



AC HUMAN ASSETS SERVICES

A service of

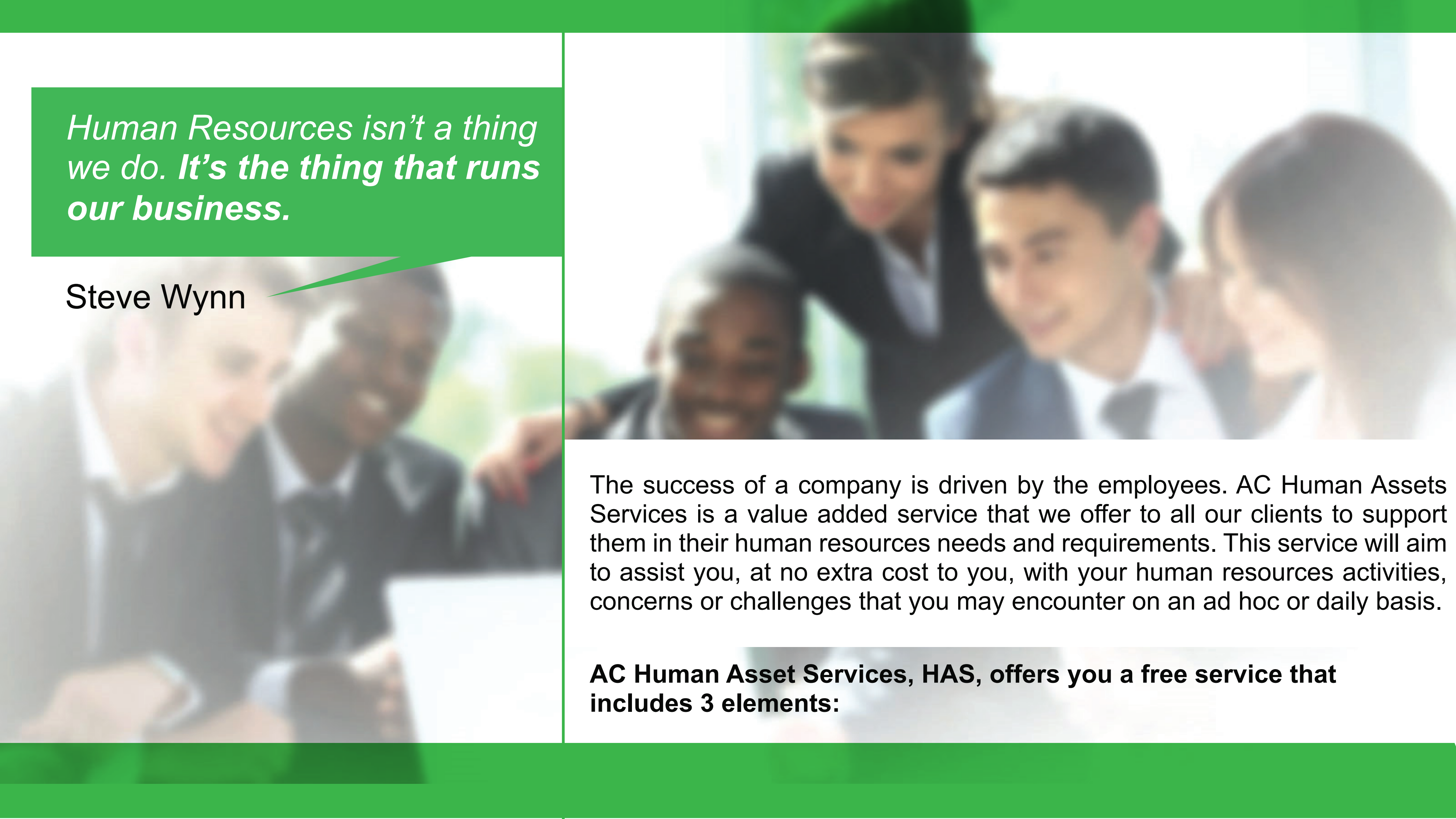


ASSOCIATED COMPLIANCE



Human Resources isn't a thing we do. It's the thing that runs our business.

