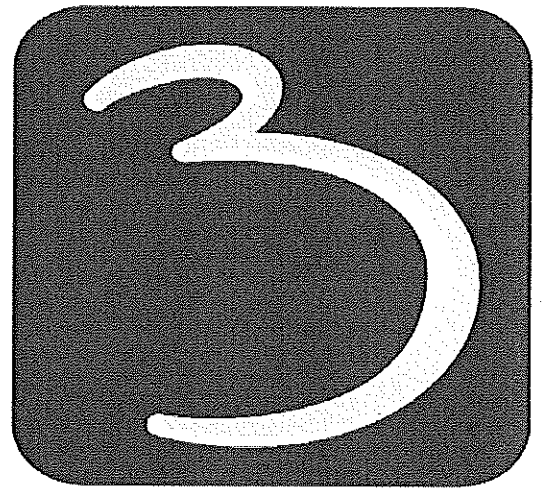
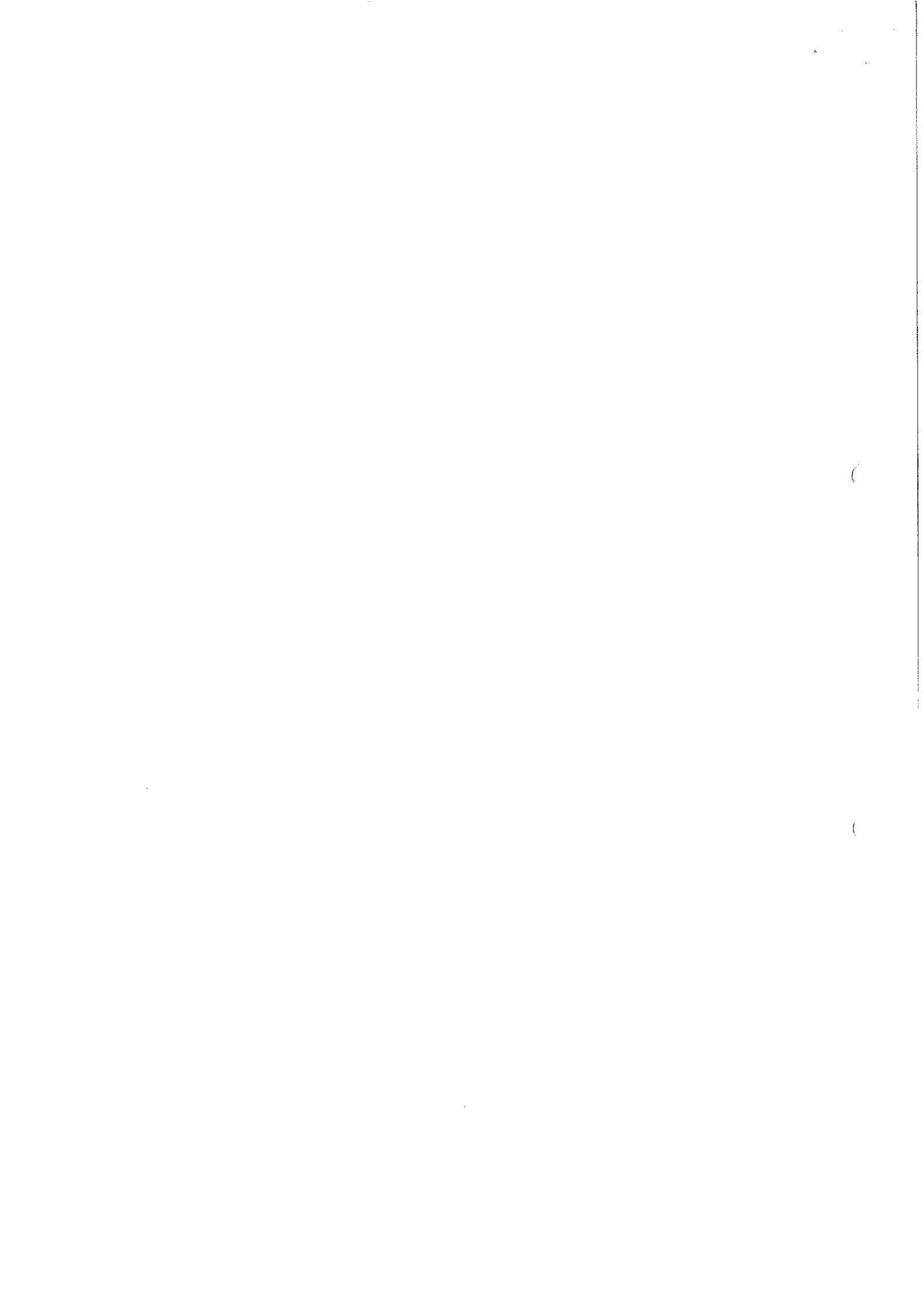


