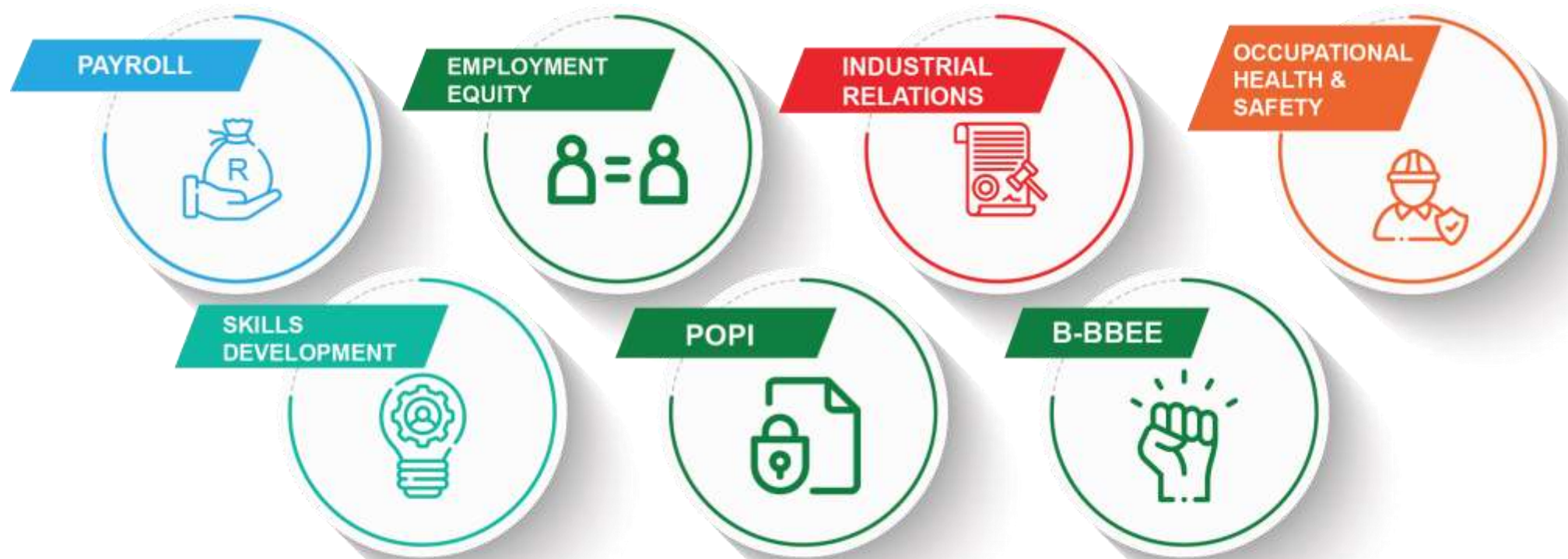


# LabourNet Compliance Solutions



# Our Service Offerings

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# Payroll

LabourNet can assist any business in running their payroll, whether **fully Outsourced** to LabourNet or **Supported** by skilled payroll consultants. Powered by our own **PSiber** software.

Our client-centric culture, payroll expertise and innovation combined delivers an intuitive, cost-effective **online solution to solving payroll and human resource information challenges.**

## Our solution enables & provides:

- Payroll processing
- Payment requests
- ESS/MSS
- Human Resource Information System functionality
- Industrial Relations & payroll modules
- View & manage personal information
- Apply for leave
- Manage payment requests i.e. fuel claims
- Manage travel logbooks
- Conduct surveys
- Reporting including:
  - *Standard general ledger*
  - *Payslip analysis*
  - *Staff movement and **much more!***



# Payroll

**Our software** application is designed according to payroll best practice, configured around our clients' business needs and is fully legislatively compliant.

*Simplify your payroll now no matter how big or small your business.*

Developed by leading payroll experts and developers, cloud-based PSiber Payroll delivers a truly unique payroll system that can be used by clients in any industry and of any size.

The system automates complicated payroll calculations and processing through its sophisticated yet user-friendly functionality – and is easily accessible from your phone, computer or tablet (Google Play and IOS).

