

# COMPANY PROFILE



## WE OFFER

INDUSTRIAL RELATIONS  
MANAGEMENT WHICH  
ARE THE COMPLETE  
SOLUTION FOR  
BUSINESS OWNERS

PERSONAL AND  
PROFESSIONAL  
SERVICES  
AND ADVICE  
GUARANTEED

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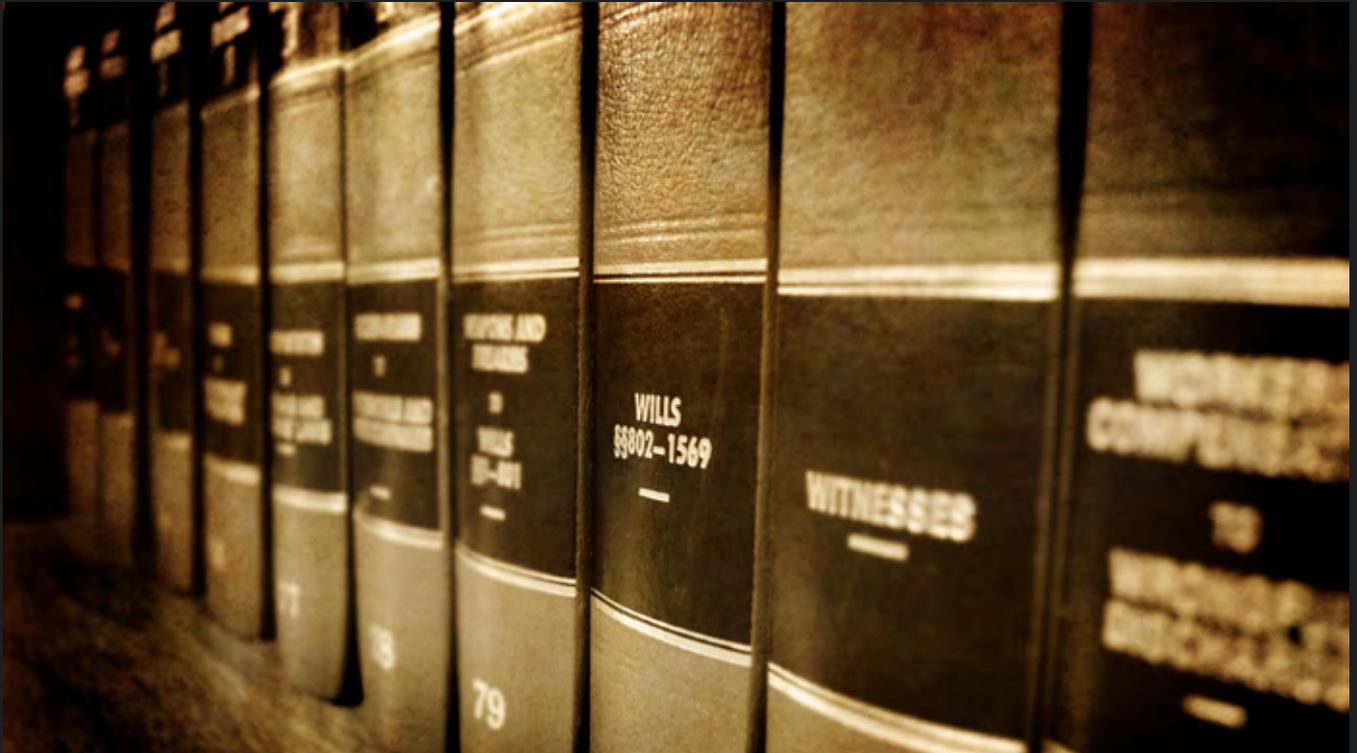
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# WHO IS Y-LABOUR



Our firm has **extended experience** and as you know, this is a cornerstone in a sphere such as ours.

We offer personal attention and professional service to run a successful business and to minimize the possible risks associated with employment.

