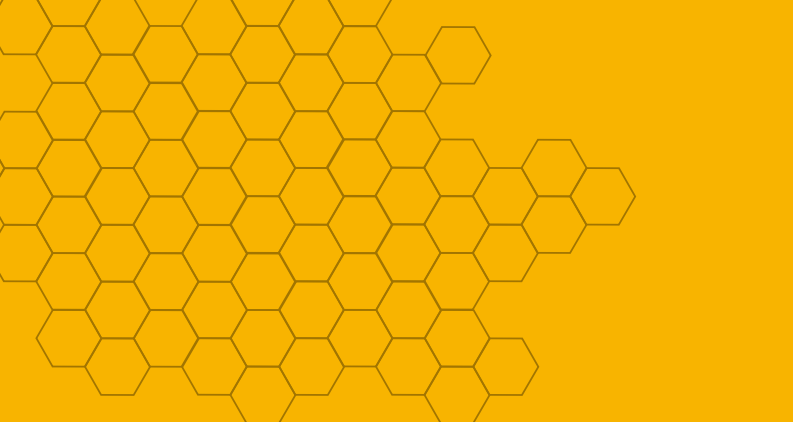




LABOUR LAW CONSULTANTS

Experienced labour practitioners
providing cost effective, turnkey
labour solutions to employers.



About Us

CurVest is an established Labour Law Consultant firm who combines the relevant expertise, skills, knowledge and workforce and who aims to provide their clients with swift and effective solutions to all labour problems which businesses are confronted with daily in South Africa.

CurVest works in association with the following partners:

- **The Confederation of Employers in South Africa (COFESA), who was established in 1990 and whom is one of the largest confederations of employers in South Africa; and**
- **Waldick Jansen van Rensburg Attorneys, who is a wellknown and established firm in Centurion since 2014.**



AT CURVEST YOU CAN EXPECT

- The directors of CurVest have more than 15 years experience as practicing attorneys, ensuring that clients receive a service which entails:
- An experienced team of professionals with the necessary skills and expertise
- A dedicated team of professionals who understand that your needs are unique
- A client-focused culture where your needs - not our convenience - come first
- A smart, cost-effective fee arrangement that makes good business sense



Company Service

HUMAN RESOURCES AND INDUSTRIAL RELATIONS

- On-site assistance provides for assistance with:
- Compilation of disciplinary warning documentation
- Compilation of disciplinary hearing
- Documentation and relevant forms
- Conducting and chairing of disciplinary hearings
- Providing guidance for grievance procedures
- Assisting employers in retrenchment procedures
- Assisting with legal representations in CCMA matters
- Assisting with agreements & employment contracts
- Assisting in union negotiations
- Providing assistance when dealing with
- Matters such as employees being drunk on duty
- Providing strike management services
- Preparation & advising on labour court cases
- 24 Hour Helpline
- Labour Manual-Code for Fairness & Productivity
- Legislation wall charts
- Online presence through our website



Company Service

TRAINING

- Management of employment equity in the workplace
- Discipline in the workplace: Investigating the allegations and formulation of charges
- Leadership in the workplace
- Dealing with procedures in the workplace
- First Aid Level 1 & 2
- Basic fire fighting
- Hazardous Chemical Transport
- Safety representative
- Construction manager / supervisor
general Occupational Health & Safety
duties on site (theory and practical)



Company Service



EMPLOYMENT EQUITY

- Submission of employment equity reports, structuring committees and compliance with Skills Development requirements.

Company Service

PAYROLL

- Payroll maintenance
- Legislative requirements
- Monthly and annual reports



Company Service

HEALTH & SAFETY

- Safety file compilations, updates and audits
- SHEQ requirements
- Risk Assessment Compilations
- Fall Protection Planning
- Emergency Evacuation
- Injury on duty assistance
- First Aid
- Fire Fighting
- Training Services





Company Service

RECRUITMENT

- Employment Contract
- Candidate head hunting and sourcing

OUR PACKAGES

OPTION 1 : BASIC MEMBERSHIP

The basic membership consist of a nominal once-off joining fee and a ridiculously small monthly fee, which still gives you access to all our amazing services.

