

National Employment Council for the Agricultural Industry in  
Zimbabwe: Collective Bargaining Agreement (Conditions of  
Service and Code of Conduct)

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IT is hereby notified that the Minister of Public Service, Labour and Social Welfare has, in terms of section 80(1) of the Labour Act [*Chapter 28: 01*], published the Collective Bargaining Agreement as set out in the Schedule which amends the agreement published in Statutory Instrument 116 of 2014.

The agreement has been registered in terms of section 79 of the said Act.

SCHEDULE

NATIONAL EMPLOYMENT COUNCIL FOR THE  
AGRICULTURAL INDUSTRY IN ZIMBABWE  
COLLECTIVE BARGAINING AGREEMENT (CONDITIONS  
OF SERVICE AND CODE OF CONDUCT)

In accordance with the provisions of the Labour Act [*Chapter 28:01*], this Agreement is made and entered into between the Zimbabwe Agriculture Employers' Organisation (ZAEO), Zimbabwe Farmers' Union (ZFU), Zimbabwe Commercial Farmers' Union (ZCFU), Commercial Farmers' Union (CFU), Zimbabwe Tea Growers' Association (ZTGA), Zimbabwe Tobacco Association (ZTA), Timber Producers' Association (TPA), Zimbabwe Sugarcane Employers Organisation (ZSEO), Zimbabwe Kapenta Producers Association (ZKPA), Zimbabwe Indigenous Agriculture Association (ZIAA), and Agro, and Horticulture employer representatives (hereinafter referred to as "the employer parties"), of the one part, and the General Agriculture and Plantation Workers' Union of Zimbabwe (GAPWUZ), Horticulture, General Agriculture and Plantation Workers' Union of Zimbabwe (HGAPWUZ), and Kapenta Workers Union of Zimbabwe (KWUZ) (hereinafter referred to as "the employee parties"), of the other part.

The employer parties and the employee parties are parties to the National Employment Council for the Agricultural Industry in Zimbabwe.

## ARRANGEMENT OF SECTIONS

### *Section*

1. Title, scope and application of agreement.
2. Commencement of operation.
3. Repeal of previous agreement.
4. Interpretation of terms.
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FIRST SCHEDULE: Grading.

SECOND SCHEDULE: Allowances.

THIRD SCHEDULE: Gratuities.

FOURTH SCHEDULE: National Employment Council for the  
Agricultural Industry in Zimbabwe Declaration of Dues  
for the Month.

FIFTH SCHEDULE: Trade Union Dues/Stop Order Form.

SIXTH SCHEDULE: Trade Union Dues/Remittance Form.

SEVENTH SCHEDULE: National Employment Council for the  
Agricultural Industry Employment Code of Conduct:  
Disciplinary Code and Grievance Procedure.

*Title, scope and application of Agreement*

1. (1) This Agreement may be cited as the National Employment Council for the Agricultural Industry in Zimbabwe Collective Bargaining Agreement (Conditions of Service and Code of Conduct).

(2) This Agreement shall be binding on all employers and employees in the agricultural industry provided that this Agreement shall not apply to—

- (a) special workers; or
- (b) managerial employees; or
- (c) independent contractors, except in so far as they may be employers or employees.

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(3) Each provision of this Agreement shall create a right or obligation, as the case may be, independently of the existence of other provisions, and no employer or employee may waive such right or obligation. Nothing herein contained, however, shall preclude an employer from granting to his/her employees a right greater than that provided for in this Agreement.

(4) In the event of any provision of this Agreement being inoperative, or *ultra vires* of the parties or the Act, or regulations made thereunder, either before or after publication of this Agreement, this shall in no way affect the remainder of the Agreement which shall, in that event, constitute the Agreement.

(5) The National Employment Council for the Agricultural Industry in Zimbabwe may translate this Agreement into any official language of the Republic of Zimbabwe provided that, in the event of any inconsistencies between translations of this Agreement, the English text of this Agreement shall be regarded as the authoritative version of this Agreement.

*Commencement of operation*

2. This Collective Bargaining Agreement shall be deemed to have come into operation on 1st January, 2022.

*Repeal of previous agreement*

3. This Agreement shall repeal Statutory Instrument 116 of 2014 provided that this Agreement shall not repeal any other collective bargaining agreement, such as the Occupational Safety, Health and Environment Code and agreements setting minimum wages, capping, allowances and Council dues.

*Interpretation of terms*

4. (1) In this Agreement, unless inconsistent with the context—
- “Act” means the Labour Act [*Chapter 28:01*];
  - “agricultural industry” means the industry in which employers and employees are associated for the commercial

production of crops, including forestry, livestock, poultry, fish, and their produce, and includes the complementary processing of agricultural products on the property of the employer where such livestock or crops are produced or on the property of any other agricultural employers. Agricultural industry shall also include the aquaculture and fisheries industry, horticulture, honeybee-keeping, crocodile farming, prawn farming, game farming, lumbering, saw milling and production of kapenta;

“annual shut-down” means a period of no less than twelve working days during which an establishment may suspend operations;

“aquaculture and fisheries industry” means, but is not limited to, enterprises involved in the controlled cultivation (“farming”) of aquatic organisms such as crustaceans, molluscs, algae, trout, mussels, salmon, tilapia, crocodile management, kapenta production (where kapenta production is not the dominant activity of the enterprise), fish, shrimp, crabs, prawns, oyster farming, mariculture, algaculture (such as seaweed farming), cultivation of ornamental fish, and so on. In this industry, the organization may engage in other supporting activities such as breeding of fish, sexing of fish, stocking of fish, egg collection, fry collection, incubation of eggs in hatchery, grading of fish, sex reversal of fish, feeding of fish, transferring of fish from juvenile ponds/cages to production ponds/cages, harvesting of fish, marketing of fish etc.

“capping” means the period after which a contract of fixed duration shall be deemed to be a contract without limitation of time;

“continuous service” means a period of unbroken service with an employer by an employee;

“contractor” means a person providing his/her own labour force who contracts with an employer to undertake work, the rates for which have been negotiated directly between an employer and the contractor;

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“contract worker” means an employee who is employed on a specific task, the rates for which have been directly negotiated with the employer;

“Council” means the National Employment Council for the Agricultural Industry in Zimbabwe;

“day off” means that day in the week on which an employee is not normally required to work;

“emergency work” means work which, due to circumstances beyond the control of the employer, must be performed immediately in order to prevent harm to crops, livestock or the employees, or to near-by persons or properties;

“employee” means any person who performs work or services for another person in the agricultural industry for remuneration or reward on such terms and conditions as agreed upon by the parties or as provided for in the Act or this Agreement provided that an employment relationship shall be established—

- (a) in circumstances where even if the person performing the work or services supplies his or her own tools or works under flexible conditions of service and the hirer provides substantial investment in or assumes the substantial risk of the undertaking; or
- (b) in any other circumstances that more closely resemble the relationship between an employee and employer than that between an independent contractor and hirer of services;

“employer” means any person whosoever in the agricultural industry who employs or provides for another person and remunerates, or expressly or tacitly undertakes to remunerate him or her, and includes—

- (a) the manager, agent or representative of such person who is in charge or control of the work upon which such other person is employed; and
- (b) the corporate rescue practitioner of such person; and

- (c) the liquidator or trustee of the insolvent estate of such person, if authorised to carry on the business of such person by—
  - (i) the creditors; or
  - (ii) in the absence of any instructions given by the creditor, the Master of the High Court; and
- (d) the executor of the deceased estate of such person, if authorised to carry on the business of such person by the Master of the High Court; and
- (e) the curator of such person who is a patient as defined in the Mental Health Act [*Chapter 15:12*], if authorised to carry on the business of such person in terms of section 88 of that Act;

“fixed term contract worker” means an employee whose contract of employment stipulates a period of employment or a date of termination provided that no further notice to terminate the contract shall be required from either party to the contract;

“grade” means a grade prescribed in the First Schedule;

“groom (class 1)” means any employee who cleans stables, assists in feeding of horses and walks horses after training;

“groom (class 2)” means an employee who feeds, harnesses and grooms horses, and supervises grooms (class 1);

“groom (class 3)” means an employee who harnesses, grooms and trains horses, under supervision, and supervises grooms (class 1 and 2);

“he”, “him” and “his” refer equally to persons who are male and who are not male. The use of these words in this Agreement shall not be misconstrued to exclude or discriminate against persons who are not male.

“head groom (class 4)” means an employee who grooms and drives horses, repairs harnesses, supervises grooms (classes 1, 2 and 3), and who is also a horse farrier;

“industry” means the agricultural industry;

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- “industrial holiday” means a public holiday;
- “managerial employee” means an employee who, by virtue of his contract of employment or of his seniority in an organisation, may be required or permitted to hire, transfer, promote, suspend, lay off, dismiss, reward, discipline or adjudge the grievances of other employees;
- “medical practitioner” means any person who is registered as such in terms of the Health Professions Act [*Chapter 29:19*] or the Traditional Medical Practitioners Act [*Chapter 27:14*];
- “Minister” means the Minister of Public Service, Labour and Social Welfare, or any other Minister to whom the President may from time to time assign the administration of the Labour Act;
- “month” means a calendar month;
- “National Employment Council” means the National Employment Council for the Agricultural Industry in Zimbabwe;
- “overtime” means any time worked outside the ordinary hours of work required in terms of section 8;
- “permanent worker” means an employee who is employed indefinitely and whose contract of employment does not specify a date of termination or a duration of employment;
- “public holiday” means a day declared by the state as a public holiday in terms of the Public Holidays and Prohibition of Business Act [*Chapter 10:21*].
- “Registrar” means the Registrar of Labour as defined in the Act;
- “seasonal worker” means an employee who is employed for a period not exceeding hundred and eighty days in any period of twelve consecutive months;
- “Secretary” means the Chief Executive Officer of the National Employment Council;

“special worker” means an employee who, because of physical or mental disability, such as old age, chronic sickness or infirmity, is capable of doing only part of the work required of an able-bodied employee;

“task-work system” means the system of employment wherein the employer sets tasks which the employees are expected to complete within their working hours and provides the employees with further remuneration for completion, within those working hours, of other tasks in addition to the set tasks;

“ticket system” means the system of employment wherein remuneration of employees is not based on the time which the employees have tendered their service to the employer but is based on the completion of tasks allocated by the employer;

“qualifying service” in relation to vacation leave accrued by an employee, means any period of employment following the completion of the employees first year of employment with an employer;

“wage” means the earnings of an employee, but does not include any payment in respect of overtime or any bonus or other like benefit;

“working day” means any day other than a day off or a public holiday.

(2) Any expressions used in this Agreement, which are defined in the Labour Act [*Chapter 28:01*], other than those defined in this section, shall have the same meaning as in the Act.

#### *Administration of Agreement*

5. (1) The Council shall be responsible for the administration and enforcement of this Agreement.

(2) The Council may delegate any of its duties or powers under this Agreement to any persons as it deems fit.

(3) The Council may at any time vary or revoke any decision made in terms of this Agreement by itself or made by an executive

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committee or committees appointed by the Council provided that the Council shall grant interested parties the chance to be heard before making such variation or revocation.

(4) Every employer and employee in the agricultural industry shall assist the Council in making such investigations as the Council may deem necessary into the operation of this Agreement generally, and, in particular, to ascertain whether or not the provisions thereof are being complied with.

*Grading and wages*

6. (1) An employer shall place each employee in a grade appropriate to his or her occupation in accordance with the First Schedule and shall pay to such employee a wage of at least the amount prescribed by the Council from time to time for the grade of the employee, and no employee shall accept less than that amount.