Steve Wynn

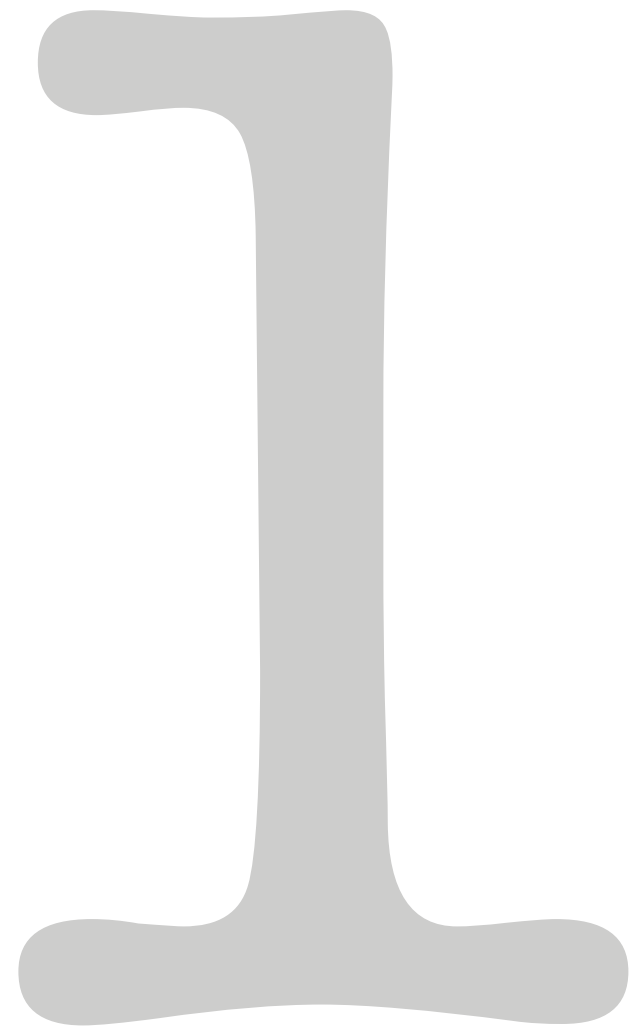


The success of a company is driven by the employees. AC Human Assets Services is a value added service that we offer to all our clients to support them in their human resources needs and requirements. This service will aim to assist you, at no extra cost to you, with your human resources activities, concerns or challenges that you may encounter on an ad hoc or daily basis.

AC Human Asset Services, HAS, offers you a free service that includes 3 elements:



Advice on HR Policies, practical toolkits, process flows and templates



These will cover all areas of the Human Resources function, such as:

- Basic Conditions of Employment.
- Recruitment.
- Training and Skills Development.
- Remuneration.
- Professional Conduct.
- Performance Management.
- Compliance, regulations and more.

These documents will be made available in the AC Manual on our website.





Questions & Answers

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- Do I have to pay my employees overtime?
 - What is considered as Family Responsibility leave?
 - What is the maximum number of hours employees can work a week?
 - Can I ask an employee to write a statement for a matter in dispute?
 - Can we deduct annual leave from our employees for an office closure over Christmas time?
 - Can annual leave be taken during Maternity leave?
 - Are the Basic Conditions of Employment wall charts in your office up to date?

You can ask your questions via the contact form on our website – your questions will be answered electronically within 72 hours.
[Click here](#) to go to the contact form.