Reporting is comprehensive and flexible, while processing of all statutory requirements is both simple and accurate





# Payroll

Software			
Capability / Delivery	Basic	Comprehensive	Competitor
Software	All inclusive	All inclusive	Modular and step up pricing
	Online Training Limited to Payroll	Online Training Limited to Payroll	Modular and step up pricing
	IR Module	IR Module	No
	Cloud Based	Cloud Based	Some Not
Support and Consulting			
Capability / Delivery	Basic	Comprehensive	Competitor
Holistic Support	IR helpdesk	IR helpdesk	None
Holistic Support	EE advice and verification of setup	EE advice and verification of setup	None
Holistic Support	Degreed and experienced professionals	Degreed and experienced professionals	Does not have the competence as LaborNet Does
Holistic Training	Hundreds of online and face-to-face training courses (through our Learner Management System)	Hundreds of online and face-to-face training courses (through our Learner Management System)	None
Attendance	None	LabourNet will always opt to have off-site(online) attendance first, should the matter or the company need on-site attendance, this will be covered by available SVR or Adhoc charge.	Onsite and Helpdesk with inflated Adhoc rates
Service Activities	IR helpdesk	IR helpdesk	Limited to payroll
Best Practice	Provision of core compliance documents and best practice business process templates	Provision of core compliance documents and best practice business process templates	Limited to payroll



# Industrial Relations

LabourNet pro-actively instils best practice and procedures, **supporting optimal staff performance**, **reduced workplace conflict** and **minimised risk** all within the required legislative frameworks.

Our customised approach provides you with affordable yet exceptional assistance through a solution tailored to your unique and specific business' requirements.

## The service assists an organisation with:

- Annual Client Risk Assessment
- Labour Audits
- Compliance Policy review
- Contract Implementation
- Helpdesk Support
- Arbitration Assistance
- Collective Bargaining
- Mediation
- Poor Work Performance
- Grievance Hearing
- And **much more!**



# Industrial Relations

IR Appointments	
Basic	Comprehensive
Annual Client Risk Assessment	Annual Client Risk Assessment
Basic Labour Audit	Comprehensive Labour Audit
Basic Compliance Policy review (4)	Comprehensive Policy Review and draft (all)
Basic Compliance Self Implementation	Comprehensive Policy Implementation
Basic Contract Review and draft	Comprehensive Contract Review and draft
Basic Contract Self Implementation	Comprehensive Contract Implementation
Helpdesk Support	Helpdesk Support
Employee Relations module	Employee Relations module
LMS System Usage	LMS System Usage
Staff Training – LabourNet Training Schedule	Staff Training – LabourNet Training Schedule
	Bi-Annual Management workshops
	Bi-Annual partnership meeting
	Management Workshop
	Quarterly SVR report
	Quarterly trend analysis report
Appeal Hearing	Appeal Hearing
Arbitration Assistance	Arbitration Assistance
Assistance or Advice provided to client	Assistance or Advice provided to client
CCMA/BC Arbitration Preparation	CCMA/BC Arbitration Preparation
CCMA/BC Conciliation Preparation	CCMA/BC Conciliation Preparation
Collective Bargaining	Collective Bargaining
Conciliation Assistance	Conciliation Assistance
Department of Labour	Department of Labour
Disciplinary Hearing	Disciplinary Hearing
Drafting	Drafting
Final Poor Work Performance	Final Poor Work Performance





# Industrial Relations

Grievance Hearing	Grievance Hearing
Incapacity Investigation	Incapacity Investigation
Litigation Assistance	Litigation Assistance
Litigation Preparation	Litigation Preparation
Mediation	Mediation
Poor Work Performance Investigations	Poor Work Performance Investigations
Retrenchment Consultation	Retrenchment Consultation
Strike Attendance	Strike Attendance
Strike Handling	Strike Handling
Telephonic Consultation	Telephonic Consultation
Testifying	Testifying
Wage Negotiations	Wage Negotiations



