalf of any employee, may be deducted;
- (h) contributions to the sick benefit fund shall be deducted.

6. Hours of work and overtime

Save as is otherwise provided in the Agreement the women factory staff are not permitted to work -

- (i) for more than  $42\frac{1}{2}$  hours excluding meal-times in any one week;
- (ii) for more than five days in any one week;
- (iii) for more than  $9\frac{1}{4}$  hours excluding meal-times in any one day;
- (iv) between six o'clock p.m. and six o'clock a.m.

or to work for a continuous period of more than five hours provided that for the purpose of this paragraph, periods of work interrupted by an interval of less than one hour shall be deemed to be continuous.

Notwithstanding these provisions an employer may require or permit an employee to work overtime for a total period not exceeding 10 hours in any one week: Provided that no employer shall require or permit a female employee to work overtime -

- (a) for more than two hours on any day;
- (b) on more than three consecutive days;

- (c) on more than sixty days in any year;
- (d) after completion of her ordinary working hours for more than one hour on any day unless he has -
  - (i) given notice thereof to such employee before midday; or
  - (ii) Provided such employee with an adequate meal before she has to commence overtime; or
  - (iii) paid such employee an allowance of 1s.6d. in sufficient time to enable the employee to obtain a meal before the overtime is due to commence.

An employee shall be deemed to be working in addition to any period during which he is actually working -

- (a) during the whole of any interval in his work if he is not free to leave the work room of his employer for the whole of such interval;
- (b) during any other period during which he is in the work-room of his employer.

The women factory staff shall be paid for overtime not less than time and a half. If overtime calculated on a daily basis differs from that calculated on a weekly basis, the basis more favourable to the employee shall be adopted.

An employer shall pay to an employee who works on a Sunday, not less than double the remuneration payable in respect of the period ordinarily worked by him on a weekday.

Whenever an employee works on Good Friday, Easter Monday, Day of the Covenant, Christmas Day, Boxing Day or New Year's Day, his employer shall pay him remuneration at a rate not less than his ordinary rate of remuneration in respect of the total period worked on such day in addition to the remuneration to which he would have been entitled had he not so worked.

The employer shall grant to each employee a rest interval of not less than 10 minutes at as nearly as practicable the middle of each morning and each afternoon work period, and such interval shall be reckoned as portion of the usual working hours, but no employer shall require an employee to perform work during such interval.

For the purpose of this sub-clause the first half of any working shift of more than 5 hours shall be deemed to be a morning work period, and the second half of any such shift, an afternoon work period.

An employer shall not require an employee to work overtime without his consent.

An employer shall not dismiss or prejudice in his employment any employee by reason of such employee's refusal to work overtime.

No employer shall allow any employee to work overtime unless permission has been obtained in writing from the Industrial Council prior to the performance of such work.

In cases of urgency, the Secretary may issue provisional authority, which shall be valid until the next meeting of the Council.

The maximum number of hours, including overtime, to be worked in any establishment shall in no case exceed 55 hours in any one week.

#### 7. Holiday leave

Good Friday, Easter Monday, the Day of the Covenant, Christmas Day, Boxing Day and New Year's Day shall be paid

holidays and payment for such days shall be made not later than the first pay day succeeding such day. All employees shall be entitled to leave without pay on May Day. Should any of the public holidays other than May Day referred to in this sub-clause fall on a Saturday each employee shall be paid in respect of each such day the wage he would be entitled to for a normal working day.

Every employer, shall each year between the 15th December and the 15th January, grant to each of his employees, whether employed on piece-work or on time work, who has been in his employ for a continuous period of not less than twelve months prior to the date of granting leave, not less than three consecutive weeks holiday leave which shall include twelve ordinary working days at full wages plus cost of living allowance and Christmas Day, Boxing Day and New Year's Day as paid public holidays: Provided that -

- (a) the period of such leave shall not be concurrent with any period during which the employee is under notice of termination of employment.
- (b) When the Day of the Covenant falls within the period of holiday leave it shall be added to the said period as a further period of leave of absence on full pay.

An employer shall pay to an employee who at the date of granting leave as referred to above has not completed twelve months' continuous employment with him, leave pay at the rate of one normal working day's pay for each completed period of 30 days' service (plus payment in respect of Christmas Day, Boxing Day and New Year's Day and payment

in respect of the Day of the Covenant where it falls within the period of leave).

Should an employee's services be terminated before the date on which leave is to be granted, leave pay at the rate of one normal working day's pay for each completed 30 days of service shall become due and shall be forwarded by the employer on the Friday of the week during which the employee's services are terminated to the Secretary of the Council, P.O. Box 1331, Durban, for disbursement to the employee concerned.

An employer who closes his factory for any period between the 15th December and 15th January ensuing in order to grant his employees their annual holidays plus statutory holidays may close for a period not exceeding four weeks without being liable for the payment to any employee of any wages and/or cost of living allowance in excess of the amounts due as stated above in respect of such period.

Any period during which an employee -

- (a) is on leave in terms of this section; or
- (b) is absent from work on the instructions or at the request of the employer; or

is absent from work owing to illness; shall be deemed to be employment provided that -

- (i) the provisions of paragraph (c) shall not apply in respect of any period of absence owing to illness of more than three consecutive days if the employee, not being an employee referred to in sub-paragraph (i) fails, after a request to submit to the employer a certificate issued by a sick fund medical officer that he was prevented by illness from doing his work or in respect of that portion of any total period of absence during any twelve months' employment which is in excess of 30 days;

- (ii) an employee whose employer is required in terms of any Act of Parliament to provide for the care

and treatment of such employee when sick or injured, shall not be required to submit a certificate by a medical practitioner in respect of any period of absence referred to in sub-paragraph (1).

Leave pay may be held by the Council on behalf of employees for a period of six months from the date on which it became due to such employees or to the end of the calendar year, whichever is the later, and if unclaimed within the said period such leave pay shall become forfeit to the general funds of the Council. Provided that an employee may make application to the Council for payment of his leave pay after the expiry of the said period and such application shall be considered by the Council on its merits.

All payments for leave or public holidays to which an employee is entitled shall be made at the rate of wage plus cost of living allowance to which such employee is entitled.

8. Premiums

No premium shall be charged or accepted by an employer for the training of an employee.

9. Provision is made for the registration of employers.

10. There are regulations governing engagements and terminations of employment.

An employer or his employee shall give not less than one week's notice in writing, commencing on the employee's ordinary pay day, of his intention to terminate the contract of employment, or an employer may terminate the contract of employment by paying to the employee an amount equal to not less than one week's wages in lieu of notice, provided that this shall not affect -

- (a) the right of an employee or employer to terminate the contract of service without notice for any good cause recognised by law as sufficient.
- (b) any agreement between an employer and employee which provides for a period of notice longer than one week, in which event wages in lieu of notice shall be correspondingly increased, provided, however, that an employee who is working short time in any week on the instruction of the employer shall not in such week be required to give notice to terminate his contract of service.
- (c) the operation of any forfeitures or penalties which, by law, may be applicable in respect of desertion by an employee.

