

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

asi - Agenzia Spaziale Italiana  
AOO\_ASI\_2 - Agenzia Spaziale Italiana  
REGISTRO UFFICIALE  
Prot. n. 0010516 - 05/12/2014 - INGRESSO

**ITALIAN SPACE AGENCY (ASI)**  
with  
**VITROCISSET KENYA**

(hereinafter referred to as the "COMPANY/EMPLOYER" of the  
First Part)

**AND**

**KENYA BUILDING, CONSTRUCTION, TIMBER AND FURNITURE INDUSTRIES EMPLOYEES  
UNION OF P.O.BOX 49628-00100, NAIROBI**

(hereinafter referred to as the "UNION" of the Second Part).

**IN THE MATTERS OF MINIMUM WAGES, TERMS AND CONDITIONS OF  
EMPLOYMENT.**

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**Collective Bargaining Agreement (CBA)**

**Years 2014 - 2015**

ITALIAN SPACE AGENCY  
DOCUMENT  
CE-BSC-2014-1391  
Date...03.../...12.../2014..

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**PREAMBLE:**

The Italian Space Agency was appointed by the Italian Government to manage the San Marco Project activities (hereinafter referred to as "the Project") based on the Luigi Broglio Space Centre in Malindi as per the Agreement between the Kenyan and the Italian Governments.

Whereas by terms of recognition and negotiating procedure agreement signed between the two parties on 18th May 2005, it was agreed that the Company recognizes the Union as the sole Trade Union representing the interest of the San Marco Project employees.

Now, therefore, the Company and the Union meeting together in free heart and voluntary association have agreed and entered into this agreement in matters of wages and other terms and conditions of employment negotiated between them at their joint negotiating committee.

The employer shall draw the attention of this agreement to all sub-contractors, labor contractors/agents who may not be party to this agreement and ensure that they adhere, and observe fair labor practices in the sites and guard against underpayment contrary to the Collective Bargaining Agreement.

At present, Vitrociset Kenya is the employer of the majority of employees on behalf of ASI, which remains, however, the guarantor of all labor relations, as the only interface with the Government of Kenya. All employees of the San Marco Project -BSC in Malindi at the end of the term of the contract between ASI and Vitrociset Kenya will come back again, without interruption, as set forth in individual letters of employment of the employees themselves,

### 1. APPLICATION:

This agreement shall apply to all employees of the Company but shall exclude managerial and executive staff of the Company as per Appendix C of the Industrial Relation Charter.

### 2. INTERPRETATION

1. All clauses, paragraphs, appendix and parts, as contained in the Agreement, shall be taken to mean as they read. In the event of any dispute on interpretation of any paragraph, clause or part, an "Ad Hoc" Committee composed of two representatives from employer's side (to be appointed by the employer) and two representatives from Union's side (to be appointed by the Union) shall be requested to interpret the paragraph, clause or part in dispute, within a period of 10 days.
2. The decision of the committee so appointed as provided above, shall be communicated to both parties in writing by the secretary to be appointed by the Ad Hoc interpretation Committee from amongst its members. In the event of failure to reach an agreement at this level, both parties shall refer the dispute to the Ministry of Labour in accordance with the provisions of the Labour Relations Act, 2007 .

### 3. BASIC MINIMUM MONTHLY RATE (EXCLUSIVE OF HOUSING ALLOWANCE).

1. The basic minimum wage to be paid to an employee shall not be less favorable than specified in relation to the employee's category in the hereinafter attached Appendix on the wages schedule.
2. Any employee taken by the organization to another area shall not be paid less wages than that applicable to his category.



#### 4. HOUSING ALLOWANCE.

Employees, who are not provided with reasonable free housing accommodation by the organization, shall be entitled, in addition to their wages, to a housing allowance at a rate of 20% of their basic wages or to basic housing allowance or Kshs 3,300/= whichever is greater.

#### NOTE:

For the purpose of calculating housing allowance for employees who are employed for a period of less than one month, the daily rate of housing allowance is calculated by dividing the monthly salary of the employee by 26 and multiplying by 20% or dividing Kshs 3,300 / = per 26 whichever is greater.

