

ENTERPRISE AGREEMENT

NO: E.A. 385 /1995

DATE REGISTERED: 18-11-95

PRICE: \$ 92-00

AGREEMENT BETWEEN

ABBOTT AUSTRALASIA PTY. LTD. ,

AND THE

CAFETERIA TECHNICIANS

&

CAFETERIA TEAM CO-ORDINATOR

1995

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PART A - INTENT

1. TITLE

- (a) This Agreement shall be known as the Abbott Australasia Pty. Ltd. and Cafeteria Technicians and Cafeteria Team Co-ordinator Agreement.
- (b) The signatories to this Agreement are Abbott Australasia Pty. Ltd., the Cafeteria Team Co-ordinator and all Cafeteria Technicians in the Cafeteria at the Kurnell Site.

2. INTENTION

It is the intention of the Parties to this Agreement to support the Goals of Abbott Australasia to ensure the consistent growth and profitability of the Company by providing quality cost effective health care products and services that meet or exceed the needs of our customers.

The Cafeteria Team members will support these goals by respecting each other as individuals, by working as a team, by providing excellent service in a friendly atmosphere which meets or exceeds our customer expectations.

We will enhance our contribution by continually improving the quality of our products and services by providing value for money for healthy and nutritious food.

We will acquire a talented, result orientated team and provide them with the training and personal development essential to achieve success in their jobs.

We will develop a progressive innovative and self motivated work environment with strong individuals who are given responsibility for their specific areas of the operation.

3. DURESS

This Agreement was not entered into under duress, by any party to it and is in the interest of the Parties.

4. SCOPE

The Agreement shall replace the terms and conditions of employment contained in the Industrial Site Agreement Registered number 8425 and in the Canteen Workers' (State) Award. The Agreement applies to all persons engaged as Cafeteria Technicians and Cafeteria Team Co-ordinator by Abbott Australasia in the Cafeteria at the Kurnell site.

5. TERMINATION OF AGREEMENT

This Agreement may be terminated, before the specified term with the mutual agreement of all parties. In the event of this Agreement being terminated the conditions of employment will revert to the conditions as they existed before this Agreement came into effect, ie. Industrial Site Agreement Registered number 8425.

6. D. PERIOD OF OPERATION

This Agreement will operate for a period of 12 months from its date of Registration. At the completion of 12 months the parties undertake to review this Agreement with the intention of entering into a new Agreement.

7. DEMARCATION

Work will be performed by the most appropriate Team member who is capable of carrying out a task. If the most appropriate Team member is unavailable then the task should be performed by another Team member who is suitably trained, competent and experienced.

The Team will consist of the Team Leader (note: not covered by the terms of this Agreement), Team Co-ordinator and all Cafeteria Technicians in the Cafeteria.

It is the responsibility of the Team Co-ordinator and Cafeteria Technicians to ensure that they carry out all tasks which they have been trained in, to ensure the continued smooth and efficient operations of the business.

8. NO FURTHER CLAIM

No extra claims will be sought during the term of this Agreement.

Any wage increase arising from a decision of the Industrial Relations Commission of New South Wales concerning the 'Safety Net Adjustments' or minimum wage increases shall be absorbed into and/or be offset against the wage increase prescribed by this clause.

9. ALTERATIONS TO ENTERPRISE AGREEMENT

Changes during the term of this Agreement will only occur by mutual agreement of the Parties concerned and in accordance with the Industrial Relations Act 1991 as amended.

10. LEGAL REPRESENTATION

The Company will meet all costs incurred by the Cafeteria Team Co-ordinator and Cafeteria Technicians as a result of receiving consultation, advocacy and legal advice on matters contained within the Enterprise Agreement resulting from the application of its principles.

11. NO STRIKE

No strike or lockout action will be taken during the term of this Agreement.

12. REVIEW

The application & operation of this Agreement will be reviewed each three (3) months of its operation or more frequently if required by the Team.

26 May, 1995.

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PART B - TERMS OF EMPLOYMENT

1. TERMS OF EMPLOYMENT

Employment for permanent employees shall be by the month or by the week.
Cafeteria Technicians and Cafeteria Team Co-ordinator in the Cafeteria shall be known as Team members.

2. HOURS OF WORK

The Cafeteria Team will exercise a high degree of responsibility in planning and carrying out work. Hours of work will be determined by Agreement with a majority of Team members of the Cafeteria, taking due account of the needs of the business, the operational efficiency of the Facility and the well being of Team members;

Cafeteria Technicians Provided that from Monday to Friday an average of 38 hours per week between the hours of 7.00 am and 5.30 pm will be worked over a 52 week period. Any overtime worked after 5.30 pm will be paid at the rate of one and one-half for the first two hours and double time thereafter. Time off in lieu may be taken at an agreed time equivalent to the hours actually worked.

Cafeteria Team Co-ordinator Will work on an average of 38 hours per week. Any time worked in excess of 12 additional hours per month will be taken at an agreed time as time in lieu.

All Team Members Average hours per week will take into account accumulated hours to provide for 11 rostered days off per annum.

3. ENGAGEMENT

The terms and conditions of employment of all Team members, including new employees appointed after the Agreement commences, employed as Cafeteria Technicians in the Cafeteria by Abbott Australasia Pty. Ltd. at Kurnell will be governed by this Agreement as of the date of its Registration. New Team members will be selected by a joint interview panel consisting of both Cafeteria Team Leader and Team representative.

3(a) ADDITIONAL TEMPORARY LABOUR

It may be necessary as a result of additional unforeseen demand that additional temporary labour could be required.

Additional temporary labour may be utilised from time to time.

Additional labour will work under the work conditions as set out in this Agreement under Clause 10 - Remuneration or as provided by an outside agency. It is the responsibility of the Cafeteria Team to arrange the work as much as possible around the capabilities and work conditions of the additional temporary labour.

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4. TERMINATION

Termination of employment shall require one month's notice by either Party to the other or payment or forfeiture in lieu of such notice. Provided that by mutual arrangement between the Parties, a Team member after having given notice, may leave their employment before the expiration of the notice period and receive pay/salary up to the last day worked.

Payment of 20% of sick leave that has been accrued up to the commencement of this Agreement will be paid on termination of employment by the Company as a bonus for good attendance for reasons other than in clause 5(a) below.

