

Copies to:
Loreclara
Ashley
Janet
Kim. / Jane
Pam.



10 January 1992

Dear

LETTER OF APPOINTMENT

It gives me great pleasure to confirm your appointment to CBM the position of at the offices of CODESA.

As we discussed during your interview, this appointment will be effective until, whereafter you will have the option of negotiating continuing employment with the Secretariat which will remain in force for the duration of the CODESA process.

We offer you a monthly package of R..... . Included in the monthly package is a pension contribution of R..... and a medical aid contribution of R..... which you can use in whichever way suits your needs. You have the option of participating in the CBM medical aid scheme should you so wish, in which case the medical aid contribution contained in your monthly package will then become a non-taxable employer contribution. Travel costs incurred by you will be refundable at an agreed rate. This will not be taxed.

Normal office hours will be from 08h00 to 17h00, with half an hour for lunch. Overtime exceeding 10 hours per week will be paid at one-and-a-half times your hourly rate. Should you be required to work during weekends or statutory public holidays, overtime will also be paid at one-and-a-half times your hourly rate.

Because the CODESA offices are not situated close to any shopping facilities, you will be entitled to one free afternoon per calendar month. This should be taken at a time convenient to the office management, and in consultation with them.

Sick leave and compassionate leave will be granted on merit at the discretion of the office management. Sick leave exceeding two working days should be supported by a certificate from a registered medical practitioner.

Your responsibilities will include:

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We trust that your time with CBM and CODESA will be both enjoyable and mutually beneficial, and we look forward to working with you during the months to come.

Kind regards

Theuns Eloff