



AC HUMAN ASSETS SERVICES

A service of





“

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 its 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 with all 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 three elements:

1

Advice on HR Policies and practices, guidance notes and process flows

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 regulatory changes and more

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

2

Questions and Answers

- What is the impact of the Fit and Proper amendments on my human resources processes?
- What do I have to include in my Contract of Employment?
- My employee is not performing to the required standards. What do I need to do?
- 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?

Email your questions to HAS@associatedcompliance.co.za



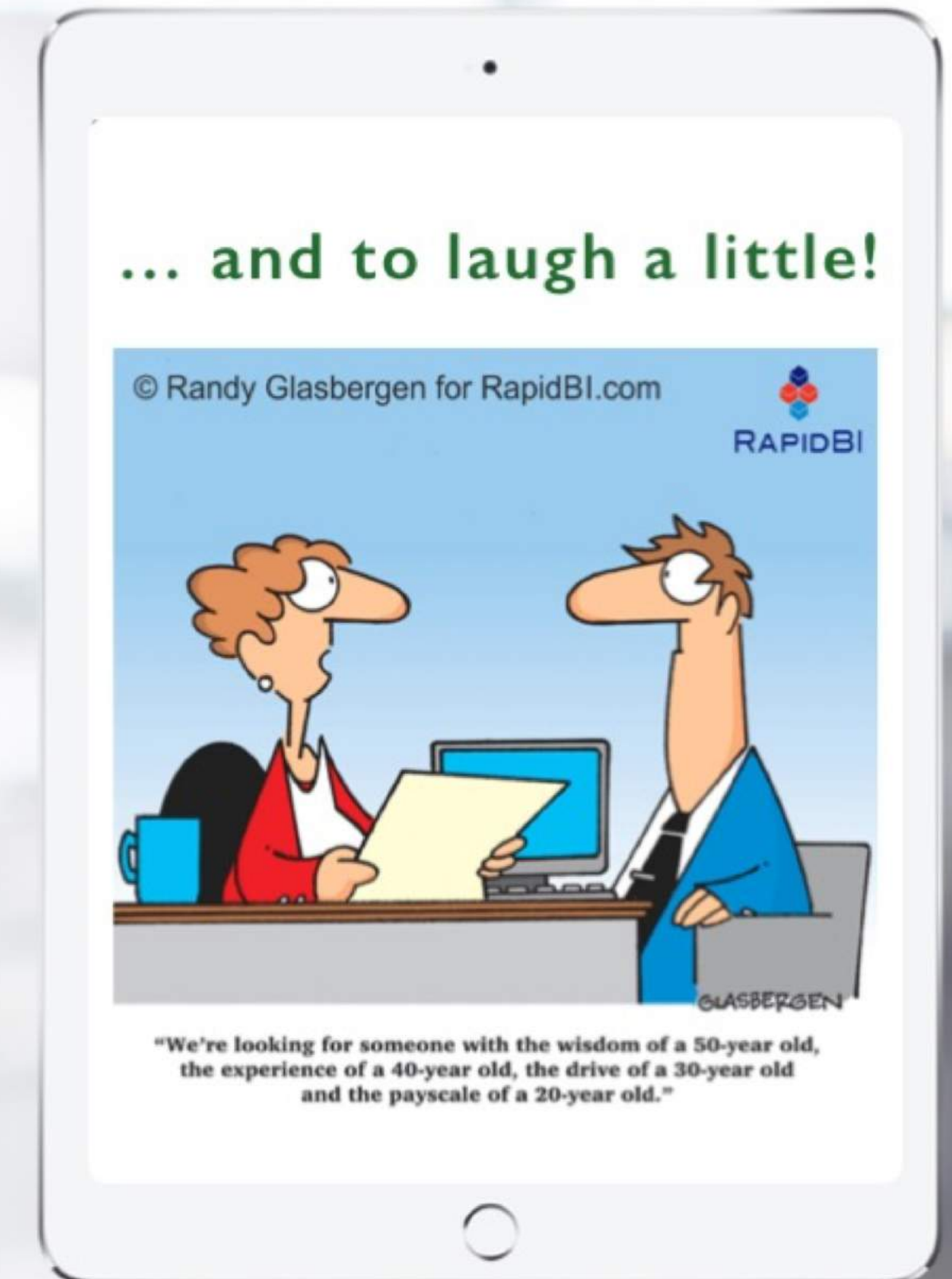
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Monthly Newsletter

Look out for interesting and newsworthy articles in the monthly AC Newsletter.

A point to ponder...

Recent Human Resources articles seem to focus more and more on the challenges that companies face with regards to staff retention. The key, it seems, lies in companies who provide their employees with an environment that is mentally and emotionally beneficial, while also enabling them to perform at their best. If we take into consideration all the Fit & Proper amendments that are taking effect, and the increase in cost for an employer to ensure that financial-rendering employees are adequately qualified, have you put any thought into how you are going to retain them?





Additional HAS Services

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

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 are 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.
- Templates, forms and samples.
- **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

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