

DO YOU WANT TO:

Ensure compliance with South African Law?



Draft/update any workplace policies, codes or contracts?

Ensuring compliance with various laws governing your business is integral to avoiding legal hurdles in the long run. For example, can you refuse to grant annual leave to an employee in terms of her requested dates, and instead propose alternative dates? There are a myriad of rules and regulations that can sometimes be rather daunting, and consequently could lead to non-compliance. DN23 & Associates can assist you in becoming compliant. We ensure that your contracts, policies, and codes are up to date. Contact us for more information.



"Good writing is clear thinking made visible."

– William Wheeler

**OUR APPROACH TO DRAFTING DOCUMENTS**

DN23 & Associates have consultants with over 20 years' experience in drafting legal documents. Equipped with legal (statutory) interpretation skills, our consultants take meticulous care in ensuring that your documents are drafted in plain language and is legally compliant in all aspects.

DRAFTING DOCUMENTS

It may happen that you do not have a leave policy, or that harassment is occurring at your workplace, but you have no formal means of addressing it. An employee may claim overtime payments, yet there is an explicit exclusion of overtime in the contract. Employment contracts may have been concluded 20 years ago yet were never updated. Our consultants have decades of experience in drafting employment contracts, workplace policies, MOUs, and other related documents. We can draft your employment contracts, and workplace policies which include leave, overtime, harassment, laptop, and "work-from-home".

DISCIPLINARY CODE OF CONDUCT

A disciplinary code of conduct is designed to assist your company in formally addressing matters deemed as "irregular" conduct. Ordinarily it will set out procedures that must be followed. These procedures include the formulation of a charge/s levied against the employee, notice of appearance, hearing procedures. It will list the various levels of misconduct ranging from less serious to very serious. It also addresses poor work performance. It further sets out the applicable sanctions for the alleged transgressions. The sanctions include written and verbal warnings, suspension, and dismissal. Every employer should have a disciplinary code of conduct if it wants to avoid lengthy "unfair dismissal" disputes at the CCMA/Bargaining Council.

GET STARTED

Our rates are dependent of the complexity of your needs. Once we have done an initial consultation and assessment, we will be able to provide you with the best solution. Contact us to get started:

ENSURING COMPLIANCE

A host of South African laws may require you to comply with its provisions in one way or another. Did you know that it is compulsory to issue your employees with a salary advice slip, for example? Employers are also required to comply with the Occupational Health and Safety Act, the Employment Equity act, the Basic Conditions of Employment Act, and many more. Further there may be sectoral determinations governing your industry, such as hospitality, agriculture, and wholesale and retail. For many of these, labour inspectors are appointed by government to monitor compliance, and where non-compliance is found, hefty fines become payable.

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