#### 5. HOURS OF WORK.

1. The normal working week shall consist of forty-five hours of work at the rate of eight hours of work per day from Monday to Friday inclusive, and five hours on Saturday, or five shifts of nine hours each, should operation necessitate work on Saturday, it shall be considered as a working day. Provided that:
  - a) In the case of a watchman the normal hours of work per week shall be sixty hours consisting of six shifts of ten hours each;
  - b) In the event of inclement weather conditions, the employer may prevent or stop any employee from working for any time during the normal hours of work per day and the employee shall, if he has reported for duty and remains available for work during such time be deemed to have worked for one-half of such time at his normal rate of wages per day, except that nothing in this paragraph shall be construed so as to prevent an employee from reporting for duty each morning.
2. For the purpose of subparagraph 1 any employer who prevents or stops his employees from reporting for work for any period of time due to inclement weather conditions shall treat such employees as having reported for duty and pay them as stipulated in that subparagraph.
3. Except as provided in subparagraph 2 and without prejudice to any contract of service being terminable by either party no contract of service shall be for less than the normal hours of work per week or in the case of an employee engaged after the start of the week, for less than the normal hours of work per day on each of the remaining days of the week, and any employee who is forced by his employer to work less than normal hours of work per day shall be paid at a rate not less than the employee's daily rate wages.
4. An employee who is stopped from working by his employer for any period of time for any reason other than termination of employment, dismissal or inclement weather conditions, shall be entitled to his full rate of wages per hour or per day, as the case may be.

## 6. OVERTIME

1. Every employee who works for any time in excess of the normal hours of work specified in article 5 shall be entitled to be paid for the overtime thereby worked at the following rates:
  - a) One and a half times his normal rate of wages per hour in respect of any time worked in excess of the normal hours of work.
  - b) Twice the normal rate of wages per hour in respect of anytime worked on a Sunday.
2. Watchmen (security guards) who are paid on ten hours shift basis shall be paid overtime at one-and-a-half times the normal rate of wages for anytime worked in excess of sixty hours during any one week. Provided that the basis of calculating payment for overtime in respect of watchmen shall be deemed to be less than one-tenth of the watchman's shift rate.

## 7. NIGHT WORK ALLOWANCE.

Where an employee (other than a night watchman) is required to work on a night shift, he shall be paid an allowance of 28 % of his basic salary daily rate.

## 8. HOLIDAYS WITH FULL PAY

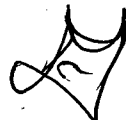
The following days and all gazetted public holidays shall be holidays with full pay:

New year's day (1st of January)  
Easter Monday  
Madaraka Day (1st of June)  
Idd-UI-Fitr Day  
Christmas Day (25th of December)

Good Friday  
Labour Day (1st of May)  
Heroes Day (20th of October - Mashujaa)  
Independence Day (12th of December)  
Boxing Day (26th of December)

## 9. WORKMEN'S COMPENSATION

An employee injured while performing organization's business shall be treated and paid as specified in the "Work Injury Benefit Act, 2007" as amended from time to time. While the assessment is being processed and calculated by the insurance company, the injured person shall continue to receive his wages in full, as per the law.



## 10. SICK LEAVE

When an employee is absent from work due to illness or other physical incapacity, he shall be paid by the organization at his normal rate of wages provided that:


- a) Employees shall not be entitled to such payment unless they produce to the organization a certificate of incapacity covering the period of absence signed by a qualified medical practitioner or by a person authorized by him in writing and acting on his behalf in charge of a dispensary of medical aid center.
- b) When an employee who is in receipt of a housing allowance in accordance with article 4 of this agreement is absent from work due to illness or any other physical incapacity, the organization shall continue to pay him the housing allowance in full.
- c) For the purpose of payment for sick leave, an employee shall only be entitled to sick leave for a period of 80 days with full and 90 days with half pay during any period of one calendar year.
- d) An employee is not eligible for payment under this article in relation to any incapacity due to gross negligence on his part.

