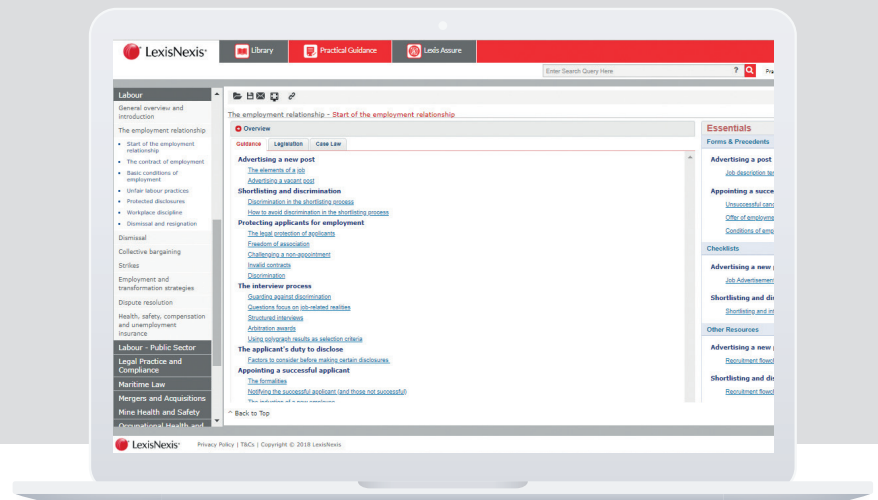


Labour



A practical legal 'how to' guide

Not sure how to legally manage all the steps in the employee cycle? Need help drafting policies for concerns such as sexual harassment? Looking for guidance on the development and implementation of transformational strategies as they apply to the South African workplace? Practical Guidance Labour offers its users the latest need-to-know information, guidance and resources to deal with all labour-related matters in South Africa. Using the latest legislation as well as practical aids, the content in this guide has been packaged in a simple, step-by-step manner to ensure ease of use and understanding.

Focusing on legal standards and best practices

In order to ensure legal compliance and organisational success, South Africa employers, HR managers and consultants, and legal practitioners should have a practical understanding of the latest labour laws and how they apply across the full employer-employee relationship. In Practical Guidance Labour, Shephstone and Wylie's extensive expert opinion has been combined with the recognised work of labour law expert Ingrid Lewin to ensure this up-to-date guide covers all aspects of labour-related issues. Examples include starting an employment relationship, disciplining and dismissing employees, managing a strike situation, and the health

and safety of employees in the workplace. This valuable resource also covers all sources of relevant South African law, including the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Constitution of the Republic of South Africa, Promotion of Administrative Justice Act, Protected Disclosures Act and Prevention and Combating of Corrupt Activities Act, as well as their various Codes of Good Practice.

Stay compliant

Practical Guidance Labour is a comprehensive online toolkit for all involved in the South Africa workplace. Acting as a quick reference guide, a precedent bank and a trusted resource tool, this easy-to-navigate online resource gives you detailed, up-to-date information across 38 labour law topics and offers over 200 forms, precedents, checklists and other resources for practical implementation. The result? Speedy access to accurate and relevant information, expert opinion, and practical resources in a user-friendly format on a single platform.

Who should use this guide?

