

COMPANY PROFILE

**SOUND ADVICE &
FAIR LABOUR PRACTICE**

- 072 349 9596 (T)
086 519 7505 (F)
- admin@contactlabour.co.za
- www.contactlabour.co.za



RELIABILITY

MASTERY

CERTAINTY

Contact Labour (Pty) Ltd.



MISSION STATEMENT

Contact Labour ensures to provide sound advice to facilitate fair labour practices. All our consultants have both educational and practical experience within the field of labour law and are carefully selected to maintain and protect our unmatched reputation. Our goal is to assist and represent employers in time-consuming labour disputes to prohibit it from escalating beyond control.

Values

Our foundational philosophy is built upon the 3 core values. We believe that these values give Contact Labour the competitive advantage over other labour practitioners. The main goal is client retention and the establishment of long term business relationships.

Vision

To be the most reliable and respected labour consultancy practice in South Africa.

Core Values Defined

RELIABILITY

- Capable of being relied on; dependable.
- Yielding the same or compatible results in different scenarios.



MASTERY

- Full command or understanding of a subject;
- Outstanding skill, expertise;
- The power of command; control;
- Victory or Superiority



CERTAINTY

- Firm conviction that something is the case;
- The quality of being reliably true;
- A general air of confidence.

OUR SERVICES



RETAINER SERVICES



COMPREHENSIVE AUDIT SERVICES



ADDITIONAL SERVICES

01 RETAINER SERVICES

- Unlimited consultations and/ or daily labour assistance;
- Unlimited assistance with dispute regulating bodies such as the Department of Labour; CCMA or relevant Bargaining Council;
- Unlimited assistance in HR/ IR related matters which include: Counseling sessions, Warnings, Grievances, Retrenchments, Disciplinary hearings or any other internal disputes between designated Employers and their respective Employees;
- Union meetings including strike negotiations, settlement and wage negotiations;
- Implementation and/ or Facilitation of Collective and/ or Recognition agreements;
- Assistance with Department of Labour inspections;

02 COMPREHENSIVE AUDIT SERVICES

- Full comprehensive Labour Risk Report, analysis and implementation (We ensure you are fully compliant with all essential Labour Acts including the LRA; BCEA; EEA and OHSA);
- Updated Wall Charts (BCEA; EEA and OHSA);
- Employment Contract revision and implementation;
- Personalized Job Description revision and implementation;
- Comprehensive Policy revision and implementation according to industry and client needs;
- Access to all agreements, policies, contracts, disciplinary code and labour relation templates.

03 ADDITIONAL SERVICES

- Performance management;
- HR training and development;
- HR Outsourcing;
- Employment Equity plans and BBBEE scorecards implementation;
- Facilitation and guidance on Transformation Meetings;
- Skills Development and designated SETA submissions;
- Investigations and polygraph services;
- Labour Court Litigation and representation.

OUR FEE STRUCTURE



RETAINING FEES



MEMBERSHIP
OPTIONS



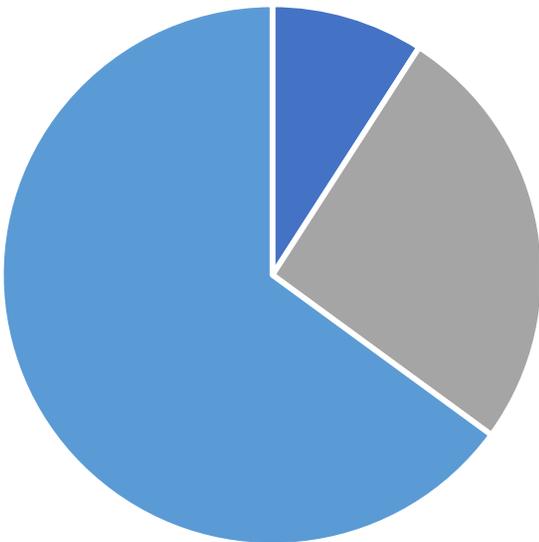
AD-HOC ITEM
DESCRIPTION



COMPREHENSIVE
AUDIT FEES

APPENDIX "A" RETAINING FEES

FIND A PRICE STRUCTURE TO SUITE YOUR BUSINESS REQUIREMENTS:
MONTHLY RETAINING FEE FOR UNLIMITED USAGE:



