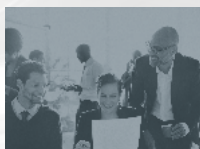
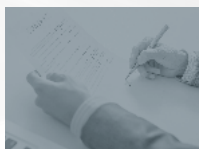




LABOUR PRO

*Integrated Labour Relations
Programmes for your business needs*



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Programme vir jou sake-behoeftes



BUSINESS OWNERS & LABOUR RELATIONS

Good labour relations in any business are imperative for growth, increased revenue and profit. South African labour legislation regulates the relationship between employers, employees and trade unions.

It is extremely important for business owners to be well informed as to what legislation affects them and the impact it could have on their business. If not properly managed, it could potentially become a minefield.

With the implementation of the new **national minimum wage**, businesses will have to ensure that employment policies and procedures are sound as some employees and unions might see this as an opportunity to exploit the situation.

Employers that fail to comply with the necessary legislation risk getting caught up in unnecessary legal action and disputes.

Our experienced legal team at **SERR SYNERGY** deals comprehensively on your behalf with the relevant labour legislation and most common pitfalls that businesses encounter.

LEGISLATION COVERED BY OUR SERVICE

- Basic Conditions Of Employment Act
- Labour Relations Act
- Occupational Health and Safety Act
- Unemployment Insurance Fund and Workmen's Compensation Legislation.

We provide our customers with an on-site professional to deal with procedures associated with labour disputes.

We offer our customers extended assistance and prodigious peace of mind with an exclusive guarantee of up to **R150 000 per annum** on all our dismissal procedures in the very unlikely event of an award against our client.





A service to many leads to greatness

**OTHER BUSINESS RISKS COVERED
BY OUR SERVICES**

Continuous advances in technology and changes in legislation require employers to review existing policies and procedures and to seek the necessary protection against:

- hacking of systems by employees
- contemptuous remarks made by employees about the employer's business on various social media sites
- unauthorised access to data and other sensitive information
- disclosure of company information, that of customers and co-employees

We ensure that provision is made for electronic communication intervention by you as the employer.



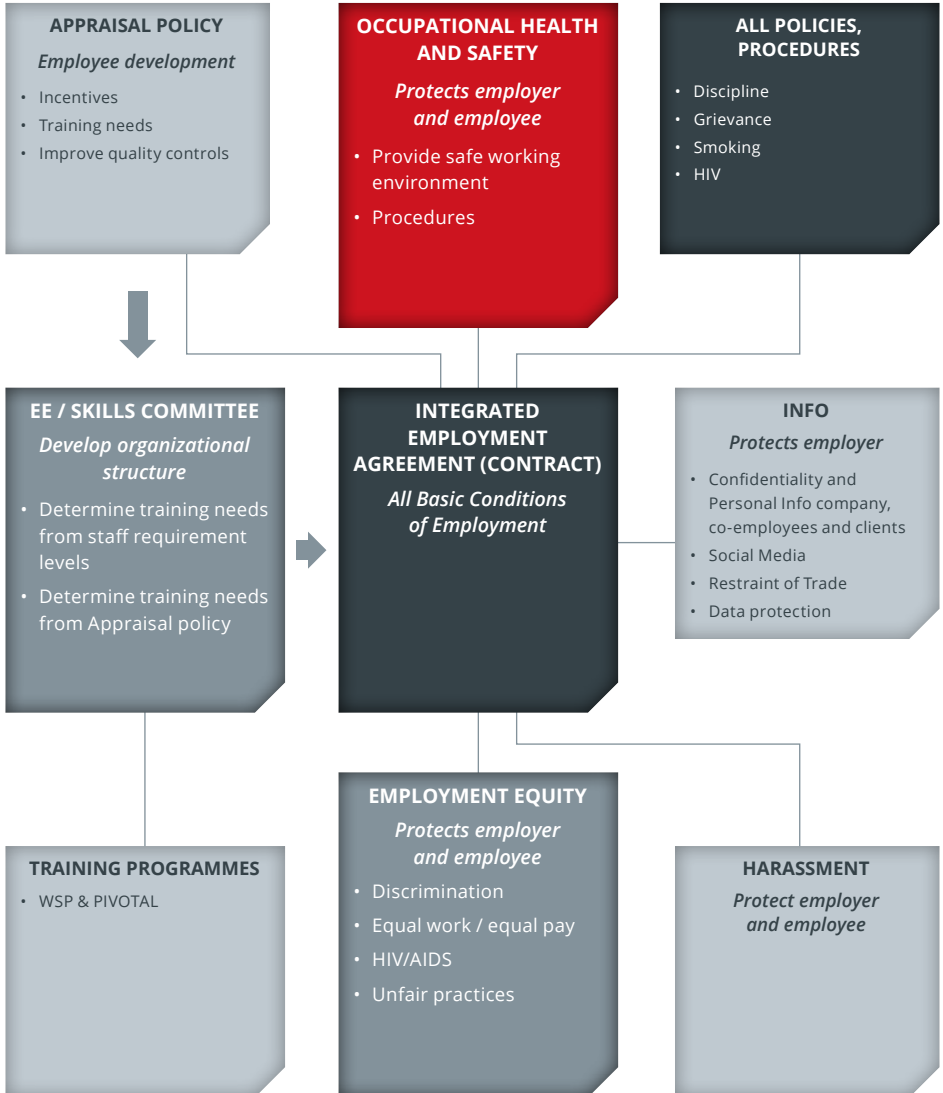
WHAT IS LABOUR PRO?