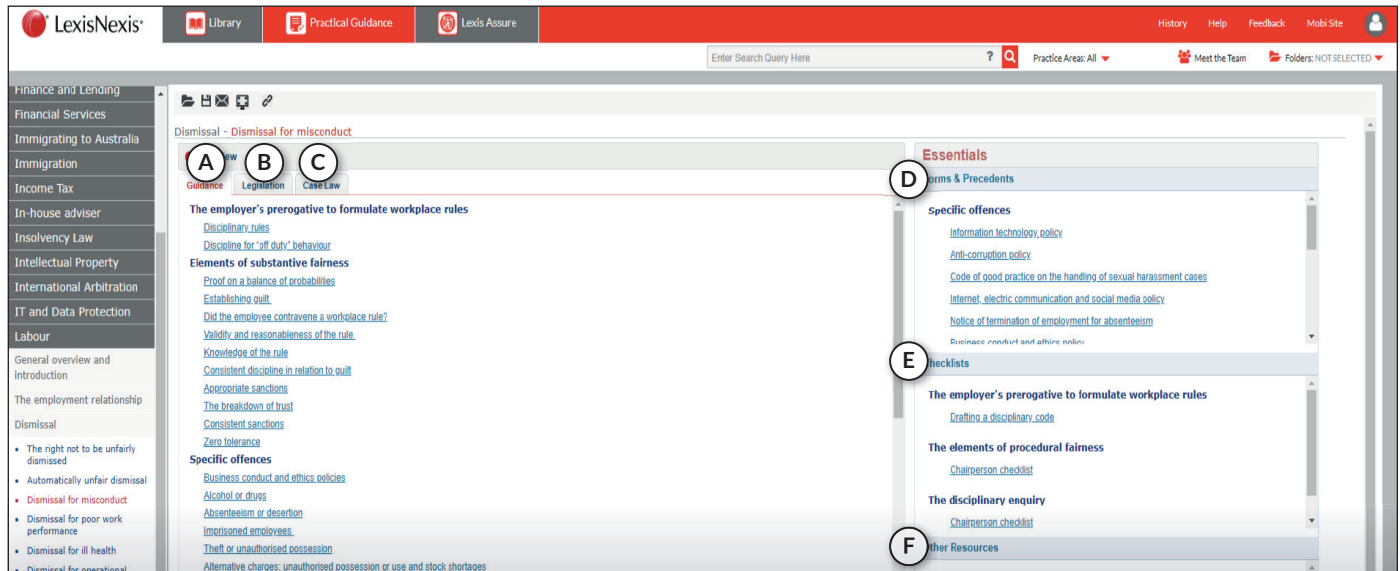
- Legal practitioners specialising in labour-related matters, including candidate attorneys, junior attorneys, senior attorneys, and advocates
- Employers, managers and HR personnel
- HR and Labour consultants

For the latest practical legal guidance, visit our website for a free demo or more information.

lexisnexis.co.za/pg/labour

Resources include:

- 38 topic overviews
- Over 160 guidance notes, including practical process aids
- Up-to-date judgements for reference
- Over 200 customisable forms, precedents, checklists and other resources to ensure not a single step is missed, including:
 - Various contracts of employment
 - Sexual harassment template
 - Policies for social media, information technology, and anti-corruption practices
 - Grievance procedure template
 - Notice of Disciplinary enquiry
 - Notice of termination
 - Exit interview template
 - Application for rescission of ruling/arbitration award
 - Notice of Motion for review proceedings
 - Founding Affidavit - review application
 - Various EEA, UIF and LRA forms
 - Labour Court Practice Manual



A Guidance Notes

Over 35 topic overviews and over 160 guidance notes. The topic overviews group content and information according to their relevant and understandable labour-related issues. Each guidance note provides step-by-step guidance on the relevant labour law processes and information as well as applicable practice and procedure in the various legal forums such as the CCMA, Labour Court, Supreme Court of Appeal and Constitutional Court.

B Legislation

Labour provides access to the most relevant and up-to-date legislation, including:

- Labour Relations Act
- Basic Conditions of Employment Act
- Employment Equity Act
- Unemployment Insurance Act
- Compensation For Occupational Injuries and Diseases Act
- Occupational Health and Safety Act

C Case Law

The Case Law tab provides access to precedent setting and up-to-date judgments. This case law is also discussed and unpacked within the relevant guidance note.

D Forms and Precedents

Over 190 forms and precedents. Provides access to customisable precedents with drafting tips and downloadable forms. There are precedents to the various applications that can be made in legal proceedings as well as the applicable and relevant legal forms that are commonly used in the labour sphere. There are also various customisable policies and templates for the workplace.

E Checklists

Over 25 checklists. Checklists provide step-by-step information to ensure that the human resources department or legal professionals are compliant with the relevant process, practice and procedure as enacted and stipulated by law. There are checklists that cover how to conduct disciplinary proceedings, workplace health and safety obligations, determining whether dismissal was appropriate and whether a breach of contract has occurred.

F Other Resources

Over 100 other resources. Contains guides, flowcharts and relevant practical aids that provide useful information to navigating the employment relationship; anything from being hired to termination and everything in between.

For the latest practical legal guidance, visit our website for a free demo or more information.

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