1-7 EMPLOYEES - R1000 PER MONTH

Thereafter R77 per employee up to 20 employees

20 EMPLOYEES - R2000 PER MONTH

Thereafter R33.33 per employee up to 50 employees

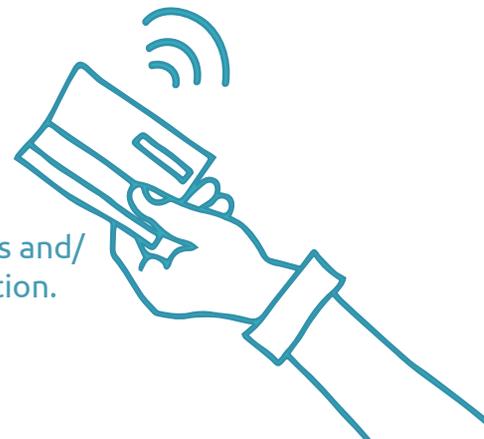
50 EMPLOYEES - R3000 PER MONTH

Thereafter 17.50 per employee to full staff compliment
i.e. 200 employees = R3000 (for first 50 employees) +
(R17.50x150) = R5625.00

NOTE: Retaining service excludes call out and unforeseen cost

CALL OUT FEE: Please note that the above-mentioned price structure excludes travel cost. For unlimited travel to and from company premises and/or relevant labour centres, we merely add one call out to above calculation.

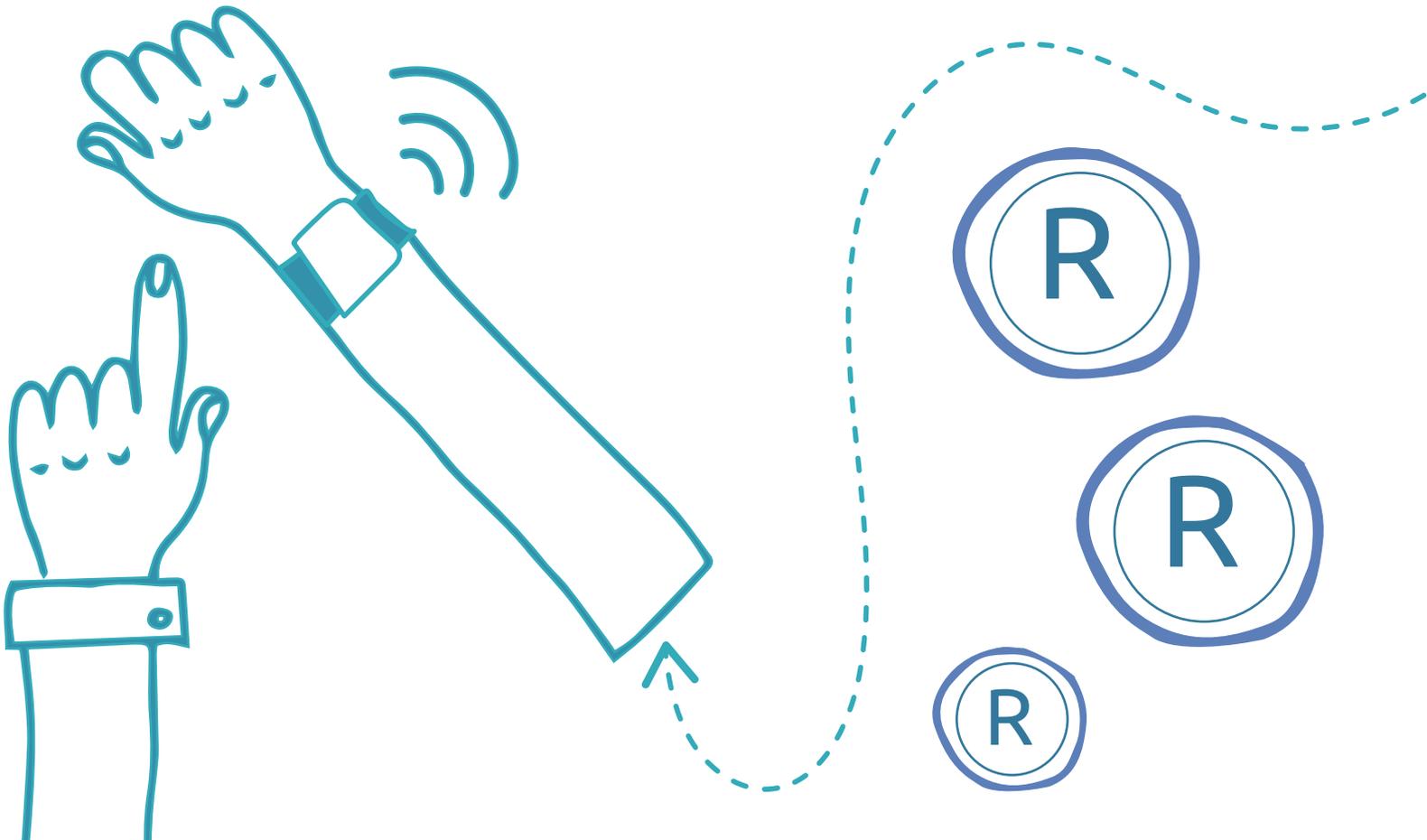
Unforeseen cost i.e. parking, flight ticket, and accommodation; at cost



