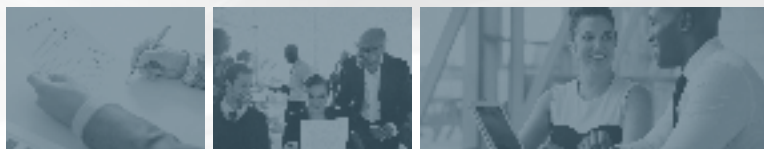




2016

LABOUR PRO
*Integrated Labour Relations
Programmes for your business needs*



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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 **new national minimum wage** envisaged by our government, 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.



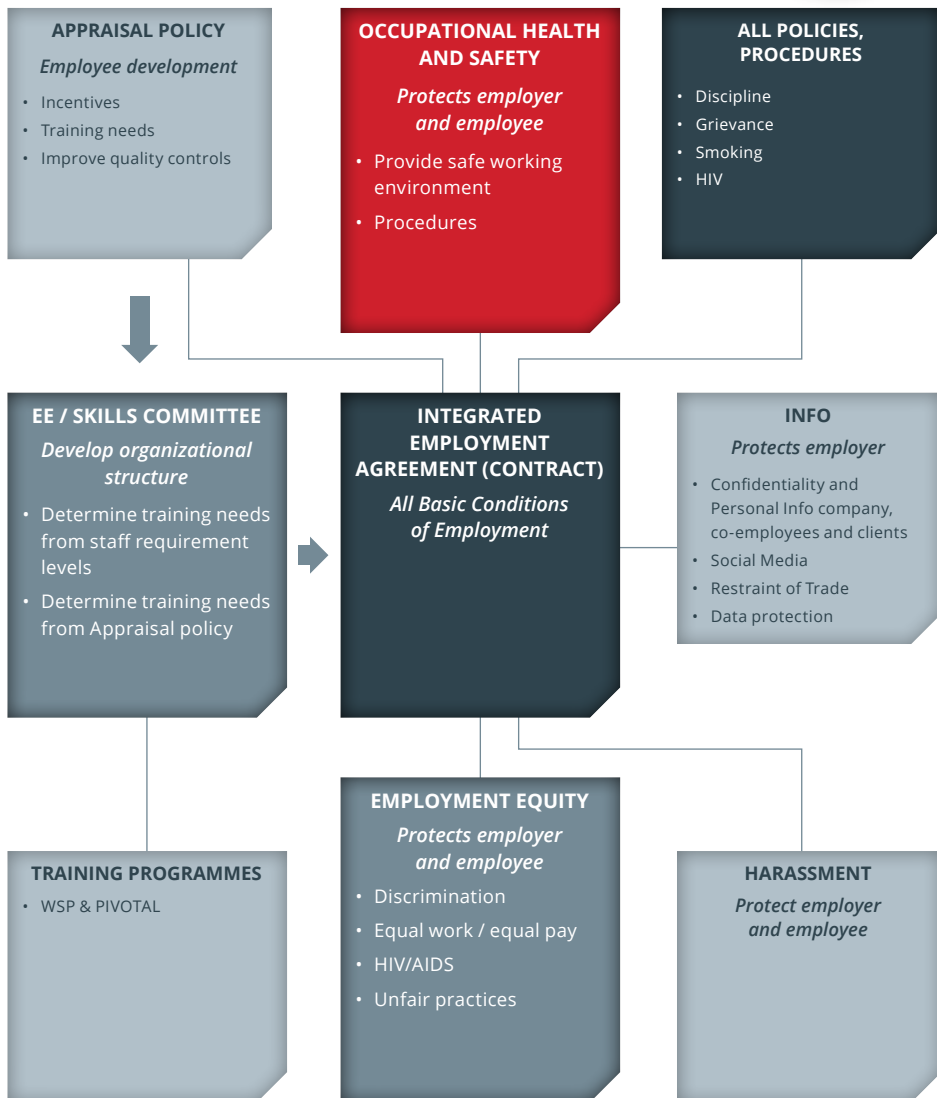
WHAT IS LABOUR PRO?

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
- Implementation of contracts with the use of an interpreter service
- Conducting disciplinary and poor work performance inquiries on-site
- Telephonic and e-mail advice
- Recognition agreements with unions
- Wage and union negotiations
- Dispute resolution (representation at the CCMA and bargaining councils)
- A set of policies and procedures



- Labour Compliance and Induction files
- Annual inspection and issuing of compliance certificate
- Occupational health and safety assistance *see note
- Labour Court matters, such as reviewing applications and strike interdicts
- Assistance with matters relating to registration with and claims under the Unemployment Insurance Fund and Workmen's Compensation Fund
- Letters of good standing from the Workmen's Compensation Commissioner
- Evaluation of Workman's Compensation annual assessments
- Settling of disputes with the Workmen's Compensation Commissioner
- Eviction of employees from the premises on termination of service with employer
- 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.

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.*

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Visit our website at www.serr.co.za to find out more about our comprehensive range of product and service solutions.

Or follow us on:



SERR SYNERGY - "A service to many leads to greatness"