## 11. MATERNITY LEAVE

1. A woman employee shall be entitled to three months maternity leave with full pay.
2. A female employee who takes maternity leave shall not incur any loss of privileges during such period including her annual leave.
3. A male employee shall be entitled to two weeks paternity leave with full pay in each period of 12 months.

## 12. MEDICAL

1. An employee who falls sick and requires medical treatment shall be entitled to reimbursement of expenses incurred in respect of such medical treatment up to KSh. 35.000/= in a period of 12 months on production of receipts issued by registered medical practitioners.
2. No employee shall suffer dismissal or any other discriminatory tendencies on account of being HIV positive.
3. This clause on medical shall cease to apply once the employer has implemented and enrolled employees on a medical scheme.



### 13. TERMINATION OF EMPLOYMENT

1. The first two weeks of employment with the employer may be treated as a probationary period and during such period the contract may be terminated by not less than one day's notice to be given by either party or one day's in lieu of notice, such notice to expire at the end of the normal hours of work on any day. Provided that:
  - a) In the case of an employee who has completed two weeks but less than two months of continuous service with the employer. The employment shall be terminable by not less than seven days' notice in writing to be given by either party, or otherwise by the payment by either party in lieu of notice of not less than seven days month's wages;
  - b) In the case of an employee who has completed two months but less than three years of continuous service with an employer, the contract shall be terminable by not less than one month's notice in writing to be given by either party or otherwise by the payment by either party in lieu of notice of not less than one month's wages;
  - c) In the case of an employee who has completed three years of service with an employer, the contract shall be terminable by not less than two months' notice in writing to be given by either party or otherwise by the payment by either party in lieu of notice of not less than two month's wages;
  - d) In the case of an employee's service being terminated at the initiative of the employer after completion of two years of continuous service, such employee shall be entitled to payment at the rate of twenty-six (26) days salary for every completed year of service by way of gratuity to be based on the employee's wages at the time of termination of his service;
2. Nothing in this article shall prejudice the right of either party to terminate a contract summarily for any lawful cause.

### 14. PROTECTIVE CLOTHING.

1. The employer shall provide protective clothing, uniform and other necessary equipment to his employees as specified here below and such protective clothing and uniform shall be maintained and cleaned by the employer who may opt to provide a bar of washing soap or its equivalent in a month to each employee using such protective clothing and uniform.
  - a) Watchman (security guards) shall be issued with torch, whistle and heavy overcoat;
  - b) Light overalls shall be issued to painters, mechanics, assistant mechanics, boiler-men, welders, drillers and sanitary sweepers, greasers in motor workshops, carpenters and masons in established workshops;
  - c) Light over jackets shall be issued to store-keepers and laboratory staff;



- d) Uniforms shall be issued to messengers and drivers;
  - e) Gumboots shall be issued to terrazzo paviours, sanitary sweepers asphalters and concrete block makers;
  - f) Motorcycle drivers will be issued with uniforms and will also be given raincoats, hand gloves and helmets.
2. The above items shall be replaced as and when the issues are inadequate for the purpose for which they were intended.

## 15. SAFARI ALLOWANCE

1. An employee who is required to perform work away from his principal area of employment shall be entitled to be paid subsistence and accommodation allowance as follows:
- a) Meals allowance when an employee goes on a Safari for a day without overnight stay KShs 900/= ;
  - b) For an overnight stop in Nairobi, Mombasa and Kisumu an employee shall be entitled to accommodation allowance of KShs 1.450/=;
  - c) For an overnight stop when the employer provides accommodation, the rate will be equivalent to a total amount of KShs900/= as above and as they may be applicable.
2. The substance and accommodation allowance payable under subparagraph (1) of this article shall cease to be payable to an employee after thirty consecutive days of absence on duty from his principal area of employment and thereafter an agreement in respect of additional accommodation and subsistence allowance shall be negotiated between the employer and the employee (s) or employees representative.