No employer shall dismiss any employee by reason of such employee's absence from work through illness if, within three days of commencement of such illness, the employer has been notified of such illness, and a certificate issued by a sick fund medical officer has been lodged with the employer; provided that the period of absence shall not exceed six weeks..

This section shall not apply to an employee who is engaged on trial for a period not exceeding two weeks.

- 11. The Council may grant exemption from any of the provisions of this Agreement to or in respect of any person for any good or sufficient reason.
- 12. No person under the age of 15 years shall be employed.

13. Council Funds

The funds of the Council which shall be vested in and administered by the Council, shall be provided in the following manner -

Each employer shall deduct twopence per week from the earnings of each of his employees, other than office employees, travellers and employees engaged in a managerial capacity, for whom minimum wages are prescribed in this Agreement. The total amount so deducted, together with an equal amount which shall be contributed by the employer, shall be forwarded to the Secretary of the Council.

14. Employment of Trade Union Labour

- (1) No member of the employers' organization shall give employment for a period longer than two weeks to any employee who is not a member of the trade union; provided that this sub-section shall not apply where, in the opinion of the Council, membership of the union has been refused without good and sufficient cause, and the applicant has reported such refusal to the Council within thirty days.
- (2) Every employer shall deduct from the weekly wages of each of his employees affected by this Agreement, who is a member of the union, the amount of weekly subscription payable by such employees to the trade union, and shall forward the amount to the Secretary of the Council, who shall, in turn, forward it to the Secretary of the trade union.
- (3) This section shall not apply to office employees, travellers or employees engaged in a managerial capacity.
- (4) The provisions of this clause shall not apply in respect of an immigrant during the first year after the date of his entry into the Union of South Africa; provided that if any immigrant has at any time after the first three

months of commencement of his employment in the Industry, refused any invitation from the trade union to become a member of it, the provisions of this clause shall immediately come into operation.

Provided further that this clause shall not apply where an employee, in the opinion of the Minister, has good cause for objecting to becoming or remaining a member of the trade union.

15. Organization of Employees

- (1) Every employer shall permit any person or persons authorized by the trade union and by the Council, in writing, to enter from time to time, his establishment during the lunch hours for the purpose of -
  - (a) interviewing employees on trade union matters;
  - (b) enrolling new members;
  - (c) posting and distributing notices issued by the trade union.
- (2) The authorized person or persons shall notify the employer or his representative of his or her intention to visit the establishment.

16. Agents

The Council shall appoint one or more specified persons to assist in giving effect to the terms of this Agreement. The powers of these agents are defined.

17. A copy of the Agreement shall be exhibited in each establishment. The Council shall be the body responsible for the administration of the Agreement.

18. Trade Union's Representatives of the Council

Every employer shall give to any of his employees who are representatives of the Council every reasonable facility

to attend to their duties in connection with the work of the Council.

19. Sick Benefit Fund

(1) The fund shall be maintained from levies in terms of sub-clause (3) hereof.

(2) Within two weeks of an employee entering the Industry he shall present himself to one of the Fund's medical officers for a medical examination and shall complete a form giving his past medical history. The Management Committee may thereafter exclude such employee from receiving benefits for any illness due to a chronic ailment. Provided that an employee may appeal against such exclusion to the Council whose decision shall be final.

(3) An employer shall deduct each week from the wages of each employee for whom minimum wages are prescribed in this Agreement, and who has worked during any week irrespective of the time so worked.

	<u>Per week</u>
	s. d.
(i) In the case of an employee whose basic wage rates do not exceed £1.10s.0d. per week	3
(ii) In the case of an employee whose basic wage rates are over £1.10s.0d. per week	6
(iii) In the case of an employee whose basic wage rates exceed £3.10s.0d. per week	9

(4) To the aggregate amount so deducted, the employer shall add a like amount and forward it to the Secretary of the Fund.

(5) The Fund shall be applied to provide employees with medical treatment, medicine and sick pay in case of illness.

- (6) (a) The fund shall be administered by a Management Committee consisting of one representative each from the employers and employees appointed by the Council, who may make regulations not inconsistent with the provisions of this clause.
- (b) All the decisions of the Management Committee shall be subject to the ratification of the Council.
- (7) For the purpose of benefits, sickness shall mean any illness, affliction or disease including confinement of females who are not eligible for confinement allowance in terms of the Factory, Machinery and Building Work Act, 1941, but excluding venereal disease and illness, affliction or disease which is -
- (i) attributable to misconduct or excessive indulgence in intoxicating liquors or drugs; and
  - (ii) any accident, illness or disease in respect of which compensation is payable in terms of the Workmen's Compensation Act, 1941.
- (8) Payment of benefits shall be subject to the production of a medical certificate signed by one of the sick fund's medical officers, the management committee to have the right to require the claimant for benefits to submit himself to such of the fund's medical officers as it may direct.
- (9) An employee who has contributed to the fund for 13 weeks shall, subject to the provisions of clauses (7) and (8) hereof, be entitled to the following benefits during the currency of this Agreement; provided that the amount standing to the credit of the fund is not less than £100: -
- (a) Free medical attention (excluding surgical treatment, maternity cases and venereal diseases) by medical officer(s) appointed by the management committee;
  - (b) Free medicine when prescribed by the fund's medical officer(s); provided that such are made up by a

chemist(s) specified by the management committee; or  
the Sick Fund Clinic;

(c) sick pay after five days' absence from work through

illness, on the following basis -

	<u>Per week</u>
	£ s. d.
(i) Contributors under clause (3)(i) of this clause	12. 6.
(ii) Contributors under clause (3)(ii) of this clause	1. 5. 0.
(iii) Contributors under clause (3)(iii) of this clause	1.17. 6.

for the period of his illness, but not exceeding eight  
weekly payments: Provided that when a contributor is  
unable to work on account of illness for a period of  
more than eight weeks, further benefits may be paid at  
the discretion of the management committee, due regard  
being given to the individual circumstances of the con-  
tributor or his dependants, such additional benefits not  
to exceed in any one week the respective weekly amounts  
of each class;

(d) benefits shall not be cumulative and no contributor shall  
in any cycle of one year, calculated from the date on  
which such contributor commenced contributing to the  
fund, be paid benefits for a longer period than that  
prescribed in this section.

APPENDIX 10.

