



## Policies and Procedures

### How to draft rules, regulations, policies and procedures

#### Module 1: Introduction

- How to amend contracts: Guidelines
- Avoid unilateral changes
- The importance of rules and regulations
- How to draft company policies and procedures

#### Module 2: Electronic Communications and Information security

- Draft an internet and e mail abuse policy
- Electronic communications policies
- Employee privacy
- Personal computer, notebook
- General Communications
- Company and private cell phones
- Private calls

#### Module 3: Internal communication, rules and remedies

- Grievance Procedure
- Grievance Forms
- Code of Conduct
- Dress Codes

#### Module 4: Workplace Discipline and Dismissal

- Draft disciplinary code and procedures
- Different types of misconduct
- Warnings: Verbal, written and final written warning
- Suspensions
- Notice of disciplinary hearing
- Disciplinary Hearing Procedure

#### Module 5: Poor Performance/ Incapacity

- Processes
- Assessment documents
- Performance assessment and evaluation

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## Module 6: Contracts of Employment

- Requirements of a contract of employment
- Different types of employment
- Renewal of fixed term contracts of employment

## Module 7: HIV/ Aids and Employment

- Write Workplace HIV/Aids policy and procedures
- HIV Testing Confidentiality and Disclosure

## Module 8: Recruitment Policy

- How to draft a recruitment policy
- Internal recruitment, external recruitment; selection
- Selection criteria, recruitment method, advertisements
- Short-Listed selection, interviews, reference checks
- Job offers, feedback to unsuccessful applicants

## Module 9: Employment Equity

- Employment Equity policy

## Module 10: Sexual Harassment

- Draft a sexual harassment policy

## Module 11: Tuberculosis (T.B.)

- Compile a TB in the workplace policy

## Module 12: General Policies and Procedures

- Probation periods
- Attendance and absenteeism policies
- Drunkenness & Intoxication
- Smoking

## Objective:

- The primary objective of this workshop is to assist companies and individuals with the compilation of rules, regulations, policies and procedures.

Delegates will receive the opportunity to discuss their existing policies and procedures and be guided on how to make necessary amendments (If necessary).

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## Course Outcome

- After the completion of the workshop participants will have a clear understanding on how to compile different policies and procedures.
- Participant will be able to identify loopholes in existing policies and procedures and have an understanding on how to amend the identified areas.

## Who should attend?

- Managers or individuals responsible for drafting new policies and procedures
- Individuals responsible for the amendment of existing policies and procedures.
- Human Resource managers, line managers and trade union representatives

### For further information contact:

Peraldo Senekal or Hanlie Rouan (012) 661 3208

Fax: (012) 661 1411

[psenekal@labourguide.co.za](mailto:psenekal@labourguide.co.za)

[hanlie@labourguide.co.za](mailto:hanlie@labourguide.co.za)

[info@labourguide.co.za](mailto:info@labourguide.co.za)



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