5(a) DISMISSAL

Notwithstanding the provisions of subclause 4 the employer shall have the right to dismiss any Team member for serious misconduct, neglect or refusal of duty. In which case the Team member will be paid up to the time of dismissal only. Serious misconduct is interpreted as including:

- * Theft.
- * Dishonesty
- * Striking another employee.
- * Deliberate falsification of records.
- * Gross insubordination.
- * Consumption of, or being under the influence of alcohol or non prescribed drugs during working hours.
- * Wilful destruction of Company property

5(b) PERFORMANCE BASED DISMISSAL

The Company may also terminate a contract of employment for poor performance. Only after counselling and explanation of what is required and following two (2) written warnings will this occur. See Attachment A - Corrective Measures.

5(c) CONSULTATION

Whilst it is recognised that the Company must have the right to terminate an employee for poor performance, such decisions will be reviewed with the Cafeteria Team members covered by the Agreement, to explain the circumstances of the decision to terminate the contract of employment.

5(d) ABANDONMENT OF EMPLOYMENT



Where an employee is absent from work for more than two (2) days without the consent of the employer or without notification to the employer, the employee may be deemed to have terminated his/her employment without notice.

6. REDUNDANCY

See Attachment B

26 May, 1995.

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7. HARASSMENT AND EQUAL EMPLOYMENT OPPORTUNITY

The Company is an Equal Employment Opportunity Employer and is to ensure compliance with both the letter and spirit of all anti-discrimination and equal employment legislation.

8. SAFETY

- (a) The Company and its employees recognise the importance of maintaining a safe and healthy workplace and commit to work together to comply with all statutory requirements and to continuously improve overall safety performance.
- (b) The Company shall supply, maintain and replace, when necessary, all safety equipment used for any operation in accordance with the Occupational Health and Safety Act 1983 and supply the appropriate training for that equipment.

9. GRIEVANCE PROCEDURE

See Attachment C.

10(a) REMUNERATION

Remuneration will be as:

- ♦ Hourly rate calculated on a 38 hours per week basis.

	Weekly Salary	
	Stage 1	Stage 2
Cafeteria Technician Level 1	\$450.00	\$450.00
Cafeteria Technician Level 2	\$460.00	\$485.00
Cafeteria Technician Level 3	\$502.00	\$525.00
Cafeteria Team Co-ordinator	\$28,340.00 (annual salary paid monthly)	
Casual Cafeteria Technician Level 1	\$14.21 per hour	\$14.21 per hour

Note:

1. Reimbursement for footwear for Cafeteria Team members will be in accordance with the Safety Footwear Policy and uniforms will be provided as outlined in the Basic Operating Procedure - Control, Maintenance and update of uniforms.
2. It is the Company's intention that Technicians throughout Abbott Australasia's site enjoy the same rates for the same classification level. Therefore, for the duration of this Agreement any adjustment to rates will be incorporated into those rates depicted previously.
3. Progression to Stage 2 will occur for permanent Cafeteria Technicians after attainment of required competency standard to be assessed six (6) months after implementation of this Agreement.
4. Cafeteria Team Co-ordinator will work on an average of 38 hours per week. Any time worked in excess of 12 additional hours per month will be taken at an agreed time as time in lieu.

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10(b) BONUS SCHEME

The Cafeteria Team commits to the development of a bonus scheme that reflects the Teams efforts in the area of Customer Service for inclusion into the next Agreement.

The parameters of the scheme will be jointly determined and agreed between the Cafeteria Team members and the Company.

11. PAYMENT

Salaries/wages will be paid monthly or weekly by electronic funds transfer (EFT) into a bank account, building society or credit union, nominated by each employee.

- * Weekly paid employees will have funds deposited by close of trading on each Wednesday.
- * Monthly paid employees will have funds deposited by beginning of trade on the 15th day of each month.

12. WORKERS COMPENSATION

Workers Compensation will apply in accordance with the Workers Compensation Act 1987.

13. MEAL BREAKS

A meal break will be taken at an appropriate time, as mutually agreed at the workplace.

Two (2) tea breaks will be taken at an appropriate time.

14. SUPERANNUATION

On commencement of employment you will be invited to join Part A of the Abbott Superannuation Fund and after one year you will be eligible to join Part B. For further details see the Abbott Australasia Superannuation Booklet.

PART C - TRAINING AND DEVELOPMENT

1. TRAINING AND DEVELOPMENT POLICY

The Company is committed to provide employees with every opportunity to further enhance their skills. The Company will encourage and support employees to further their training and education and will provide specific programs to assist in this regard, with concentration on Team building and Customer Service.

2. SKILL LEVEL PROGRESSION

Skills are deemed to have been acquired once competency has been demonstrated to the required standard. Team members who acquire the required skills and are assessed as competent, are entitled to move to the next skill level and attract the appropriate remuneration for that level provided that a position at that level is available. For Classification level requirements for the roles encompassed in this agreement refer to Attachment E. Skills training should be developed on a modular basis where possible. **Note:** Discussion regarding competency standards for movement through levels.

3. APPRAISAL

Whilst the attached appraisal (see Attachment F) document will be that used the development of an improved appraisal system will be discussed during quarterly reviews.

4. EXTERNAL STUDIES

Tuition and examination fees will be refunded on successful completion of a stage for an approved course together with the cost of specified text books to that stage. Prior approval must be obtained according to Company Policy.

Leave will be granted for employees to attend examinations when out of hours testing is unavailable. This leave must be discussed and supported by the Team members and Team Leader.

5. EMPOWERMENT

To ensure an excellent level of customer service, the Company is committed to ensure that all Cafeteria employees have the ability and authority to meet the needs of customers. To achieve this all aspects of the Cafeteria will operate on a Team basis. Individual Team Members will be trained to enable them to:

- ♦ Respond to customer needs regarding the Abbott Shop.
- ♦ Exercise discretion with respect to meal prices relative to quantity.
- ♦ Participate in menu planning using customer input.

PART D - LEAVE

1. MANAGEMENT OF LEAVE

The Team members are responsible for managing leave. The Team members will also make every effort to control accrued leave balances accumulated in the previous 12 months. Intention to take extended annual leave should be notified to the Team well in advance of that leave being taken.

2. LEAVE

All paid leave entitlements will be at the Team members rate of pay which they would normally receive.

3(a) Annual Leave

Annual leave shall be in accordance with the Annual Holidays Act, 1944.

During any period of Annual Leave a team member will attract a loading of 17.5% on salary as outlined in Clause 10.

3(b) Long Service

Long Service leave will be in accordance with the New South Wales Long Service Leave Act 1955 as amended.

3(c) Sick Leave

Employees will be entitled to sick leave without loss of pay when they cannot attend for duty due to personal illness or injury. The parties agree that each individual case will be reviewed on its merits. There will be 10 days sick leave (76 hours) per year after one (1) month of service. Such sick leave will be paid after one (1) months continuous service provided that the employee continues to remain as an employee of the Company. A medical certificate is required for any more than two consecutive days off.