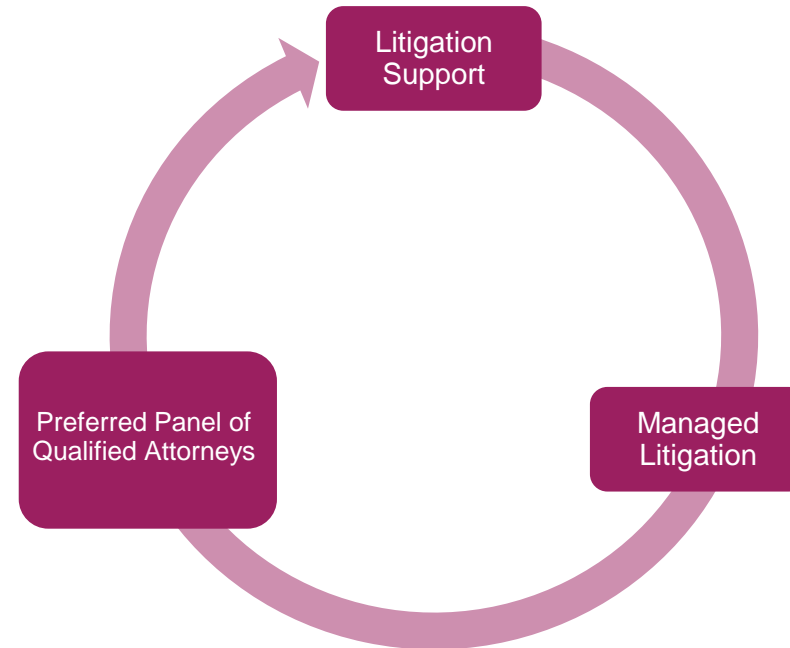




# Litigation

LabourNet **assists** clients to face the ever-increasing risk of litigation within their business by **analysing disputes** and **identifying strategies** that prevent them from escalating or resulting in unnecessary settlements which create a negative precedent.

Our **expert consultants** provide professional legal advice, training, and preparation for conciliations and arbitration, as well as access to **a preferred panel of qualified attorneys**.





# Health & Safety

LabourNet facilitates the management of health and safety in the workplace for both employers and employees alike.

Our range of professional and quality services support companies in their drive towards legal compliance through the establishment of a comprehensive **Occupational Health and Safety Management System (OHSMS)**.

This includes the identification and mitigation of risks and support in the reporting and management of incidents.

## The service assists an organisation in:



Reducing injuries & fatalities



Boosting morale & improving staff retention



Enhancing your company's reputation



Improving productivity & profits



Reducing insurance claims & legal costs



# Health & Safety

Comprehensive	Basic
Project clarification meeting	Project clarification meeting
Drafting of OHSMS	Drafting of generic OHSMS
OHS Act Appointments	OHS Act Appointments
LMS System	LMS System
Establishment of Safety Committee	Evacuation Plan
Baseline Risk Assessment	Bi-annual compliance review / audit
Continuous Risk Assessment	Facilitation of baseline risk assessment
Site Emergency Plan	Online system review & support
Software Helpdesk	Software Helpdesk
First Aid System	Online Library
Hazardous Chemical Agents	Legislative updates
Software (LMS & Payroll)	Software (LMS & Payroll)
Legal compliance audit	
Management review	
Incident investigation & reporting	
Fire Fighting System	