(2) An employee who, at the date of commencement of a collective bargaining agreement setting minimum wages, is in receipt of a higher wage than the minimum wage prescribed for his or her particular occupation by such collective bargaining agreement shall not, by reason of that agreement, suffer any reduction in his or her wage.

(3) An employee who is required to perform work in a lower grade than that in which he or she is normally employed shall be paid the wage applicable to the grade of work which he or she normally performs.

(4) Subject to the provisions of subsection (5), an employee who is required to perform relief work in a higher grade than that in which he or she is normally employed shall be paid the wage applicable to such higher grade immediately once he or she commences working in that higher grade for as long as he or she is required to work in that grade.

(5) An employee may be placed in a higher grade for a probationary period of not more than one month:

Provided that—

- (a) the employee shall be paid the higher wage applicable to the grade in which he or she is placed from the commencement of work in such grade;
- (b) the employer shall not require the employee to be on probation in the same operation more than once in any one year;
- (c) after one month of probation, the employee shall return to his or her normal work or be promoted to the higher grade.

(6) On promotion to a higher grade, an employee shall be paid—

- (a) not less than the wage he or she last received prior to his or her promotion; and
- (b) not less than the minimum wage prescribed for such grade;

(7) No employer shall reduce the wage of an employee for any time not worked if the employee tendered his or her service to the employer, but the employer was unable or unwilling to furnish him or her with work, provided that this subsection shall not apply to any time not worked during a period of short-time working.

(8) Notwithstanding subsection (7), an employee who is paid for time he or she has not worked due to conditions beyond the control of the employer, such as extreme weather conditions, may be required to make up such time not worked outside of normal working hours without any entitlements to further payment provided that no employee will be required to work more than eleven hours in a day as a result of being required to make up any work.

(9) Where an employee's occupation is not specified in the First Schedule—

- (a) the employer shall provisionally place the employee in a grade; and
- (b) the employer or employee shall notify the Secretary thereon; and
- (c) the Secretary, after consultation with the Chairperson of the National Employment Council, shall determine an

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interim grade of the occupation, which shall be subject to ratification by the National Employment Council at its next meeting:

Provided that, if the interim grade by the Secretary or the final grade by the National Employment Council places the employee in a grade—

- (i) higher than the employee's current grade, he or she shall be paid not less than the minimum wage prescribed for such higher grade, with effect from the date upon which he or she commenced performing the operation concerned; or
- (ii) lower than the employee's current grade, it shall not be lawful for the employer to reduce the employee's current wages on the basis of the interim classification by the Secretary or the final grade by the National Employment Council.

*Allowances*

7. (1) Allowances, in addition to an employee's basic wages, shall be paid in accordance with the provisions of the Second Schedule.

(2) Social parties to the Council may, from time to time, prescribe adjusted minimum amounts of the allowances provided in the Second Schedule, or any other types of allowances.

*Hours of work*

8. (1) The ordinary hours of work for all employees shall not exceed two hundred and eight (208) hours per month.

(2) An employer may request, but shall not require, an employee to work overtime, and shall, whenever possible, give twenty-four hours' notice to such employee of such request provided that employees needed to render emergency work shall not decline requests to work overtime without reasonable excuse.

(3) Every employee shall receive at least one day off in each week.

(4) An employee shall not be required to work on his or her day off, except in cases of emergency work and circumstances referred to in section 6(8) of this Agreement, provided that—

- (a) no employees shall be required to work on his or her days off in successive weeks; and
- (b) an employee required to work on his or her regular day off in cases of emergency work shall be entitled to an alternative day off.

*Short-time working*

9. (1) No employer shall place all or some of his or her employees on short-time working without the prior written approval of the National Employment Council, which may approve that the employees be placed on short-time working for a period not exceeding twelve months, if it is satisfied that—

- (a) it is economically necessary for the establishment to implement short-time working; and
- (b) the establishment will be able to resume normal working hours within the foreseeable future; and
- (c) it would not be in the interests of the employees to be discharged.

(2) An employer shall give one month's notice to each employee concerned of the requirement to work short-time, except in extreme circumstances when he or she can apply to the National Employment Council to commence short-time working within a shorter working period.

(3) The employee may, at any time during the months' notice referred to in subsection (2), give his or her employer notice of termination of his or her contract of employment as from the time when short-time working is to start.

(4) During a period of short-time working, an employee shall be paid for not less than the hours worked by him or her provided that no employee shall receive less than sixty *per centum* of his or her current weekly wage.

(5) Written approval of the National Employment Council issued in terms of subsection (1) shall state—

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- (a) the name and address of the employer; and
- (b) the grade or group of employees affected; and
- (c) the employer shall return such approval to the Secretary of the National Employment Council upon resumption of normal hours of work.

*Conversion of rates*

10. (1) For the purpose of converting a monthly wage to—
- (a) the weekly equivalent, the monthly wage shall be divided by four and one-third; or
  - (b) the daily equivalent, the monthly wage shall be divided by twenty-six; or
  - (c) the hourly equivalent, the monthly wage shall be divided by the ordinary hours normally worked in a month.

*Payment for overtime*

11. (1) An employer shall pay for overtime worked on a day off at double the employee's current wage.

(2) The employer shall remunerate an employee who is required to work on a public holiday for every hour or part of an hour of work at two and a half times the current hourly wage of the employee, regardless of whether such work is conducted during or outside the employee's ordinary working hours for the day of the week on which the public holiday falls.

(3) An employer shall pay for overtime at one and a half times the employee's current wage for the time worked in excess of the ordinary monthly hours of work prescribed in section 8.

(4) Time off in lieu of payment of overtime may be arranged by mutual consent between the employer and employee prior to the industrial holiday or the employee's normal day off.

*Deductions*

12. (1) No deduction or set-off of any description shall be made from any remuneration except—

- (a) where an employee is absent from work on days other than industrial holidays or days of leave to which he or she is entitled, the proportionate amount of his or her remuneration only for the period of such absence; or
- (b) amounts which an employer is compelled by law or legal process to pay on behalf of an employee; or
- (c) where an employee has received an advance of remuneration due, the amount of such advance, up to an amount not exceeding twenty-five percent of the gross remuneration owed; or
- (d) by written stop-order for contributions to insurance policies, pension funds, medical aid societies, burial societies, and registered trade unions; or
- (e) by written consent of an employee, for repayment of money lent by the employer on terms that have been mutually agreed to between the parties concerned; or
- (f) an amount recovered for payments made in error.

(2) The aggregate amount of permissible deductions that may be made from the remuneration of any employee in any pay interval shall not exceed twenty-five *per centum* of the employee's gross remuneration for that interval provided that upon termination of an employee's service, an employer may deduct from the total remuneration due to the employee an amount equal to any balance which may be due to the employer in terms of paragraphs (a), (c), (e) or (f) of subsection (1).

#### *Payment of wages*

13.(1) Every employer shall pay wages, in cash, bank transfer or any other lawfully acceptable method of payment, to each employee within—

- (a) two days of the end of the week in the case of weekly paid employees; or
- (b) four days of the end of the month in the case of monthly paid employees:

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Provided that payments for overtime, bonuses and allowances shall be made to each employee within six working days of the end of the week in the case of weekly paid employees or within six working days of the end of the month in the case of monthly paid employees.

(2) When the service of an employee is terminated, payment of all remuneration due shall be made within seventy-two hours of the termination of service and a commitment to that effect shall be made by the employer to the employee in writing.

(3) An employer shall provide his or her employee with written details regarding the make-up of his or her pay.

*Task-work and work on a ticket system*

14. (1) It shall be permissible to give out work to employees on a task-work basis.

(2) An employee employed on a task-work basis may, with the consent of his or her employer, complete work over and above his or her basic task, for which he or she shall receive an incentive bonus.

(3) No employer shall give out, and no employee shall perform, work on a ticket system.

*Incentive schemes*

15. Notwithstanding the provisions of section 14, an employer may operate an incentive scheme whereby the remuneration of the employee in excess of his or her wage may be determined by the quantity and quality of output or measurement of work performed in excess of his or her basic task.

*Special provisions: seasonal workers*

16. (1) An employer may employ a seasonal worker on a daily notice basis within the first seven days, but on a weekly notice basis thereafter.

(2) If an employee who was engaged as a seasonal worker is employed for a duration exceeding a total of one hundred and eighty days in a period of twelve consecutive months, he or she shall be

regarded as a permanent worker from the time when the hundred and eight days are exceeded.

(3) Seasonal workers shall receive wages and allowances which are no less than the wages and allowances prescribed by Council.

*Vacation leave*

17. (1) In this section—

“qualifying service” in relation to vacation leave accrued by an employee, means any period of employment following the completion of the employee’s first year of employment with an employer.

(2) Unless more favourable conditions have been provided for in any employment contract or in any enactment, paid vacation leave shall accrue in terms of this section to an employee at the rate of one twelfth of his or her qualifying service in each year of employment subject to a maximum accrual of ninety days paid vacation leave:

Provided that, if an employee is granted only a portion of the total vacation leave which may have accrued to him or her, he or she may be granted the remaining portion at a later date, together with any further vacation leave which may have accrued to him or her at that date, without forfeiting any such accrued leave.

(3) All Saturdays, Sundays and public holidays falling within a period of vacation leave shall be counted as part of vacation leave.

(4) An employee who becomes ill or is injured during a period of vacation leave may cancel his or her vacation leave and apply for sick leave.

(5) Where an employee has no vacation leave accrued, he or she may be granted vacation leave without pay.

*Special leave*

18. (1) Special leave on full pay not exceeding twelve days in a calendar year shall be granted by an employer to an employee—

(a) who is required to be absent from duty on the instructions of a medical practitioner because of contact with an infectious disease;

- (b) who is subpoenaed to attend any court in Zimbabwe as a witness;
- (c) who is required to attend as a delegate or office-bearer at any meeting of a registered trade union representing employees within the undertaking or industry in which the employee is employed;
- (d) who is detained for questioning by the police;
- (e) on the death of a spouse, parent, child or legal dependent;
- (f) on any justifiable compassionate ground.

*Maternity leave*

19. Maternity leave shall be granted to employees in accordance with the provisions of the Labour Act [*Chapter 28:01*].

*Public holidays*

20. Subject to any other section, every employee shall be granted leave of absence on public holidays and shall be paid his or her current daily wage for every public holiday.

*Benefits during sickness*

21. (1) Unless more favourable conditions have been provided for in any employment contract or in any enactment, sick leave shall be granted in terms of this section to an employee who is prevented from attending his or her duties because he or she is ill or injured or undergoes medical treatment which was not occasioned by his or her failure to take reasonable precautions.

(2) During any one-year period of service of an employee, an employer shall, at the request of the employee supported by a certificate signed by a registered medical practitioner, grant up to ninety days' sick leave on full pay.

(3) If, during any one-year period of service of an employee, the employee has used up the maximum period of sick leave on full pay, an employer shall, at the request of the employee supported by a

certificate signed by a registered medical practitioner, grant a further period of up to ninety days' sick leave on half pay where, in the opinion of the registered medical practitioner signing the certificate, it is probable that the employee will be able to resume duty after such further period of sick leave.

(4) If, during any one-year period of service, the period or aggregate periods of sick leave exceed—

- (a) ninety days' sick leave of full pay; or
- (b) subject to subsection (3), one hundred and eighty days sick leave on full pay and half pay;
- (c) the employer may terminate the employment of the employee concerned.