SERR SYNERGY – *Labour Pro is an integrated labour relations programme for businesses. We guide and assist businesses in a practical and supportive way with regard to the required processes and procedures to ensure compliance and to minimise the risk to which the business is exposed when employing staff.*

**OUR VALUE
ADDING SERVICE**

With our customer at heart, our professional services are offered at an affordable monthly subscription.

- Drafting of new contracts of employment or reviewing and amending existing contracts of employment for employees, admin staff, managers and executives and recognition agreements with unions.
- Implementation of contracts using an interpreter service.
- Conducting disciplinary and poor work performance inquiries on-site.
- Telephonic and email advice.
- Wage and union negotiations.



- Dispute resolution (representation at CCMA and bargaining councils)
 - on joining the Employer Organisation and on condition that SERR Synergy was involved in the process.
- A set of policies and procedures.
- Labour Compliance and Induction files.
- Annual inspection and issuing of compliance certificate.
- Labour Court costs based on the conditions and award amount reflected in the guarantee below.
- Registration with the Unemployment Insurance Fund and Workmen's Compensation Fund.
- Letters of good standing from the Workmen's Compensation Commissioner, evaluation of Workmen's Compensation annual assessments and settling of disputes with Workmen's Compensation Commissioner.
- Retrenchment, lay-offs and short time.
- Assistance with labour inspector compliance orders and inspections.
- Exemptions from bargaining councils.



NOTE: We also provide an additional **Occupational Health and Safety service** specifically designed for the **Construction, Manufacturing and Mining industries**, etc.

Please refer to our Occupational Health and Safety booklet.

OUR UNIQUE GUARANTEE

*In the unlikely event of an award against an employer in matters relating to a dismissal of an employee(s) for procedural unfairness, SERR SYNERGY will be liable for such an award of up to **R150 000 per annum** if SERR SYNERGY had conducted all the procedures leading up to the dismissal.*

** ONLY APPLICABLE if joining Employer Organisation*

CONTACT US

For more information on our range of business legal compliance services, please contact us.

■ PRETORIA

Alenti Office Park, Block E
457 Witherite Road
The Willows Ext 82, Pretoria

t +27 (0) 10 025 0682
f +27 (0) 86 502 7607
e marketingpta@serr.co.za

■ JOHANNESBURG

1st Floor, Precision House
Cnr New Road/6th Road
International Business Gateway, Midrand

t +27 (0) 10 025 0970
f +27 (0) 86 563 1474
e marketingjhb@serr.co.za

■ CAPE TOWN

78 On Edward
78 Edward Street
Bellville, Cape Town

t +27 (0) 21 020 1050
f +27 (0) 21 910 2117
e marketingcpt2@serr.co.za

■ SOMERSET WEST

Unit G-04
Triangle Point
13 Urtel Crescent
Somerset West

t +27 (0) 10 025 8131
e marketing-SW@serr.co.za

■ UPINGTON

Office 1
De Drift Plaza, Plot 1070
Louisvale Road, Upington

t +27 (0) 54 010 1020
f +27 (0) 86 502 7607
e marketingupt@serr.co.za

■ DURBAN

166 Rodger Sishi Road
Westville
Durban

t +27 (0) 31 020 2100
f +27 (0) 86 461 4928
e marketingdbn@serr.co.za

■ BLOEMFONTEIN

Unit 1, 1st Floor Offices
10 Barnes Street
Arboretum, Bloemfontein

t +27 (0) 51 010 5030
f +27 (0) 86 502 7607
e marketingbfn@serr.co.za

You can also find out more about our comprehensive range of product service solutions on our website www.serr.co.za



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- Dispuutresolusie (verteenwoordiging by KVBa en bedingingsrade) – met aansluiting by die Werkgewerorganisasie en op voorwaarde dat SER7 Synergy by die proses betrokke was.
- 'n Stel beleids en indiensneming prosedure dokumente.
- Arbeidswetgewing nakomingsertifikaat en Induksie lers.
- Jaarlikse inspeksie en uitreiking van nakomingsertifikaat.
- Arbeidshofkoste na gelang van die aard van die dispuut.
- Registrasie by die Werkloosheidsversekeringsfonds en Werknemervergoedingsfonds.
- Letter of Good Standing van die vergoedingskomsmissaris, evaluering van Werknemervergoedingsfonds se jaarlikse aanslae en skikking van geskille met die vergoedingskomsmissaris
- Afleggings, afdankings en verkorte werksure.
- Hulp met arbeidsinspekteurs nakomingsbevele en inspeksies.
- Vrstellings van bedingingsrade.

