



Job Law (Pty) Ltd (Registration Number 2004/014656/07) (Vat No 457 0213 258)

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SOUTH AFRICA'S BEST KEPT SECRET!

“Labour Law *EFFECTIVELY MANAGED* is written for the Employer not the Employee!”

INTRODUCTION:

We would like to take this opportunity to introduce you and your company to JobLaw (Pty) Ltd, and invite you to utilise our services.

JobLaw (Pty) Ltd is a Labour Law company that renders services to Employers **ONLY**, serving and supporting our client's throughout South Africa. JobLaw (Pty) Ltd started in East London during 2003, where a need for professional yet independent labour law services was identified. All our legal advisors are approved members of a registered Employer's Organisation, thereby enabling us to render a wide range of services, including representing members in labour forums. Since our inception we have gone from strength to strength and city to city. Our clients have demanded National growth and we are proud to say to the extent that we now have existing International clients.

JobLaw (Pty) Ltd was created upon the concept that Labour Law and the management thereof for all businesses is like accounting, graphic arts, medical, mechanics and other bodies of knowledge, in that it is not an inherently do-it-yourself prospect. Smart business people who aren't labour lawyers need to find suitably qualified professionals as trusted allies. JobLaw (Pty) Ltd is such an ally, providing clients with the loyalty of a business partner and the economics of an independent professional.

Retainer consulting: We represent a client company as an extension of its business development specifically focusing on labour law certainty. This begins with complete understanding of the client company's situation, objectives, and constraints. We then represent the client company quietly and confidentially. We ensure that our clients have what they need to run their businesses with peace of mind, maximum efficiency and reliability. We

Directors

Mr. AE Steyn; Mr. C Swanepoel (LLB)

APPROVED MEMBER OF AHI EMPLOYERS ORGANISATION Reg. Nr. Ref No. LR2/6/3/475

Offices in

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- Bloemfontein – Klerksdorp – Upington – Vredendal – Durban – Plettenberg Bay

take care of your labour matters allowing you to focus on what you do best – running your business. Our clients have the assurance that we are there when they need us.

OUR SERVICES ARE EFFECTIVE, PROFESSIONAL AND COMPREHENSIVE ENCOMPASSING ALL ASPECTS OF LABOUR LAW & MATTERS INCIDENTAL THERETO

JOB LAW OFFERS THE FOLLOWING:

- Labour Law Training

- Basic training for all staff members
- Additional Management Workshops available (various) from ½ day to 2 day duration
- **TRAINING ELIMINATES UNCERTAINTY AND DISTRUST**

- Contracts

- Compiling of each personalised contract of employment in accordance with your needs and in line with the relevant legislation applicable within your industry
- Training and implementation of the personalised contracts
- **ENHANCE PRODUCTION WITH LEGAL CERTAINTY CREATING WELL DEFINED BOUNDARIES**

- Disciplinary Code and Grievance Procedure

- Comprehensive Disciplinary Code and relevant documentation, in accordance with the Labour Relations Act, no 66 of 1995
- Training and implementation of the Disciplinary Code and Grievance Procedure
- Unlimited Labour Law Advice – just pick up the phone or send an e-mail
- Our legal team will assist with Workplace Discipline and advice
- Drafting of disciplinary warnings and notices of disciplinary enquiries
- Chair Disciplinary Enquiries and maintain a full record of the proceedings
- **THE JOBLAW PROGRAMME ALLOWS YOU TO FOCUS ON RUNNING YOUR BUSINESS. WE ELIMINATE UNCERTAINTY THROUGH THE EFFECTIVE IMPLEMENTATION AND MANAGEMENT OF LABOUR LEGISLATION THEREBY INCREASING LABOUR HARMONY AND PRODUCTIVITY.**

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- Retrenchments
 - Assistance and guidance with retrenchment processes
 - Drafting of retrenchment documentation and liaison with Unions where applicable
 - **UNNECESSARY EXPENSES AND LOSSES AT THE CCMA AS A RESULT OF INCORRECT AND/OR NO PROCEDURES FOLLOWED. JOB LAW PROVIDES UNRIVALED PEACE OF MIND**
- JobLaw (Pty) Ltd provides:
 - Discipline / Labour Law advice
 - Chair disciplinary enquiries
 - Representation at the following forums (JobLaw and its legal advisors are members of the AHI employer's organisation):
 - Con/Arb proceedings
 - Conciliate disputes at CCMA / Bargaining Council
 - Arbitrate disputes at CCMA / Bargaining Council
 - Condonation Applications
 - Assistance with Review and Rescission of Awards
 - Representation and assistance with Labour Court proceedings
 - Union negotiations
 - Strike management assistance

AFFORDABILITY:

CAN YOU AFFORD NOT TO HAVE THIS PEACE OF MIND?

One incident dealt with incorrectly can cost the Employer between 12 and 24 months salary in compensation, payable to an Employee who does not necessarily deserve this. The cost to company to retain or procure legal services could escalate into tens of thousands of rands. Job Law's highly qualified professional team, with additional benefits, comes at a fraction of the cost.

FEE STRUCTURE :

JobLaw (Pty) Ltd offers a fee structure whereby Employers / Companies sign up as Clients and pay a monthly retainer fee which entitles them to all the above services, unlimited access to sound and consistent Labour Law advice, and more. This allows the Company to budget a fixed monthly fee, instead of paying per hour, and hence grants Employers / Managers access to advice and assistance without having to consider additional cost factors. Alternatively, our services can be used on an *ad hoc* basis at an hourly charged rate.

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OUR MISSION:

PROMOTING LABOUR HARMONY AND INCREASED PRODUCTIVITY THROUGH LEGAL CERTAINTY FOR OUR CLIENTS – ALLOWING YOU TO DO WHAT YOU DO BEST, FOCUS ON YOUR BUSINESS!

ADDITIONAL SERVICES:

JobLaw also provides the following services:

- Compliance with the Consumer Protection Act
- Preparation and submission of PAIA Manuals (Promotion of Access to Information Act)
- Forensic Investigations (including cyber forensics)

Through Preferred Service Providers we also offer the following:

- Civil work via Carlo Swanepoel Attorneys
- BEE
- Occupational Health and Safety
- Skills Development
- Employment Equity

Thank you for taking the time to read this presentation. We would sincerely appreciate the opportunity to visit you or your management team to discuss any specific requirements you might have. ***We also have JobLaw offices in Gauteng (Pretoria & Johannesburg), Kimberley, Upington, Bloemfontein, Klerksdorp and the Helderberg (Somerset West) area.***

Allow us to offer you legal certainty.

Yours sincerely,



Carlo Swanepoel
CHIEF EXECUTIVE OFFICER

ACTA NON VERBA!
ACTIONS NOT WORDS!

WE ARE THERE FOR YOU

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