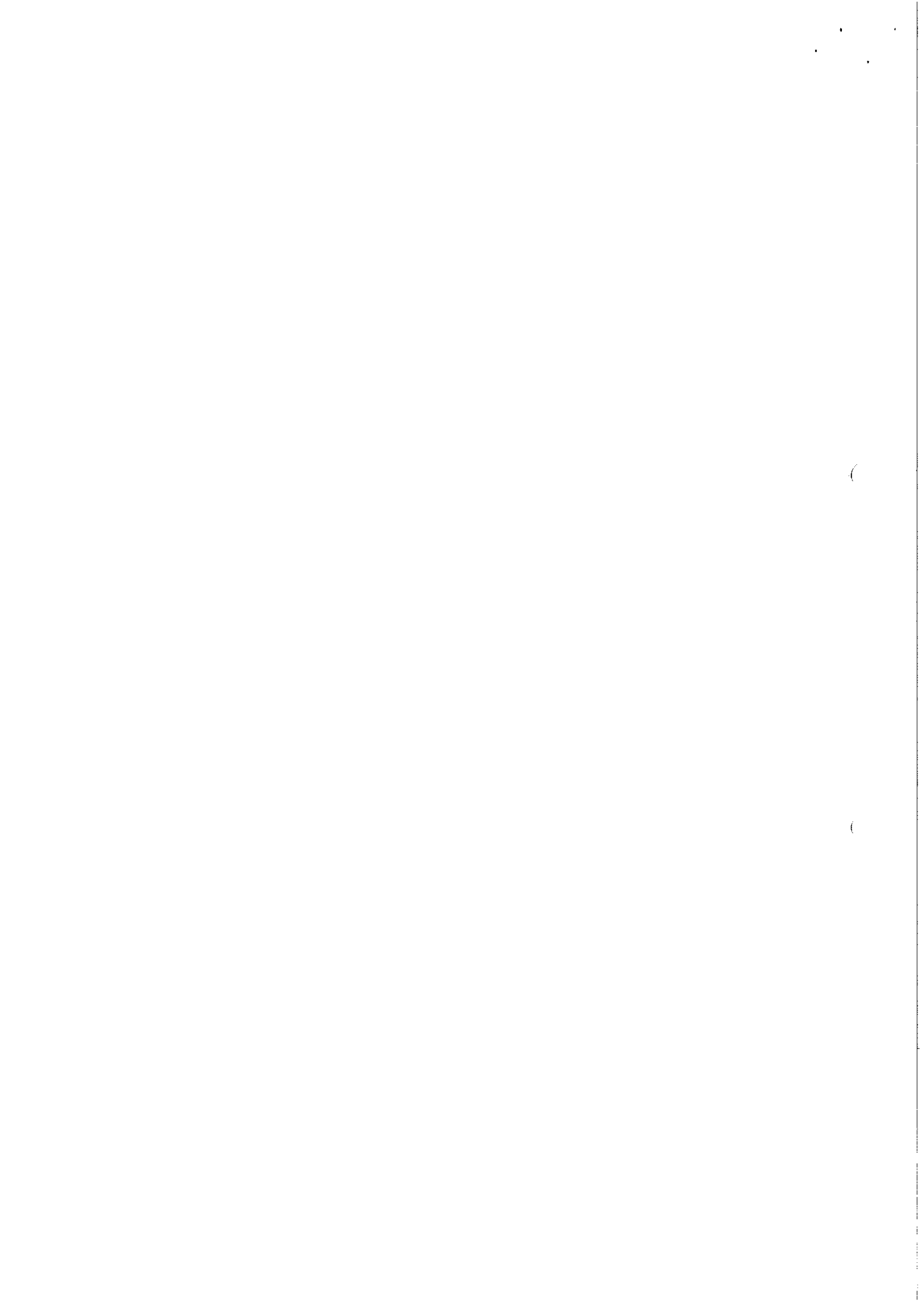
Overtime Policy



***Boxing
South
Africa***



INDEX	PAGE
1. Introduction	3
2. Terms and definitions	3
3. Objective of the policy	3
4. Normal working hours	4
5. Scope of the policy	4
6. Overtime hours	4
7. Calculation of overtime	5
8. Management of overtime	5
9. Time off	5
10. Payment of overtime	5
11. Annual budget of overtime	5
12. Approval and implementation	6
13. Levels of approval	6



1. Introduction

All overtime worked in the BSA shall be dealt with according to the provisions of the Basic Conditions of Employment Act No. 75 of 1997 as amended.