The key to a successful business is :

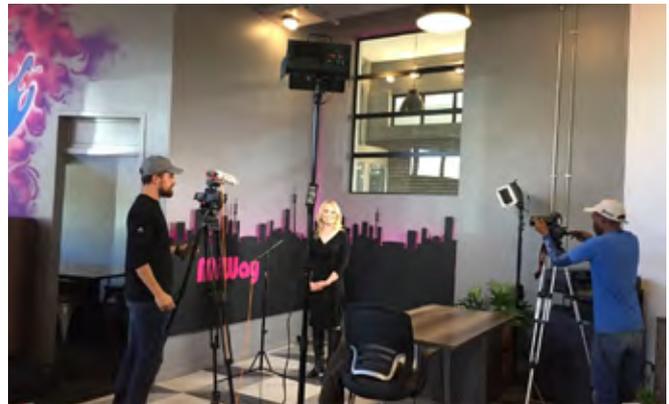
- To manage your greatest asset, namely your staff, and having procedures in place to streamline any labour related proceedings ;
- To protect the employer against financial losses ; and
- Making the workplace a better environment where the staff understand the working dynamics and ethics within your corporation.

Different industries demands different rules and regulations and therefor Y-Labour (Pty) Ltd tailors a contract agreement specific for your industry.

Poor, incorrect and unfair labour practice will cost you time and money!

# ABOUT US

Youlunde Prinsloo, our Managing Director writes weekly for Media 24 – Sake 24 in Beeld and Rapport regarding Labour Law in the workplace since October 2011 and is also a regular guest speaker on RSG talking on air regarding Labour Law issues.



## Mission

We guarantee a professional and satisfying service for all your labour problems and enquiries. Be assured that we will put your business' interest first at all times and that we will go the extra mile to keep you satisfied and your business safe from labour disputes and risks.

We will remove the risks associated with the employment of staff and will assist clients to increase productivity and to manage performance of staff. We deal with trade unions on behalf of our clients and also assist with disciplinary and all other problematic aspects regarding employment legislation. We can assist any size business in any industry. We deal firmly and fairly with employees and unions.

Labour Legislation is comprehensively applied and strictly policed in this country and for businesses to operate within the Law they require an in-depth and on-going knowledge of the full spectrum of new and existing Labour Laws and for that reason we would be honoured to be your professional partner of choice for all your labour problems, enquiries and inquiries.

## Guarantee

We guarantee a professional and satisfying service to all your labour problems and inquiries and enquiries at all time.

If we dismiss an employee on behalf of an employer at a disciplinary hearing and the matter is referred to the CCMA and an award is made against the employer in the unlikely event that Y Labour(Pty)Ltd did not follow the correct procedure at the disciplinary hearing, then in that instance, we will accept full responsibility.

## Member

Y-Labour (Pty)Ltd is a member of SASLAW (South African Society of Labour Law)



**Visit our website**  
[www.ylabour.co.za](http://www.ylabour.co.za)

# SERVICES

Y-Labour (Pty) Ltd offers IR and HR related services on an outsourced basis. A retainer is incurred month to month, or alternatively Y-Labour (Pty) Ltd will charge per ad hoc project as needed. We guarantee a professional and satisfying service for all your labour problems and enquiries.



## Industrial Relations

- Preparation of contracts and policy documents according to the LRA and BCEA as well as the Bargaining Counsels.
- Implementation of contracts to employees at your premises.
- Representation of clients at CCMA and Bargaining Counsels – Conciliations and Arbitrations.
- Conduction of disciplinary hearings
- Assisting and advising with retrenchments
- After hour advice
- Conductions of negotiations with unions on behalf of employers
- Strike management (protected and unprotected)
- Disciplinary code and procedures
- Assistance to employers with regards to warnings, dismissals, retrenchments and unfair labour practice disputes and all other labour enquiries.
- Poor work performance enquiries
- Ill health incapacity hearings
- Telephonic and e-mail advice and support
- Y-Labour (Pty) Ltd has a truly exceptional record for winning cases at the CCMA and various Dispute Resolution Centre's



## Human Resource Services

- UIF Registration (Employer and employees)
- Workmen's Compensation Fund Registration
- Site inspections
- Attendance of Board meetings, HOD Meeting and general staff meetings on a weekly or monthly basis.



## Employment Equity

We compile and submit all Employment Equity Reports on your behalf in the required format to the Department of Labour.

If your company has more than 50 employees (or a turnover above the designated threshold) you are required to have an Employment Equity Plan and report in line with the requirements of the act. You are required to appoint a Senior Manager to ensure that Employment Equity is implemented within your organization

You face severe penalties for failure to implement Employment Equity in your organization.

