

## COURTESY IS TWO-WAY

**T**HE following leaflet, issued by the Courtesy Campaign in Johannesburg in Afrikaans and English, is being made available to both employer and employee at the African Female Employment office of the City Council Non-European Affairs Department at Polly Street, and also at their African Juvenile Employment Department in Albert Street.

It is made available by arrangement with, and by permission of, Mr. Carr, Manager of the Non-European Affairs Department, in the hope of improving personal relationships in this field of inter-racial contact. It aims also at helping to make both employer and employee aware that courtesy is two-way, and that each party has both needs to be met and obligations to be fulfilled if the relationship is to be a happy one.

### TO THE EMPLOYER.

The Courtesy Campaign suggests for your information that your employee will only feel happy in your employment and give of his/her best if you are prepared to respect his/her personal dignity and provide such working conditions as will ensure a reasonable return for services rendered and a degree of personal comfort.

This can be achieved by an observance of the following suggestions:—

1. Insist on your children speaking to your servant in courteous terms.
2. Provide a balanced diet of starch, protein and vegetables with a time in which to eat.
3. Provide a suitable room, furniture, bedding, washing facilities and soap, and safe heating.
4. Encourage your servant to keep his/her room clean and neat.
5. Pay a just wage in proportion to what it costs a Bantu family to live.
6. Do not expect your servant to work unreasonable hours. Pay overtime or allow extra time off for "sitting up".
7. Let your servant have an annual paid holiday and time for daily rest.
8. Provide a uniform if possible.
9. Allow your employee to have occasional visitors.
10. Above all, always remember the Golden Rule "Do unto others as you would have them do unto you".

### TO THE EMPLOYEE.

The Courtesy Campaign suggests for your information that your employer will appreciate your service if you are prepared to take pride in your work and to carry out your duties loyally and carefully. To the extent that an employer receives satisfactory service he/she will, in turn, be prepared to improve your working and living conditions and to grant you such facilities and such comfort as will make you feel happy in your work.

To bring about such a happy state you are urged, in your own interest, to apply the following suggestions to your daily life:—

1. Always speak with dignity and do not shout at children in your charge.
2. Look after your room and keep it clean and tidy.
3. Work well and get up in time for work.
4. When on leave return punctually at the time and on the day arranged or, if you cannot do so, send a message to your employer.
5. Do not sit and talk noisily with friends on the pavement or play a gramophone or radio loudly in your room.
6. Keep your uniform clean and mended if one is provided.
7. Obtain your employer's permission for friends to visit you.
8. Treat your employer's belongings with care.
9. Maintain a high standard of behaviour at all times.
10. Above all, always remember the Golden Rule "Do unto others as you would have them do unto you".