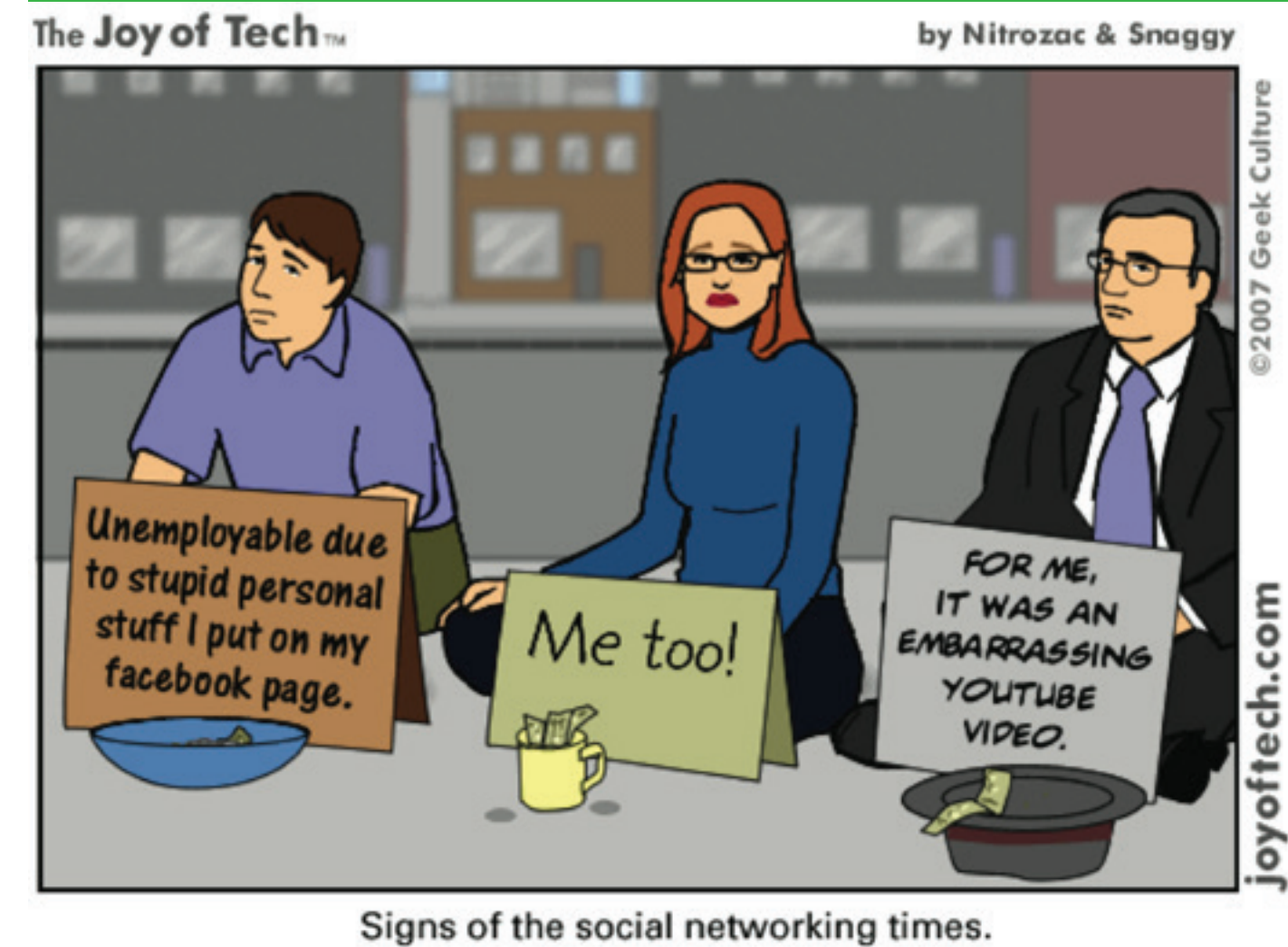
Monthly Newsletter

Look out for interesting and news-worthy articles in the monthly AC Newsletter.

Did you know?

Are you aware that the Annual turnover threshold for the Financial Services Sector has been amended from **R10 million per annum to R30 million per annum**? If you therefore employ less than 50 employees, but your annual turnover is R30 million or more per annum, this means that you are a Designated employer in terms of the **Employment Equity Act** and that you need to implement Employment Equity in your company. Non-compliance can result in hefty fines!

Your employees and social media





Additional Services



Additional HAS Services:

Additional services, outside the scope of the free service can be provided on a quote & accept basis and will be based on an hourly rate.

Additional services include, but are not limited to:

- **Customisation** of standard material. [Click here](#) for more information.
- Assistance with the **implementation of specific interventions** that is required in your Company.
- Assistance with **Training and Development**. [Click here](#) for more information.
- Assistance with **Workplace discipline**. [Click here](#) for more information.
- Assistance with **Performance appraisals and processes**. [Click here](#) for more information.
- Assistance with **implementing and auditing Leave**. [Click here](#) for more information.
- Assistance with your **Recruitment processes**. [Click here](#) for more information.
- Assistance with implementing **Employment Equity**. [Click here](#) for more information.
- **HR Health Check:** a high-level overview of your Company's HR Compliance

*Non-compliance of regulatory HR matters or miscommunication, ignorance or inexperience in HR matters result in fines, penalties or labour and time intensive CCMA cases for employers. **Read the attached brochures to minimise your risk!***



Contact Details



AC HUMAN ASSETS SERVICES

Bronwynn Van Tonder

A registered Human Resources Professional (membership number: 10867) with the South African Board Of People Practices (SABPP) which is a HR Professional governing body and statutory quality and standards body for the people profession. For more information, visit www.sabpp.co.za

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