## 16. REDUNDANCY

1. It shall be a condition of every contract that, where the employment of an employee is to be terminated on account of redundancy the following principles shall apply:
- a) The Union of which the employee is a member shall be informed of the reason for and the extent of the intended redundancy seven days prior of the issue of notice;
  - b) The employer shall have due regard to the seniority in time, ability and reliability of each employee belonging to the particular category of employees affected by the redundancy;
  - c) Any leave due to any employee who is declared redundant shall be paid for in cash;

- d) An employee declared redundant shall be entitled to severance pay at the rate of twenty-six days of pay (26) for each completed year of service;
- e) Any redundant employee with less than four years continuous service with any employer shall be entitled to one month's notice in writing or onemonths' wage in lieu of notice;
- f) An employee with four or more years of continuous service shall be entitled to two months' notice in writing or to the wage of a two months in lieu of notice.
- g) An employee declared redundant shall be entitled to one way travelling allowance to his home area. The allowance will have a minimum value of Ksh 2,250/= and a capping at Ksh 4,500/= according to the distance between the place of work and his home area.

2. For the purpose of this article:

- a) "redundancy" means the termination of employment by an employer before work is completed on the section of which an employee was engaged;
- b) Loss of employment caused by closure or sale of an undertaking or part of the undertaking shall be deemed to be redundancy;

## 17. SERVICE GRATUITY/RETIREMENT BENEFITS

- 1. On completion of four years' service with an employer an employee shall be entitled to twenty-six (26) days' pay for every completed year of service by way of gratuity to be based on employees' wages at the time of termination of his service.
- 2. An employee who resign for reasons other than certified illness or old age or is dismissed summarily for any lawful case shall not be entitled to gratuity **Provided** that:
  - a) in the event of any dispute as regards resignation on medical grounds the verdict of a qualified medical practitioner shall prevail;
  - b) the normal retirement age shall be 60 years provided that the employee has the option of retiring at the age of 55 years;
  - c) on retirement the employee shall be paid one way travelling allowance to his home area. The allowance will have a minimum value of Ksh 2,250/= and a capping at Ksh 4,500/= according to the distance between the place of work and his home area.
- 3. In case of death of an employee the retirement benefits provided for under this article shall be paid by the employer to the labour officer of the area or to the district commissioner for payment to the lawful heirs of the diseased.





4. The employment shall be terminable by giving a written notice not less than with two months in advance to either party or otherwise by paying to either party not less than two months of wage in lieu of notice.

## 18. WARNING SYSTEM


1. An employee whose work or conduct is unsatisfactory or commits a default which does not warrant summary dismissal shall be warned in writing and the following procedure shall apply:
  - a) The first and second warnings shall be entered in the employee's employment record and copies of the warnings shall be forwarded to the shop-steward and such warnings shall be valid for twelve months from the date of their issue.
  - b) If within the period of twelve months referred to in above article the employee commits a further default which does not warrant instant dismissal for any other default, a final warning shall be issued and a copy of that final warning shall be forwarded to the area branch secretary of the Union.
2. If the employee completes twelve months from the date of the issue of the first, second or final warning without committing a further default, any warning entered in his employment records shall be cancelled and cease to be valid.

## 19.1 ANNUAL LEAVE.

1. After each period of 12 months of consecutive service with an employer, an employee shall be entitled to annual leave for a period covering 29 working days with full pay and such leave may be taken at any time during the ensuing 12 months;
2. Where employment is terminated before the completions of any twelve (12) months leave-earning period, the employee shall be entitled to two and a quarter days of leave with full pay for each month of service completed since the start of such leave earning period;
3. Any pro-rata leave earned within a period of twelve months at the time of termination of service shall be paid in cash;
4. For the purpose of this article, Saturdays shall be regarded as any other working day.

## 19.2 LEAVE TRAVELLING ALLOWANCE

An employee who is taking his annual leave shall be paid traveling allowance of KShs4.500/=.



**20. COMPASSIONATE LEAVE.**

If an employee wishes to avail himself of compassionate leave days, he shall be granted up to 10 days a year. Subsequently, additional periods may be offset against his annual leave.