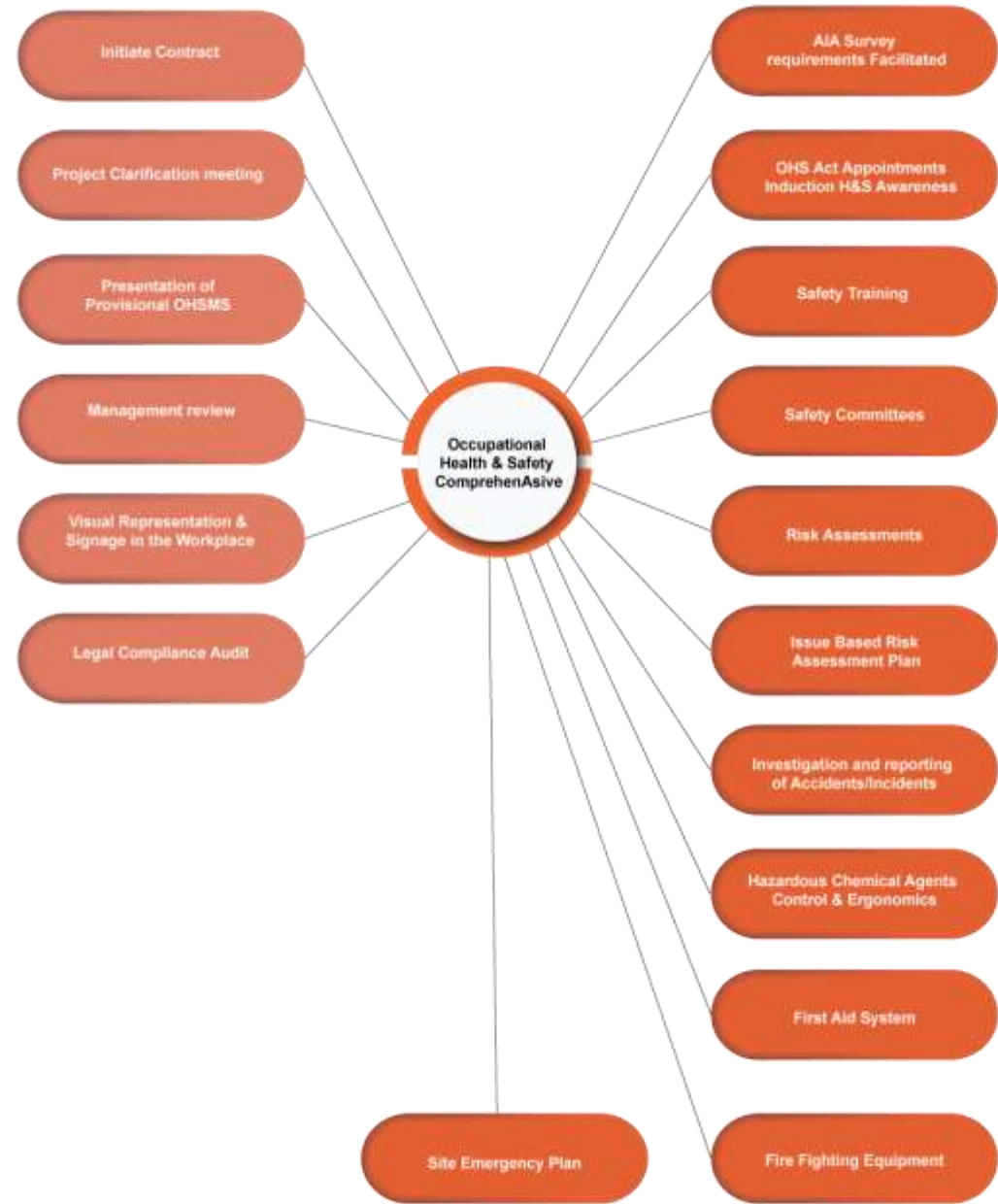


# Health & Safety





# Health & Safety





# Health & Safety



Labour Audits



Annual CRA



Allocated Support



Check ins and  
Partner Meetings



LMS



Live Training



Selected Compliance  
Training



Helpdesk



Bi-Annual Onsite  
assessments



Template Library



Hybrid Delivery



Highly Competitive  
Pricing





# Employment Equity

LabourNet harnesses its client-centric culture and Equity expertise to deliver simple, cost-effective solutions to our clients.

We partner with our clients to design and deliver Equity solutions that meet their specific compliance obligations while implementing Equity best practice.

## Why should you be Employment Equity compliant?

- Avoid Employment Equity fines starting at 1,5 million rand
- Operate in highly regulated industries where you need proof of Employment Equity compliance
- Be able to participate in private and government tenders that require Employment Equity compliance
- Benefit from B-BBEE points on the Management Control element





# Employment Equity

Basic	Comprehensive
Risk Assessment	Risk Assessment
Employee Take on	Employee Take on
Legal Appointments	Legal Appointments
Occupational level grading	Occupational level grading
EE Plan Development and Review	EE Plan Development and Review
S19 Analysis	S19 Analysis
EEA2/EEA4 Reporting to Department of LabourNet	EEA2/EEA4 Reporting to Department of LabourNet
Staff Training – LabourNet Training Schedule	Staff Training – LabourNet Training Schedule
On-going support and advice	Committee Consultation
Annual risk review	On-going support and advice
LMS System	Annual review
Online Library	LMS System
EE Reporting Software	Online Library
Compliance Posters	EE Reporting Software
	Committee Training
	Staff Awareness
	Committee Constitution
	Policy Review
	DOL Audit Assistance
	All EEA form assistance
	Compliance Posters



# Skills Development



We understand compliance and reporting related to skills development and training can be complicated, extremely cumbersome and legislation is changing at a fast pace.

LabourNet has developed a training management solution where we partner with our clients to identify and manage the delivery of **employee training solutions** to meet the requirements of the **skills development legislation**, while assisting our clients with their broader employee learning and development needs.

## Why choose LabourNet:



Compliant with all Skills Development Legislation



Dedicated consultant



Dedicated project plans



Dedicated software to track & manage training implementation





# Skills Development

Basic	Comprehensive
Risk Assessment	Risk Assessment
Employee Take on	Employee Take on
Legal Appointments	Legal Appointments
Categorisation of OFO codes	Categorisation of OFO codes
WSP/ATR Submission	WSP/ATR Submission
Staff Training – LabourNet Training Schedule	Staff Training – LabourNet Training Schedule
On-going support and advice	On-going support and advice
Annual risk review ROI	Annual risk review ROI
LMS System	LMS System
Online Library	Online Library
	Committee Consultation
	Management Awareness Presentation
	12H Consultation
	Discretionary Grant Assistance
	Election, Appointment and Training of Committee
	Skills Development Training Identification assistance
	Staff Awareness
	Skills Development WSP Implementation plan
	SETA Audit Assistance



# Skills Development



Compliance Audits



Annual CRA



Allocated Support



Check ins and Partner Meetings



LMS



Live Training



EE + SD Data for Reporting



Helpdesk



Learner Tracking



Template Library



Hybrid Delivery



Highly Competitive Pricing



# B-BBEE

LabourNet harnesses its client-centric culture and transformation expertise, to deliver **simple, cost-effective solutions** to our clients that solve their B-BBEE compliance problems and support their business goals, as part of a long-term partnership.