ONS UNIEKE WAARBORG

LW: Ons bied 'n *bykomende Beroepsgesondheid- en Veiligheidsdiens* wat spesifiek ontwerp is vir die *Konstruksie-, Vervaardiging- en Myndobedryf*, ens. Verwys na ons Beroepsgesondheid- en Veiligheidsdiens boekie in Engels beskikbaar.



In die onwaarskynlike geval van 'n toekenninteen 'n werkgewer ten opsigte van die afdanking van 'n werknemer (s) weens versuim om billike prosedures te volg, sal SER7 aanspreeklik wees vir sodanige toekennintot en met 'n bedrag van R150 000 per annum indien SER7 SYNERGY al die prosedures wat uitgeloop het op sodanige afdanking hanteer het.

* SLEGS VAN TOEPASSING indien by Werkgewerorganisasie aangestuit word



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ANDER BESIGHEIDSRISIKO'S WAT

GEDEK WORD DEUR ONS DIENSTE

Voortdurende tegnologiese vordering en wetswysigings genoodsaak die herstelling van bestaande beleid en prosedures asook beskerming teen die volgende:

- Infiltrering van stelsels deur werknemers (ongemagtigde toegang)
- Neerhalende opmerkings deur werknemers oor die werkgewer se besigheid op verskeie sosiale media-platforms
- Ongemagtigde toegang tot data en ander sensiewe inligting
- Beskerming van maatskappy-inligting, asook die van kliënte en mede-werkers.

Ons sal verseker dat voorsiening gemaak word vir elektroniese kommunikasie-ingryping deur u as werkgewer.



WAT IS LABOUR PRO?

SE77 SYNERGY – Labour Pro is 'n geïntegreerde Arbeidsverhouding-program vir besigheidsleiding en hulp met die vereiste prosesse en prosedures om nakoming te verseker en die risiko waaraan besigheids blootgestel word wanneer hulle personeel aanstel te minimaliseer.

ONS WAARDE-TOEGEVOEGDE GEÏNTEGREERDE ARBEIDSVERHOUDINGE-PROGRAM

- Met ons kliënte in gedagte, word ons bekostigbare maandelikse bedrag.
- Opstel van nuwe dienskontrakte of hersiening en wysiging van bestaande dienskontrakte vir werknemers, administrasie, bestuurders en uitvoerende beaampes en erkenningsooreenkomste met vakbonde.
- Implementering van kontrakte deur 'n tolkdienste gebruik.
- Dissiplinêre en swak werkspresastie ondersoek op die werksperseel.
- Telefoniese en e-pos advies.
- Loon- en vakbondonderhandelinge.

BESIGHEIDS-EIENAARS EN ARBEIDS VERHOUDINGE

Goëie arbeidsverhouding is

noodsaaklik vir enige besigheid om te groei en om 'n hoër inkomste en wins te verseker. Suid-Afrikaanse

arbeidswetgewing reguleer die verhouding tussen werkgewers, werknemers en vakunies.

Dit is uiters belangrik dat

besigheids-eienaars ten volle vertrouwd is met die wetgewing wat hulle raak en die impak wat dit op hul besigheid kan hê. Indien sodanige impak nie behoorlik bestuur word nie, kan dit potensieel 'n mynveld word.

Met die implementering van die

nuwe **nasionale minimum loon**,

hulle goëie werknemerbeleid en -prosedures in plek het aangiesien sommige werknemers en unies dit as 'n geleentheid kan sien om die situasie uit te buite.

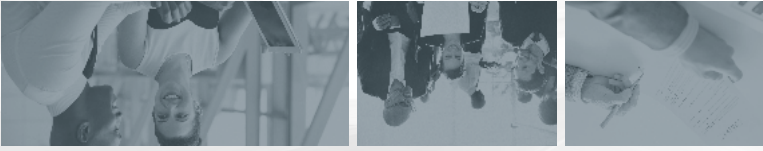
Werkgewers wat steeds versuim om aan die betrokke wetgewing te voldoen staan die risiko van onnodige regsoptrede en dispuite in die gesig. Ons ervare regspan by **SERR SYNERGY** kyk in diepte na die tersaaklike arbeidswetgewing namens jou en identifiseer die mees algemene slaggate waarmee besigheide te doen kry.

WETGEWING WAT DEUR ONS DIENS GEDEK WORD

- Wet op basiese diensvoorwaardes
- Wet op arbeidsverhouding
- Wet op beroepsgesondheid en – veiligheid
- Wetgewing met betrekking tot werkloosheidsversekering en – vergoeding

Ons bied aan ons kliënte voortgesette hulp en gerusstelling met 'n eksklusiewe waarborg van tot **R150 000 per jaar** op al ons arfandkingprosedures in die onwaarskynlike geval dat 'n toekenning teen ons kliënt gemaak word.





LABOUR PRO

Geïntegreerde Arbeidsverhoudinge Programme vir jou sake-behoefte



SE77
SYNERGY

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