From the commencement of the Agreement sick leave will not accrue year to year. Employees may utilise five days Core Sick Leave for Primary Care of an immediate family member. Special circumstances could warrant an extension of leave taken for Primary Care - this would be reviewed and approved by the Occupational Health and Safety Co-Ordinator and Cafeteria Team Leader.

3(d) Extended Sick Leave

Once the core 10 days has been taken in any one year, extended sick leave would then apply. Extended sick leave requires a medical certificate for the entire period.

If the Company considers appropriate a three (3) month review of an employee's sick leave would occur by the Occupational Health and Safety Co-Ordinator with consent of the employee concerned with their medical practitioner. The Occupational Health and Safety Co-Ordinator would then discuss with the Cafeteria Team Leader to confirm continuing disability. A review will be required as to the appropriateness if an employee takes more than three (3) months in total sick leave in any 12 month period.

Once disablement is established the Company would continue to pay normal wages until the employee returned to work. A continuing review will occur regularly in the event of an employee being disabled or until Permanent or Temporary Disablement was established by the Abbott Superannuation Fund Trustees.

In normal circumstances extended sick leave conditions do not apply to conditions arising from the immediate effects of pregnancy, a review panel consisting of the Occupational Health and Safety Co-Ordinator and the Cafeteria Team Leader will review special cases.

22 September, 1995.

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3(e) Bereavement / Compassionate

Paid leave will be provided for the death or serious illness of an immediate family member of up to 38 hours per year. When bereavement involves other than immediate family member special circumstances will be considered. Should more than 38 hours be required then it would be reviewed after that period by the Occupational Health and Safety Co-Ordinator and Cafeteria Team Leader.

3(f) Parental Leave

Parental leave will be in accordance with the Company Policy and Procedure 4.17 where greater benefits apply and to the New South Wales Industrial Relations Act 1991. (See Attachment D).

3(g) Personal Business Leave

An employee shall receive up to 2 days per year paid leave where they are required to attend to urgent pressing domestic matters including personal business matters and parent teacher interviews, which cannot be dealt with outside of normal business hours. This leave should be organised in advance with the Cafeteria Team Leader wherever possible and it is agreed that the needs of the Cafeteria will be taken into account.

3(h) Public / Special Holidays

Public Holidays shall be those days gazetted as such throughout the state of New South Wales. The Abbott Picnic day will be recognised as an additional nominated paid day of leave.

3(i) Jury Service

Paid leave will be granted for Jury Service with monies received from the Court for such services being paid to the Company.

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CORRECTIVE MEASURES

GENERAL POLICY

The Company is committed to handling unacceptable performance or violation of policies by employees in a fair, equitable and just manner. To this end, unacceptable performance or violation of policies will be dealt with through progressive and corrective measures.

PROGRESSIVE CORRECTIVE MEASURES

Corrective measures will generally commence with verbal discussions, followed by written reprimands, and in the event that efforts at correction have been ineffective, termination of employment.

PRACTICE

Before taking any form of corrective measures, Managers/Team Leader must, unless otherwise impractical:

- ♦ Determine the seriousness of the situation.
- ♦ Interview the employee.
- ♦ Develop a written record.
- ♦ Review the situation with a representative of the Company's Human Resources Department, prior to written reprimand being issued.
- ♦ Ensure that the employee is aware of the standards of performance required; and that the policies been communicated to him/her.
- ♦ Review the employee's past work record.
- ♦ Consider alternatives to discipline (retraining, reassignment, etc).

Throughout the above procedure all relevant facts shall be clearly identified and recorded.

Generally, once it has been determined that discipline is required to prevent a recurrence of the breach of conduct, the following steps will be applied:

First Step: Written reprimand for first occurrence, pertaining to unacceptable performance or concerning breach of conduct. A copy of this reprimand will be placed in the employees file.

Corrective Measures Continued.

Second Step: Written reprimand for second occurrence, pertaining to unacceptable performance or breach of conduct of any nature. A copy of this reprimand will be placed in the employee's file. Any future offence within a period of one year will result in the Company initiating the Final Step.

Final Step: Termination - To be used when repetitive and progressive corrective measures have proven ineffective or the offence is of a serious enough nature as to require such action.

Throughout the procedure referred to above the employee will be invited to present any mitigating factors which may have a direct impact on the interpretation of the occurrence. The employee is free to seek counsel from an appropriate adviser at anytime throughout the aforementioned procedure and/or request that an adviser be in attendance.

Any offences/reprimands inserted in an employee's file will be retained in the employee's official file located in the Human Resources Department. These inserts will be withdrawn after one (1) year following insertion unless other offences/reprimands are committed during this same period.

An employee may, at any time, review their personal file in the presence of a member of the Human Resources Department.

This procedure does not limit the rights of the Company to dismiss an employee without progressive or corrective measure or without notice for conduct in accordance with the Clause 5(a).

CORRECTIVE MEASURES

STEP: _____

DATE: _____

EMPLOYEE NAME: _____

TEAM LEADER: _____

IDENTIFIED PROBLEM(S)

AGREED CORRECTIVE ACTION

Agreed Review Date: _____

Signatures

Employee: _____

Team Leader: _____

Adviser (if required): _____

Human Resources Notified: _____

ALL PARTIES TO THIS DOCUMENT SHOULD RETAIN A COPY

6 REDUNDANCY

DEFINITIONS

A REDUNDANT EMPLOYEE means a person employed on a full-time or part-time permanent basis by the Company whose services will become surplus to the labour requirements of the Company as determined at the sole and absolute discretion of the Company on account of the introduction or proposed introduction by the Company of mechanisation or technological change; reorganisation or Company structure, systems or methods of operation or economic factors.

It is the Company's policy to take all reasonable steps not to make employees redundant. At all times the Company will work to preserve employment and employment opportunities. However, it retains the right after due consultation with the Cafeteria Staff to apply a redundancy programme. The objective is to retain adequate flexibility for organisational decision making processes and at the same time, seek to establish a consistent framework for retrenchment procedures.

A Redundant Employee does not apply to employees engaged by the Company on a fixed term temporary, short term basis to meet seasonal or other unusual conditions.

RETRENCHMENT means the termination of an employee as a result of redundancy.

COMPANY COMMITMENT

The Company undertakes in the event of a pending redundancy to make reasonable attempts to find suitable alternative employment within the Company in respect of the qualifications / skill and performance record of the employee.