(5) An employee who so wishes may be granted accrued vacation leave instead of sick leave on half pay or without pay.

#### *Contract of employment*

22. (1) An employer shall inform every employee, in writing, upon engagement, of the nature of his or her contract, including—

- (a) his or her grade; and
- (b) his or her wage and when it will be paid; and
- (c) provisions for accommodation; and
- (d) the period of notice required to terminate the contract of employment; and
- (e) hours of work; and
- (f) details of any bonus or incentive production scheme in operation; and
- (g) provision for benefits during sickness; and
- (h) provision for vacation leave; and
- (i) industrial holidays; and
- (j) code of conduct.

(2) Any contract of employment which is for a stipulated period shall specify the date of commencement and date of termination

thereof, and no further notice to termination of the contract on due date shall be required from either party.

(3) A contract of employment that does not specify its duration or date of termination, other than a contract for casual work or seasonal work or for the performance of some specific service, shall be deemed to be a contract without limit of time provided that a casual worker shall be deemed to have become an employee on a contract of employment without limit of time on the day that his or her period of engagement with a particular employer exceeds a total of six weeks in any four consecutive months.

(4) Whenever an employee has been provided with accommodation directly or indirectly by his or her employer, the employee shall not be required to vacate the accommodation before the expiry of one month after the lapse of the lawfully prescribed minimum period of notice of termination of the employee's employment.

*Continuous service*

23. (1) Subject to any enactment, regulation or other collective bargaining agreement, continuous service shall be deemed to be broken only by death, resignation, retirement, or other termination of the employee's employment for any reason.

(2) If, upon the change of ownership of an establishment, an employee enters the service of the new owner, or continues his or her employment in the establishment, his or her service with the previous owner shall be deemed not to have broken by the change of ownership and shall thus be reckoned as service with the new owner:

Provided that, if an employee is paid by the previous owner a gratuity in terms of section 25 in respect of his or her service with that owner, the gratuity payable by the new owner on the death, resignation, retirement or other termination of employment of such employee may be reduced by the amount of gratuity paid by the previous owner.

*Record of service*

24. (1) An employee whose services are terminated, for any cause whatsoever, may request a record of service from his or her employer.

(2) The record of service supplied shall specify the period of service served and the occupation of the employee.

*Gratuities on termination of employment*

25. (1) All gratuities shall be calculated from—

- (a) the 1st January, 1978; or
- (b) the date which the employee's continuous service commenced;

whichever is the later.

(2) An employee who has completed five or more years of continuous service shall, on the termination of such employment, irrespective of the circumstances of such termination, be paid a gratuity of not less than the amount derived by multiplying the appropriate percentage, as set out in the Third Schedule, of his or her current monthly wage on termination of employment by the number of completed years of continuous service.

(3) If an employee who has completed five or more years of continuous service dies before receiving a gratuity in terms of subsection (2), there shall be paid to his or her estate the sum which the employee would have received if his or her contract of employment had terminated on the day of his or her death.

(4) Notwithstanding the provisions of subsections (2) and (3), no gratuity shall be payable to employees who, through provision made by their employers, are entitled to compensation from a private pension scheme (registered as a pension fund in terms of the Pension and Provident Funds Act [*Chapter 24:09*]) which provides benefits which are not less favourable than those prescribed in this section provided that if the employer had not made provision for compensation from both a private pension scheme and the National Social Security Authority's Pension and Other Benefits Scheme, the employee shall be paid the gratuity.

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(5) An employee who reaches the age of sixty years may be required by the employer to retire.

(6) Upon retirement, an employee shall be paid all wages, leave pay and gratuities due to him or her in terms of subsection (2).

*Availability of agreement*

26. Every employer shall exhibit a copy of this Agreement and all amendments thereto in a place easily accessible to every employee.

*Code of conduct*

27. (1) The National Employment Council for the Agricultural Industry in Zimbabwe Employment Code of Conduct: Disciplinary Code and Grievance Procedure, which is provided in the Seventh Schedule of this Agreement, shall be the employment code of conduct of the agricultural industry and it shall be binding on all employers and employees in the industry:

Provided that an organisation within the agricultural industry may adopt an employment code of conduct which is applicable to the organisation and that any such code of conduct shall be consistent with the National Employment Council for the Agricultural Industry in Zimbabwe Employment Code of Conduct: Disciplinary Code and Grievance Procedure.

(2) Subject to subsection (1), all disciplinary and grievances cases shall be dealt with in accordance with the National Employment Council for the Agricultural Industry in Zimbabwe Employment Code of Conduct: Disciplinary Code and Grievance Procedure as set out in the Seventh Schedule, and any disciplinary and grievance matters which are not explicitly addressed by the Code shall be dealt with in a manner which adheres to the spirit and intention of the Code.

*Council dues*

28. (1) Council dues shall consist of contributions which are prescribed by the Council and approved by the Minister and such contributions shall be made by every employer and employee in the

industry to the Council for such purposes as are provided for in the Council's Constitution.

(2) Every employer shall complete and return to the Council on a monthly basis:

- (a) the form as set out in the Fourth Schedule (and/or any other form which maybe prescribed by Council);
- (b) the appropriate payment or proof of payment;
- (c) payroll summary; and
- (d) any other document which may be prescribed by Council from time to time.

#### *Exemptions*

29. The Exemption Committee of the Council may, at its sole discretion and upon such terms and conditions as it may determine, grant exemption, in writing, from any of the provisions of this Agreement to any employer or employee on reasonable grounds. Such exemption may be revoked or amended by the Exemption Committee of the Council, at its discretion, provided that the Exemption Committee of the Council shall grant interested parties the chance to be heard before making such a revocation or amendment.

#### *Penalties*

30. This Agreement reaffirms section 82(3) of the Labour Act [*Chapter 28:01*], which reads—

“(3) Any person who fails to comply with a collective bargaining agreement which is binding upon him or her shall, without derogation from any other remedies that may be available against him or her for its enforcement—

- (a) commit an unfair labour practice for which redress may be sought in terms of Part XII; and
- (b) be guilty of an offence and liable to a fine not exceeding level 7 or to imprisonment for a period not exceeding two years or to both such fine and such imprisonment.”.

National Employment Council for the Agricultural Industry in  
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*Declaration*

31. The employer parties and the employee parties having arrived at the agreement set forth herein, the officers of the Council cited hereunder hereby declare that the foregoing is the agreement arrived at.

Dated at Harare this 13th day September, 2021.

F. ZONDO,  
Chairperson.

T. NYIRENDA,  
Vice-Chairperson.

D. MADYAUSIKU,  
Chief Executive Officer.

FIRST SCHEDULE

GRADING

Subject to further collective bargaining agreements by NEC Agriculture on grading of employees, occupations in the agricultural industry shall be graded as follows:

***Grade A1***

Ablution/Sanitation worker  
Baler  
Box maker/Folder  
Building maintenance hand (timber)  
Cane cutter  
Cane Picker  
Canteen/Beer halls hand  
Carcass washer  
Chain hand  
Chain issuer  
Cleaner

Coal lasher  
Cold room attendant/Fridge attendant  
Cold room cleaner  
Compound village worker  
Crop attendant  
Crop guard/watchman  
Debarking hand  
Drum cleaner  
Drying rack attendant  
Egg collector  
Extraction hand  
Farm tidy hand  
Fencing attendant  
Gardner  
General hand  
General hand – chain hand  
General worker – cane cutter  
Groundsman  
Herdsman  
Hides man  
Hoist operator  
Injector  
Laundry hand/Scullery hand  
Livestock receiver/Collector  
Log deck hand  
Manure bagger  
Meat handler  
Mortal collector  
Net repairer  
Nursery hand  
Nursery hand (timber)  
Offal cleaner  
Ostrich feed attendant  
Packer (without grading)  
Plantation hand  
Ratio order assembler  
Resin hand

National Employment Council for the Agricultural Industry in  
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Sawmilling hand  
Scraper  
Silk cocoons reeler  
Silk worm rearer  
Slime dam cleaner  
Strapper  
Suckering hand  
Teamman  
Thinning hand  
Timber bundling hand  
Timber handling hand  
Timber loading hand  
Timber sorting hand  
Vineyard attendant  
Waste peel attendant  
Watchman  
Wattle extraction hand (timber)  
Winery attendant  
Workshops hand (timber)

***Grade A2***

Artisan assistant  
Assistant electrician  
Assistant to beekeeper  
Augerman delivery hand  
Bag sealer  
Basket carrier  
Basket carrier  
Birds washer  
Bleeder  
Boiler house worker  
Bricklayers assistant  
Brisket cutter  
Budder  
Bundle receptor  
Calf attendant  
Carcass cutter/Offal drawer

Chainsaw mechanic assistant  
Charcoal attendant  
Check recorder  
Chicken cutter  
Chicken handler  
Chicken hanger  
Chicken trimmer  
Chicken/Chick grader  
Child minder/Disabled/Aged minder  
(with or without domestic duties)  
Choker  
Coffee grader  
Commis/Learner cook  
Commis/Learner waiter  
Compost worker  
Conveyer attendant  
Cooker operator assistant  
Counter  
Crane assistant  
Crocodile meat packer/Handler  
Crop remover  
Cutter/Packer  
Defoliating hand  
Disinfectant  
Dispatch assistant  
Dispatcher—Egg handler  
Domestic cook  
Dough maker  
Dubber  
Egg picker/Collector  
Egg receiver  
Eviscerator  
Factory worker  
Feathermeal bagger  
Feather pinner  
Feathermeal cooker/Loader  
Fish receiver

National Employment Council for the Agricultural Industry in  
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Food handler  
Furrow irrigator  
Gate attendant  
Giblets stuffer  
Grader  
Grader/Picker  
Groom 1  
Guard  
Hatchery worker  
Heat sealer operator  
Herbicide sprayer  
Hogger minder (timber)  
Housekeeper  
Housemaid/Domestic worker  
Iceman  
Irrigation hand (sprinklers)  
Kiln assistant  
Laboratory assistant (timber)  
Leg and wing folder  
Loader/Header/Feeds/Worker/Bag carrier  
Lorry/Van assistant  
Maintenance hand  
Meat cutter  
Meat packer  
Messenger  
Milker  
Mushroom cutter  
Mushroom picker  
Offal collector  
Office orderly  
Petfood handler  
Plucker  
Plumber assistant  
Portion dresser  
Premixer's attendant  
Premixer's assistant

Pump hand/attendant  
Ranger  
Receiver  
Sausage maker  
Sawshop assistant  
Scale assistant  
School irrigator  
Skinner/Flayer  
Spinchiller attendant  
Sprayer  
Squeezing hand  
Staff cook  
Stock attendant  
Stunner  
Table handler  
Toe cutter  
Trailer/Tailend assistant  
Vaccinator/Debeaker  
Water pockets checker

***Grade A3***

Assistant saw-machine operator (timber)  
Board edger  
Chipper canter  
Framesaw  
Bedroom hand  
Bicycle repairer  
Boiler assistant/Attendant (timber)  
Brushcutter operator  
Canning plant attendant  
Canteen attendant  
Chainsaw operator crosscutting  
Check grader/Quality checker  
Chemical mixer  
Chipper panel operator  
Clerk 1  
Compound police  
Concrete mix operator

