



Phone: +27 829240219
Fax: +27 862673944

JobLaw (Pty) Ltd is a Labour Law Company that renders services to Employers, serving and supporting our clients throughout South Africa. JobLaw (Pty) Ltd started in East London during 2003, where a need for professional yet independent labour law services was identified. 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 business 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.

WHAT WE DO
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 & 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 JOB LAW 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.

RETRENCHMENT 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 UNRIVALLED PEACE OF MIND.

ADDITIONAL SERVICES
 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

JobLaw (Pty) Ltd is an accredited member of the AHI Employers Organisation.

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