### Employment Equity Services:

- Organizational audits
- Design and implementation of Employment Equity strategies, policies and procedures
- Development of Employment Equity Plans
- Training of employees on Employment Equity issues
- Completion and submission of reports to the Department of Labour
- Employment Equity Report EEA2
- Income Differential Statement EEA4
- Drafting of Employment Equity Plan EEA13
- Complete Employment Equity Analysis EEA12
- Chairing of Employment Equity meetings, typing and keeping of minutes and meetings
- Employee Declaration EEA1
- Employment Equity Policy
- Appointment Letter: Designated manager

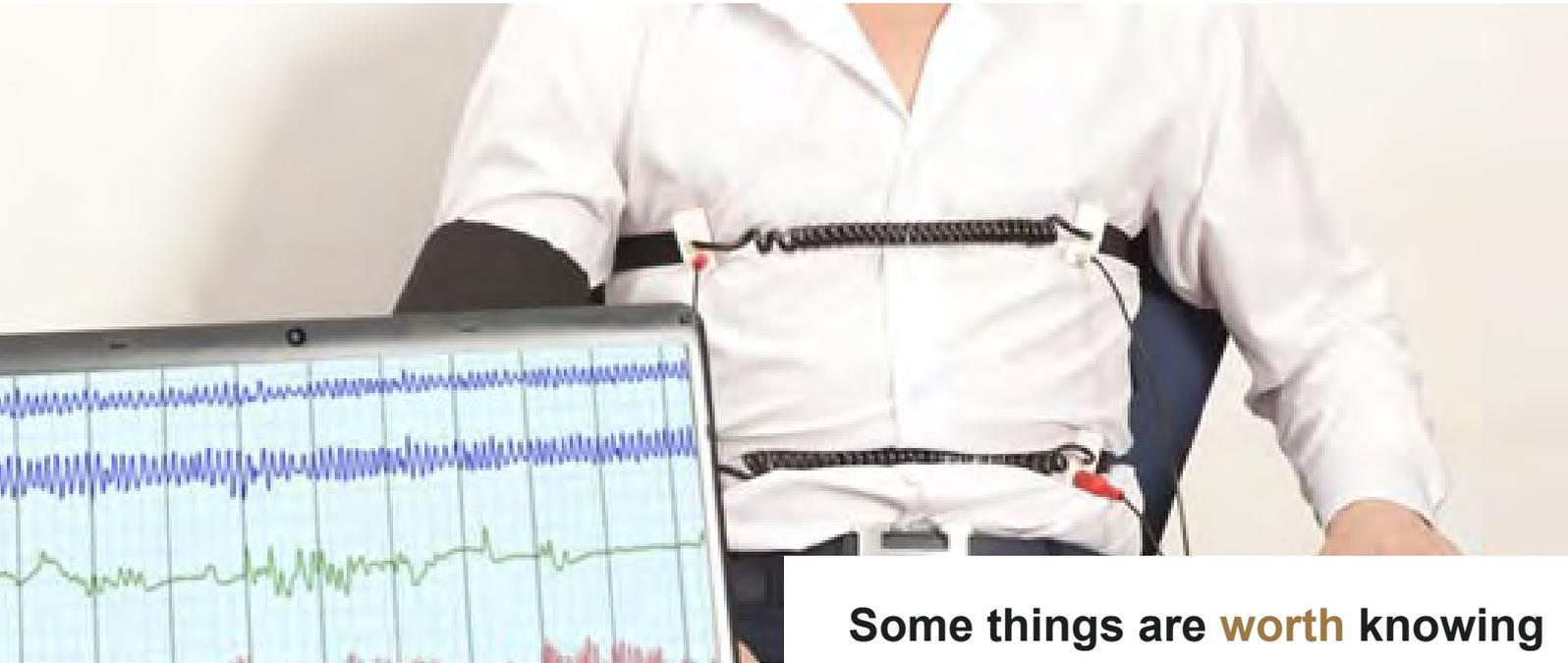
## Section 197 Transfers

**Y-Labour (Pty) Ltd assist both the “old” and “new” employer with the 197 Transfer process and services include:**

Understanding and enforcing the disciplinary process (from counselling employees to the chairing of disciplinary hearings). If management and supervisors follows the correct disciplinary process it WILL save the company time and money.