National Employment Council for the Agricultural Industry in  
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Cook  
Crocodile hides scraper  
Crocodile pen attendant  
Crocodile breeder attendant  
De-stacker operator  
Dispatch assistant (timber)  
Drier attendant/Stoker  
Filleting machine operator  
Fingerjoint press operator  
Finisher operator  
Fish handler/Sexer  
Fish reaper/Harvester  
Forest guard  
Fryman/Trout attendant  
Game scout  
Glue applicator  
Glue room attendant  
Groom 2  
Hammerhill operator/Soya cooker attendant  
Hot box attendant  
Houseman  
Irrigation hand (centre pivot and drip irrigation)  
Labeller  
Log infeed controller  
Log market/Timber measure board edger  
Machine minder  
Machine minder (pony sizer)  
Machine operator  
Mincer operator  
Mixing tank attendant  
Mushroom quality checker  
Net maker  
Office orderly/Photocopying/Duplicating (timber)  
Order assembler  
Ostrich breeder attendant  
Ostrich chick attendant/Ostrich handler/Ostrich chick minder

Pasteuriser attendant  
Pelleting/Press operator  
Pinboner/Deboner  
Pivot irrigator  
Plantation marker  
Profile operator  
Pulp wash attendant/Switchboard operator  
Pulpman/Egg pulper  
Quality checker/Leaf checker/Green leaf checker  
Scale/Weigher operator  
School janitor  
Scrapping machine operator  
Security guard (timber)  
Seed cleaner  
Silk spinner  
Slicer  
Stockfeed mincing machine operator  
Stockfeed mixer  
Storeman assistant  
Stores issues clerk (timber)  
Tally checker  
Tally clerk (timber)  
Trimming Tablet operator  
Tyre fitter  
Village health worker (timber)  
Waitress/Waiter/Cook  
Water quality checker assistant  
Weighbridge clerk  
Wetmill tally clerk (timber)  
Workshop assistant and fuel issue clerk (timber)

***Grade B1***

Baker (timber)  
Bandsaw operator  
Bee-keeper  
Blockman  
Boiler attendant  
Butter maker

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Cane supervisor 1  
Cardex clerk (timber)  
Chainsaw operator, felling  
Chainsaw serviceman/assistant chainsaw mechanic  
Check weigher  
Cheese maker  
Clerk 2  
Clerk/Typist (timber)  
Coffee scout  
Counter hand  
Crane/Gantry operator  
Creche attendant  
Crop scout  
Curer  
Curio shop attendant  
Dispatch clerk (timber)  
Drilling machine operator  
Drystore clerk  
Extract autoclave operator  
Extract multi operator  
Farm health worker  
Fire tower attendant  
First aid/Nurse aid (timber)  
Fish processor/Smoker  
Fisherman  
Front-end loader driver  
Front-lift/Slide loader driver  
Front-end loader/Drag line operator  
Groom 3/Work rider  
Guest house cook  
Handyman  
Hatching machine operator  
Kiln operator  
Lance corporal  
Light vehicle driver (timber)  
Log carriage operator

Maintenance operator 1:

untested or unclassified but with house skills:

auto electrical; black-smithing; boiler maker; carpentry; building; bricklaying joinery; electrical; factory, fitting and turning; floor laying; glazing; lift mechanical; machine; mastic asphaltting; mechanical; mechanical (instrumentation); painting/decorating; plastering; plumbing/drain laying; scale fitting;shop fitting, spray painting/panel beating; stone masonry; terrazzo and mechanic walling and floor tiling; tin smith/sheet metalworker; welding/plating; wood machining;

Maintenance clerk

Planned maintenance clerk (timber)

Planning assistant

Plantation chargehand (timber):

agriculture

communications

fire protection

nursery

resin

silviculture

thinning

veneer harvesting

Pole grader

Receptionist/Telephonist

Sawmill chargehands:

depot

dispatch

loading

log deck handling

stackyard

trimming table

warehouse

Saw machine operator:

bandsaw

boardsaw

board edger

circularsaw

crosscut saw

debarker

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figure jointer  
hogger  
re-saw/ripsaw  
traverse machine  
trimming machine  
Senior chokeman  
Senior Lab assistant (timber)  
Sign writer  
Skyline/High lead operator/Chokeman  
Stores clerk cardex/Ordinary (timber)  
Tailor/Seamstress  
Tele sales person  
Tele logger operator  
Telephone operator  
Timber grader  
Timber quality checker  
Time keeper/Time Checker  
Towed grader operator  
Tractor driver (trailer work)  
Tractor driver (timber)  
Trading storekeeper  
TRU grader operator (timber)  
Tyre serviceman (timber)  
Water recorder  
Water quality checker  
Wetmill clerk (timber)

***Grade B2***

Boat driver/Transporter  
Cane supervisor 2  
Chargerhand/Junior foreman/Leading hand  
Chief skinner  
Chipper canter operator  
Clerk 3  
Corporal  
Corporal (scouting and tracking)  
Crocodile incubator attendant

Debarking charge hand  
Driver (light vehicle)  
Drying rack head/Factory chargehand  
Framesaw operator  
Gang/Team leader  
Head fisherman  
Head groom  
Head guard/corporal  
Heavy vehicle/Heavy duty truck driver (timber)  
Kiosk attendance/retail  
Lab assistant  
Leading hand/Chargehand/Junior foreman  
Maintenance operative 2 or all trades tested (class 4)  
Master blender  
Moulder operator  
Ostrich incubator attendant  
Production clerk (timber)  
Production clerk harvesting and veneer (timber)  
Rendering cooker operator  
Section leader  
Serviceman  
Shop attendant  
Taxidermy Skinner/Trophy handler  
Tractor Driver (pulls farm implements)  
Tractor Driver (Sugarcane sector)  
Transport Clerk (timber)  
Typist/receptionist  
Welfare attendant

***Grade B3***

Artisan  
Assistant lab technician  
Assistant surveyor  
Builder/Bricklayer  
Bulldozer operator (timber)  
Cane supervisor 3  
Class 4 semi-skilled worker/Handyman (timber):  
    auto electrician

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boiler  
electrician  
fitter  
mechanic  
painter  
plumber/saw doctor  
welder

Clerk 4  
Computer data capture (timber)  
Combine harvester operator (sugarcane)  
Dairy supervisor  
Electrician  
Front end loader operator (timber)  
Fuel attendant  
Green chain chargehand  
Handyman communication  
Health representative  
Hygiene controller  
Maintenance handyman (timber)  
Maintenance operator 3 or all trades tested (class 3)  
Mechanic  
Mechanical stress grading machine operator  
Motorised grader operator  
Nurse aid  
Production chargehand  
Plumber  
Security corporal/Chargehand (timber)  
Senior Clerk (timber)  
Senior Lab assistant  
Skidder operator  
Storeman  
Welder  
Welfare assistant  
Women advisor

**Grade B4**

Boarding master  
Boarding matron  
Bulldozer driver/Operator  
Butchery foreman  
Cane supervisor 4  
Cashier (timber)  
Chainsaw mechanic  
Chief clerk (timber)  
Class 3 semi skilled worker/Handman (timber):  
    auto electrician  
    boiler fitter  
    electrician  
    fitter  
    mechanic  
    plumber  
    saw doctor  
    turner  
    welder  
Clerk 5  
Combine harvester driver  
Confidential secretary  
Driver (heavy duty)  
Estate Secretary (timber)  
Factory foreman  
Foreman  
Guide (unlicenced)  
Lorry driver  
Maintenance foreman  
Maintenance Operative 4 or all trades tested (Class 2)  
Meat Grader  
Plant operator  
Plantation Supervisor (timber):  
    boiler supervisor  
    civiculture supervisor  
    drymill  
    drystore supervisor  
    kiln supervisor

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harvesting  
extraction supervisor  
resin supervisor  
sawmill supervisor (timber)  
skyline extraction  
wetmill supervisor  
Sawmill training instructor  
Secretary  
Security sergeant/supervisor (timber)  
Sergeant  
Sergeant (scouting and tracking)  
Stores supervisor  
Supervisor  
Timber grading supervisor (timber)  
Trading store (timber)  
Workshop clerk stores supervisor (timber)  
Zone clerk

***Grade B5***

Cane supervisor 5  
Cashier  
Class 2 semi skilled worker/Handyman (timber):  
    auto electrician  
    boiler fitter  
    electrician  
    fitter  
    mechanic  
    plumber  
    saw doctor  
    turner  
    welder  
Coffee pulper supervisor  
Estate secretary (timber)  
Factory supervisor  
Field supervisor  
Lake supervisor  
Meat inspector

Quality controller  
Section head  
Senior foreman  
Senior production clerk (Timber)  
Senior sergeant  
Silk weaver  
Supervisor/Senior foreman

***Grade C1***

Building supervisor  
Chef supervisor  
Haulage supervisor  
Irrigation supervisor  
Lab supervisor  
Security supervisor  
Sergeant supervisor  
Transport supervisor  
School clerk (finance)

***Grade C2***

Estate head clerk  
Farm clerk  
Head supervisor  
Maintenance operative 5 or all trades tested (class 1)  
Senior maintenance operative

National Employment Council for the Agricultural Industry in  
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SECOND SCHEDULE

ALLOWANCES

In addition to basic wage earnings, employers shall provide their employees with the following allowances, subject to the terms of any other enactment or collective bargaining agreement of NEC Agriculture:—

<i>All subsector allowances in the Agricultural Industry</i>	<i>Monthly allowances ZWL \$</i>
<b><i>Type of allowances</i></b>	
Transport	Actual cost to be paid by the employer
Accommodation	1,300
Fuel	215
Light	320
Dog handling (for employees who have been required to handle dogs as part of their duty)	5% of employee's basic monthly wage
Firearm (for employees who have been required to handle firearms as part of their duty)	5% of employee's basic monthly wage
Travel and subsistence	Actual cost to be paid by the employer

Furthermore, in instances where an employer and employee in the agricultural industry agree that the employee shall construct, at the premises of the employer, accommodation which the employee will occupy during the tenure of his/her employment, the employer shall pay the employee concerned a once-off accommodation construction allowance which is no less than the employee's basic wages for fourteen days of work at the time of payment.

Other Allowances which may be prescribed by social parties to the Council include but are not limited to:

Risk/Danger  
Rotational shift work  
Production  
Bicycle

The value of allowances may be adjusted by social parties to the Council from time to time.

THIRD SCHEDULE

GRATUITIES

<i>Length of service</i> Years	<i>Percentage of monthly wage on</i> <i>termination of employment</i>
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
14	19
15	20
16	21
17	22
18	23
19	24
20	25
21	26
22	27
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27	32
28	33
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33	38
34	39
35	40

National Employment Council for the Agricultural Industry in  
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FOURTH SCHEDULE

NATIONAL EMPLOYMENT COUNCIL  
FOR THE AGRICULTURAL INDUSTRY IN ZIMBABWE

DECLARATION OF DUES FOR THE MONTH

Jan  Feb  Mar  Apr  May  June  July   
Aug  Sept  Oct  Nov  Dec  Year

Completed returns together with remittance/proof of payment and payroll  
summary must be sent to:

The Chief Executive Officer

PHYSICAL ADDRESS

6, Cottenham Avenue,  
Greencroft  
Harare  
E-mail: [finance@necagriculture.co.zw](mailto:finance@necagriculture.co.zw),  
[accounts@necagriculture.co.zw](mailto:accounts@necagriculture.co.zw)  
Telephone: 0242-303669/339890/334472/3

POSTAL ADDRESS

National Employment Council for the  
Agricultural Industry in Zimbabwe  
P.O Box WGT 312  
Westgate  
Harare

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This form must be returned by the 10th of each month

Account No.

