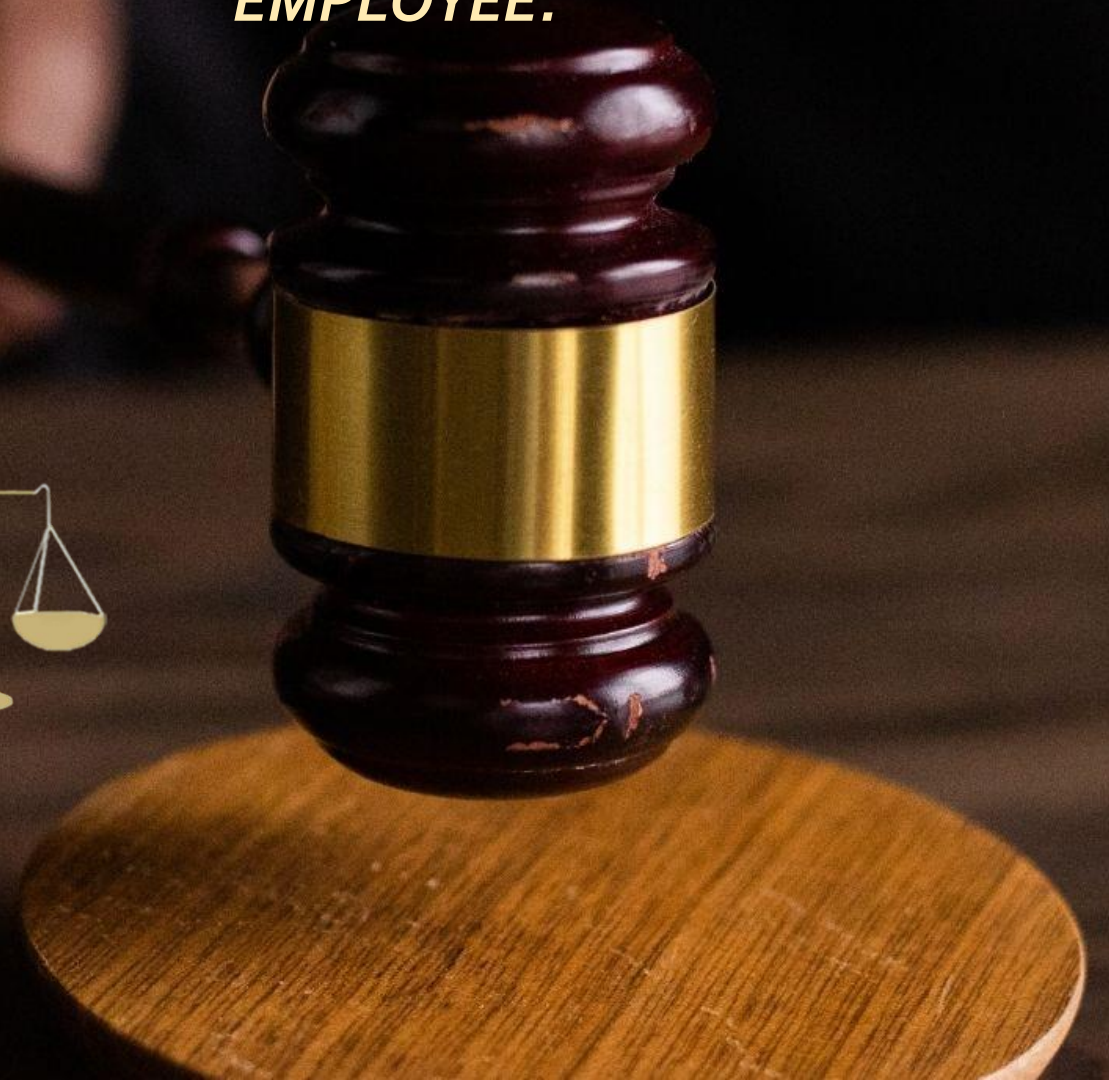


***"LABOUR LAW EFFECTIVELY  
MANAGED IS WRITTEN FOR  
THE EMPLOYER NOT THE  
EMPLOYEE."***

**JOBLAW** 



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 solution. **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.

## OUR MISSION:

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

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## 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 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.**

## SERVICE OFFERINGS:

### 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.

### 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. JOBLAW PROVIDES UNRIVALED PEACE OF MIND.

## SERVICE OFFERINGS:

### 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.

## JOBLAW (PTY) LTD PROVIDES:

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- Labour Law advice.
- Chair disciplinary enquiries and advice regarding disciplinary procedures.
- Providing contracts of employment and all related legal documents.
- Representation at the following forums (JobLaw and its legal advisors are members of the AHI employer's organisation):
  - 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.
  - Retrenchment procedures.

## AFFORDABILITY:

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### **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. JobLaw's highly qualified professional team, with additional benefits, comes at a fraction of the cost.

## FEE STRUCTURE:

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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.



## OUR BRANCHES ACROSS THE COUNTRY:

### **HELDERBERG:**

021 911 2030 / 082 924 0219  
sarel@joblaw.co (no .za)

### **OVERBERG / HERMANUS:**

072 445 3447  
luan@joblaw.co.za

### **BELLVILLE:**

072 040 4948  
marli@joblaw.co.za

### **OUTDSHOORN / KAROO:**

066 268 3943  
carlize@joblaw.co.za

### **DURBAN:**

074 587 4834  
cayleigh@joblaw.co.za

### **ROBERTSON:**

021 919 6418 / 074 146 1030  
andrew@joblaw.co.za

### **EAST LONDON:**

043 706 3400 / 083 798 3424  
admin@joblaw.co.za

### **PLETTENBERG BAY:**

078 337 0437  
jcalitz@joblaw.co.za

### **KIMBERLEY / CHRISTIANA:**

087 310 5484 / 083 562 7323  
kimberley@joblaw.co.za

### **BLOEMFONTEIN / KLERKSDORP:**

079 504 9542  
jacques@joblaw.co.za

### **UPINGTON / VREDENDAL / PORT NOLLOTH:**

054 333 1115/6 / 082 060 5814  
ontvangs@joblaw.co.za

### **CAPE TOWN HEAD OFFICE:**

021 919 6418 / 082 345 9678 / 073 016 8403  
reception@joblaw.co.za

### **PRETORIA EAST:**

082 560 9570 / 063 094 8518  
louis@joblaw.co.za / eric@joblaw.co.za

### **PRETORIA CENTRAL:**

083 272 6986  
louine@joblaw.co.za

### **JOHANNESBURG / ALBERTON / POTCHEFSTROOM:**

076 591 4600  
adri@joblaw.co.za

### **GAUTENG NORTH:**

082 852 7788  
lammert@joblaw.co.za

### **CENTURION:**

082 495 7059  
werner@joblaw.co.za

## ADDITIONAL SERVICES:

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**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)
- Civil work via Carlo Swanepoel Attorneys
- BEE
- POPIA
- Occupational Health and Safety
- Skills Development
- Employment Equity
- Recruitment Services
- Payroll Services
- Training & Workshops

## THANK YOU:

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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 Cape Town - East London – Upington – Kimberley – Helderberg (Somerset West / Gordons Bay) – Johannesburg – Bloemfontein - Klerksdorp – Centurion – Pretoria – Pretoria East - Greytown – Hoopstad – Christiana – Robertson – Hermanus – Vryburg.

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**