## Why do you need a B-BBEE Level?

- Doing business, usually by tender, with Government or State-Owned Enterprises who have
- BEE procurement requirements
- Operating in regulated industries such as mining, steel, engineering, and construction, where clients must demonstrate their BEE compliance to take part in industry supply chains
- Doing business, usually by tender, with private or public companies in other industries who have BEE procurement requirements
- Experiencing pressure from current and/or prospective clients to provide a BEE certificate to obtain new business and/or renew current contracts?





# B-BBEE

Basic	Comprehensive
Risk Assessment	Risk Assessment
Employee Take on	Employee Take on
Preliminary Audit on client data	Preliminary Audit on client data
Occupational level grading	Occupational level grading
BEE Strategy	BEE Strategy
Quarterly Implementation meeting	Quarterly Implementation meeting
Verification Assistance	Verification Assistance
Staff Training - LabourNet Training Schedule	Staff Training - LabourNet Training Schedule
On-going support and advice	On-going support and advice
Annual review	Annual review
LMS System	LMS System
Online Library	Online Library
	Stakeholder Workshop
	Information Sheet Completion
	Prelim Audit Outcome Report
	Strategy Implementation
	File Preparation





# B-BBEE



Compliance Audits



Annual CRA



Allocated Support



Check ins and Partner Meetings



LMS



Live Training



Ongoing Strategy Alignment



Helpdesk



Learner Tracking



Template Library



Hybrid Delivery



Highly Competitive Pricing



# POPI

We are proud to announce a brand-new addition to our already comprehensive compliance product suite, further enhancing our statement to becoming an extension of your HR department!

Let us become your outsourced POPI compliance partner and mitigate the risk of non-compliance.

## What is the POPI act and why do I need to comply?

All businesses large or small need to comply with the POPI act by the 1st of July 2021 and is enforced by fines and even criminal offences for the company's head and directors that could lead to imprisonment.

POPI deals with the processing of personal information, account numbers children's information with the finance and marketing departments being affected the most.

The act enforces how you collect the information, what you do with the information, how it is stored securely and ultimately when and how it is destroyed after use.

Our comprehensive service offering will ensure we implement all the relevant policies and procedures to ensure you are POPI and PAIA compliant!



# POPI

POPI	
Basic	Comprehensive
Risk Assessment	Risk Assessment
Employee Take on	Employee Take on
Legal appointments documents and registrations	Legal appointments documents and registrations
POPI Awareness Training Videos	POPI awareness training workshop and videos
POPI Compliance Project Plan	POPI Compliance Project Plan
Consent Documents Including Privacy Policy	Consent Documents Including Privacy Policy
Organizational and IT Policies	Organizational and IT Policies (Customised)
Development of PAIA Manual	Development of PAIA Manual
Quarterly Compliance Checks	Quarterly Compliance Checks
Staff Training – LabourNet Training Schedule	Staff Training – LabourNet Training Schedule



# POPI

Yearly Review of implementation and new risk identification	Yearly Review of implementation and new risk identification
On-going facilitation and advice	On-going facilitation and advice
Pre-investigation and investigation Assistance	Pre-investigation and investigation Assistance
In Progress Compliance Letter	In Progress Compliance Letter
LMS System usage	LMS System usage
Online Library usage	Online Library usage
	Information Flow Chart
	Current Policy Audit and amendment
	Project Plan Follow Ups
	Contract Review for POPI compliance