Name of Estate/Farm:

Business Address:

Telephone Number:

Email Address:

Tick (✓) Your Sector:  General Agriculture  Horticulture   
—Agro

Kapenta  Timber  Tea & Coffee

Aquaculture and Fisheries  Sugarcane

S.I. 41 of 2022

Employees	CITIZEN		EXPATRIATES		TOTAL	
	MALE	FEMALE	MALE	FEMALE		
Number of <b>permanent, seasonal, casual and fixed term contract</b> employees						
Total Basic pay					\$	c
<b>Permanent, seasonal, casual and fixed term contract</b> employees' contribution (2.5% of basic pay)					\$	c
Employers' contribution (2.5% of basic wage bill)					\$	c
Arrears					\$	c
<b>Total contribution (including arrears) to the council</b>					\$	c

I, ....., declare the information contained herein to be true to the best of my knowledge and I understand that supplying false information herein, whether intentionally or negligently, may result in criminal and/or civil liability.

Signed:.....Capacity:.....

Date:.....

**NB:**

1. You are required to declare PERMANENT, SEASONAL, CASUAL and FIXED TERM CONTRACT EMPLOYEES that are currently employed by you.
2. Council dues are 5% of the total basic monthly wages/salaries of all employees as per the agreement entered between employer and employee representatives. The employer shall deduct 2.5% of each employee's basic monthly wages/salary and remit these deductions to the Council, together with the employer contribution which will be the balance remaining on the payable dues after employees' contributions. Full remission of the dues shall be done by the employer. Defaulters will be prosecuted.

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3. Please indicate any arrears being paid in the box above. Interest shall apply on all arrears at 10% per annum, accruing daily from the due date of payment to the date of full payment of outstanding dues and interest.
4. Transfer and direct deposits should be made payable to NEC AGRICULTURE. Bank details: Stanbic Bank, Belgravia Branch, Harare Account Number - 9140002333375 OR First Capital Bank, Westgate Branch, Harare Account Number - 21195001103. Nostro Account: Stanbic Bank, Westgate Branch, Harare, Account Number – 9140001452362 Swift Code – SBICZWHXAXXX. Ecocash Merchant code for NEC Agriculture Branches: Harare 281821, Bulawayo 281823, Marondera-281825, Chinhoyi-281827, Mutare-281829, Chiredzi-279948 and Bindura-415435.
5. Proof of payment and the enterprise’s payroll summary must be submitted together with the declaration form to NEC Agriculture for reconciliation purposes of your account. (Please quote your Account Number).
6. This return form should be completed in DUPLICATE with other copy to be retained by the employer.

FIFTH SCHEDULE

TRADE UNION DUES/STOP ORDER FORM

**FORM 1**

GAPWUZ STOP ORDER FORM

14, Sanders House,  
Fourth Floor,  
Corner First Street Mall and Jason Moyo Avenue,  
Harare.

I, ....., authorise the employer to deduct  
\$.....as joining fee thereafter 2% of my monthly  
salary as Trade Unions dues.

Occupation: .....

Sex: .....

Worker’s No: .....

Date Employed: .....

Region: .....

Company Address: .....

.....

In terms of the Labour Act [*Chapter 28:01*] section 54, the company is required to deduct and remit Union Dues at the end of every month to GAPWUZ.

This Stop Order Form shall remain in force until my Union informs my employer of the cancellation thereof on an official form.

Signature: ..... (of member)

Trade Union Officer: .....

Date: .....

**FORM 2**

**TRADE UNION DUES/STOP ORDER FORM**

Kapenta Workers Union of Zimbabwe,  
P.O. Box 77, Gawa,  
Kariba.

Name and address of employer

.....  
.....  
.....  
.....

Region:.....

I, ....., authorise my employer to deduct \$.....as joining fee, thereafter.....% of my gross monthly salary/wages as trade union dues.

National Employment Council for the Agricultural Industry in  
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Occupation:.....

Grade:.....

Works No:.....

I.D. No:.....

In terms of section 54 of the Labour Act [*Chapter 28:01*], the employer is required to deduct and remit union dues not later than the last day of the month to which deductions relate to the General Secretary of the Kapenta Workers Union of Zimbabwe (KWUZ). This stop order form shall remain in force until my Union informs my employer of the cancellation thereof on an official form.

Signature of member:.....

Signature of witness:.....

Signature of trade union officer:.....

Date:.....

This copy will be kept by the employer.

**\*NB-***The witness must be an employee of the farm that the member is employed on.*

**FORM 3**

**TRADE UNION DUES/STOP ORDER FORM**

**H.GAPWUZ**

**HORTICULTURE, GENERAL AGRICULTURE AND  
PLANTATION WORKERS UNION OF ZIMBABWE**

*AFFILIATED TO: ZIMBABWE FEDERATION OF TRADE UNIONS*

Registered under the Labour Relations Act

Alfa House Room 4,  
P.O Box 3360,  
5, Kwame Nkrumah Avenue,  
Harare.

Cell: 0712 751 180

Te: 756494, Fax: 756493; 0772 715 431

**STOP ORDER FORM**

Name of Officer: .....

We the undersigned employees of. ....  
.....  
.....

Authorise our employer to deduct from our/my wages on salary the appropriate amounts set out below:

- (a) On the last day of the month in which Stop Order Form is presented to the Employer the sum of \$1.00 being entrance fee.
- (b) Thereafter, on the last day of each succeeding month deduct 2% (Two percent) and remit the same to the Union.
- (c) I/We acknowledge that my/our membership of the Union shall date from month in which Stop Order is presented to my/our employer and shall remain in force until my/our Union informs the employer of cancellation thereof an official form.







SEVENTH SCHEDULE

NATIONAL EMPLOYMENT COUNCIL FOR THE AGRICULTURAL  
INDUSTRY IN ZIMBABWE EMPLOYMENT CODE OF CONDUCT:  
DISCIPLINARY CODE AND GRIEVANCE PROCEDURE

INDEX

*Section*

1. Title.
2. Interpretation.
3. Purpose and Aims of the Code.
4. Application of the Code.
5. Disciplinary Procedure.
6. Grievance Procedure.
7. Internal Appeals.
8. Disciplinary Committee.
9. Grievance Committee.
10. Referral of claims to the National Employment Council for the Agricultural Industry in Zimbabwe.

**Appendix**

- I. Category and Definition of Offences.
- II. Penalties.
- III. Notification to Attend Disciplinary Hearing.
- IV. Outcome of Disciplinary Hearing.
- V. Referral to Grievance Committee.
- VI. Report of the Grievance Committee.
- VII. Referral of Claim to the National Employment Council for the Agricultural Industry in Zimbabwe.

*Title*

1. This employment code of conduct may be cited as the National Employment Council for the Agricultural Industry in Zimbabwe Employment Code of Conduct: Disciplinary Code and Grievance Procedure (hereinafter referred to as 'the Code').

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*Interpretation*

2. In this Code—

- “Act” refers to the Labour Act [*Chapter 28:01*];
- “accused” refers to an employee who is alleged to have committed an offence;
- “Disciplinary Committee” refers to the Disciplinary Committee formed and appointed in terms of section 8 of this Code;
- “disciplinary procedure” refers to the disciplinary procedure set out in section 5 of this Code;
- “grievance” refers to a feeling or belief that an injustice or unfair labour practice has been suffered. It includes complaints which are lodged by employees in relation to their employment situation;
- “Grievance Committee” refers to the Grievance Committee formed and appointed in terms of section 9 of this Code;
- “grievance procedure” refers to the grievance procedure set out in section 6 of this Code;
- “he”, “him” and “his” refer equally to persons who are male and who are not male. The use of these words in this Code shall not be misconstrued to exclude or discriminate against persons who are not male;
- “industry” refers to the agricultural industry;
- “minute taker” refers to an independent person who will record disciplinary hearing or grievance proceedings in writing;
- “offence” refers to an act which constitutes misconduct in the agricultural industry. Offences are listed, defined and categorised in Appendix I of this Code.

*Purpose and aims of the Code*

3. This Code seeks to provide for—

- (a) the principles governing the conduct and settlement of disciplinary cases and grievances at the work place;
- (b) the investigation of disciplinary cases and grievances in a fair and unbiased manner;
- (c) rights and duties of employers in disciplinary and grievance procedures;
- (d) rights and duties of employees in disciplinary and grievance procedures;

- (e) rights and duties of workers' committees and trade unions in disciplinary and grievance procedures;
- (f) the setting out of offences and penalties within the agricultural industry;
- (g) procedures for the better and uniform handling of disciplinary and grievance matters;
- (h) the fundamental principle of being corrective instead of being punitive in disciplinary matters;
- (i) the prompt settlement of disputes at the work place;
- (j) the promotion of natural justice in disciplinary and grievance procedures; and
- (k) the promotion of good industrial relations at the work place.

*Application of the Code*

4. (1) This Code shall be binding on all organisations within the agricultural industry.

(2) This Code shall not be misconstrued to preclude an organisation within the agricultural industry from adopting an employment code of conduct which is applicable to the organisation provided that any such code of conduct shall be consistent with this Code. Any organisation's employment code of conduct which is inconsistent with this Code shall be invalid to the extent of such inconsistency.

*Disciplinary procedure*

5. (1) Where the employer has a reasonable suspicion that an employee has committed an offence, he or she shall cause an investigation to be conducted on the alleged offence provided that—

- (a) the employer may appoint any person to carry out the investigation on the alleged offence on condition that such person shall submit to the employer the findings of his investigation in writing within a reasonable time after the completion of the investigation and further he shall not be biased or have an interest in the matter;
- (b) during the investigation, the accused shall be given the opportunity to answer to allegations of his or her offence in writing and any response given by the accused shall form part of the findings of the investigation;
- (c) the person investigating the alleged offence may question any persons who may be able to provide relevant information on the allegations;

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- (d) the person investigating the alleged offence shall be granted reasonable access to any records of the employer to the extent that access to such records will assist in the investigation; and
- (e) subject to subsection (2), any investigation and disciplinary hearing on the alleged offence of the accused shall be completed within thirty working days of the day on which the investigation commenced.

(2) Where the employer reasonably believes that the alleged offence of the employee may have or may have had the effect of causing serious prejudice to the financial or operational interests of the employer and/or where the employer reasonably believes that the attendance of the employee concerned at work may compromise investigations into the latter's alleged offence, he may suspend the employee with or without pay pending investigations into the alleged offence, provided that—

- (a) the employee concerned shall be informed in writing of his or her suspension, the reasons and duration of the suspension, and any remuneration and benefits he will receive during suspension;
- (b) no employee may be suspended for a period longer than fourteen working days;
- (c) the investigation into the employee's alleged offence and disciplinary hearing, if any, shall be completed within fourteen working days of the start of the employee's suspension or thirty working days of the commencement of the investigation, whichever comes earlier; and
- (d) where the Disciplinary Committee does not hand down a penalty of dismissal at the end of the disciplinary hearing or the employer determines that there shall be no disciplinary hearing upon evaluating the findings of an investigation on the accused's alleged offence, the employee concerned shall be entitled to remuneration for the period during which he was suspended without pay.