**21. RELIGIOUS HOLIDAYS.**

An employee deciding to take time off for religious purposes may be granted such time off without pay, or alternatively, such employee shall have the option to having the number of days taken for religious purposes set off against his annual leave entitlement.

**NOTE:**

For the purpose of this clause, an employee shall be deemed to be a member of one religion only.

**22. ACTING ALLOWANCE.**

Where an employee is required to work in a full acting capacity for a period not less than one month in an occupation or grade for which the minimum wage prescribed in this agreement is higher than the minimum wage normally earned by an employee, he shall be paid acting allowance at a rate not less than the difference between such higher rate and his normal wage rate.

**23. SAFETY AND HEALTH.**

1. The company will make every reasonable effort to provide safe and healthful conditions of work for employees at all job sites and workshops and will provide employees with any necessary protective equipment. Tool and such equipment issued to the employees must be returned to the employer anytime they are required.
2. The company shall ensure that there are properly cleaned and maintained toilets for employees at all job sites and workshops.

**24. CERTIFICATE OF SERVICE**

Every employee shall be given certificate of service by the company upon termination of his employment unless such employment has continued for a period of not less than four consecutive weeks. Every certificate of service shall contain:

- a) Name of the employer and his postal address
- b) Name of the employee



- c) Date when the employment commenced
- d) Nature and usual place of employment
- e) Date when employment ceased
- f) Any other particular may be prescribed.

## 25. LETTER OF APPOINTMENT.

Each employee shall be issued with a letter of appointment by the company. Such letter shall indicate the following:

- a) Name and address of the employer
- b) Name of the employee
- c) Date of engagement
- d) Nature of work or occupation.

## 26. PAYMENT OF WAGES

1. Payment of wages shall be made on a working day during working hours and at the place of employment.
2. The method or mode of payment of wages shall in no way prejudice the right of an employee to enjoy any or all fringe benefits stipulated in this Agreement, for this purpose and no matter how an employee is employed or paid, such an employee shall be entitled to all benefits earned by him.
3. Where an employer pay wages outside working hours, the time spent in paying wages shall be regarded and paid for as overtime in accordance with overtime clause of this Agreement.

## 27. TOOLS ALLOWANCE

Machine tools shall be provided by the employer in an established workshop. Where tools are not provided by the employer the employee shall be paid tools allowance if he has tools as specified in the list of the Director of Industrial Training or that the employee has determined to be the necessary tools required by the employer for the work assigned to the employee at the following rates:



Category	Kshs. per month
Mechanics	250
Carpenters, joiners, electricians, plumbers	200
Mason, stone dressers, bricklayers, plasterers, terrazzo paviours, steel fixers, steel erectors, metal workers	150
Painters, decorators, benders, twisters, asphalters, floor layers, roofers	125

Provided that, in the case of painters, brushes will be supplied by the employer.

#### 28. ABSENCE FROM DUTY.

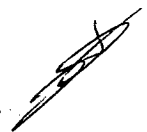
No employee shall suffer dismissal termination of employment on grounds of absence from duty provided that such absence does not exceed seven (7) continuous working days and provided further that the employee has sufficient and convincing reasons for the absence and no payment shall be due to the employee during the period of such absence.

#### 29. FUNERAL /BURIAL ASSISTANCE (DEATH IN SERVICE)

In case of death of an employee, the employer shall assist towards funeral/burial expenses by way of payment of Kshs 40,000/= and reimbursement of coffin, treatment of body and transport on submission of receipts. Nothing in this clause shall prevent an employer from offering any further assistance, other material or monetary form.

#### 30. MINIMUM WAGES INCREASE AND MAINTAINING OF THE PORTION OF INDIVIDUAL WAGE HIGHER THAN THE MINIMUM WAGE FOR EXISTING EMPLOYEES.