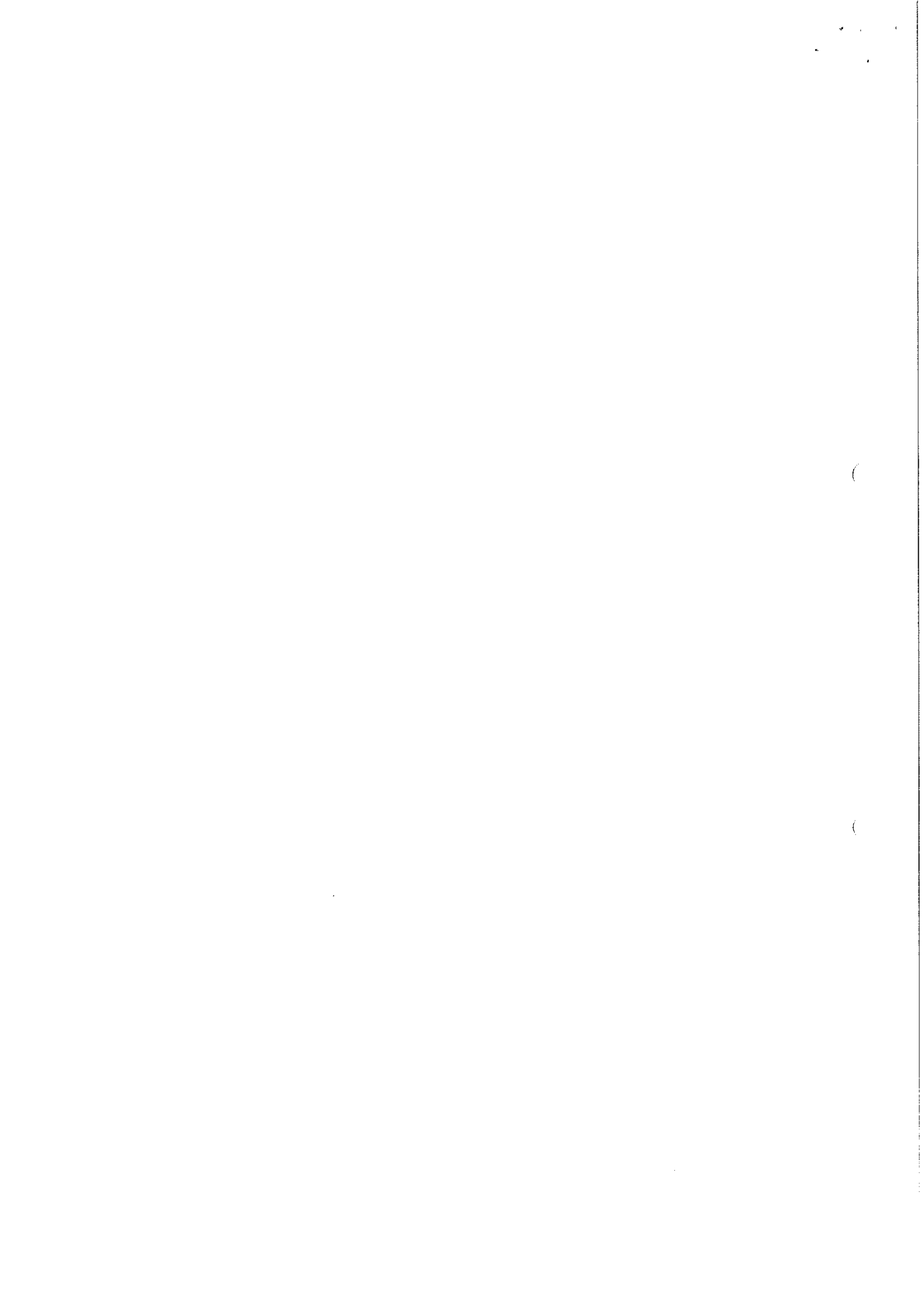
2. Terms and definitions

Employee – means a permanent, temporary, part-time or contract employee or apprentice receiving pay or entitled to it, but excluding a student and independent contractor.

3. Objectives of the policy

The objective of the overtime policy:

- is to cater for fluctuations in workloads.
- payment for overtime should, therefore, not be seen as a means to augment income.
- no overtime work is guaranteed and it has to be approved by the Chief Executive Officer in advance and in consideration of the budget for overtime payments.
- The Chief Financial Officer must keep the record of all motivations for overtime worked for audit purposes.



4. Normal working hours

The BSA's policy on normal working hours is as follows:

Per day	Per week
8 hours	40 hours

5. Scope of the policy

5.1 All employees in BSA except those at management level will qualify for overtime payment.

6. Overtime hours

6.1 All hours worked in excess of the normal working hours shall be regarded as overtime provided that the Chief Executive Officer approved such overtime in advance.

6.2 Overtime will be approved only when it has to be performed outside normal working hours because of necessity and/or urgency and is also important enough to warrant the additional expenditure.