(3) Upon conclusion of the investigation, the employer shall evaluate the findings of the investigation and may—

- (a) determine that there are no reasonable grounds to believe that the employee committed an offence. The employer shall lift any suspension on the employee within forty-eight hours of making such a determination; or
- (b) determine that there are reasonable grounds to believe that the employee committed an offence, but the alleged offence is too trivial to warrant

further disciplinary action. In such case, the employer shall lift any suspension on the accused within seventy-two hours of making such determination. Furthermore, the employer may issue a reprimand to the accused where he/she finds such action necessary, provided that such reprimand shall not be noted in the employee's employment record, nor shall the reprimand be equated to any penalty which may be imposed pursuant to a disciplinary hearing; or

- (c) determine that there are reasonable grounds to believe that the employee has committed an offence. Thereupon, the employer shall cause a disciplinary hearing to be conducted on the alleged offence of the employee so that the guilt of the employee, and any appropriate penalty, may be determined therein.

(4) Where the employer has determined that a disciplinary hearing be conducted to hear the matter of an employee's alleged offence, the employer shall give written notice to the Disciplinary Committee, which has been formed and appointed in terms of section 8 of this Code, of:

- (a) the offence that the employee is alleged to have committed;
- (b) the factual background supporting the basis of the allegation;
- (c) any evidence established during the investigation which indicates that the employee committed the offence and of any evidence found during the investigation which may exonerate the employee concerned; and
- (d) the person who shall represent the employer at the disciplinary hearing as complainant.

(5) Where the Disciplinary Committee has received the notice of the employer referred to in subsection (4), the Disciplinary Committee shall—

- (a) schedule a date, time and venue for the disciplinary hearing;
- (b) notify the complainant of the date, time and venue of the disciplinary hearing;
- (c) notify the accused in writing (in the form provided in Appendix III) of the date, time and venue of the disciplinary hearing to be conducted on the accused's alleged offence at least three working days before the date of the disciplinary hearing. In such notice, the Disciplinary Committee shall also inform the accused of—
  - (i) the offence that the accused is alleged to have committed and the factual background supporting the allegation;
  - (ii) any evidence gathered during the investigation which supports allegations of an offence on the part of the accused;

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- (iii) any evidence found during the investigation which may exonerate the accused;
  - (iv) the person who shall act as complainant on the part of the employer at the disciplinary hearing; and
  - (v) the rights referred to in subsection (8) which the accused will have in the course of the disciplinary hearing;
- (d) avail a copy of this Code, whether electronically or in print, to the accused at least three working days before the date of the disciplinary hearing.
- (6) At the commencement of the disciplinary hearing, the Disciplinary Committee shall—
- (a) read the allegations made against the accused;
  - (b) read and explain briefly to the accused the rights listed in subsection (8); and
  - (c) ask the parties if there are any procedural irregularities in the investigation and disciplinary hearing, such as insufficient notice of the proceedings. The Disciplinary Committee shall address and/or take any necessary action to resolve any procedural irregularities raised by the parties before the disciplinary hearing may continue.
- (7) Having addressed and/or resolved any procedural irregularities raised by the parties in terms of subsection (6), the disciplinary hearing may proceed whereupon the Disciplinary Committee shall ask if the accused admits guilt in respect of the alleged offence, provided that—
- (a) where the accused admits guilt, the Disciplinary Committee shall ask the accused to explain the basis for his guilt. Where the Disciplinary Committee is satisfied that the explanation of the accused provides a sufficient basis for guilt, the Disciplinary Committee shall hear aggravating and mitigating factors from the parties and hand down a penalty in line with the provisions of Appendix II. Where the Disciplinary Committee is not satisfied that the explanation of the employee provides a sufficient basis for the accused's guilt, the disciplinary hearing shall proceed as if the accused has not admitted guilt;
  - (b) where the accused does not admit guilt, the disciplinary proceedings shall continue in the following order:
    - (i) the complainant shall provide a summary of the case against the accused employee;

- (ii) the accused shall provide a summary of his or her defence;
- (iii) the complainant shall state and explain in detail the case against the accused;
- (iv) the complainant may call and examine witnesses, who may be cross-examined by the accused;
- (v) when the complainant has presented the case against the accused, and its witnesses, if any, have been examined and cross-examined, the accused shall explain his or her defence in detail;
- (vi) the accused may call and examine witnesses, who may be cross-examined by the complainant;
- (vii) where the complainant and the accused have concluded presenting their cases and there are no further witnesses to be called, the Disciplinary Committee shall deliver a finding on the guilt of the accused, granted that the Disciplinary Committee may adjourn the disciplinary hearing for a period of no longer than twenty-four hours to evaluate all submissions and determine the guilt, if any, of the employee;
- (viii) where the Disciplinary Committee finds that the accused is not guilty of an offence, the Disciplinary Committee shall inform the complainant and the employee of its findings at the disciplinary hearing;
- (ix) where the Disciplinary Committee finds that the accused is guilty of the offence, the Disciplinary Committee shall inform the accused of its finding and the penalty ordinarily applicable for his or her offence in terms of Appendix II. The Disciplinary Committee shall then afford the employee and complainant the opportunity to give mitigating and aggravating factors respectively before handing down a penalty, granted that, upon the request of either party, the Disciplinary Committee may adjourn the disciplinary hearing for no more than two hours to allow the parties to prepare mitigating and aggravating factors, as appropriate. Upon a consideration of the mitigating and aggravating factors, the Disciplinary Committee shall grant an appropriate penalty, granted that the Disciplinary Committee may adjourn the disciplinary hearing for no more than one hour to evaluate all mitigating and aggravating factors and decide on an appropriate penalty;
- (x) the Disciplinary Committee shall, by means of the form supplied in Appendix IV, provide the complainant and the employee with the reasons, in writing, for the Disciplinary Committee's finding and any penalty imposed on the accused

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and the record of the proceedings of the disciplinary hearing,  
within twenty-four hours of the conclusion of the disciplinary  
hearing.

(8) In the course of the disciplinary hearing, the employee shall have the  
right to:

- (a) appear in person to answer to charges made against him or her;
- (b) be heard before an impartial and independent Disciplinary Committee;
- (c) be represented by another employee, a workers' committee member,  
trade union or legal practitioner on condition that an employee shall  
bear the expense of being represented by a trade union or legal  
practitioner and that no person may represent the employee without  
the latter's consent;
- (d) call, examine and cross-examine witnesses;
- (e) address in mitigation before a penalty is imposed;
- (f) be informed in writing of the reasons for a decision made in and  
pursuant to a disciplinary hearing; and
- (g) be given a written record of the disciplinary hearing.

(9) The Disciplinary Committee may, during the disciplinary hearing,  
question the accused, complainant and witnesses to form an understanding of  
issues presented to the Disciplinary Committee in the disciplinary hearing.

(10) The Disciplinary Committee may summon any employee of the  
employer to a disciplinary hearing where such employee may provide testimony  
on matters before the Disciplinary Committee, provided that the Disciplinary  
Committee, complainant and accused may examine or cross-examine the  
summoned employee on his/her testimony.

(11) Disciplinary hearings shall not be open to the public unless the  
Disciplinary Committee finds that it is just and equitable to open the proceedings  
to the public and the employer and accused consent expressly and in writing for  
the hearing to be open to the public.

(12) No disciplinary hearing may be conducted more than once in respect  
of the same cause of action, provided that an Appeal Authority and the National  
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issue for hearing before the Disciplinary Committee.

(13) No employee may be suspended without pay where an investigation is  
launched for a second or subsequent time in respect of the same cause of action.

*Grievance procedure*

6. (1) An employee who believes that he has been subject to an unfair labour practice or unfair treatment in the workplace shall refer such grievance to the employer. Within four days of the referral, the employer shall resolve the grievance or adopt remedial measures to progressively address the grievance.

(2) If the grievance referred to in subsection (1) remains unresolved within four days of its referral or the employee is not satisfied with the employer's resolution or the remedial measures adopted by the employer, the employee shall, in the form supplied in Appendix V, refer the matter to the Grievance Committee which has been appointed and constituted in terms of section 9 of this Code.

(3) The Grievance Committee will investigate referred grievances and may, in its investigation, interview all parties involved and any witnesses to the matter.

(4) In the course of its investigation, the Grievance Committee shall be entitled to reasonable access of any records held by the employer to the extent that such access will assist in its investigation.

(5) The Grievance Committee may call parties who are relevant to the grievance, including the aggrieved parties, any employees implicated in the grievance and any witnesses, to a hearing where the Grievance Committee may question the parties and may attempt to mediate the matter.

(6) Within fifteen calendar days of the matter's referral, the Grievance Committee shall submit to the aggrieved employee and the employer a report, in the form of Appendix VI, containing its findings and recommended actions to resolve the grievance or similar future grievances.

(7) Within three working days of receiving the report from the Grievance Committee, the employer shall determine the parts of the Grievance Committee's recommended actions to be adopted, including the recommended actions to be adopted with modification, and shall inform the employee who referred the grievance and the Grievance Committee in writing of the actions adopted by the employer and, where applicable, the reasons for which some actions recommended by the Grievance Committee have not been adopted or shall be adopted with modification.

(8) The parts of the Grievance Committee's report which were adopted by the employer shall be binding, as modified, on the employer's enterprise.

(9) An employee may be represented in the grievance procedure by a fellow employee, a workers' committee member, a trade union or a legal practitioner provided that the employee shall bear the expense of being represented by a

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trade union or legal practitioner and that no person may represent the employee without the latter's consent.

*Internal appeals*

7. (1) Any organisation within the agricultural industry may, by means of an employment code of conduct or other collective bargaining agreement, establish its own internal appeal process by which:

- (a) an employee may appeal a decision made by the Disciplinary Committee in the course of a matter where the employee was the accused or on the guilt of the employee; or
- (b) an employee may seek a review of procedures undertaken in respect of a matter involving an offence which was committed or alleged to have been committed by the employee; or
- (c) an employee may appeal the decision made by the Grievance Committee on the grievance of the employee or in the course of handling, investigating or hearing a grievance raised by the employee; or
- (d) an employee may seek a review of procedures undertaken in respect of a grievance raised by the employee; or
- (e) an employee may seek an appeal of the employer's determination of the parts of the recommendations of the Grievance Committee which shall be binding on the employer's enterprise.

(2) Any employment code of conduct or other collective bargaining agreement establishing an internal appeal process in terms of subsection (1) shall provide for—

- (a) the establishment and composition of an Appeal Authority which shall be responsible for adjudicating internal appeals and ensuring compliance with appeal procedures provided in the appropriate employment code of conduct or other collective bargaining agreement;
- (b) the procedures to be followed for an internal appeal to be sought and disposed of;
- (c) the notification to the employee concerned and the employer of the commencement of internal appeal proceedings;
- (d) the right of the employee concerned to be heard by the Appeal Authority referred to in paragraph (a) before any decision on the appeal is made;

- (e) the discretion of the Appeal Authority referred to in paragraph (a) to vary, set aside or substitute any decision taken by the Disciplinary Committee and Grievance Committee;
- (f) the discretion of the Appeal Authority referred to in paragraph (a) to vary, set aside or substitute any determination of the employer on the parts of the recommendations of the Grievance Committee which shall be binding on the organisation;
- (g) the discretion of the Appeal Authority referred to in paragraph (a) to remit an issue to the Disciplinary Committee or Grievance Committee, as appropriate;
- (h) the discretion of the Appeal Authority referred to in paragraph (a) to remit to the employer an issue concerning a determination on the parts of the recommendations of the Grievance Committee which shall be binding on the organisation;
- (i) the limitation on the Appeal Authority referred to in paragraph (a) from imposing a penalty more severe than that imposed by the Disciplinary Committee; and
- (j) a written record or summary to be made of any appeal and/or review proceedings, and decisions taken pursuant thereto, which record or summary shall be made at the time such proceedings and decisions are taken and shall be provided timeously to the employer and employee.