TRANSFER

Where, at the discretion of the Company, an employee is offered a transfer to alternative employment within the Company, as an alternative to retrenchment and the transfer is accepted by the employee, this employee will not be considered to be a Redundant Employee.

In the event of an employee accepting an offer to transfer to new duties for which there is a lower rate of pay, the existing rate will apply for three (3) months only after the date of transfer to the new position.

Where a reasonable offer of alternative employment is made to a Redundant Employee or a potentially Redundant Employee and that employee rejects the offer, the benefits of this Clause will not apply and termination will proceed in the terms of this Agreement.

NOTICE

A reasonable offer of transfer is one which, at the time of a redundancy, is within this Agreement and one within current applicable status of the employee and within the qualifications required by the Company for the new position. If the employee is offered a position outside these guidelines, then the employee may elect to be declared a Redundant Employee and shall thereupon receive retrenchment benefits in accordance with the terms of this Clause.

The Company will give redundant employees maximum possible advance notice of the termination of their employment. Minimum notice will be four weeks. The employee shall work during the period of such notice unless advised otherwise at the discretion of the Company.

If the Company fails to give such notice in full, the employee will be paid at the ordinary rate of pay for the period equal to the difference between the full period of notice and the period of notice actually given.

The period of notice given, if worked, shall be included as service with the Company for the purpose of long service leave and annual leave.

Counselling facilities and such assistance as is practicable will be provided by the Human Resources Department to employees who have been given notice of becoming Redundant Employees.

A Redundant Employee shall, during the period of notice given, be allowed reasonable time off without loss of pay to attend job interviews provided it is established to the satisfaction of the Company that the application for such time off is genuine.

Subject to the right of the Company to retain sufficient staff to conduct its business, any employee who has received notice of retrenchment and during the period of notice finds other employment, will be permitted to accept such employment and terminate prior to the end of the notice without loss of benefits payable under this policy, other than payment for the balance of the notice period not worked.

RE-EMPLOYMENT

In the event of any permanent position becoming vacant the Company will accept applications for re-employment from retrenched employees in accordance with normal employment selection procedures.

Whenever a redundant employee whose services have been terminated is re-employed, the period of employment shall be considered to commence on the date of the employee's re-employment.

Retrenched employees will be supplied on request with a certificate of service. Such certificate will nominate starting and finishing dates of employment, classification and the reason for termination.

REDUNDANCY PAYMENTS

Four (4) weeks pay on retrenchment for each complete year of service for all full-time and part-time employees. Retrenchment payment for part-time employees will be calculated at the ordinary rate per week earned by such part-time employee for each completed year of service.

The maximum retrenchment benefit to be paid is seventy (70) weeks pay.

In addition a severance payment of four (4) weeks pay will be paid to all full-time and part-time employees. Severance payments for a part-time employee to be calculated as four (4) weeks at the ordinary rate per week earned by such part-time employee.

Pro-rata long service leave will be calculated and paid from completion of the first year of employment.

Redundant Employees will be entitled to a payment of 20% of total unused sick leave accrued up to 21 December, 1985 and 100% of total unused sick leave accrued on or after 1 January, 1986 up until commencement of this agreement date. After which payment of 20% of all unused core sick leave will be made.

In the event of the death of a member of the Staff Superannuation Plan, whether a contributing member or not, during the retrenchment notice period, the benefit payable to the nominated beneficiary or to his/her estate will be the death benefit prescribed in the superannuation plan and not the retrenchment provisions of this policy. If an employee who has rejected contributory membership of the Staff Superannuation Plan dies during the retrenchment notice period, retrenchment benefits under this policy will be paid to his/her estate.

In the case of a retrenched employee who has completed one calendar year of service or more, one twelfth of any profit earning bonus entitlement will be paid for each complete month of service during the year of retrenchment.

Voluntary Redundancy - In the event of redundancy the Company retains the right to request voluntary redundancies based on the entitlement of four (4) weeks pay per year of service.

GRIEVANCE PROCEDURE

The purpose of the Grievance Procedure is to allow all Team members to have a system to discuss and settle their grievances and disputes.

It is agreed that to enable the smooth operation of our business every effort will be made to ensure that a Team members' grievances will receive prompt attention and be resolved by conciliation.

Stage 1

Team member to raise issue with Team leader to discuss with the appropriate person/persons and respond to issue within 24 hours. If unable to satisfactorily resolve the issue the matter should be brought to the attention of the Human Resources Manager.

Stage 2

If the Human Resources Manager and Team members are unable to bring the issue to a satisfactory conclusion within a further 24 hour period then the grievance should be discussed with the Human Resources Director, with the appropriate Team members being present.

Stage 3

Failing resolution the Team member who initially raised the grievance can ask to take the matter to the grievance committee consisting of:-

- a) the Team Members;
- b) the Team Member's Adviser and/or Cafeteria Representative;
- c) the Team Member's immediate Team Leader/Human Resources Manager;
- d) the Director of Human Resources or a designate of his choice.

The grievance committee will issue its decision no later than seven (7) working days following the grievance being reported to the Team leader. Throughout the procedure all relevant facts shall be clearly identified and recorded.

Stage 4

Every effort to resolve the issue within the Company at the lowest possible level of management should be made. However, if the negotiation process is exhausted without the dispute being resolved the parties shall jointly or individually refer the matter to an independent person or Industrial Relations Commission of New South Wales.

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PARENTAL LEAVE

POLICY

Parental leave is covered by numerous Federal and State Legislation. There are however, some conditions and benefits that Abbott offer in recognition of the difficulties of managing work and family.

Parental leave is the general term encompassing maternity leave, paternity leave and adoption leave. It may be taken in one of its forms by one of a couple at any one time (except for permitted overlap of short paternity leave, should it be approved and maternity leave or adoption leave by both partners).

PERSONNEL POLICY

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EFFECTIVE DATE	SUPERSEDES	NUMBER
3/6/93	POLICY ISSUED SEPT 1983	4.17

MATERNITY LEAVE

PROCEDURE

DEFINITION

Maternity leave shall mean unpaid maternity leave.

ELIGIBILITY

A full-time or part time employee who becomes pregnant shall, upon production to the company of a medical certificate stating the presumed date of her confinement, be entitled to maternity leave, provided that she has had twelve months continuous service with the company immediately proceeding the date upon which she proceeds on such leave.

PERIOD OF LEAVE

The period of maternity leave shall be for an unbroken period of from six to fifty two weeks and shall include a period of six weeks compulsory leave to be taken immediately following confinement.