NATIONAL INDUSTRIAL COUNCIL OF THE PRINTING AND  
NEWSPAPER INDUSTRY OF SOUTH AFRICA<sup>(1)</sup>

"Printing and Newspaper Industry" means that industry, trade or undertaking in which employers and employees are associated in the production of printed matter of any nature whatsoever, and includes, inter alia -

(a) The following trades together with the occupations and operations incidental thereto -

Composing  
Proof-reading  
Stereotyping and Electrotyping  
Typecasting  
Process Engraving  
Photogravure  
Lithography  
Printers' Warehousing  
Printers' Engineering  
Engraving and Die Stamping  
Bookbinding  
Ruling  
Cutting  
Silk Screen Process Printing  
Duplicating  
Ink-mixing (if undertaken by employers engaged in the operations referred to in paragraphs (a), (b) and (c).  
Letterpress Machine Minding  
Printing and Lithographic Artistry.

(b) The manufacture of -

(i) Stationery	Milk Bottle Discs
Rubber Stamps	Egg-box Fillers
Envelopes	Toilet Rolls
Paper Bags	Gummed Paper
Paper Sacks	Cardboard Boxes

(ii) Corrugated cardboard

(iii) Any kind of container (with or without metal parts) from fibre, or any compound of paper, but excluding the manufacture mainly from fibre of trunks, attache cases, bags and all similar containers designed to hold personal effects, sporting kit, tools and documents.

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(1)

Handbook of the Printing and Newspaper Industry, 1953-6.

(iv) Any article from cardboard, paper, or any compound of paper provided that this Clause (iv) shall only apply to employers and employees covered by clauses (a), (b), (c) and (d) of this Section

(c) The printing on -

Paper, gummed paper, tape, gummed tape, tin or other metals, cloth, hessian (or other materials), cardboard containers or other articles referred to in paragraph (b).

(d) The repairing of -

Cardboard boxes, egg-box fillers, containers or such other articles as are contemplated by (b) above.

#### Membership

- (1) The parties to the Council shall be registered employers' organisations and a registered trade union, the members of which are engaged in the industry.
- (2) The first parties to the Council are THE FEDERATION OF MASTER PRINTERS OF SOUTH AFRICA and THE NEWSPAPER PRESS UNION OF SOUTH AFRICA (hereinafter referred to as the "Employers" or the "Employers' Organisations") of the one part; and THE SOUTH AFRICAN TYPOGRAPHICAL UNION (hereinafter referred to as the "Employees" or the "Trade Union") of the other part.
- (3) Any employers' organisation or trade union registered in terms of the Act in respect of persons engaged in the industry may be admitted to membership of the Council on such conditions as the Council may determine, and the terms "Employers", "Employers' Organisations", "Employees" and "Trade Union" shall include any employers' organisation or trade union so admitted.

#### Objects

The objects of the Council shall be -

- (1) To secure the complete organisation of employers and employees (technical and mechanical) throughout the industry.
- (2) To strengthen and consolidate individually the Federation of Master Printers of South Africa, the Newspaper Press Union of South Africa and the South African Typographical Union, being parties hereto, by their mutual co-operation in protecting the members thereof against any influence whatsoever which tends to reduce efficiency or jeopardise the continuity of fair wages and working conditions in the industry.
- (3) To promote good relationship between employers and employees; to secure co-operation and the recognition of mutual interests.
- (4) To establish and regulate uniform working hours and conditions of employment.
- (5) To establish means of securing to employees the greatest possible security of earnings and employment, and to endeavour to minimise unemployment and casual labour.
- (6) To secure the recognition and observance by all persons in the industry of any agreements relating to wages and working conditions negotiated by the parties.
- (7) To establish and maintain a Joint Unemployment Fund, a Provident Fund, a Medical Benefit Fund and such other measures of a similar nature as may be decided upon from time to time.
- (8) To promote the use of a joint label upon printed matter produced in establishments which are represented on the Council.

- (9) To provide means of securing to employees more responsibility for the determination and observance of the conditions of health and comfort under which work is carried on.
- (10) To consider, report, advise and make representations upon any proposed legislation affecting the industry; to adopt measures to secure payment of fair wages by public bodies.
- (11) To promote the establishment of Joint Boards, consisting of two or more members equally representing employers and employees in every town or group of neighbouring small towns.
- (12) To receive and raise moneys by such means as the Council may, from time to time, consider advisable for the purpose of furthering the objects of the Council in the interests of employers and employees in the industry.
- (13) To do such other things as may tend to the furtherance of the above objects and to the maintenance of industrial peace.
- (14) To secure the recognition and due administration of the Newspaper and Imprint Act.

Appointment of Representatives

- (1) The Council shall consist of 18 representatives each of the employers and of the employees, who shall either be persons actively engaged in the industry or paid officials of the parties.
- (2) Representatives shall be appointed by the Employers' Organisations and the Trade Union.
- (3) The number of representatives may be increased or decreased at the discretion of the Council, provided there shall always

be an equal number of representatives of employers and employees on the Council.

- (4) A party may appoint advisory representatives on the Council on such conditions as the Council may determine.

#### Officers

The Council shall elect a Chairman and a Vice-Chairman, one of whom shall be a representative of the Employers and one a representative of the Employees.

The Secretary shall be a paid official appointed by the Executive Committee.

#### Meetings of Council

The Council shall meet within the Union at least once in two years. Special meetings shall be called whenever desired by the Chairman or a majority of the Executive Committee, and shall also be called upon a requisition from one of the parties.

#### Executive Committee

An Executive Committee consisting of nine representatives each of the Employers and of the Employees, shall be elected by the Council.

There shall be elected by the Council a Standing Committee consisting of three representatives each of the Employers and of the Employees, which shall deal with matters which may arise between meetings of the Executive Committee.

#### Joint Boards

On the request of either party, Joint Boards, composed of an equal number of representatives of Employees and Employers,

shall, subject to the approval of the Standing Committee, be formed in centres where there are not less than three members of the Employers' Organisations employing an aggregate of not less than 50 members of the Trade Union. The powers of the Joint Boards are laid down.

Strikes and Lock-outs

No strike, lock-out or other aggressive or coercive action shall take place within the membership of the Council during the currency of any agreement which may be arrived at, and any matter of dispute which may arise shall be dealt with as provided below -

Procedure for Settling Disputes

- (1) Where employers or employees fail to observe the terms of any agreement which may be arrived at, or in cases of dispute between employers and employees -

The matter shall in the first instance be considered by the Chapel and the employer concerned, wherever possible. Should no settlement be arrived at, the matter shall be submitted to the local officials of the Employers' Organisations and the Trade Union, and failing a settlement it shall be referred to the Joint Board which has jurisdiction in the area.