This package includes the following membership benefits:

- 1. A 750 page Code Book, which consist of legal documentation required by legislation + the necessary Wall Charts which needs to be displayed in the workplace.**
- 2. A 24/7 direct helpline to COFESA advisors**
- 3. Access to the COFESA website which gives you access to all labour related forms as well as all labour related news.**
- 4. CurVest specialists who can assist you with all labour related matters like employment contracts, disciplinary hearings, CCMA cases, negotiations, Skills Development Act, Employment Equity Reports and Plans, Health and Safety Legislation, etc at prescribed rates, if not on a Retainer.**

OUR PACKAGES

OPTION 2 : RETAINER PACKAGE

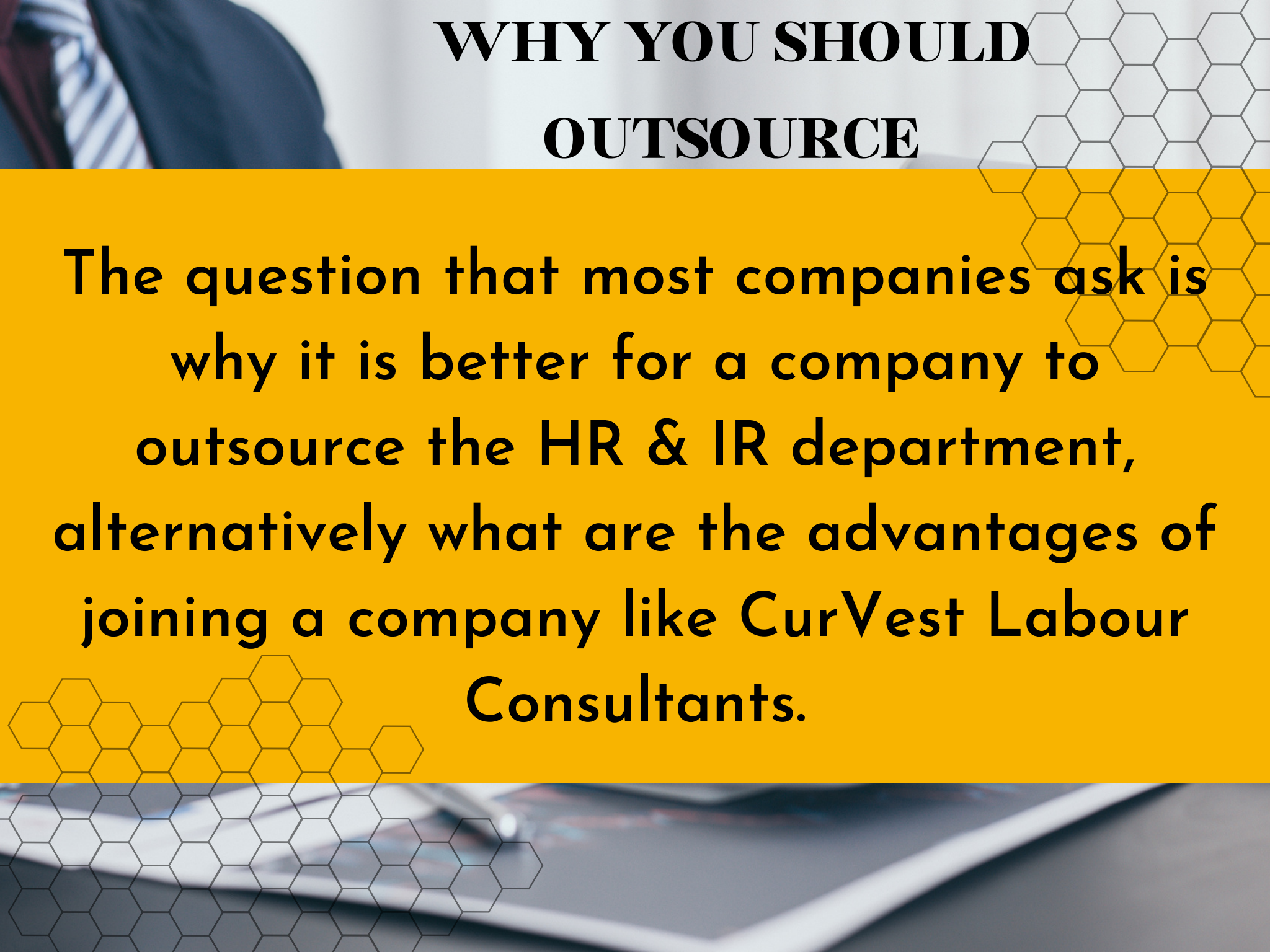
The retainer package consists of a nominal once-off joining fee and a fee calculated according to your individual needs. We aim at keeping our fees the lowest in South Africa.

