

Our extensive experience in all labour related fields combined with our legal expertise, enables us to provide hands-on, safe and practical workplace solutions.

We provide a One Stop facility that covers all labour related issues;

- Basic advice and assistance;
- Handling of specialised and sensitive labour issues at senior management level;
- We associate with a labour law focused law firm which matters can be referred to if need be.

LABOUR LAW SERVICES DOCUMENTATION

- Drafting grievance procedures
- Drafting / editing contracts of employment, limited duration contracts and permanent contracts.
- Drafting / editing contractor agreements.
- Drafting documentation required for hearings and dismissals.
- Drafting / editing various policy documents, e.g. sexual harassment, smoking, electronic communications.

PERSONNEL INFRASTRUCTURE

Ensuring legal compliance with and advising on the requirements as set out in the Basic Conditions of Employment Act, namely:

- time / shift rosters and time keeping
- leave and sick leave registers
- wages / salaries / deductions / pay slips
- filing system and records
- job descriptions and structures
- setting out responsibility and accountability structures

DISPUTES

- Dealing with CCMA related disputes / correspondence/ documentation.
- Attending Conciliation and Arbitration at CCMA (subject to the CCMA Rules).
- Rescission Applications.
- Department of Labour disputes / inspections.

UNIONS

- Process for dealing with any union in terms of the Labour Relations Act.
- Stop orders and verification process.
- All correspondence related to and meetings with unions.
- Drafting Collective Agreements.
- Negotiations.

DISCIPLINE

- Conducting investigations and preparations for hearings.
- Drafting charges / preparing charge sheet.
- Chairing disciplinary hearings.
- Advice regarding substantial and procedural fairness.
- Evidence and the presentation thereof.
- Using Disciplinary Codes in compliance with the Labour Relations Act.
- Warnings and disciplinary action short of dismissal.

RETRENCHMENT

Planning and formulating the retrenchment process as needed.

Ensuring compliance during implementation.

NEGOTIATIONS / CONFLICT MANAGEMENT

Years of experience in dealing with sensitive labour disputes at all levels.

CCMA / LABOUR COURT

- We associate with a labour law focused law firm which matters can be referred to if need be.
- Drafting and service of all documents.
- Managing procedures to ensure compliance.
- Review and rescission Applications.

INCAPACITY

(ill health / injury and poor work performance)

- Identify and deal with incapacity cases

LEGAL REPRESENTATION

We associate with a labour law focused law firm which can represent you in;

- CCMA Applications (e.g.: Condonation / Rescission)
- All Labour Court issues:

- Trials
- Review
- Appeals

DISCIPLINARY HEARINGS

We assist managers with all of the following at disciplinary hearings:

- Drafting charges
- Suspension
- Documentation

We chair the hearings and ensure:

- A fair process
- Risk management

We will testify at CCMA hearings.

TRAINING

- We have designed and established flexible learning programs that allow us to provide training at all levels in the workplace, hereby enabling our clients to handle labour related issues in-house.
- Our training is designed to achieve the acquisition of skills that can be utilised to establish a visible difference in the workplace.

- We provide accredited training programs as well as informal programs in the form of practical “hands-on” workshops and short courses.
- Our quality training programs and workshops are aimed at the practical handling of work place issues e.g.
 - Managing Misconduct, Incapacity and Poor Performance;
 - Conducting Disciplinary Hearings; and
 - Basic Industrial Relations Principles.

With our training partner we also offer

Personal

Development and Social Responsibility Programmes:

- Learning and Listening Skills
- Understanding Basic Personal Finance
- Personal Hygiene and Health
- HIV/Aids

Why Choose Us?

- Our Labour Law team consist of professionals that specialise in Labour Law with more than 30 years experience.
- We provide you with access to knowledgeable and experienced support online or in person
- for quick resolutions of matters saving you substantial costs.
- The ability to choose your own service cover and retainer.
- We associate with a labour law focused law firm which matters can be referred to if need be.

Who Are We?

Experienced Professionals: Our team consists of highly skilled professionals with over 30 years of experience in general and labor law.

What Do We Offer?

Comprehensive Legal Assistance: We provide top-quality, all-encompassing legal support, from basic advice to complex litigation, ensuring all your labour law and general legal needs are met with excellence.

Where Are We Located?

Our office is located in the East Rand, and we offer assistance nationwide.

Value in Precision:

Avoid Expensive Mistakes with our Experienced Legal Team-Get it Right the First Time.

Trust our experienced legal team to help with your business needs.



CONTACT DETAILS

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