An employee may take annual leave or long service leave to which she is entitled in substitution for or in addition to maternity leave as long as the total of these periods of leave does not exceed fifty two weeks.

An employee is required to give ten weeks prior notice of the presumed date of confinement. Four weeks notice of the maternity leave commencement date and period of leave required.

An employee may work up until one week prior to the date of confinement providing a doctors certificate is supplied indicating that the employee(s) health will not be affected. Another employee should be nominated within the department to work in partnership in the last month prior to maternity leave commencement to ensure ease of entry into maternity leave by the incumbent.

PERSONNEL POLICY

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EFFECTIVE DATE	SUPERSEDES	NUMBER
3/6/93	POLICY ISSUED SEPT 1983	4.17

When an employee not then on maternity leave suffers illness related to her pregnancy, she may take paid sick leave in accordance with normal entitlement, and such further unpaid "special maternity leave" as certified by her doctor. The aggregate of paid sick leave and unpaid special maternity leave plus maternity leave shall not exceed 52 weeks.

If during the course of the pregnancy a medical practitioner advises that it would be inadvisable for the employee to continue at her present job the employee may be transferred to a safe job if certain conditions are satisfied.

1. That a medical practitioner's opinion supports the transfer.
2. That Abbott deems such a transfer to be practical.
3. That the rate and conditions are those attaching to the safe job.

If the transfer to a safe job is not practical then Abbott may require the employee to take leave which is certified as necessary by the medical practitioner and should be treated as maternity leave.

BENEFITS

The following benefits will be supplied where circumstances permit.

If an employee has nominated to take a short period of maternity leave ie. no more than three months in total and have been supplied in their normal job function with a company vehicle, they may be permitted to utilise the company vehicle while on maternity leave at a cost to themselves determined by the organisation. A considering factor will be whether the employee's role is held open or a temporary replacement is transferred or recruited for that role.

Prior to commencement or on return from maternity leave Job Sharing or Part Time work may be considered for certain functions throughout the organisation if requested by the employee

PERSONNEL POLICY

PAGE 4 OF 8

EFFECTIVE DATE	SUPERSEDES	NUMBER
3/6/93	POLICY ISSUED SEPT 1983	4.17

CONTINUITY OF EMPLOYMENT

An employee on maternity leave has continuity of employment preserved, however during such absence, there is no accrual of annual leave, sick or long service leave, nor provision for payment for public holidays.

Under the principles of maternity leave, leave is provided for the purpose of enabling the employee to be the primary care giver for their young child. Consequently engaging in business activities or employment except with Abbott, would result in the forfeit of the employees right to return to employment with Abbott.

An employee returning to work after completing a period of maternity leave shall be entitled to her former position. Should the position no longer exist the employee is entitled to a position as nearly as possible comparable in status and pay to that of the employee's former position.

Also on return Abbott will fund on a one time basis a consultancy service with Childcare at Work to locate suitable childcare facilities in the employee nominated area. This will assist in re-entry into the work force.

The personnel department has also an updated list of information on facilities in the local area for access by employees.

PATERNITY LEAVE

PROCEDURE

DEFINITION

Paternity leave shall mean unpaid paternity leave provided for fathers of very young children. Paternity leave must be applied for and employees must comply with the notice provisions.

ELIGIBILITY

A full time or part time male employee who has had at least 12 months continuous service prior to the date of commencing leave. The employee's spouse must be having a child and they must provide evidence that they are the primary care giver in the case of extended paternity leave.

PERSONNEL POLICY

PAGE 5 OF 8

EFFECTIVE DATE	SUPERSEDES	NUMBER
3/6/93	POLICY ISSUED SEPT 1983	4.17

PERIOD OF LEAVE

An employee may take annual leave or long service leave to which he is entitled in substitution for or in addition to paternity leave as long as the total of these periods of leave does not exceed 52 weeks.

SHORT PATERNITY LEAVE

An employee who is eligible for paternity leave is entitled to take up to a week of leave at the time of the birth. This leave must be taken in one unbroken period is classed as unpaid leave. This short paternity leave can be permitted regardless of whether the spouse is on maternity leave. A doctor's certificate must be provided stating that the employee's spouse is pregnant and the expected date of birth.

EXTENDED PATERNITY LEAVE

Up to 51 weeks of extended paternity leave may be taken. This must be taken in one unbroken period and must finish at the child's first birthday. In addition to a doctor's certificate when extended paternity leave is sought or taken the employee must also produce a statutory declaration. The declaration must state the period of paternity leave sought, details of any maternity leave sought or taken by the employee's spouse and that the employee will not engage in any conduct inconsistent with his contract of employment during the period of paternity leave.

EFFECT OF MATERNITY LEAVE

The maximum amount of extended paternity leave available is reduced by any maternity leave taken by the employee's spouse. In addition extended paternity leave may not be taken while the employee's spouse is taking maternity leave.

NOTICE

An employee is required to give notice at least 10 weeks in advance of each period of leave he intends to take. The notice must state the dates on which he expects to start and finish the leave and must be accompanied by certifications as stated in the section above headed extended paternity leave.

PERSONNEL POLICY

PAGE 6 OF 8

EFFECTIVE DATE	SUPERSEDES	NUMBER
3/6/93	POLICY ISSUED SEPT 1983	4.17

BENEFITS

The following benefits will be supplied where circumstances permit.

If an employee has nominated to take a short period of paternity leave ie. no more than three months in total and have been supplied in their normal job function with a company vehicle, they may be permitted to utilise the company vehicle while on paternity leave at a cost to themselves determined by the organisation. A considering factor will be whether the employee's role is held open or a temporary replacement is transferred or recruited for that role.

Prior to commencement or on return from paternity leave Job Sharing or Part Time work may be considered for certain functions throughout the organisation if requested by the employee.

CONTINUITY OF EMPLOYMENT

An employee on paternity leave has continuity of employment preserved, however during such absence, there is no accrual of annual leave, sick or long service leave, nor provision for payment for public holidays.

Under the principles of paternity leave, leave is provided for the purpose of enabling the employee to be the primary care giver for his young child. Consequently engaging in full time business activities or employment except with Abbott, would result in the forfeit of the employees right to return to employment with Abbott.

An employee returning to work after completing a period of paternity leave shall be entitled to his former position, should it still exist, or a comparable position. Should the position no longer exist the employee is entitled to a position as nearly as possible comparable in status and pay to that of the employee's former position.

PERSONNEL POLICY

PAGE 7 OF 8

EFFECTIVE DATE	SUPERSEDES	NUMBER
3/6/93	POLICY ISSUED SEPT 1983	4.17

ADOPTION LEAVE

PROCEDURE

DEFINITION

Adoption leave is unpaid leave available to male and female employees who are in the process of adopting, or who have recently adopted, a young child. Adoption leave must be applied for and employees must comply with the notice provisions.