The great thing about our retainer fees is that we are flexible. We know times are tough. Should you join with a retainer & after a year have to do some cost cutting...call us, we are human, we will gladly assist to lighten your burden on expenses.

Unlike the Basic Membership, the Retainer Package covers you for all the HR & IR services offered by CurVest, with no additional / hidden costs – no “nasty” surprises!

This package ALSO includes the following membership benefits:

- 1. A 750 page Code Book, which consist of legal documentation required by legislation + the necessary Wall Charts which needs to be displayed in the workplace.**
- 2. A 24/7 direct helpline to COFESA advisors**
- 3. Access to the COFESA website which gives you access to all labour related forms as well as all labour related news.**
- 4. CurVest specialists who can assist you with all labour related matters like employment contracts, disciplinary hearings, CCMA cases, negotiations, retrenchments etc. AT NO ADDITIONAL / HIDDEN COSTS.**

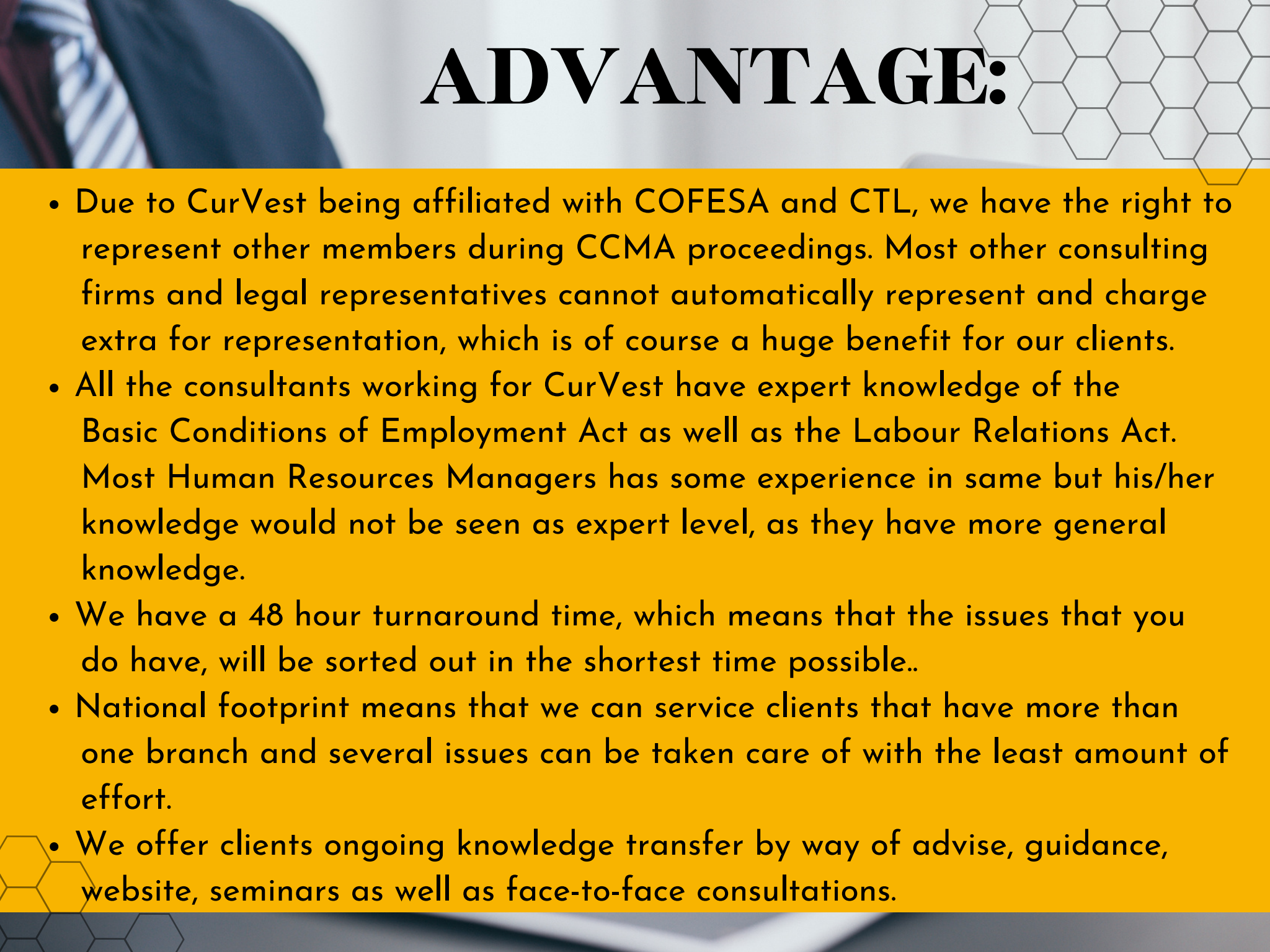


WHY YOU SHOULD OUTSOURCE

The question that most companies ask is why it is better for a company to outsource the HR & IR department, alternatively what are the advantages of joining a company like CurVest Labour Consultants.

ADVANTAGE:

- More than one person to handle the issues that may arise.
- Often in bigger companies, who do not have a full HR department or team, the capacity of the person responsible for taking care of everything, is limited. This causes some issues to be neglected and often ends up in the company being punished at the CCMA or Bargaining Council for same.
- Outsourcing provides that there is more than one person available which means that several matters can be taken care of at the same time, without anything being neglected.
- The risk of going to the CCMA or Bargaining Council is reduced due to the objectivity and unbiased that is brought to the proceedings.