# POPI



Compliance Audits



Risk Assessments &  
Annual CRA



Allocated Support



Inspection Preparation  
& Assistance



LMS



Live Training



Phased Implementation



Helpdesk



PAIA Manual Included



Template Library



Hybrid Delivery



Highly Competitive  
Pricing



# LabourNet LIVE!

*FREE Online Workshop Schedule!*

Date	Course Title	Time
07-Jan-22	Introduction to the Employment Relationship	09:00-11:00
21-Jan-22	Rights and Duties of Employees & Employers	09:00-11:00
28-Jan-22	Basic Conditions of Employment	09:00-11:00
11-Feb-22	Employment Contracts	09:00-11:00
18-Feb-22	Recruitment and Selection	13:00-15:00
18-Mar-22	Strikes, Lock-Outs & the LRA	09:00-11:00
25-Mar-22	Investigations & Fact Finding	13:00-15:00
08-Apr-22	Types of Rules & Particular Offences	13:00-15:00
22-Apr-22	Witnesses & Cross Examination	09:00-11:00
29-Apr-22	Law of Evidence	13:00-15:00
06-May-22	Disciplinary Sanctions short of Dismissal	09:00-11:00
27-May-22	Substantive & Procedural Fairness	09:00-11:00
17-Jun-22	Conciliation & Arbitration	09:00-11:00
01-Jul-22	Unfair Labour Practices	09:00-11:00
15-Jul-22	Supervisory Skills and Managing Teams	13:00-15:00
29-Jul-22	Conflict management in the workplace	09:00-11:00
12-Aug-22	Change Management in organisations	13:00-15:00
19-Aug-22	Recruitment and Selection	09:00-11:00
26-Aug-22	Inducting new employees	09:00-11:00
02-Sep-22	Introduction to Skills development	09:00-11:00
16-Sep-22	Drafting the Notice of Intention to Retrench	09:00-11:00
30-Sep-22	Facilitating retrenchment consultations	09:00-11:00
14-Oct-22	Managing Incapacity due to Ill Health	09:00-11:00
04-Nov-22	Dealing with Absenteeism	09:00-11:00
18-Nov-22	Substance and Alcohol abuse in the workplace	09:00-11:00
25-Nov-22	Managing Poor Work Performance	09:00-11:00



# Public Schedule

*FREE to all clients signed on the product!*

Course Title	Frequency	Titles	Events
POPI Training	Monthly	12	12
Industrial Relations	Weekly	8	40+
Health & Safety	3x Weekly	8	96
Broad-Based Black Economic Empowerment	Weekly	7	40+
Skills Development	Weekly	7	40+
Employment Equity	Weekly	7	40+
Payroll	Monthly	2	10
HR Diploma	Monthly	9	28
Total Public Schedule	Daily	37	200+

*Competence Assessments excluded and can be added at an additional cost*





# Online Learnerships



<u>CATEGORY</u>	<u>COST</u>	<u>TIMELINE</u>
BUSINESS ADMIN	R 20 000	12 Months
BUSINESS MANAGEMENT	R 20 000	12 Months
AUTOMOTIVE	R 20 000	12 Months
LOGISTICS	R 20 000	12 Months
<b><u>LEARNERSHIP SPECIAL</u></b>		
3 x LEARNERSHIPS	R 40 000	AS PER LEARNERSHIP
<i>Competence assessment included</i>		





# LabourNet LMS





# LabourNet LMS

## LMS Libraries (Video Guides)

Payroll Course Library

Industrial Relations Course Library

B-BBEE Course Library

POPI Course Library

Employment Equity Course Library

SD (Outsourced Training Management) Course Library

Safety Course Library



# LabourNet LMS

Communication: Applying Communication Theory in the workplace
Communication: Leading discussion and chairing meetings
Communication: Drafting workplace reports
Communication: Delivering presentations
Communication: Language and communication in vocational learning
SDF: Introduction to Skills Development Legislation
SDF: How to become an SDF
SDF: Conducting a training needs analysis
SDF: The Workplace Skills Plan
SDF: Implementation of the Workplace Skills Plan
SDF: Annual Skills Reporting and Quality Management
Introduction to the Employment Equity Act
EE – Definition and Purpose
EE – Unfair Discrimination
EE – Affirmative Action
EE – Commission for Employment Equity
EE – Monitoring, Enforcement & Legal Proceedings
EE – General Provisions



# LabourNet LMS

Misconduct: Understanding the employment Relationship
Misconduct: Discipline in the workplace (includes policies and templates)
Misconduct: Disciplinary rules and sanctions
Misconduct: Rules of Evidence
Misconduct: Drafting disciplinary charges
Misconduct: initiating Disciplinary Action
Misconduct: Conducting a Disciplinary Hearing
Dispute Resolution: Purpose and Application of the CCMA
Dispute Resolution:CCMA Proceedings
Dispute Resolution: Conciliation, Arbitration & Con-Arb
Dispute Resolution:Law of Evidence
Dispute Resolution:Variations, Rescissions & Reviews
Handling Grievances: Conflict in the workplace
Handling Grievances:The Grievance Process
Handling Grievances:Lodging a Grievance
Handling Grievances:Facilitating a Grievance Hearing
Handling Grievances: Building Stakeholder Capacity
Handling Grievances: Recording Grievances and Analysing Trends
OHS in the workplace
Apply Fire Fighting Techniques
SHE Representatives