If the Joint Board arrives at a decision on a matter in dispute or otherwise, such decision shall be binding on the employers and employees concerned provided that the aggrieved party shall have the right of appeal to the Standing Committee against the decision.

Should a Joint Board fail to settle a dispute, or in the event of an appeal against any of its decisions, it shall forthwith submit to the Standing Committee full details

thereof, together with specific recommendations as to the action it considers should be taken. The Standing Committee shall thereupon consider the matter and report its finding to the Joint Board. In cases where a deadlock occurs on the Standing Committee, the matter shall be referred to the Executive Committee.

The Executive Committee shall thereupon either enquire into the matter itself or constitute a Board of Enquiry, consisting of representatives from the Executive Committee and the Joint Board concerned, to do so. Such Board of Enquiry shall consist of an equal number of representatives of the Employers and the Employees.

The decision of the Executive Committee or a Board of Enquiry, as the case may be, shall be binding upon the employers and employees concerned in the dispute.

- (2) In the event of no settlement being reached on a dispute after consideration by the Executive Committee or a Board of Enquiry, the matter may be referred to an arbitrator. The decision of the arbitrator shall be binding.

During the time a dispute is under consideration the practice prevailing in the establishment or establishments concerned immediately prior to such dispute shall continue until such time as the dispute is settled.

#### Council Funds

The Council may raise funds by levy on all employers and/or employees in such amounts and by such methods as may be determined from time to time by agreement between the parties or their representatives and in respect of any shortfall in the

funds then as to one-half from the Employers' Organisations and the other half from the Trade Union.

Funds may be raised for the general expenses of the Council or for a Joint Unemployment Fund or such other purposes as the Council may from time to time determine.

Joint Unemployment Fund

- (1) The object of the Fund shall be the provision of benefit during periods of unemployment and sickness to employees in the industry who are members of the Fund.
- (2) All members of the Trade Union who are employed in the Industry shall be members of the Fund.
- (3) The funds required for providing benefit shall be derived from contributions by employers and employees.
- (4) The conditions for the receipt of benefit by any employee member are -
  - (a) That he is a member of the Trade Union and is not in arrears with his contributions to the Fund, or with his Trade Union dues, and is not under suspension from unemployment benefit by the Trade Union.
  - (b) That contributions have been paid to the Fund in respect of him for a continuous or broken period of not less than 13 weeks in the case of Unemployment Benefit; or in the case of Sickness Benefit that he has completed half his probation for benefit in the Trade Union, or in the case of Grade III members of the Trade Union three-quarters of such probation.
  - (c) That he has made application for benefit in the prescribed manner. Signing the Trade Union unemployed register shall be regarded as proof of unemployment.

- (d) That he is capable of taking up and available for work, but unable to obtain employment which the Trade Union considers suitable or that he is prevented from taking or continuing employment through sickness. For the purposes of this Clause, in addition to its ordinary meaning, "sickness" includes injuries sustained in an accident, pregnancy and also the absence of a member from his employment as a result of quarantine imposed by the responsible authorities because of the illness of a member of the member's household.
  - (e) That he has not exhausted his right to benefit under these rules.
  - (f) That his unemployment is not due to any stoppage of work or other cause contrary to the decisions or Constitution of Council.
- (5) Subject to the conditions prescribed in sub-clause (4) hereof, the benefit payable to employee members of the Fund during unemployment or sickness shall be -
- (a) In respect of Grade I members of the Trade Union - Five pounds per week;
  - (b) In respect of Grade II and III members of the Trade Union - Two pounds, ten shillings per week.
- for 13 weeks in any calendar half-year. Provided however -
- (i) that the unemployment benefit payable shall not exceed one week's benefit for each two weekly contributions made;
  - (ii) that the sickness benefit shall not be paid for more than 13 weeks during any one period of pregnancy;
  - (iii) that in the case of a member drawing partial benefit as prescribed in sub-clause (6) hereof, the number of weeks specified herein may be exceeded, provided the aggregate amount drawn in any calendar half-year does not exceed the total amount that would be payable in the case of total unemployment; and

(iv) that if a member is paid an allowance by his employer during a period of sickness, the amount payable to such member in respect of sickness benefits for any one week shall not exceed such amount as will bring the total amount received by him from his employer and in respect of sickness benefits for that week up to the amount of his earnings for a normal week's work, subject to the maximum weekly benefit payable from the Fund not being exceeded.

No reduction in the benefits payable in terms of this clause shall be made because of any amount received by an employee in terms of the Workmen's Compensation Act.

(c) In the case of sickness benefits only a member may be granted benefits on a daily basis -

Grade I members of the Trade Union	16s. 8d.
Grade II and III members of the Trade Union	8s. 4d.

in a six-day week establishment; and

Grade I members of the Trade Union	20s. 0d.
Grade II and III members of the Trade Union	10s. 0d.

in five-day week establishments; with a minimum of three consecutive days' sickness before benefit is payable, provided, however, that where a member is absent from work and loses wages to the extent of three consecutive working days, or more, over a period of two consecutive calendar weeks, he shall be entitled to draw benefits up to the maximum allowed for one week. Such benefits shall be payable at the end of the second calendar week during which such period of sickness occurred.

(6) Any member who earns less than half weekly wages shall be entitled to unemployment benefits from the Fund, provided that the wages and benefit together of any employee do not exceed one-half the weekly wages in the case of journeymen and two-thirds of the weekly wages of Grade II and Grade III members of the Trade Union.

(7) Any employee member who loses his employment through his misconduct, or who voluntarily leaves his employment without just cause, shall be disqualified from receiving unemployment

benefit for a period of at least three weeks from the date when he so lost or left his employment, or for such further period as may be decided by the Joint Board concerned or the Standing Committee.

- (8) The Executive Committee shall set aside a portion of the revenue of the Joint Unemployment Fund to a separate account to be designated Extended Unemployment Benefit. The object shall be to assist aged or incapacitated persons who have been engaged for a long period in the industry and who are not eligible for the Retirement Allowance of the Provident Fund.

The Standing Committee shall decide in accordance with the merits of the case and with regard to the amount of funds available, which applicants shall be placed upon benefit.

The amount of benefit shall be a weekly allowance of not more than 50s. in the case of Grade I members and 40s. in the case of Grade II members of the Trade Union, but these amounts shall be subject to alteration by the Standing Committee at any time. The Standing Committee shall also have power to suspend at any time any beneficiary from benefit, or to remove any person from the roll of beneficiaries.