APPENDIX "B" MEMBERSHIP OPTIONS

AD-HOC AND MEMBERSHIP PRICE LIST: Become a member and receive discount on every call out. *(Please note: Membership options will only be activated 14 days after payment and / or registration)*

OPTION 1 R 3000 Occasional User	OPTION 2 R 6000 Regular User	OPTION 3 R 9000 Active User
Unlimited telephone assistance Contract Implementation 15% Discount on hourly rate	Unlimited telephone assistance Contract Implementation 30% Discount on hourly rate One free staff meeting per month	Unlimited telephone assistance Contract Implementation 50% Discount on hourly rate One free staff meeting per month Free Department of Labour Risk Analysis



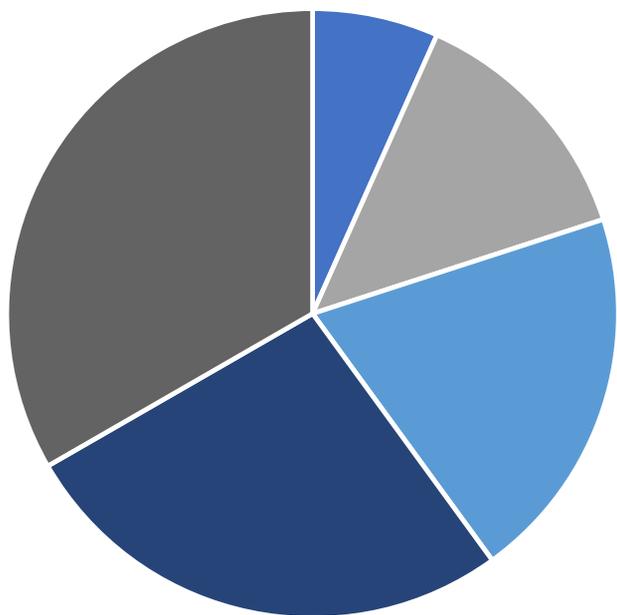
APPENDIX "C" AD-HOC

AD-HOC COST	OPTION 1 Occasional user (15% Discount)	OPTION 2 Regular user (30% Discount)	OPTION 3 Frequent user (50% Discount)
Consultation/ Hourly rate R 1500 per hour	Consultation/ Hourly rate R 1275 per hour (save R 225 per hour)	Consultation/ Hourly rate R1050 per hour (save R 450 per hour)	Consultation/ Hourly rate R 750 per hour (save R 750 per hour)
Telephone assistance R 16.70 per min	Telephone assistance free	Telephone assistance free	Telephone assistance free
Personalized Policies and procedures R 3000 per policy	Personalized Policies and procedures R 2250 per policy (save R 450 per policy)	Personalized Policies and procedures R 2100 per policy (save R 900 per policy)	Personalized Policies and procedures R 1500 per policy (save R 1500 per policy)
Call out fee R 5.00 per/ km travelling expense and R5.00 travelling time	Call out fee R 4.25 per/ km travelling expense and R4.25 per/km travelling time	Call out fee R3.50per/ km travelling expense and R3.50 per/km travelling time	Call out fee R2.50 per/ km travelling expense and R 2.50 per/km travelling time
Unforeseen cost i.e. Parking, Printing, Fax, Flight ticket, accommodation. At Cost	Unforeseen cost i.e. Parking, Printing, Fax, Flight ticket, accommodation. At Cost	Unforeseen cost i.e. Parking, Printing, Fax, Flight ticket, accommodation. At Cost	Unforeseen cost i.e. Parking, Printing, Fax, Flight ticket, accommodation. At Cost