1. For the existing employees already employed at ASI – San Marco Project Malindi, there will be a general wage increase of:
  - a) 6 % on their basic individual salary for the year 2014;
  - b) 6% on their basic individual salary for the year 2015;
2. Any monthly or daily paid unionisable employee whose job is not categorized in this agreement shall be entitled to wage increase on top of his/her wages at the rate of not less than 6% on his/her basic individual salary for the year 2014 and 6% on his/her basic individual salary for the year 2015.

3. Where provision has been made for learners, service with other employers shall count, provided that it has been in the same trade and is of not less than three months duration of this agreement
4. All workers to whom this Collective Bargaining Agreement shall apply/benefit will be deducted Trade Unions dues in accordance to the Trade Dispute Act.

### **31. LONG SERVICE INCREMENT.**

1. Any employee who has completed 3 years of continuous service with ASI (or Vitrociset Kenya on behalf of ASI) at 1st January 2014, will be entitled to a Long Service Increment of Kshs 550 /= monthly for a total amount of Kshs 6,600/=
2. Any employee who has not completed 3 years of continuous service with ASI (or Vitrociset Kenya on behalf of ASI) at 1st January 2014 , will be entitled to a Long Service Increment of Kshs 200 /= monthly for a total amount of Kshs 2,400/=
3. This clause on long service increment will not be included in subsequent C.B.A **provided** that the one off increment of Ksh. 550/= and 200/= in clause (1) and (2) above shall be deemed to be a permanent increment on the employees' salary.
4. For avoidance of doubt, employees who do not qualify under clause (1) and (2) above shall not be entitled to a one off increment.

### **32.ADDITIONAL PAPER TO CBA.**

The management of ASI and Shop-floor workers representatives shall consult each other in the detailed aspects related to the employment policy, for example Special Responsibility allowance, Risk allowance, emergency Shift at platform, food allowance etc. The agreed additional paper is attached hereto.

### **33.DURATION AND EFFECTIVE DATE OF THIS AGREEMENT**

1. This Agreement shall be effective from 01/01/2014 and shall remain in force for a period of 24 months from the effective date, with these clarifications:
  - a) for the period from 1st January 2014 to 30 November 2014 will be paid the arrears relating to all the increase that is understood by the Collective Bargaining Agreement;;
  - b) arrears, as described above, will be paid to employees who retired or died. For deceased employees the arrears will be paid to the legal heirs;



- c) arrears for the period from 1st January 2014 to 30 November 2014 will be paid in a lump sum within sixty (60) days of signing the Collective Bargaining Agreement;
- d) the new wages, determined according to the rules of this Agreement, will be paid as from 1st December 2014.

2. Thereafter the Agreement shall remain in force. Any revision is subject to either party giving the other party with three months in advance a notice of intention to revise, amend or add new clause giving details of revisions additions or amendments desired.

#### **34. GROUP PERSONAL ACCIDENT INSURANCE**

1. The employer shall take out a Group Personal Accident policy for each and every employee.
2. The policy shall provide compensation for death, permanent/total disability, temporary disability and medical, surgical and hospital expenses incurred in connection with an accident.
3. In case of an accident, the employee shall be obliged to promptly inform the Human Resource department and produce as soon as possible appropriate documents for the onward transmission to the insurance company.



**Appendix on the wages schedule**

**G1 ARTISANS**

Those include Mechanics. Welders.  
Masons. Carpenters. Electricians.  
Plumbers. Painters. Lathe operator:

	<b>2014</b>	<b>2015</b>
Ungraded Artisan	19.926	21.121
Artisan Grade III	25.703	27.245
Artisan Grade II	29.127	30.875
Artisan Grade I	36.028	38.189

**G2 CLERICAL/ADMINISTRATION**

	<b>2014</b>	<b>2015</b>
a) Telephone operator. copy typist. general clerck. storekeeper	27.368	29.010
b) Junior clerk. Storemen.	22.213	23.545
c) cleaners. sweeper. office manager. labourer managers.	16.974	17.993