- (9) The Executive Committee may set aside a portion of the revenue of the Joint Unemployment Fund to a Health Maintenance Fund Account for the purpose of paying allowances to members of the Trade Union who have ceased work in order to undergo treatment for tuberculosis or such other diseases as may be specified by the Executive Committee. Any such allowance shall be payable at the discretion of the Standing Committee and a person granted this allowance shall not be

entitled to any other benefit from the Joint Unemployment Fund.

- (10) The Executive Committee shall have power to recommend to the Council the decrease or suspension of the contributions of employer or employee members of the Fund and, in the event of the funds available proving insufficient to maintain the rates of benefit specified in these rules, shall have power to reduce or suspend the benefit.
- (11) The Standing Committee may authorise the payment in suitable cases of sick benefits over a period not exceeding seven weeks in any calendar year, in addition to the period of 13 weeks mentioned above. The Standing Committee when dealing with any application for the payment of such additional sick benefits shall give consideration to -
  - (a) the question whether the applicant is unable to work because of illness;
  - (b) the applicant's financial position; and
  - (c) the applicant's period of membership of the Fund.
- (12) The Executive Committee may grant additional benefits or deal with special claims, whether relating to unemployment or otherwise, as it deems expedient.
- (13) Any surplus moneys beyond the reserve figure determined by the Council shall be transferred to the Provident Fund.

Provident Fund

- (1) The object of the Fund shall be the provision of benefits to, or in respect of, members of the Fund during old age or incapacity, on permanently leaving the industry, or at death.

- (2) The moneys required for providing benefits shall be derived from contributions by employers, as provided for in accordance with agreements arrived at between the parties to the Council.
- (3) The moneys shall be administered by the Trade Union, which shall be entitled to requisition the Council for moneys in accordance with its requirements, subject, however, to the moneys available from contributions not being exceeded.
- (4) Beneficiaries under the Fund shall be restricted to members of the Trade Union and shall be classified as follows -
  - (a) Grade I employees, i.e., journeymen.
  - (b) Grade II employees, being persons employed in a technical or mechanical capacity, and whose experience in the industry exceeds two years.
  - (c) Persons who are allowed to qualify specially.
- (5) Benefits shall be provided for -
  - (a) Grade I and Grade II ordinary members of the Trade Union, who have completed not less than 25 years' continuous ordinary membership of the Trade Union and have reached the age of 65 years in the case of males and 55 years in the case of females, hereinafter referred to as the "pensionable age", provided, however, that a member who has completed 40 years of continuous ordinary membership of the Trade Union shall be entitled to the normal benefits payable despite the fact that such member may not have reached the "pensionable age".

- (b) Beneficiaries on the Retirement Allowance of the Trade Union prior to 1st January, 1936.
- (c) Nominees (or dependants) of persons in Grades I and II, in the event of death, with special provisions relating to persons whose death occurs whilst drawing benefits.
- (d) Females leaving the Industry before reaching the pensionable age.
- (e) Any other persons who have a special claim to consideration.

Provided, however -

- (1) that no benefits shall be paid in respect of persons who have not completed the necessary probation or are under suspension by the Trade Union or who resigned or were expelled from the Trade Union before the benefits became due and payable; and
- (2) that if the member concerned has completed not less than 15 years' continuous ordinary membership of the Trade Union, the Governing Board of the Trade Union shall have discretionary power to authorise the payment of benefits up to an amount not exceeding the normal benefits payable weekly, and calculated in the proportion of the normal benefits payable that the number of years of the member's continuous ordinary membership of the Trade Union bears to 25, to a member who has not reached the "pensionable age", but is unable to continue with his or her employment in the Industry because of ill-health or incapacitation.

The Governing Board of the Trade Union shall also have discretionary power to authorise the payment of benefits, calculated in the proportion of the normal benefits payable that the number of years of the member's continuous ordinary membership of the Trade Union bears to 25, to a member who has reached the "pensionable age" and has completed 15 or more but less than 25 years' ordinary membership of the Trade Union. In addition the Governing Board may authorise the payment of benefits to a member of the Trade Union who has been transferred to inactive membership before reaching the "pensionable age", provided that such member has had not less than 25 years' ordinary membership of the Trade Union.

Notwithstanding the provisions of this Clause when computing a member's period of continuous ordinary membership of the Trade Union, the Government Board -

- (a) shall include any period served by that member in the armed forces of the Union or its allies during the 1939-1945 war, provided that such member was a Grade I or Grade II ordinary member of the Trade Union when his full time service began; and
- (b) may, on the recommendation of the Branch Committee of the Trade Union concerned, take into account any previous period of membership of the Trade Union, provided that such member was employed in the Industry during such previous period of membership.

Medical Aid Fund

- (1) The purpose of the Medical Fund is to assist members of the Trade Union with the payment of expenses incurred by them,

whether in respect of themselves or their bona fide dependants, in cases of sickness or accident, for medical, surgical, hospital and nursing attention and such other treatment as may be decided upon from time to time by the Executive Committee.

- (2) Subject to the general directions of the Council, the Fund shall be controlled and administered by the Governing Board of the Trade Union.
- (3) The Executive Committee shall have the power to make and amend rules specifying the benefits payable, the conditions under which such benefits shall be paid and provisions relating to the administration of the Fund.

#### Chapels

- (1) Chapels, established in terms of the Constitution of the Trade Union, shall be recognised as part of the machinery of the Council, their main functions being to secure in the establishment concerned the smooth working of the terms of agreements arrived at by the parties to the Council.
- (2) Chapels shall not have the right to interfere with the business policy of an employer, nor shall an employer have the right to interfere in any business between the Trade Union or any of its Branches and the Chapel, nor in the appointment of Chapel officials.
- (3) Each Chapel shall appoint a Father and a Clerk, who shall be recognised by the employer as representing his employees, and through whom all negotiations between the employer and his employees shall be conducted. Such officers shall represent the wishes of and voice any grievances of the employees which may arise. Any alleged grievance shall, in the first instance, be reported by the Father and Clerk to the management.

B. Agreement of the National Industrial Council of the Printing and Newspaper Industry of South Africa<sup>(1)</sup>

The Agreement was entered into in accordance with the provisions of the Industrial Conciliation Act, 1937, between the Federation of Master Printers of South Africa and the Newspaper Press Union of South Africa (referred to as the "employers' organisations") and the South African Typographical Union (referred to as the "trade union") being the parties to the National Industrial Council of the Printing and Newspaper Industry of South Africa. The agreement shall remain in force until 30th June, 1956, and shall apply throughout the Union of South Africa.

Definitions

"General assistant" means an employee not elsewhere defined. This class of employee includes, inter alia, printers' assistants, binders' assistants and copyholders, but does not include employees whose work is not directly connected with the actual production or finishing of the printed matter or other articles produced by the establishment concerned."

"Regular employee" means an employee who has been employed by the same employer for a period of not less than four working weeks, whether or not short time has been in operation during that period."