- Often commissioners question the companies who chair their own disciplinary hearings or poor work performance investigations which means that those companies need to prove that the chairperson in the matters was completely objective and unbiased, which is very hard to do successfully. With CurVest this is not the case as the commissioners know the quality of our work and know that we are unbiased in all matters we handle.



ADVANTAGE:

- Due to CurVest being affiliated with COFESA and CTL, we have the right to represent other members during CCMA proceedings. Most other consulting firms and legal representatives cannot automatically represent and charge extra for representation, which is of course a huge benefit for our clients.
- All the consultants working for CurVest have expert knowledge of the Basic Conditions of Employment Act as well as the Labour Relations Act. Most Human Resources Managers has some experience in same but his/her knowledge would not be seen as expert level, as they have more general knowledge.
- We have a 48 hour turnaround time, which means that the issues that you do have, will be sorted out in the shortest time possible..
- National footprint means that we can service clients that have more than one branch and several issues can be taken care of with the least amount of effort.
- We offer clients ongoing knowledge transfer by way of advise, guidance, website, seminars as well as face-to-face consultations.

A hand holding a pen, poised to write, is superimposed over a high-angle view of a dense city skyline with numerous skyscrapers. The hand and pen are in the foreground, slightly out of focus, while the city buildings are in the background, creating a sense of scale and urban context.

OUR PROMISE

CurVest is a customer-focused organization and is 100% committed to providing you with the best experience possible when it comes dealing with labour & employee relation issues and making your business a peaceful and profitable working environment.

WE PRIDE OURSELVES ON CUSTOMER SERVICE

- › **We take the time to understand your needs and develop solutions to meet or exceed them**
- › **We build long term loyalty by a commitment to customer satisfaction**
- › **We ask for your feedback, and implement continuous improvement processes.**



Contact

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