APPENDIX "D" COMPREHENSIVE AUDIT FEES

Revise all employment contracts, job descriptions, policies and procedures and ensure your company is Department of Labour ready



1-7 EMPLOYEES - R7000 ONCE OFF

Thereafter R385 per employee up to 20 employees

20 EMPLOYEES - R11 620 ONCE OFF

Thereafter R330 per employee up to 50 employees

50 EMPLOYEES - R21 520 ONCE OFF

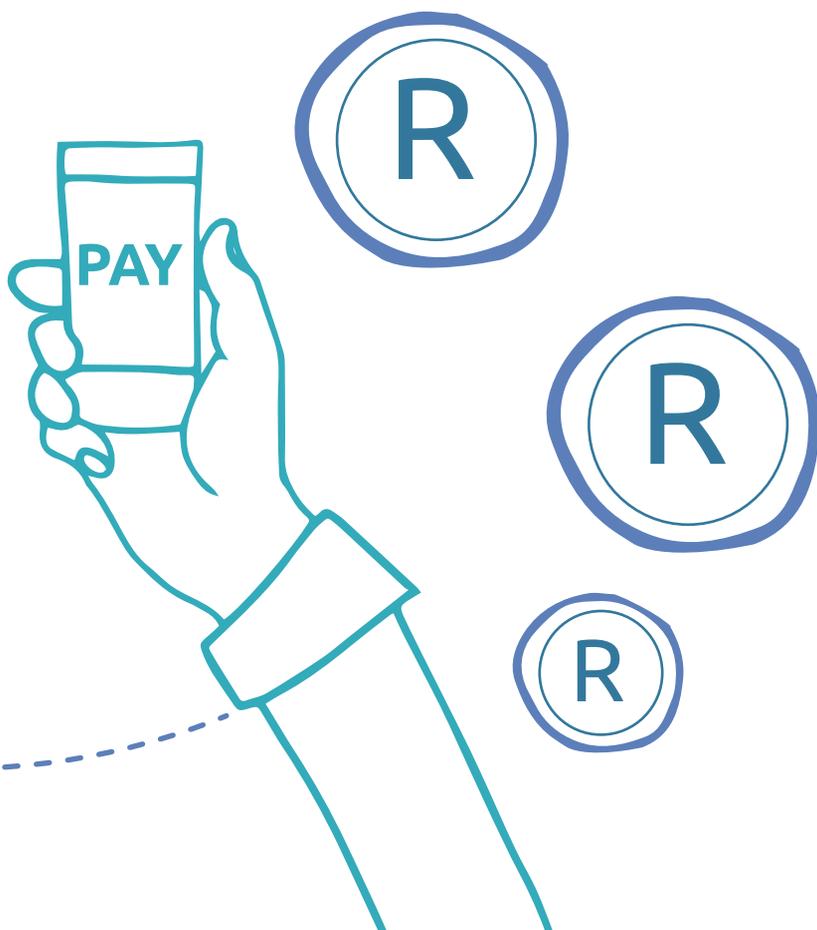
Thereafter R240 per employee up to 100 employees

100 EMPLOYEES - R33 520 ONCE OFF

Thereafter R110 per employee up to 200 employees

200 EMPLOYEES - R44 520 ONCE OFF

Thereafter R55 per employee up to full staff compliment, i.e. 500 employees = R44 520 (for first 200 employees) + (R55x300) = R61 020





Cont@ct Labour
(Pty) Ltd.

(T) 072 349 9596

(F) 086 519 7505

admin@contactlabour.co.za

www.contactlabour.co.za