**G3 VEHICLE OPERATORS**

	<b>2014</b>	<b>2015</b>
a) greasers. drivers mates. tyreman	18.395	19.498
b) up to 2 tons-drivers	19.121	20.269



c) over 2 tons to 8 tons-drivers	24.741	26.225
d) over 8 tons to 15 tons-drivers	36.023	38.185
e) over 15 tons to 30 tons-drivers	40.706	43.149
f) over 30 tons-drivers	42.400	44.944

**G4 SECURITY**

	2014	2015
Security Guards (per 10 hrs shift)	19.961	21.158

**G5 DISPENSARY**

	2014	2015
Nurses	36.282	38.459
Dispensary attendant	16.974	17.993

**G6 KITCHEN/CANTEEN**

	2014	2015
Cook	27.368	29.010
Assistant Cook	21.073	22.337
Waiter	19.961	21.158

**G7 HOUSEKEEPING/GARDENING**

	2014	2015
Room steward. sanitary cleaner	16.974	17.993
Gardeners	19.961	21.158



**G8 MARINE**

	<b>2014</b>	<b>2015</b>
Mate	47.413	50.258
Coxwein	26.709	28.312
Ass. Coxwein	20.546	21.779
Sailors	17.806	18.875
Divers	26.709	28.312
Rubber Boat operator	18.931	20.067
Crane operator	22.708	24.070

**G9 FIREMEN**

	<b>2014</b>	<b>2015</b>
Firemen	19.961	21.158

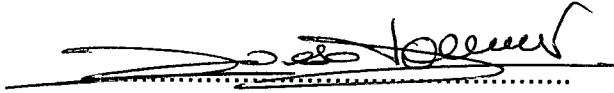
**G10 LAUNDRY**

	<b>2014</b>	<b>2015</b>
Ungraded Laundry	16.974	17.993
Grade 1 Laundry	21.896	23.209

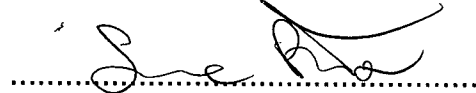


SIGNED:

Signed for ITALIAN SPACE AGENCY (ASI)

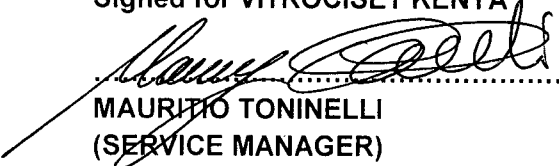


FRANCESCO DOMINICI.  
(HEAD OF HUMAN REOURCES DEPARTMENT)



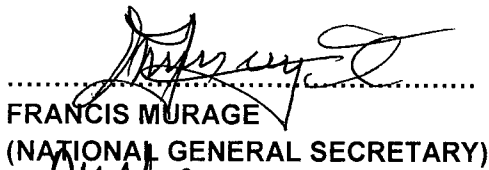
SIMONE PIRROTTA  
(B.S.C. MANAGER ON DUTY)

Signed for VITROCISSET KENYA



MAURITIO TONINELLI  
(SERVICE MANAGER)

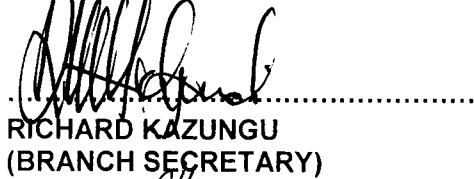
Signed for K.B.C.T.F. & A.I.E. Union



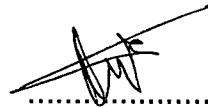
FRANCIS MURAGE  
(NATIONAL GENERAL SECRETARY)



JOE MACHARIA  
(INDUSTRIAL RELATIONS OFFICER)



RICHARD KAZUNGU  
(BRANCH SECRETARY)

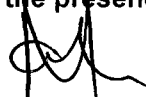


JOSEPH KOMBE  
(SHOP STEWARD)



PATRICK THOYA  
(ASSISTANT SHOP STEWARD)

In the presence of:



JOHN MAKOKHA  
FEDERATION OF KENYA EMPLOYEES

DATED AT 2nd THIS DAY December 2014