ELIGIBILITY

An employee must have had at least 12 months continuous service prior to the leave in order to qualify.

Adoption leave applies only to the adoption of children under the age of five. Adoption leave can also apply where a person takes custody of a young relative.

The employee must produce a statement from the appropriate body providing details of the adoption.

Where an employee is seeking extended adoption leave he or she must also produce a statutory declaration which states that the purpose of the leave is to be the primary care-giver of the child and that the employee will not engage in conduct inconsistent with his or her contract of employment, and which details any adoption leave sought or taken by the employee's spouse.

PERIOD OF LEAVE

SHORT ADOPTION LEAVE

An employee is entitled to take an unbroken period of up to three weeks at the time of placement of the child and may be taken in conjunction with the spouse.

EXTENDED ADOPTION LEAVE

An employee may take an unbroken period of up to fifty two weeks at any stage up the child's first birthday. The maximum available period is reduced by any short adoption leave that has been taken as well as any adoption leave taken by the spouse. Extended adoption leave is available only for the purpose of becoming the primary care-giver of the child.

PERSONNEL POLICY

PAGE 8 OF 8

EFFECTIVE DATE	3/6/93	SUPERSEDES POLICY ISSUED SEPT 1983	NUMBER 4.17
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SPECIAL LEAVE

An employee is entitled without application to Abbott to take up to two days unpaid leave in order to attend any compulsory examinations or interviews which are part of the adoption procedure.

BENEFITS

The following benefits will be supplied where circumstances permit.

If an employee has nominated to take a short period of adoption leave ie. no more than three months in total and have been supplied in their normal job function with a company vehicle, they may be permitted to utilise the company vehicle while on adoption leave at a cost to themselves determined by the organisation. A considering factor will be whether the employee's role is held open or a temporary replacement is transferred or recruited for that role.

Prior to commencement or on return from adoption leave Job Sharing or Part Time work may be considered for certain functions throughout the organisation if requested by the employee.

CONTINUITY OF EMPLOYMENT

An employee on adoption leave has continuity of employment preserved, however during such absence, there is no accrual of annual leave, sick or long service leave, nor provision for payment for public holidays.

Under the principles of adoption leave, leave is provided for the purpose of enabling the employee to be the primary care giver for their young child. Consequently engaging in full time business activities or employment except with Abbott, would result in the forfeit of the employees right to return to employment with Abbott.

An employee returning to work after completing a period of paternity leave shall be entitled to his or her former position. Should the position no longer exist the employee is entitled to a position as nearly as possible comparable in status and pay to that of the employee's former position.

CLASSIFICATION LEVEL REQUIREMENTS**CLASSIFICATION LEVEL 1****➤ QUALIFICATIONS AND EXPERIENCE**

- Basic literacy and numeracy to specified criteria.

➤ TRAINING**GENERIC TRAINING**

- Abbott Induction
- Safety Induction
- Food Hygiene

ON-JOB TRAINING

Complete all necessary on-job training to achieve the level of competency required in all work specified for the position.

➤ COMPETENCY REQUIREMENTS**GENERIC LEVEL 1 COMPETENCIES****Responsibility**

- Ensure that routine work processes are completed efficiently.
- Ensure the quality of own work output.
- Work effectively under routine supervision.
- Recognise and correct basic problems/errors in routine activities.
- Organise routine, allocated task activities to efficiently meet work requirements.

Knowledge

- Acquire a basic general knowledge about Abbott, including product range.
- Acquire a working knowledge of other roles within the work area.
- Acquire a basic knowledge of equipment and processes in own job.

Communication

- Work effectively in a team environment.
- Understand and complete basic documentation accurately and to specifications.

Occupational Health & Safety

- Understand and correctly apply workplace safety procedures.
- Maintain a clean and tidy work area.

TYPICAL LEVEL 1 ROLE COMPETENCIES

The following summary is not intended to be a complete description of the work required in an entry level 1 position. It is included simply to give an indication of the types of tasks likely to be performed. Employees are required to demonstrate competence in the role:

GENERAL CAFETERIA

Provide food service for customers including preparation of sandwiches, and other food for scheduled breaks, stocking of refrigerators and vending machines, learn cash register, clean tables and equipment, operate basic equipment to complete tasks, stack, wash and store cutlery and crockery, counter service.

CLASSIFICATION LEVEL 2

➤ QUALIFICATIONS AND EXPERIENCE

- Basic literacy and numeracy to specified criteria.
- Minimum of three (3) months experience at Level 1, or equivalent.

➤ TRAINING

GENERIC LEVEL 2 TRAINING

- Numeracy and calculation.
- Work team communication.
- Customer service.

ON-JOB TRAINING

Complete all necessary on-job training to achieve the level of competency required in all work specified for the position.

➤ COMPETENCY REQUIREMENTS

GENERIC LEVEL 2 COMPETENCIES

Responsibility

- Determine the most effective method and sequence of completing work activities within established procedures.
- Apply quality checks to the work of others/work processed.
- Work effectively under routine supervision.
- Recognise and correct basic problems/errors in routine activities and, where authorised, decide and implement an appropriate solution.
- Organise routine, allocated task activities to efficiently meet work requirements.

Knowledge

- Acquire a basic, general knowledge about Abbott, including product range.
- Acquire a working knowledge of other roles within the work area.
- Acquire a basic knowledge of equipment and processes associated with the department.

Communication

- Work effectively in a team environment.
- Provide on-job training of Level 1 Technicians in specific tasks.
- Understand and accurately complete required documentation on standard forms.

Occupational Health & Safety

- Understand and correctly apply workplace safety procedures.
- Maintain clean and tidy work area using appropriate agents as specified.

TYPICAL LEVEL 2 ROLE COMPETENCIES

The following summary is not intended to be a complete description of the work required in the Level 2 position. It is included simply to give an indication of the types of tasks likely to be performed. Employees are required to demonstrate competence in the role:

GENERAL CAFETERIA

All Level 1 duties plus decide daily requirements for pies, sausage rolls, sandwiches, maintain sandwich commodities, cash register, assist planning menus, staff shop sales, take departmental order requirements, cleaning of tables and equipment, stock refrigerators and vending machines, job rotation, decide pricing variations.

CLASSIFICATION LEVEL 3

➤ QUALIFICATIONS AND EXPERIENCE

- (TAFE course - check out how long)
- Minimum of six (6) months experience at Level 2, or equivalent.