# LabourNet LMS

Block Visa	ENP	Company Information
Introduction of Annual Leave Categories	ESS Parameters	Financials
Employee Leave Management	Travel Claims	Leave Management
Global & Mass Leave	Surveys	Appraisals
Password Admin	ESS/ MSS Users	Payment Requests
Email Notifications	Process Interim Submission	Loans & Savings
Workflow Parameters	Process Additional Run	Assets & Equipment
Workflow Templates	Process Back pay run	Gifts
Email and SMS Configuration	Dashboard & Notification Bell	Tickets
IRP5 Year End Adjustments	My Voice (Messenger, Call Out, Think Out & Shout Out)	Calendar
Reject Payroll Runs, Tax Year & IRP5's	My Voice (Surveys)	travel Claims
Payslip Entry Splits (Recap on Setup)	Employee Info & My People	Policies & Procedures
Logo's & Water Marks	Payslip Adjustments	Employee Shares
Payslip Customisation	EFT's Third Party	Exit Administration
GL File Setup (Only GL Not other files)	Tax Certificates (Interim and Year End)	Employee Recognition (Recap on Recognition Setup)
Payslip Entry Splits (Recap on Setup)	Introduction of Annual Leave Categories	Project Details

# **VALUE, VALUE and more VALUE!**

**You don't need a high-end budget to get access to high-end compliance.**

LabourNet has introduced an innovative solution for Small to Medium Businesses, allowing you to select between a basic or comprehensive consulting service.

**Included as part of the solution, you will receive the following additional products, valued at over R 45 000:**

- Learner Management System including:
  - Online Events management and Training Calendar
  - Online Employed and Unemployed Learnership Management
  - Online Monitoring of training
  - Unlimited Employee Access to Self-Directed e-learning course library
  - Product Specific Resource Library with access to technical videos, compliance templates & best practice templates
- Unlimited Seats on the Public Online Training Schedule for the product you sign up for
- Unlimited Access to LabourNet Live
- Access to the PSiber Academy
- Access to LabourNet Helpdesk (Software & Compliance)

***Built to simplify complex compliance, priced for the Small to Medium market.***

LabourNet – multiple solutions, delivered as one.



# Our Software

Our software application is designed according to payroll best practice, configured around our clients' business needs and is fully legislatively compliant.

Simplify your payroll now no matter how big or small your business.

Developed by leading payroll experts and developers, cloud-based PSiber Payroll delivers a truly unique payroll system that can be used by clients in any industry and of any size.

The system automates complicated payroll calculations and processing through its sophisticated yet user-friendly functionality – and is easily accessible from your phone, computer or tablet (Google Play and IOS).

Reporting is comprehensive and flexible, while processing of all statutory requirements is both simple and accurate.

**PSiber**   
People Management Systems



# Our Software



- Reporting including:
  - Standard general ledger
  - Payslip analysis
  - Interval variance summary
  - Payment method summary
  - Payroll reconciliation
  - Payroll summary
  - Staff movement
  - Fund contribution summary
  - Employee leave movement





# How do we deliver?

Our hybrid approach to overcoming economic challenges in a world that demands digital connectivity combines software and personal consulting to deliver compliance effectively and efficiently irrespective of the economic climate.

LabourNet's solution has been packaged to cater for on-site and online engagements making it always available, completely customisable and affordable.