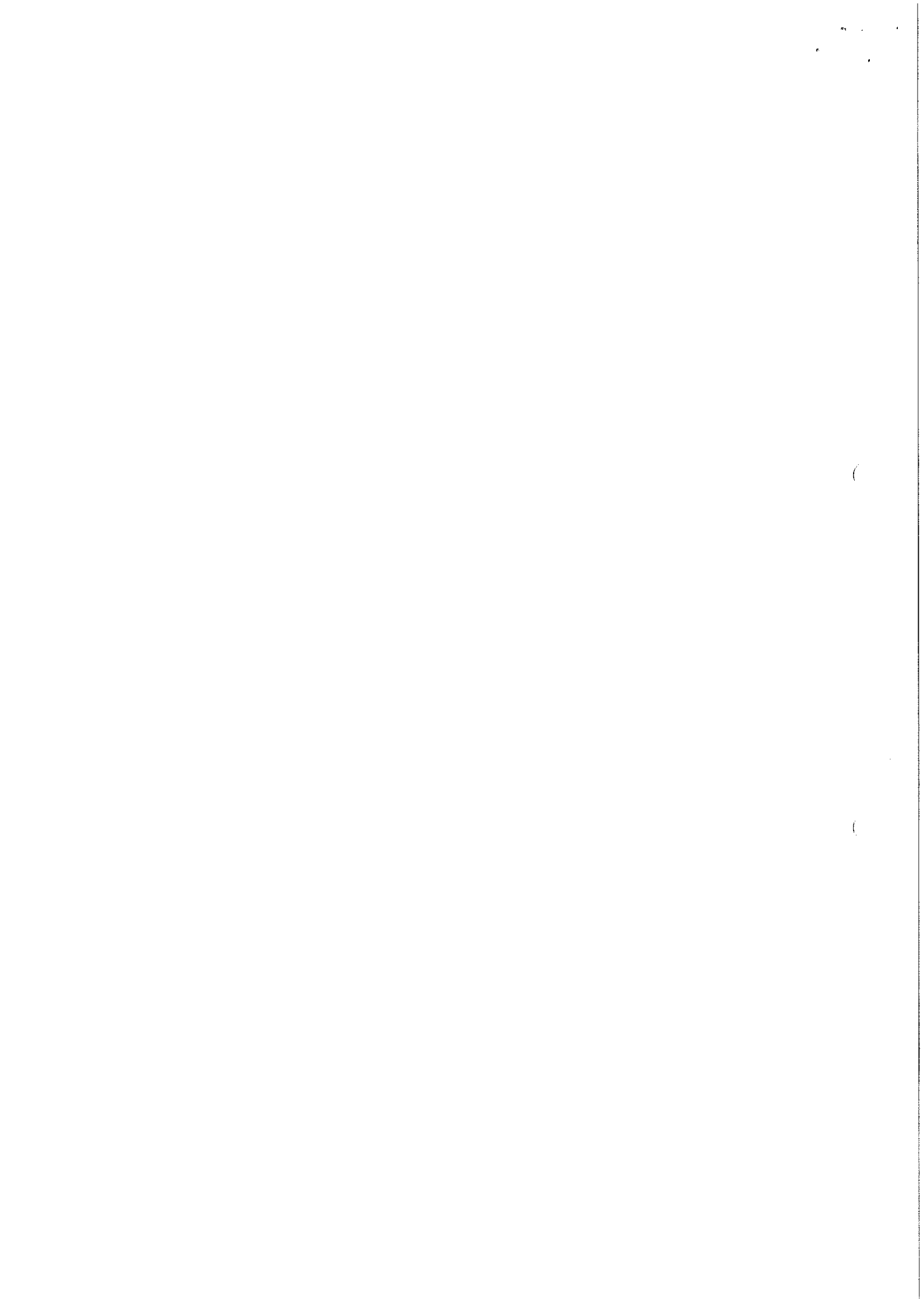
6.3 Overtime will not include travelling time outside normal hours.

6.4 An employee may not work more than 10 hours overtime per week.

6.5 An employee may not work more than 12 hours a day i.e. Inclusive of normal and overtime hours.

6.6 When an employee has worked less than the stipulated normal working hours per week and has worked overtime during the same week, the overtime worked in this manner shall first be used to supplement the shorter time worked. The balance of the hours will then qualify as overtime.

6.7 This policy shall not apply if the shorter week is worked a result of absence due to injury or approved leave.



7. Calculation of overtime

Basic salary %173 hours = hourly rate

Sundays and statutory holidays - 2 Hourly rate x 2 x hours worked

Weekdays = Hourly rate x 1.5 x hours worked

8. Management of overtime

8.1 All overtime worked should be authorised in advance by the Chief Executive Officer and the Supervisor of the employee concerned, where applicable.

8.2 An employer (BSA) may not require or permit an employee:

- a) to work overtime except in accordance with an agreement
- b) to work more than 3 hours overtime per day (Monday – Friday)
- c) to work more than 10 hours overtime per week (Monday – Friday)

9. Time off

9.1 Overtime hours can be taken as time in lieu of payment subject to an agreement with the staff members concerned. Time off will be equivalent to the amount of time worked as overtime.