"Retail price index number" means the weighted average index number, relating to food, fuel, light, rent and sundries, for the nine principal areas in the Union of South Africa as assessed and published by the Director of Census and Statistics in the Government Gazette from time to time, multiplied by ten and averaged over each quarter.

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(1)

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Wage Rates

In order to ascertain the wage payable to an employee of a class whose wage rates are dependent upon experience, the total experience of the employee in the Industry - irrespective of the establishment where such experience was gained - shall be reckoned.

In order to ascertain an employee's hourly wage rate, the weekly wage payable to that employee at the time, being at a rate not less than the minimum prescribed in this Agreement, shall be divided by 40. In order to ascertain a day's pay the weekly wage payable to the employee concerned at the time, being at a rate not less than the minimum prescribed in this Agreement, shall be divided by five in the case of a 5-day or  $5\frac{1}{2}$  in the case of a  $5\frac{1}{2}$  day establishment.

The wage rates for all classes of employees are laid down, but have increased since the coming into operation of the Agreement.

Provision is made for the automatic adjustment of wage rates and irreducible minimum wage rates.

The minimum rates specified were payable while the retail price index number remained at or above 1878 but below 1898 and are deemed to be inclusive of c.o.l.a.

The wages laid down at the time of the Agreement in 1953, applying to the women at the Durban factory visited, and the present wages paid are as follows -

General assistants or printers' assistants

	<u>1953</u>	<u>April 1956</u>
	£ s. d.	£ s. d.
1st 6 months	4.11. 0	5. 0. 0
2nd 6 "	5. 0. 0	5. 9. 0
3rd " "	5. 6. 6	5.17. 0
4th " "	5.13. 6.	6. 4. 0
5th " "	6. 0. 0.	6.12. 0

	<u>1953</u>	<u>April 1956</u>
	£ s. d.	£ s. d.
6th 6 months	6. 8. 6.	7. 0. 6.
4th year	6.17. 0.	7.10. 6.
After 4 years	7. 0. 0.	7.13. 6.
 <u>Quarterbinding</u>		
1st year	7. 0. 0.	7.12. 0.
2nd "	7.10. 6.	8. 4. 0.
Thereafter	7.10. 6.	8. 4. 0.

None of the women at the factory visited were ever engaged in night work.

For each 20 points, or those portions of each such 20 points (regarded as one unit and, therefore, justifying only one decrease) by which the retail price index number may rise or fall, the figure 1878 being taken as the basis, the wage rates specified shall be altered as follows -

<u>Weekly Wage Rate payable at times when adjustment is necessary</u>	<u>Amount of increase or decrease as the case may be</u>
	s. d.
30s or less	1. 0.
Over 30s. but not exceeding 40s.	1. 3.
Over 40s. but not exceeding 50s.	1. 6.
Over 50s. but not exceeding 60s.	1. 9.
Over 60s. but not exceeding 70s.	2. 0.
Over 70s. but less than rate specified in Scale 1 of Table 1	2. 3.

All adjustments shall become operative on the first day of the second month following the quarter in respect of which the retail price index number has been calculated.

Differential rates

An employer shall pay an employee who, through an emergency or any other cause, performs work which by virtue of the provisions of this Agreement he is not qualified to perform,

or which should be performed by another class of employee, the rate of wages, for the whole day on which such work is performed, which is prescribed for this class of work.

#### Piece-work

Piece-work and task-work is prohibited, but incentive schemes may be introduced if approved by the Standing Committee.

#### Payment of Remuneration

Remuneration shall become due and be paid weekly not later than the normal closing time on the pay-day of the firm concerned.

No deduction shall be made from the remuneration of an employee other than the following -

- (a) Where an employee is absent from work on days other than paid holidays, a pro rata amount for the period of such absence.
- (b) With the written consent of the employee, deductions for holiday, sick or pension funds, insurance premiums, savings schemes, repayment of loans by his employer, contributions to the funds of a trade union or medical aid society registered by the Standing Committee or any other deduction approved of by the Local Branch Secretary of the Trade Union in writing.
- (c) Contributions payable by the employee to the funds of the Council.
- (d) Any amount paid by an employer compelled by legal process to make payment on behalf of an employee.

An employer shall not give, and an employee shall not accept, any consideration for employment other than money.

#### Hours of Work

- (1) The ordinary hours of work shall be 40 hours per week.

- (2) An employer shall arrange the weekly working hours of employees on day work in his establishment to commence not earlier than 7 a.m. on any day and to finish not later than 6 p.m. on five days, and not later than 12 noon on one day in any one week; provided that in the case of afternoon newspaper establishments, when an afternoon off per week, cannot be provided, equivalent time off or one whole day per fortnight, may be substituted for one afternoon off by arrangement with the Chapel; and provided further, that the normal working hours, excluding meal times, in any one day shall not exceed  $8\frac{1}{2}$  except in establishments where the normal week's work is completed in five days, in which case the normal day's work shall not exceed nine hours.
- (3) An employer shall arrange the working hours on all days on which the working time exceeds five hours so as to allow for a break of at least one hour between the hours of 12 noon and 2 p.m. No employee may work, nor may an employer ask an employee to work, for a continuous period of more than five hours without a break of at least one hour; provided that, for this purpose work interrupted by breaks of less than one hour shall be deemed to be continuous. An employer shall not require or permit a female employee to work between 6 o'clock p.m. and 6 o'clock a.m., or after 1 o'clock p.m. on more than five days in any calendar week.
- (4) An employer who requires any of his employees to work short time shall arrange the method of application of this with the Chapel. Where no Chapel exists, the employer shall give the employees at least 12 working hours' notice when required to work short time. An employer shall pay to any employee working short time not less than 24 hours' wages in any working week.

Overtime

- (1) All hours worked in excess of the hours prescribed shall be regarded as overtime. Employers shall pay for overtime at the following rates -
  - (a) Time and one-third for the first six hours' overtime or part thereof in any one working week; time and one-half for the next four hours' overtime or part thereof in such week; and double time for any further overtime worked in such week; provided that the provisions of this paragraph may be modified in terms of paragraph (d) of this sub-section. Time worked on the house half-holiday and on Sunday shall not be included for the purpose of this paragraph.
  - (b) Subject to the provisions of paragraphs (c) and (d), time worked by an employee on any day in excess of four hours beyond the normal hours of his shift shall be paid for at double time, but shall not be included in the total weekly hours for the purpose of calculating overtime payable in terms of paragraph (a).
  - (c) Time worked on the day of the house half-holiday in excess of the usual number of hours worked on that day and time worked on Sunday shall be paid for at double time. This shall not apply to time worked (either normal time or overtime) on the production of evening newspapers.
  - (d) In cases where work is performed by the regular staff of employees on Saturdays or Sundays in connection with the production of late Saturday evening and Sunday newspapers, the excess overtime rates payable to the employees concerned shall, notwithstanding anything to the contrary hereinbefore contained, be mutually agreed upon between

the employer and the local branch of the Trade Union, with the right to appeal to the Joint Board concerned and/or to the Standing Committee.