- Meetings between “old” and “new” employers to introduce “new” company and explain the 197 process and implications.
- Benefit comparisons between “old” and “new” employer
- Assistance with fund transfers on same and similar terms and conditions.
- Meetings with new employees to introduce “new” company and explain the 197 transfers process in detail - including power point presentation.
- Individual meetings with employees.
- Drafting of 197 agreement between “old” and “new” employers
- Drafting of individual 197 transfer letters for employees
- Unlimited telephonic and email assistance and after hour advice.
- Drafting of new employment contracts.
- Any other assistance to finalise the transfer in a professional manner with minimum impact on the employees, employers and stakeholders.

# Pre-Employment Screenings



Some things are **worth** knowing

Y-Labour (Pty) Ltd offers you a one stop full pre-employment screening to assist you in the decision of hiring truthful and honest employees. Our screenings include a pre-employment polygraph examination, ID Verification, complete Social Media Profile Assessment and a Criminal Background Check. We also offer integrity polygraph examinations to assist in your company's security risk control programme.

**We are dedicated to the truth.**



## REDUCE LOSS

Pre-employment polygraph testing can expose undetected previous workplace crimes for which no paper trail exists. Now it's easier to make safe hiring decisions.

## KNOW YOUR CANDIDATES

Uncover traits which could jeopardize your business. Pre-employment polygraph testing can reveal substance abuse, financial problems, and qualification fraud.

## PROTECT YOURSELF

Worried about sly competitors? All tests can be customized to screen for industrial, corporate, and commercial espionage, as well as organized crime affiliations.

The pre-employment polygraph test uncovers truths which normal employment screening methods can't detect. These include undetected crimes, drug and alcohol abuse, and possible syndicate affiliations - to name a few. Every pre-employment polygraph test can be customized to suit your industry or business. Armed with the exact information you need, efficient hiring is easy and bound to benefit your bottom line in the long run.

All polygraphists are certified and accredited by the South African Polygraph Federation as well as the American Polygraph Association. This ensures a consistently high level of quality, and a reliable service that can help you make the best hiring decision.



**Book your Pre-Employment Screenings now**



## Screening Services

Because we're directly connected to some of the most important national database systems, most of the answers you're looking for are available right now!

### **SIMPLIFY YOUR DECISIONS:**

Our quick and accurate background checks simplify the decisions you have to make. Results can be available within minutes.

### **BOOST YOUR HIRING SUCCESS:**

Background screening can complement your hiring strategy by telling you whether the decisions candidates have made in the past fit in with your business vision of the future.

### **REDUCE EMPLOYEE TURNOVER:**

With verified credentials you ensure that every person you hire is capable of doing the job they're entrusted with. This serves as a foundation for a mutually beneficial long-term relationship.

## Screening Services Continued

### HERE'S HOW WE CAN HELP:

Y-Labour (Pty) Ltd provides a straightforward and speedy background screening service that complements informed decision-making. Just submit your request along with written consent from the individual to be screened. The results of most checks are available immediately, with just a few taking up to 48 hours.

- Credit checks
- Identity checks
- Visa / passport checks
- Criminal record checks
- CV verification
- Reference checks

<b>Credit Checks</b>	Compuscan
	Transunion
	Experian
<b>Detailed Credit Check</b>	Compuscan
<b>Criminal Checks</b> Checks are done via Fingerprints Past behaviour can't be read from a CV. Criminal record checks let you know whether an employee has been convicted for any relevant offences.	<b>Criminal Record Normal Turnaround</b> Results available within 48 hours of submission
	<b>Criminal Record Fast Track</b> Results within 4 hours of submission
<b>Risk Assessment</b> <ul style="list-style-type: none"> <li>• ID verification</li> <li>• Last known consumer address</li> <li>• Possible risk identifier for criminal offences – (This is not a Police Clearance report.)</li> </ul>	If you need this information for your own record, we can go this route because it is much cheaper and faster way to provide you with the information you require (no travelling cost and no fingerprints are required. Should you need an in depth search and formal Police Clearance to provide a report to your client, this is not the right option.
Bank Account Verification	Online Verification of Status of Bank account information
<b>Drivers Licence Verification</b>	
<b>PDP Licence Verification</b>	