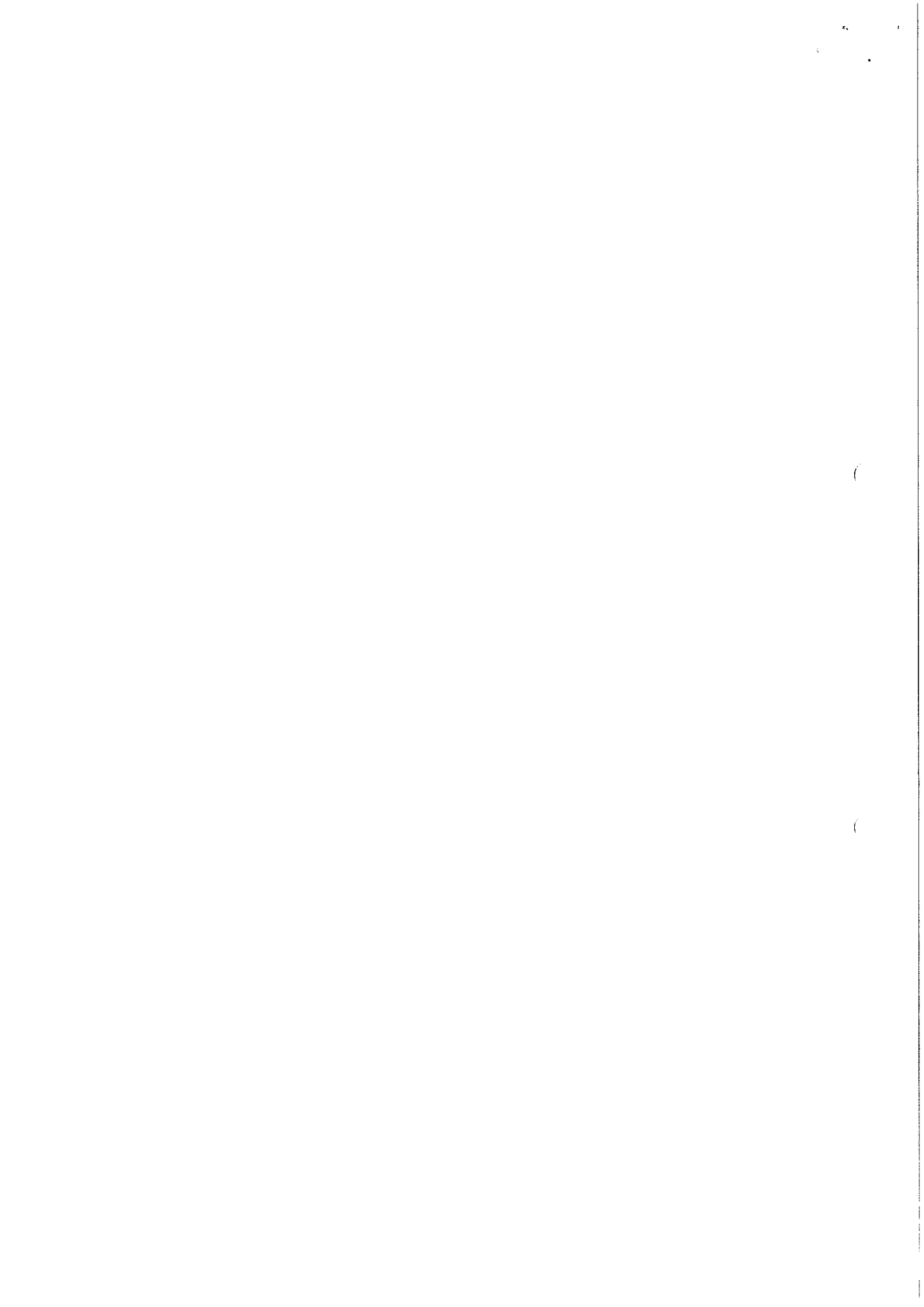
9.2 An employer must grant paid time off within one month of the employee becoming entitled to it.

10. Payment of overtime

10.1 Approved overtime is paid on the normal payday of the month following the month during which overtime was worked depending on timeous receipt of claims.

11. Annual budget for overtime

11.1 The Chief Financial Officer is responsible for budgeting for overtime to be worked for a particular financial year. This is an essential condition on order for overtime to be approved controlled and to be paid.



12. Approval and implementation

12.1 This policy is effective from the date of approval by the Chairperson of the Accounting authority.

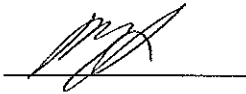
12.2 The CEO will be responsible for implementation and monitoring of the policy.

12.3 The policy will be reviewed on an annual basis and revision thereto must obtain Board approval.

13. Level of approval

Dr P Ngatane

Board Chairperson



Signature

2011 -05- 0 6

Date

(

(