(e) In establishments where the weekly working hours are completed in five days (that is from Monday to Friday, inclusive) time worked on Saturdays until 12 noon shall be paid for in terms of paragraphs (a) and (b) of this sub-section, and after 12 noon at double time.

(f) For the purposes of this section each week shall stand on its own; provided that time lost by an employee through illness or at the request or by permission of the employer shall not be required to be made up before overtime is calculated.

(2) An employer shall not require or permit an employee to work overtime for a total period exceeding in any one week -

(a) ten hours; or

(b) a number of hours (which may exceed ten) fixed by the local Joint Board, or the Standing Committee where no Joint Board exists, by notice in writing to the employer specifying the employee, or class of employee, in respect of whom the notice is applicable, and the period for which and the conditions under which it shall be valid.

(3) An employer shall not require or permit a female employee to work overtime -

(a) for more than two hours on any one day; provided, however, that this provision shall not apply in respect of overtime worked on Saturday mornings in establishments where a five-day week is in operation;

- (b) on more than three consecutive days;
- (b) on more than 60 days in any year;
- (d) after the completion of her daily working hours for more than one hour on any day unless he has -
  - (i) given notice thereof to such employee before midday; or
  - (ii) provided such employee with an adequate meal before she has to commence overtime; or
  - (iii) paid such employee an allowance of 3s. (three shillings) in sufficient time to enable the employee to obtain a meal before the overtime is due to commence.

#### Holidays

##### (1) Minimum Annual Leave and Special Holidays

An employer shall allow and require each of his employees to take, and an employee shall take, in accordance with the provisions of this section, a minimum of three weeks' paid holiday leave during each year, and in addition four special paid holidays, namely New Year's Day, Good Friday, the Day of the Covenant and Christmas Day. The ordinary annual holiday leave shall accrue proportionately in respect of employment during the calendar year. The special holidays accrue in respect of the working week in which they fall, provided the employee is in the employment of the employer prior to the special holiday.

##### (2) When and how annual leave shall be taken -

- (a) Annual holiday leave shall be granted and taken so as to commence not later than the end of the calendar year for which leave is due, and if the employee concerned entered the Industry during that year, it shall be proportionate to the period served during such year. The period during

which such leave is to be taken shall, wherever possible, be arranged mutually between the employer and employee concerned, but shall otherwise be granted and taken at the convenience of the employer.

- (b) Annual leave shall be granted and taken in an unbroken period; provided, however, that subject to the consent of the employee concerned, and the approval of the Joint Board concerned, or the Standing Committee where no such Joint Board exists, having been obtained, such leave may be taken in two periods of two weeks and one week. The management of an establishment which closes over the period during which the Christmas and New Year holidays fall may avail itself of this provision; provided further that subject to the approval of the Joint Board concerned, or the Standing Committee where no such Joint Board exists, first having been obtained, annual leave in excess of two weeks may be carried forward to the ensuing calendar year.

(3) Calculation of Annual Leave.

Any period during which an employee -

- (a) is absent on paid leave; or
- (b) is absent from work on the instructions or at the request of his employer; or
- (c) is absent from work as a result of an injury sustained while working; or
- (d) is absent from work owing to illness;

shall be deemed to be employment; provided that -

- (1) the provisions of paragraphs (c) and (d) shall not apply in respect of any period of absence if

the employe fails, after a request for such a certificate by the employer, to submit to him a certificate by a medical practitioner that he was prevented by his injury or by illness from doing his work;

- (11) the provision of paragraph (d) shall not apply in respect of any period during which the employee concerned has received benefits from the Health Maintenance Fund of the Council nor in respect of that portion of any total period of absence during any calendar year of employment which is in excess of four months. When calculating any total period of absence no period of absence of less than one full day shall be included.

(4) Payment of Leave Pay. The amount due in respect of annual leave shall be calculated at the rate of the regular wage being paid to the employee concerned immediately before he proceeds on leave and shall be paid to him before he proceeds on such leave.

(5) Termination of Employment Before Leave Taken.

(a) Should an employee leave the service of an employer before having been granted the holiday leave accruing to him for the calendar year, the employer concerned shall pay to the local Branch Secretary of the Trade Union the amount due in respect of the proportionate holiday leave accrued. Such amount shall be calculated at the rate of  $3/49$ ths of the wage being paid to the employee when his employment was terminated for each week of employment and shall be paid to the employee by the Trade Union when he takes his leave. Broken weeks shall be paid for in proportion.

(b) When the term of employment extends over a period of four weeks or more, the employee shall be regarded as regularly employed, and be entitled to holiday leave pay for the whole period, even if during a portion of that period he was not employed on full time.

- (6) Special Holidays. Employees shall receive a paid holiday for New Year's Day, Good Friday, the Day of the Covenant and Christmas Day; provided that Boxing Day may be substituted for New Year's Day and Easter Monday may be substituted for Good Friday, in which case the provisions of this subsection relating to New Year's Day and Good Friday shall apply in respect of the substituted days. An employee required to work on New Year's Day, Good Friday or Christmas Day shall be paid for the whole day at double time, and, in the case of Christmas Day, shall, in addition, be given another day's holiday with pay. In the case of the Day of the Covenant, an employee required to work the whole of that day shall be paid an additional day's wages or be given another paid day off in lieu thereof, but an employee required to work for a portion of that day only shall be paid additional remuneration for the number of hours so worked at ordinary rates. All time worked on any of the special holidays mentioned in excess of the number of hours usually worked on the relative shifts shall be paid for at double time. Should any of the special paid holidays fall on a Sunday, the following day shall be regarded as the paid holiday; provided that the Standing Committee may grant exemptions from this provision in the case of morning newspapers. If any of the special paid holidays falls on a Saturday, employees who work a five-day week and are not required to work on such Saturday shall be paid a full day's pay in respect of such holiday or be granted another full day's holiday with pay.
- (7) Statutory Holidays Other than Special Holidays. Work on statutory holidays other than the special holidays mentioned in sub-section (2) shall be paid for at ordinary rates. An employer who intends to close his establishment, or any portion

thereof, on a statutory holiday shall give the employees affected not less than two clear days' notice of such fact.

(8) Person Who Has Been Unemployed Not Compelled to Take Leave.