(3) No employment code of conduct or other collective bargaining agreement establishing internal appeal processes in terms of subsection (1) shall provide for more than two internal appeal processes in respect of the same matter.

(4) An employee may seek an internal appeal within seven days of the issuance of a decision by the Disciplinary Committee or the employer's indication of the parts of the Grievance Committee's report to be binding on the enterprise, as applicable.

(5) The Appeal Authority shall dispose of internal appeals within fourteen days of the employee seeking an appeal.

#### *Disciplinary Committee*

8. (1) Where the employer has determined that a disciplinary hearing be conducted to hear the matter of an employee's alleged offence, he shall notify the employee and the workers' committee, if existent, in writing of such determination and thereafter, a Disciplinary Committee shall be formed and appointed to:

- (a) preside over the disciplinary hearing;

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- (b) ensure that the disciplinary hearing is conducted in a manner consistent with the provisions of this Code;
  - (c) perform any functions assigned to the Disciplinary Committee in terms of this Code; and
  - (d) perform any duties incidental to the functions of the Disciplinary Committee.
- (2) Upon the notice of the employer referred to subsection (1), the Disciplinary Committee shall be formed and appointed as follows:
- (a) in an organisation which has a workers' committee, the Disciplinary Committee shall constitute of two persons appointed by the employer and two employees appointed by the workers' committee. The employer shall appoint a member of the Disciplinary Committee to be the Chairperson of the Disciplinary Committee;
  - (b) in an organisation without a workers' committee or where the workers' committee declines to appoint any members of the Disciplinary Committee, the Disciplinary Committee shall constitute of one person appointed by the employer and an employee appointed by the accused, provided that if the accused declines to appoint a member of the Disciplinary Committee, the employer shall appoint a person to act as the second member of the Disciplinary Committee. Where the Disciplinary Committee is formed and appointed in terms of this paragraph, the employer shall appoint one member of the Disciplinary Committee to act as the Chairperson of the Disciplinary Committee.
- (3) The Chairperson of the Disciplinary Committee shall ensure that the Disciplinary Committee performs its duties in line with this Code and shall be the principal presiding officer of the disciplinary hearing.
- (4) Any action or decision to be taken at the discretion of the Disciplinary Committee shall be properly taken where it aligns with the views of the majority of the members of the Disciplinary Committee and where there is no majority view, the views of the Chairperson of the Disciplinary Committee shall triumph and be taken to represent the action or decision of the Disciplinary Committee.
- (5) The Disciplinary Committee may appoint a person with no bias or interest in the disciplinary matter to act as minute-taker. Such minute-taker shall attend the disciplinary hearing and record the proceedings in writing. The written record prepared by the minute-taker shall be presented to the Disciplinary Committee promptly upon the conclusion of the disciplinary hearing.

(6) Where a member of the Disciplinary Committee vacates the position, either through death or resignation from the Disciplinary Committee:

- (a) the provisions of subsection (2) shall apply with necessary changes in the appointment of another person to replace the member who has vacated the position; and
- (b) no process of the disciplinary procedure shall be set aside or repeated for the reason that a person appointed as member of the Disciplinary Committee vacated the position or that there was a person appointed as member of the Disciplinary Committee in the stead of another who vacated the position, unless the Disciplinary Committee, upon hearing submissions of the accused and employer, determines that it is in the interests of justice for a process to be set aside or repeated.

*Grievance Committee*

9. (1) Where an employee intends to refer a grievance to the Grievance Committee in terms of section 6, the employee shall notify the employer and the workers' committee, if any, of such intent and thereafter, the Grievance Committee shall be formed and appointed to perform any functions assigned to the Grievance Committee in terms of this Code and any duties incidental thereto.

(2) Upon notice of the employee in terms of subsection (1), the Grievance Committee shall be formed and appointed as follows:

- (a) in an organisation which has a workers' committee, the Grievance Committee shall constitute of two persons appointed by the employer and two employees appointed by the workers' committee. The employer shall appoint a member of the Grievance Committee to be the Chairperson of the Grievance Committee;
- (b) in an organisation without a workers' committee or where the workers' committee declines to appoint members of the Grievance Committee, the Grievance Committee shall constitute of one person appointed by the employer and an employee appointed by the aggrieved employee, provided that if the aggrieved employee declines to appoint a member of the Grievance Committee, the employer shall appoint a person to act as the second member of the Grievance Committee. Where the Grievance Committee is formed and appointed in terms of this paragraph, the employer shall appoint one member of the Grievance Committee to act as the Chairperson of the Grievance Committee.

(3) The Chairperson of the Grievance Committee shall ensure that the Grievance Committee performs its duties in line with this Code and shall act as the principal presiding officer of any hearings which are conducted.

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(4) Any action or decision to be taken at the discretion of the Grievance Committee shall be properly taken where it aligns with the views of the majority of the members of the Grievance Committee and where there is no majority view, the views of the Chairperson of the Grievance Committee shall triumph and be taken to represent the action or decision of the Grievance Committee.

(5) The Grievance Committee may appoint a person with no bias or interest in the matter before it to act as minute-taker of any hearings conducted by the Grievance Committee. Such minute-taker shall attend the hearing and record the proceedings in writing. The written record prepared by the minute-taker shall be presented to the Grievance Committee promptly after the conclusion of the hearing.

(6) Where a member of the Grievance Committee vacates the position, either through death or resignation from the Grievance Committee:

- (a) the provisions of subsection (2) shall apply with necessary changes in the appointment of another person to replace the member of the Grievance Committee who has vacated the position; and
- (b) no process of the grievance procedure shall be set aside or repeated for the reason that a person appointed as member of the Grievance Committee vacated the position or that there was a person appointed as member of the Grievance Committee in the stead of another who vacated the position, unless the Grievance Committee, upon hearing submissions of the employer and the employee who raised the grievance, determines that it is in the interests of justice for a process to be set aside or repeated.

*Referral of claims to the National Employment Council for the Agricultural  
Industry in Zimbabwe*

10. (1) An employee may lodge a claim against his/her employer at the National Employment Council for the Agricultural Industry in respect of any matters over which the Council has jurisdiction in terms of the Labour Act, including claims of unfair dismissal and unfair labour practices.

(2) No claim which has prescribed in terms of the Act may be lodged at the National Employment Council for the Agricultural Industry in Zimbabwe.

(3) An employee may lodge a claim in terms of subsection (1) by completing, and submitting to the National Employment Council for the Agricultural Industry in Zimbabwe, the form provided in Appendix VII and/or any other form which

may be prescribed by the National Employment Council for the Agricultural Industry in Zimbabwe.

(4) The National Employment Council for the Agricultural Industry in Zimbabwe shall redress, or attempt to redress, all matters referred in terms of this section and may, in doing so, require parties to make oral and/or written submissions.

#### APPENDIX I

### CATEGORY AND DEFINITION OF OFFENCES

The offences in the agricultural industry are listed, defined and categorised as hereunder:

#### **Category I**

##### MINOR OFFENCES

1. "Absence from workplace without authority or reasonable excuse" which means: Departure from one's workplace or working station without authority or reasonable cause.
2. "Absenteeism" which means: Absence from work without the consent of the employer for one day or two consecutive days without reasonable excuse.
3. "Improperly calling a meeting of employees" which means: Calling for a meeting of employees during working hours provided that an employee who receives approval from the employer to hold a meeting of employees during working hours for the purposes of electing members of the workers' committee or for any other cause will not be guilty of this offence.
4. "Poor time-keeping" which means
  - (a) reporting late for work; or
  - (b) leaving work early; or
  - (c) extended or unauthorised breaks during working hours.
5. "Unsatisfactory work performance" which means:
  - (a) failure to carry out work to the required standard without reasonable excuse; or
  - (b) failure without reasonable cause to complete tasks set; or
  - (c) performance of a task or duty without exercising due care and attention; or
  - (d) deliberate laziness/deliberately avoiding work.

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**Category II**

MODERATE OFFENCES

1. Disobeying safety and/or hygienic rules including failure to put on provided personal protective equipment which means:
  - (a) failure to adhere to safety and hygiene rules; or
  - (b) refusal to wear and/or use personal protective clothing and/or equipment.
2. Disorderly and/or undisciplined behaviour which means:
  - (a) engagement in rough or unruly behaviour in the workplace or in the course of one's duties; or
  - (b) insubordination which has not caused nor has the potential to cause material prejudice to the employer; or
  - (c) insolence to the employer; or
  - (d) causing or threatening to cause harm to fellow employees/employer/enterprise's customers; or
  - (e) dissolute behaviour.
3. Disregard for standard rules or procedures of the employer which means: Failure to comply with standard rules or procedures of the employer expressed or implied in the contract of employment.
4. "Use of provocative and/or abusive language" which means: Uttering of any inflammatory words showing ridicule, hatred or contempt for any person or group of persons.

**Category III**

SEVERE OFFENCES

1. "Breach of confidentiality with no adverse effects to the employer" which means: Unauthorised disclosure of confidential information regarding the employer's agricultural processes and procedures, or any other confidential information regarding the employer's enterprise, without adversely affecting the employer or without causing a significant risk of material prejudice to the employer.
2. "Intoxication" which means: Reporting for duty under the influence of alcohol or non-prescribed recreational drugs.
3. "Loss of or damage to the employer's property as a result of negligence" which means: Negligent loss of or damage to the employer's property with no satisfactory explanation for such loss.

4. “Misuse of employer’s property for personal gain” which means: Intentional and wrongful use of employer’s property for personal material or financial gain in a manner which is contrary to the purpose of the property.
5. “Severe Absenteeism” which means: Absence from work without the consent of the employer for 3-4 consecutive working days without reasonable excuse.
6. “Sleeping on duty” which means: Sleeping during the employee’s working hours.
7. “Smoking in a prohibited area” which means: Smoking in an area where smoking is not permitted.

#### **Category IV**

##### EXTREME OFFENCES

1. “Absence from duty for a period of five or more consecutive working days without reasonable excuse or authority” which means: Absence without authority and reasonable cause for a period of five (5) or more consecutive working days.
2. “Any conduct inconsistent with the fulfilment of the express or implied terms of his/her employment contract” which means: Any conduct which goes against the express or implied terms of the employment contract, and which results in an irreparable breakdown of the employer-employee relationship, provided that an employee may only be guilty of this offence where his/her impugned conduct may not be characterised as any other offence.
3. “Assault” which means: Application of force, including attempted application of force, on the person of the employer, another employee or other person, with intent to cause bodily harm, while on the employer’s premises or during the course of one’s duties.
4. “Fraud” which means: Deceitful misrepresentation to the employer, another employee, or a customer of the employee with intention to cause another person to act upon the misrepresentation to his/her prejudice or with knowledge that there is a material possibility that another person may act upon the misrepresentation to his prejudice.
5. “Gross incompetence or inefficiency in the performance of his/her work” which means: Inability to do the work with the level of skill and speed required by one’s work, which causes material prejudice to the employer.
6. “Gross negligence” which means: Negligent failure to take reasonable care in the performance of one’s duties to avoid acts or omissions which may

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be reasonably foreseen to cause a likelihood of substantial loss, danger or injury.