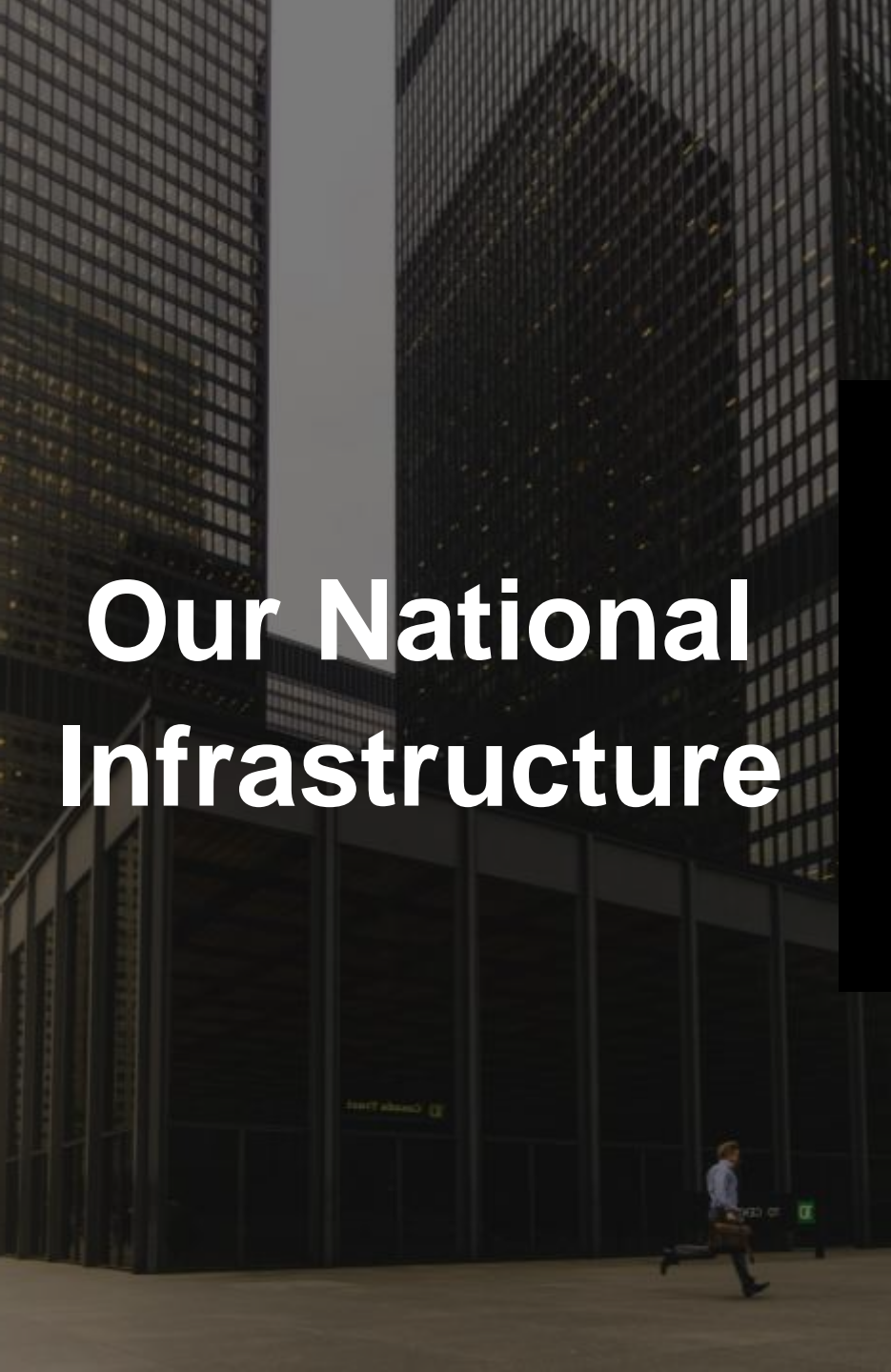
Our extensive footprint furthermore means that we can provide face-to-face service as a non-biased and neutral third party anywhere in South Africa.

Our transparent quarterly service value report will confirm that you get exactly what you paid for. We initiate delivery by meeting with you to understand your needs and assess your current systems.

## **Extension of your HR department**

We are more than just a service provider; we see ourselves as an extension of your business.

This stretches further than just our service offering – it includes our online consulting capabilities and our ability to assist, support or administer your payroll as an outsourced function.



# Our National Infrastructure

Through our national infrastructure, with 19 points of contact across South Africa, LabourNet is able to bring specialist expertise and a comprehensive range of HR functions to you, ultimately providing the speed and Capacity you need!



# Why LabourNet?

- **National footprint** – 19 Points of contact across South Africa
- **Staffing** – degreed professionals who undergo continuous theoretical and practical training
- **Dedicated consultant** responsible for managing, coordinating and implementing best practice and procedures
- **Consultant to client ratio** allows personal and focused solutions tailor-made to client's unique needs
- **Response Times** – capacity to deal with various matters at the same time - quickly
- **Access to Helpdesk** – immediate assistance and advice by trained consultants (includes drafting of templates)
- **Service philosophy** – we provide services that are proactive, flexible and solution-driven
- **Guarantees** – we provide a procedural and substantive guarantee





# Contact us:



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Executive: Sales & Marketing



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Management's Ultimate HR Solution