GENERIC LEVEL 3 TRAINING

- Problem solving techniques.
- Food Display and Promotion
- Enrolled in Advanced Certificate (Home Economics)

➤ TRAINING

ON-JOB TRAINING

Complete all necessary on-job training to achieve the level of competency required in all work specified for the position.

➤ COMPETENCY REQUIREMENTS

GENERIC LEVEL 1 COMPETENCIES

Responsibility

- Understand and correctly apply advanced GMP.
- Determine the most appropriate resources and approaches to achieve required outcomes, both in routine and non-routine work activities.
- Identify existing quality problems and implement corrective action.
- Work effectively under moderate supervision.
- Detect and solve problems in routine activities without assistance.
- Organise materials, supplies, equipment needed to complete work activities.

Knowledge

- Acquire a basic, general knowledge about Abbott, including product range.
- Understand roles in other departments that directly impact on own work activities.
- Acquire an in-depth knowledge of machinery, materials, products or work systems.

Communication

- Work effectively in a team environment.
- Provide on-job training of lower level Technicians in specific task activities.
- Maintain detailed written and computerised records accurately and to specifications.
- Liaise with other departments.

Occupational Health & Safety

- Understand and correctly apply workplace safety procedures.
- Maintain a clean and tidy work area.

TYPICAL LEVEL 3 ROLE COMPETENCIES

The following summary is not intended to be a complete description of the work required in a Level 3 position. It is included simply to give an indication of the types of tasks likely to be performed. Employees are required to demonstrate competence in the role:

GENERAL CAFETERIA

All Level 2 duties plus assist in training of lower level technicians, assist in planning and preparation of meals, operation of staff shop, interdepartmental charges, cleaning, assist management of the Cafeteria in Team Leader/Team Co-Ordinator's absence, plan and organise special catering requirements.

CLASSIFICATION LEVEL 4

Cafeteria Team Co-ordinator

➤ QUALIFICATIONS AND EXPERIENCE

- Advanced Certificate (Home Economics)
- Minimum of six (6) months experience at Level 3, or equivalent.

➤ TRAINING

GENERIC LEVEL 4 TRAINING

- Team Leadership
- Exceptional Management Practice

ON-JOB TRAINING

Complete all necessary on-job training to achieve the level of competency required in all work specified for the position.

➤ COMPETENCY REQUIREMENTS

GENERIC LEVEL 1 COMPETENCIES

Responsibility

- Assume responsibility for decisions which have a significant impact on the work section
- Identify existing quality problems and implement corrective action.
- Work effectively under general supervision with responsibility for the organisation, planning and conduct of the majority of work within the section.
- Detect and solve problems in routine activities without assistance.
- Plan and organise the resources needed to efficiently complete scheduled work within the section, including effective co-ordination of people, materials, equipment

Knowledge

- Acquire a basic, general knowledge about Abbott.
- Understand roles in other departments that directly impact on own work activities.
- Acquire an in-depth knowledge of machinery, materials, products or work systems.

Communication

- Co-ordinate activities of team members
- Provide/monitor effective on-job training of lower level Technicians in all work activities.
- Maintain detailed written or computerised records accurately and to specifications.
- Liaise with other departments.

Occupational Health & Safety

- Assume responsibility for the safety of others in the work section.
- Maintain a clean and tidy work area using appropriate agents as specified.

TYPICAL LEVEL 4 ROLE COMPETENCIES

The following summary is not intended to be a complete description of the work required in a Level 4 position. It is included simply to give an indication of the types of tasks likely to be performed. Employees are required to demonstrate competence in the role:

TEAM CO-ORDINATOR - CAFETERIA

All Level 3 duties plus manage the operation of the Cafeteria in the Team Leader's absence, assist with interviewing new team members, menu planning, introduction of new foods, supervise lower level technicians, pricing of food, provide training where necessary, staff shop sales, use of all commercial kitchen equipment.

ABBOTT AUSTRALASIA PTY. LTD.

PERFORMANCE APPRAISAL

GUIDE FOR REPORTING PERSONNEL.

- . WHERE THE POSITION OCCUPIED DOES NOT CALL FOR A DISPLAY OF THE QUALITY IN QUESTION (E.G. SUPERVISORY ABILITY) WRITE "NOT APPLICABLE".
- . MAKE SURE YOU UNDERSTAND EACH QUALITY - CAREFULLY CONSIDER THE DEFINING STATEMENT. PUT A TICK OPPOSITE THE DESCRIPTIVE PHRASE WHICH BEST FITS THE EMPLOYEE IN RESPECT OF THAT QUALITY.
- . DO NOT HESITATE TO ADD A COMMENT UNDER ANY ITEM SHOULD THE RESPECTIVE PHRASE NOT QUITE FIT OR WHERE YOU WANT TO DRAW ATTENTION TO SOME UNUSUAL CIRCUMSTANCES.
- . TREAT EACH ITEM SEPARATELY. DO NOT ALLOW JUDGEMENT IN ONE QUALITY TO INFLUENCE YOUR EVALUATION IN OTHER QUALITIES.
- . THE AIM OF THESE REPORTS IS TO ENSURE THAT EVERY EMPLOYEE AT ABBOTT RECEIVES PERIODIC FEEDBACK/GUIDANCE ON HIS/HER ABILITIES.

PART 1 - PERSONAL DETAILS.

NAME: DATE OF BIRTH;

DIVISION;

DEPARTMENT;

DESIGNATION OF CURRENT POSITION;

PART 2 - PERSONAL CHARACTERISTICS.

1. APPEARANCE (Consider the impression created with regard to appearance, both in dress and bearing, including G.M.P. and Safety requirements.)

- Complies with all G.M.P., Safety and dress requirements
- Complies with most G.M.P., Safety and dress requirements
- Has to be regularly reminded of G.M.P., Safety and dress requirements

Qualifying Remarks:
.....
.....

2. COMMUNICATIONS (Consider effectiveness of communication skills, both in writing and orally.)

- Presents ideas clearly and concisely
- Generally makes the point quite well
- Communicates reasonably well, but is lacking in writing or speech (specify)
- Has difficulty in making self understood

Qualifying Remarks:
.....
.....

3. QUICKNESS AND COMPREHENSION (Consider how readily the meaning of a question is grasped or a situation appreciated.)

- Unusually quick to grasp ideas
- Grasps new information satisfactorily
- Is slow to understand new information

Qualifying Remarks:
.....
.....