7. “Habitual and substantial neglect of duty” which means: Frequent neglect of one’s duties, which causes or may cause substantially material prejudice to the employer.
8. “Illegal industrial action” which means: Participation in an unlawful strike and/or incitement by the employee for other employees to take part in an illegal strike.
9. “Incitement to violence” which means: Incitement by an employee for another employee or person to use violence in any situation at the workplace.
10. “Intoxication that renders the employee incapable of performing his/her duties properly” which means: Being under the influence of alcohol or non-prescription drugs to an extent where the intoxicated employee is unable to perform his/her duties satisfactorily.
11. “Lack of skill which the employee expressly or impliedly held himself/herself out to possess” which means: Failure to perform duties due to lack of skills or training which the employee indicated or implied that he possessed.
12. “Prejudicial misuse of employer’s property for personal gain” which means: Intentional and wrongful use of employer’s property for personal material or financial gain in a manner which is contrary to the purpose of the property and which causes or risks material prejudice to the employer.
13. “Sabotage” which means: Any illegal or malicious action that interferes with the normal business operations of the employer or wilfully making false statements at investigations relating to work related matters.
14. “Sexual harassment” which means: Unwelcome sexual behaviour towards the employer, another employee, or customer of the employer, whether verbal or otherwise, such as making physical advances or sexually coloured remarks.
15. “Theft” which means: Intentional and wrongful taking of property with knowledge of the fact, or of the material possibility, that the employer, another employee, or a customer of the employer is entitled to own, possess, or control the property. Employees who attempt theft shall be guilty of this offence.
16. “Wilful and unlawful damage or destruction of the employer’s property” which means: Intentional and wrongful destruction or damage to the employer’s property.

17. “Wilful disobedience to a lawful order given by the employer” which means: Intentional and wrongful refusal/failure to carry out a lawful and reasonable order given by an employer.
18. “Wrongful Intimidation” which means: Intentionally and wrongfully forcing, or attempting to force, the employer or another employee to act against his will with threats of financial, professional, reputational, physical or other harm.

## APPENDIX II

### PENALTIES

1. The maximum penalties which may be imposed by the Disciplinary Committee for each offence are provided in Table A hereunder. Subject to any other provision of this Code and upon a consideration of aggravating and mitigating circumstances such as the employee’s disciplinary record, work performance and personal circumstances, the Disciplinary Committee may impose a lesser penalty.
2. Penalties which may be imposed are, in increasing order of severity:
  - (a) verbal warning which shall lapse forthwith after three months of the date of its imposition;
  - (b) first written warning which shall lapse forthwith after six months of the date of its imposition;
  - (c) second written warning which shall lapse forthwith after nine months of the date of its imposition;
  - (d) final written warning which shall lapse forthwith after twelve months of the date of its imposition;
  - (e) dismissal.
3. Where the penalty of a verbal warning is imposed, no record of the verbal warning will be kept in the employment file of the employee and the Disciplinary Committee shall verbally inform the employee concerned before two witnesses that:
  - (a) the employee should refrain from committing further offences to avoid further penalties;
  - (b) the verbal warning shall lapse forthwith after three months of its imposition;
  - (c) a repetition of the same offence or commission of an offence of the same category as that of his current offence before the lapse of the verbal warning may result in the imposition of a more severe penalty.

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4. Where the penalty of a first, second or final written warning is imposed, the Disciplinary Committee shall inform the employee concerned in writing, using the form provided as Appendix IV:
  - (a) that the employee should refrain from committing further offences to avoid further penalties;
  - (b) of the date on which the warning shall lapse;
  - (c) that a repetition of the same offence or commission of an offence of the same category as that of his/her current offence before the lapse of the warning may result in the imposition of a more severe penalty.
5. A copy of the first, second and final written warnings will be retained in the employee's record of employment for no less than three years.
6. An employee shall be considered to have committed a first offence where:
  - (a) the employee has not previously committed the offence of which he/she has been found guilty and further the employee has not previously committed an offence of the same category as that of the offence of which he/she has been found guilty; or
  - (b) penalties which were imposed on the employee for previous commissions of the offence of which he/she has been found guilty or for previous commissions of an offence of the same category as that of the offence of which he/she has been presently found guilty have lapsed.
7. An employee shall be considered to have committed a second offence where the penalty which was imposed on the employee in respect of the first offence has not lapsed on the day on which the employee is found guilty of the same offence as his/her first offence or on which the employee is found guilty of an offence of the same category as that of his/her first offence. The penalty which was imposed in respect of the first offence shall lapse forthwith upon the imposition of a penalty in respect of the second offence.
8. An employee shall be considered to have committed a third offence where the penalty which was imposed on the employee in respect of the second offence has not lapsed on the day on which the employee is found guilty of the same offence as his/her second offence or on which the employee is found guilty of an offence of the same category as that of his/her second offence. The penalty which was imposed in respect of the second offence shall lapse forthwith upon the imposition of a penalty in respect of the third offence.
9. An employee shall be considered to have committed a fourth offence where the penalty which was imposed on the employee in respect of the third

offence has not lapsed on the day on which the employee is found guilty of the same offence as his/her third offence or on which the employee is found guilty of an offence of the same category as that of his/her third offence. The penalty which was imposed in respect of the third offence shall lapse forthwith upon the imposition of a penalty in respect of the fourth offence.

10. An employee shall be considered to have committed a fifth offence where the penalty which was imposed on the employee in respect of the fourth offence has not lapsed on the day on which the employee is found guilty of the same offence as his/her fourth offence or on which the employee is found guilty of an offence of the same category as that of his/her fourth offence.
11. For the avoidance of doubt, an employee may be subject to different verbal and first, second and final written warnings which have not lapsed in respect of offences of different categories.
12. Demotion shall not be used as a penalty for any offence except in instances where the employee is unable to meet the requirements of his/her present job and may be reasonably expected to be suitable for continued employment in a lower capacity. No employee may be demoted to a grade lower than that from which he/she was last promoted or the next lower grade where the employee has not been previously promoted.
13. An Appeal Authority shall be bound by this Appendix in the determination of a penalty, and any functions and responsibilities assigned to a Disciplinary Committee in terms of this Appendix shall apply, with necessary changes, to the Appeal Authority provided that the Appeal Authority may not impose a more severe penalty than that imposed by the Disciplinary Committee.

**Table A: Table of Penalties**

	<b>1st OFFENCE</b>	<b>2nd OFFENCE</b>	<b>3rd OFFENCE</b>	<b>4th OFFENCE</b>	<b>5th OFFENCE</b>
<b>Category I - MINOR OFFENCES</b>	Verbal Warning	1st Written warning valid for 6 months	2nd Written warning valid for 9 months	Final Written warning valid for 12 months	Dismissal
<b>Category II - MODERATE OFFENCES</b>	1st Written warning valid for 6 months	2nd Written warning valid for 9 months	Final Written warning valid for 12 months	Dismissal	—
<b>Category III - SEVERE OFFENCES</b>	Final written warning valid for 12 months	Dismissal	—	—	—
<b>Category IV - EXTREME OFFENCES</b>	Dismissal	—	—	—	—

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**APPENDIX III**

**NOTIFICATION TO ATTEND DISCIPLINARY HEARING**

Name of Employee: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

You are required to appear at a disciplinary hearing on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

You are alleged to have committed the following offence(s) in terms of Appendix II of the National Employment Council for the Agricultural Industry in Zimbabwe Employment Code of Conduct: Disciplinary Code and Grievance Procedure:

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Brief description of basis of alleged offence (including date and place of alleged offence):

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Brief description of evidence gathered during investigation supporting allegations of offence:

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Brief description of evidence which was found during the investigation and which may indicate that you are not guilty:

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In the course of the disciplinary hearing, you shall have the right to:

- (a) appear in person to answer to charges made against you;
- (b) be heard before an impartial and independent Disciplinary Committee;
- (c) be represented by another employee, a workers' committee member, trade union or legal practitioner on condition that you shall bear the expense of being represented by a trade union or legal practitioner and that no person may represent you without your consent;
- (d) call, question and cross examine witnesses;
- (e) address in mitigation, if found guilty, before a penalty is imposed;
- (f) be informed of the reasons for a decision made in and pursuant to a disciplinary hearing.
- (g) be given a written record of the disciplinary hearing.

You are further notified that \_\_\_\_\_ shall act as complainant representing the employer at the disciplinary hearing.

You shall be availed a copy of the National Employment Council for the Agricultural Industry in Zimbabwe Employment Code of Conduct: Disciplinary

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Code and Grievance Procedure, whether electronically or in print, to the employee at least three working days before the date of the disciplinary hearing.

If you wish to appoint a Workers Committee, Trade Union member or Legal Practitioner as a representative or any other witness to attend the hearing, you should arrange for them to be present at the hearing.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairperson of the Disciplinary Committee)

Received: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee's Signature)

**APPENDIX IV**

**OUTCOME OF DISCIPLINARY HEARING**

Name of Employee: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

The Disciplinary Committee has found that the employee is guilty of the following offences (Please state "None" where the employee is not guilty of any offences advanced against him/her):

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The Disciplinary Committee has found that the employee is not guilty of the following charges (Please state "None" where the employee is guilty of all offences advanced against him/her):

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The Disciplinary Committee has determined that the employee is guilty or not guilty of the offences listed above for the following reasons:



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\*Employees who receive a penalty other than dismissal are hereby informed that:

- (a) They should refrain from committing further offences to avoid further penalties.
- (b) A repetition of the same offence or commission of an offence of the same category as those of their current offence before the lapse of the warning may result in the imposition of a more severe penalty.

\*The written record of the disciplinary hearing is annexed hereto.

Declaration by Chairperson of the Disciplinary Committee

I, \_\_\_\_\_ in my capacity as Chairperson of the Disciplinary Committee declare the above to be the determination of the Disciplinary Committee and affix my signature hereunder.

\_\_\_\_\_  
Chairperson – Disciplinary Committee

\_\_\_\_\_  
Date

ACKNOWLEDGEMENT OF RECEIPT

The employer, employee and complainant shall each receive two copies of this form. Upon receipt, each party shall complete the acknowledgement of receipt below and return one copy with a completed acknowledgement of receipt to the Disciplinary Committee for record purposes.

I, \_\_\_\_\_, in my capacity as employer/employee/complainant acknowledge that I have duly received the Outcome of the Disciplinary Hearing.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

**APPENDIX V**  
**REFERRAL TO GRIEVANCE COMMITTEE**  
**TO BE COMPLETED BY THE EMPLOYEE**

Name of Employee: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Job Title of Employee: \_\_\_\_\_

State precisely what you are unhappy about:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you brought the matter to the attention of the employer?

YES

NO

If you answered YES above, please state when you brought the matter to the employer and what steps, if any, were taken by the employer to resolve your grievance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you suggest as the best ways of addressing the matters?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Employee



How was the grievance resolved?

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What steps, if any, does the Grievance Committee recommend be taken to avoid similar employee grievances in the future?

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If the employee grievance was not resolved:

What are the findings of the Grievance Committee on the grievance raised by the employee, including the legitimacy of the grievance?

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What steps, if any, does the Grievance Committee recommend be taken to resolve the employee's grievances?

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Declaration by Chairperson of the Grievance Committee

I, \_\_\_\_\_, in my capacity as Chairperson of  
the Grievance Committee declare the above to be the report of the Grievance  
Committee and affix my signature hereunder.

\_\_\_\_\_  
Chairperson – Grievance Committee

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT OF RECEIPT**

The employer and employee shall each receive two copies of this form. Upon  
receipt, each party shall complete the acknowledgement of receipt below and  
return one copy with a completed acknowledgement of receipt to the Grievance  
Committee for record purposes.

I, \_\_\_\_\_, in my capacity as  
employer/employee acknowledge that I have duly received the Report of the  
Grievance Committee.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date