**Book your Screenings now**

# Qualification Checks

Get peace of mind that the people you hire really earned their qualifications.  
We'll also verify their references and experience

<b>Matric Pre 1992:</b> Certificate before 1992
<b>Matric Post 1992:</b> Certificate after 1992
<b>Local Qualifications</b>
<b>FAIS Comprehensive Barring, debarring and DOFA</b>
<b>Deeds Office Search:</b> 9 Regions
<b>Passport Verifications:</b> 5 days Turnaround time
<b>CIPC Check:</b> Personal or Company Directors
<b>CCMA Employee Record:</b> Includes only cases with a received verdict
<b>SAFPS Status:</b> South African Fraud Prevention
<b>Travelling will be charged at the latest petrol price</b>
<b>Call out fee:</b> 30 km radius from Alberton
<b>Call out fee:</b> 31 - 80 km radius from Alberton
<b>Cancellation fee on submission:</b> As per quoted price

## Investigation

- Lie Detection/Truth Verification
- Private Investigations
- Qualification Verification
- Criminal Record Checks
- Pre-Employment Screenings
- Post-Employment Screenings

### Various Investigations:

- Theft
- Fraud
- Arson
- Armed Robbery
- Sexual offences
- Assault
- Rape cases

## Social Media Profile Assessments include

- Personality at work
- Cognitive and Potential Assessment
- Integrity Measurement Instrument
- Practical English Proficiency
- IP 200 Version III – Integrity Profile
- Basic Integrity Profile
- Driver Assessment Profile
- SAPS Standard Version –
- Security Officer Assessment Profile
- Comprehensive Attitude Profile
- Social Media Report - Full
- PDA – Personal Development Analysis

## Training

Training is not a luxury. It is more than just building the skills and knowledge of each individual of your team for their own personal benefit. Training employees makes your company successful and is essential to the achievements of a business. Companies that have invested in training report the following benefits:

- **Improved recruiting:** Today's job applicant is looking for an environment that fosters personal growth and development. For many job hunters, training is every bit as important as the compensation package. An effective training program allows you to cast a wider net by hiring people with the right attitude.
- **Higher retention.** When people know that a company believes in their personal growth, they are likely to stay with that company for a longer period of time.
- **Better output.** The lower your turnover rate, the more productive, enthusiastic and motivated your workforce. Employees will pack their new knowledge and skills into everything they design, produce and service.
- Staff that is trained and competent is a vital part of offering a good service to customers and meeting the expectations of the company.
- Competence of staff can play a part in attracting customers and winning and keeping contracts
- Maintaining employees' competence can go a long way towards defending claims of negligence by clients and avoiding costly claims.
- Offering training and chances for career development can help attract high quality staff to your firm and improve the retention of employees.
- Employees are more loyal to companies that value their growth and want to cultivate it, and thus provide a better performance.
- Staff who are trained and competent reduces the rollover rate at any company, no matter how small or large.
- If an employee thinks a company values him or her, the sentiment will go reflect in whatever the employee is doing at the company whether he is a guard or manager.

***You DO BETTER when you KNOW BETTER***



## Courses Offered

### Basic Industrial Relations.

Understanding and enforcing the disciplinary process. (From counselling employees to the chairing of disciplinary hearings).

If management and supervisors follows the correct disciplinary process it WILL save the company time and money.

<b>Duration</b>	1 Full Day (8 – 5)
<b>Who must attend</b>	Managers and Supervisors
<b>Included</b>	<ul style="list-style-type: none"><li>• Training manual for each student</li><li>• Certificate of attendance</li><li>• Travelling cost (Gauteng only)</li><li>• Practical exercises and role plays</li></ul>

### Business Ethics

Recommended that all staff do this course once every 2 years.

<b>Duration</b>	6 Hours
<b>Who must attend</b>	All staff
<b>Included</b>	<ul style="list-style-type: none"><li>• Training manual for each student</li><li>• Certificate of attendance</li><li>• Travelling cost (Gauteng only)</li></ul>

# CONTACT DETAILS

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