4. SELF CONTROL (Consider how well self control is maintained and duties performed under pressure.)

- Efficiency not affected by pressure
- Reacts quite well to pressure
- Continues to perform adequately under pressure
- Efficiency and self composure adversely affected under pressure...

Qualifying Remarks:
.....
.....

5. ACCEPTABILITY AS COLLEAGUE (Consider relationships with other staff and ability to participate in team operations.)

- Popular with, and gains good co-operation from colleagues
- Gets on well with colleagues
- Relationships with others is satisfactory
- Tends not to be on good terms with his/her colleagues

Qualifying Remarks:
.....
.....

6. ATTENDANCE AND PUNCTUALITY (Consider attendance and standard of adherence to prescribed hours of work, times of meetings etc.)

- Excellent record
- Good record
- Room for improvement in attendance and punctuality
- Unsatisfactory record

Qualifying Remarks:
.....

PART 3 - JOB PERFORMANCE.

1. KNOWLEDGE OF THE WORK (Consider grasp of procedures etc. required in performance of duties.)

- Unusually well informed
- Good knowledge of matters relevant to duties of position
- Has sufficient knowledge to cope with duties of position
- Tends not to know enough about duties of position

Qualifying Remarks:
.....
.....

2. SUPERVISORY ABILITY (Consider effectiveness of staff supervision and whether best is achieved out of sub-ordinate.)

- Gets sub-ordinates to perform work assigned easily
- Sometimes has difficulty in effectively managing staff
- Is adequate in the management of staff

Qualifying Remarks:
.....
.....

3. JUDGEMENT (Consider the degree to which proposals and decisions are sound.)

- Consistently sound
- Generally quite reliable
- Makes occasional errors of judgement
- Unreliable

Qualifying Remarks:
.....
.....

4. INTEREST (Consider the interest and enthusiasm displayed in performance of duties.)

- Devoted to his/her work
- Is very interested in his/her work
- Maintains normal interest in his/her work
- Shows little interest and/or enthusiasm for allotted duties

Qualifying Remarks:

5. ATTENDANCE TO DETAIL (Consider the manner in which attention is paid to detail in relation to performance of duties.)

- Most reliable in attention to relevant details
- Can generally be trusted to consider all relevant details
- Sometimes pays too much or too little attention to detail
- Is over or under concerned with details

Qualifying Remarks:
.....
.....

6. ORGANISING ABILITY (Consider how well work is planned and organised.)

- An exceptionally well organised individual
- Organises work quite well
- Tends to be haphazard
- A disorganised individual

Qualifying Remarks:
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.....

7. DEPENDABILITY (Consider whether satisfactory work produced within the time limits allowed.)

- Completely reliable in producing work on time
- Does quite well in meeting a work time table
- Needs occasional pushing to produce work on time
- Frequently fails to meet time schedules

Qualifying Remarks:
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.....

8. SAFETY AND/OR G.M.P. CONSIDERATIONS (Knowledge of Safety/G.M.P. practices. Extent to which employee demonstrated awareness of own personal safety, the safety of others and G.M.P. awareness for product.)

- Completely reliable
- Satisfactory
- Needs occasional reminder
- Frequently needs to be reminded

Qualifying Remarks:
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.....

PART 4 - GENERAL ASSESSMENT.

1. What do you consider are his/her main strengths?

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2. What do you consider are his/her aspects that need future development?

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.....

3. What are you doing to assist in addressing areas noted above, ie 2.?

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4a. What training and development courses should he/she attend?

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.....

4b. Is additional training required on issues pertaining to Safety and/or G.M.P.? If so, specify.

.....
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5. In your own words, rate his/her general performance, bringing out any aspect that warrants mention. As necessary, qualify, explain or expand on your ratings.

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6. Recommendations:

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Signature:

Position:

Date:

PART 5 - FOLLOW-UP ACTION.

This report has been discussed with the employee and the following action is now proposed/has been taken:

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Signature:

Position:

Date:

PART 6 - EMPLOYEE'S COMMENTS.

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Signature:

Date:

PART 7 - COMMENTS/RECOMMENDATION BY PRODUCTION MANAGER/GROUP DIRECTOR (AS APPROPRIATE).

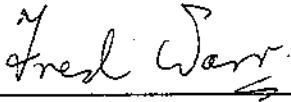
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DEFINITIONS

USE OF DEFINITIONS:	There are numerous terms and phrases that have particular meanings in the context of this Enterprise Agreement.
WORDS AND PHRASES DEFINED:	A strictly alphabetical approach is followed in these Definitions.
<hr/>	
AGREEMENT:	The 'Agreement' is the Enterprise Agreement entered into between the Cafeteria Technicians in the Cafeteria Team and Abbott Australasia Pty. Ltd.
CONCILIATION:	The process by which a neutral third party attempts, without seeking to impose his/her own terms of settlement, to persuade the parties to a dispute to settle their differences.
DISABILITY:	A measurable loss or reduction of physical or intellectual capacity resulting from an impairment.
DURESS:	Coercion or compulsion to perform some act such as to deprive it of voluntariness. A contract made under duress is voidable at the option of the person subjected to duress.
EMPLOYEE:	A person working under the control and direction of an employer under a contract of employment in return for a wage or a salary.
EMPLOYMENT:	The practice of hiring and using the services of a person or persons under a contract of employment in exchange for remuneration.
ENTERPRISE AGREEMENT:	Agreement directly made between an employer and employees affecting wages and working conditions at a particular workplace or enterprise with or without the participation of the union.
GRIEVANCE:	An aspect of employment conditions which gives an employee a cause to complain.
LEAVE:	Permitted absence from work.
REMUNERATION:	Payment made for services rendered which includes wage, on-wage payments and reward payments.
TEAM:	All Employees known as Cafeteria Technicians and Cafeteria Team Co-ordinator in the Cafeteria.
TEAM MEMBER:	An employee known as a Cafeteria Technician, Cafeteria Co-ordinator and Cafeteria Team Leader working in the Cafeteria.

THIS AGREEMENT IS MADE AT SYDNEY ON THE 26TH OF MAY 1995

SIGNED FOR AND ON BEHALF OF ABBOTT AUSTRALASIA PTY. LTD.



FRED WARR
Cafeteria Team Leader



RAY THORNLEY
Human Resources Director

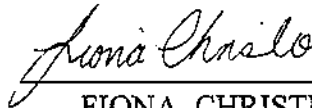


MARK HAYWOOD
Managing Director



BOB CAMFIELD
Company Secretary

SIGNED FOR AND ON BEHALF OF THE CAFETERIA EMPLOYEES



FIONA CHRISTER



MARGARET BILLINGHURST



NOLA ARMSTRONG