An employee who has been unemployed, or absent from work because of illness, for a continuous period of not less than four weeks during a calendar year shall not be compelled to take the annual leave due to him in respect of such year. Should such an employee elect not to take his annual leave, the employer concerned shall pay the amount due in respect of the proportionate holiday leave accrued in terms of subsection (1) to the Local Branch Secretary of the Trade Union not later than the end of the calendar year concerned. Such amount shall be calculated at the rate of 3/49ths of the wage being paid to the employee at the end of such year for each week worked, and shall be passed on by the Trade Union to the employee as a payment in lieu of the holiday leave accrued.

Daily time sheets

Employees shall submit daily to their employers, time sheets, furnished by the employer, showing the class of work performed, and the hours spent upon each separate job, provided that the provisions of this sub-section shall not apply in respect of establishments which are engaged solely on the production of newspapers and are equipped with adequate time clocks.

Recruitment of Employees and Certificates of Employment

- (1) No employer shall engage an employee of a class covered by the terms of this Agreement who has not previously been employed in the Industry, unless and until such person has furnished such employer with a certificate signed by a registered medical practitioner to the effect that such person

is not suffering from any infectious or contagious disease.

- (2) For the purpose of determining the wages payable to employees whose wages are based on the length of their experience, and for the purposes of the Joint Unemployment and Provident Funds, every employer shall issue a certificate of employment free of charge to an employee of this class at the time when he leaves such employer's service, and forward a duplicate copy of such certificate to the Local Branch Secretary of the Union; the certificate shall show the employee's name in full, address, occupation and rate of wages paid, together with the date of his entering and leaving the service of the employer and the reason for the termination of employment.

Termination of Contract of Employment

- (1) A weekly employee or his employer shall give not less than one working week's notice, provided that this shall not affect the right of an employee or an employer to terminate the contract of employment without notice for any cause recognised by law as sufficient.
- (2) Notwithstanding the first proviso contained in sub-section (1), the employer of an employee, who is unable to work because of illness, shall not for that reason terminate that employee's contract of employment without notice.
- (3) The notice referred to in sub-section (1) shall not run concurrently with nor shall notice be given during the employee's absence on leave.
- (4) An employer shall provide his employee with work during the whole period of such notice or in lieu thereof shall pay a weekly employee the weekly remuneration which she was receiving immediately prior to the date of such notice.

Contributions (as affecting European women)

- (1) General Fund. Every employer shall contribute to the General Fund of the Council 4d. per week for each employee.
- (2) Joint Unemployment Fund. Every employer shall contribute to the Joint Unemployment Fund of the Council 8d. per week in respect of each employee who is a member of the Trade Union.
- (3) Provident Fund. Every employer shall contribute to the Provident Fund of the Council 2/6 per week in respect of each employee who is a member of the Trade Union and has had two years or more experience in the Industry.
- (4) Medical Aid Fund. Every employer shall contribute to the Medical Aid Fund of the Council the sum of 5s. per week in respect of each employee employed by him who is a member of the Trade Union and who has had two years' or more experience in the Industry. The contributions mentioned in this subsection shall not be payable in respect of employees of the class mentioned, who are members of medical aid societies or similar organisations, which the Standing Committee has registered for this purpose; and the deduction of 2s. 6d. per week mentioned in sub-section (5) hereof may not be made from the wages of such employees.
- (5) Deductions. The only deduction which may be made from the wages of the European women employees is 2/6 per week from those who are members of the Trade Union and who have had two years or more experience in the Industry, this deduction being the employee's contribution to the Medical Aid Fund.
- (6) (a) Where an employee has worked for 20 hours or more during any week, full contributions shall be paid in respect of that week. Should an employee have worked for less than 20 hours during any week no contributions are payable in respect of that week.

- (b) Full contributions shall be paid in respect of any period during which an employee is on paid leave; provided, however, that no contributions are payable where the employee's absence is due to illness or because of injuries sustained in an accident.

Joint Unemployment Fund

Unemployment and sickness benefits shall be paid to employees entitled thereto in accordance with the provisions in the Constitution of the Council.

Provident Fund

Payment of retirement allowances and mortality grants shall be made to persons entitled thereto in accordance with the provisions in the Constitution of the Council.

Housing Fund

The parties to the Council established a Housing Fund for the purpose of assisting members of the Trade Union to acquire dwelling houses. The funds shall be administered in the sole discretion of the Standing Committee.

Medical Aid Fund

- (1) A Medical Aid Fund is hereby established for the purpose of assisting members of the Trade Union with the payment of expenses incurred by them, whether in respect of themselves or their bona fide dependants, in cases of sickness or accident, for medical, surgical, hospital and nursing attention and such other treatment as may be decided upon from time to time by the Executive Committee.
- (2) Subject to the General directions of the Council the fund shall be controlled and administered by the Governing Board

of the Trade Union.

- (3) The Executive Committee shall have the power to make and amend rules specifying the benefits payable, the conditions under which such benefits shall be paid and provisions relating to the administration of the fund.

#### Trade Union Membership

- (1) The employers shall co-operate with the employees in maintaining the discipline of the Trade Union.
- (2) Every employee of an employer who is a member of either or both of the employers' organisations must be a member of the Trade Union or hold a provisional membership card or a working card of the Trade Union.
- (3) Members of the Trade Union shall not accept employment with employers who are not members of one of the employers' organisations or who are under suspension by their organisation.

#### Working Rules

Spoiled Work. An employer shall not require an employee to pay and no employee shall pay for spoiled or damaged work, nor shall an employee be liable to pay for material or apparatus damaged in the ordinary course of business; provided that where an employer considers that spoilage or damage is due to gross negligence on the part of the employee he may report the matter to the Branch Secretary of the Trade Union for the purpose of enquiry, after which the matter may be reported to the Joint Board concerned, which may recommend to the Trade Union that disciplinary action be taken.

Female general assistants shall not be solely confined

to one class of work in binding departments, but shall be given opportunities to perform all classes of work falling within the province of general assistants in such departments.

Notices

Every employer shall obtain from the Secretary of the Council and post in a conspicuous place in his establishment, the notice issued by the Council giving particulars of wages, hours and working conditions applicable to such establishment.

Provision is made for the registration of employers.

Exemptions

Special exemption from the terms of this Agreement may be granted by the Standing Committee, which shall, in fixing the wages and other conditions under which an exempted person may be employed, give consideration to the recommendation of the Joint Board for the area concerned. The power of exemption conferred upon the Standing Committee shall not, however, operate to enable the Standing Committee to grant an exemption to, or in respect of any female engaged in technical work, to work between the hours of six o'clock p.m. and six o'clock a.m., or after one o'clock p.m. on more than five days in any week, except for the purpose of performing work which is necessitated by an emergency.