

MR. DISCIPLINE	
SERVICE	QUANTITY
Drafting of Disciplinary Hearing Charge Sheets	15 p.a.
Drafting of Warnings (Verbal, Written and Final	20 p.a.
Yearly revision of all employment contracts	1 p.a.
Drafting / revision of company policies pertaining to discipline and Code of Conduct	1 p.a.
Chairing of Disciplinary Enquiries and Drafting of Recommendations	15 p.a.
Advice pertaining to internal labour dispute resolution	Unlimited
Necessary Correspondence	2 Hours p.m.
COSTS	
Monthly Retainer	<u>R3,500.00</u>
Work done over and above the aforementioned	R650 p / h

LADY HR	
SERVICE	QUANTITY
Drafting of Disciplinary Hearing Charge Sheets	30 p.a.
Drafting of Warnings (Verbal, Written and Final	30 p.a.
Yearly revision of all employment contracts	1 p.a.
Drafting / revision of company policies pertaining to discipline and Code of Conduct	1 p.a.
Chairing of Disciplinary Enquiries and Drafting of Recommendations	30 p.a.
Recordkeeping of all employee files (validity of warnings, period of contracts, disciplinary records)	Unlimited
Representation at CCMA proceedings	5 x <i>In Limine</i> / Conciliation proceedings 5 x Arbitrations 5 x Drafting of opposing papers and / or necessary applications
On-Site Labour Related Training	4 Hours p.a.
Advice pertaining to internal labour dispute resolution	Unlimited
Necessary Correspondence	3 Hours p.m.
COSTS	
Monthly Retainer	<u>R5,000.00</u>
Work done over and above the aforementioned	R650 p / h

THE BOSS

SERVICE	QUANTITY
Drafting of Disciplinary Hearing Charge Sheets	50 p.a.
Drafting of Warnings (Verbal, Written and Final	50 p.a.
Yearly revision of all employment contracts	1 p.a.
Drafting / revision of company policies pertaining to discipline and Code of Conduct	1 p.a.
Chairing of Disciplinary Enquiries and Drafting of Recommendations	50 p.a.
Recordkeeping of all employee files (validity of warnings, period of contracts, disciplinary records)	Unlimited
Representation at CCMA proceedings	10 x <i>In Limine</i> / Conciliation proceedings 10 x Arbitrations 5 x Drafting of opposing papers and / or necessary applications
On-Site Labour Related Training	8 Hours
Advice pertaining to internal labour dispute resolution	Unlimited
Facilitation of Retrenchment Proceedings / Company Restructuring	1 every 3 years
Necessary Correspondence	5 Hours p.m.
Labour Court Litigation	
- Review Application (Drafting of Notice of Motion and Founding Papers only)	- 1 p.a.
- Enforcement Application (Drafting of Notice of Motion and Founding Papers only)	- 1 p.a.
- Trial (Drafting of Statement of Case only)	- 1 p.a.
	<i>*Excludes disbursements and possible costs of counsel</i>
COSTS	
Monthly Retainer	<u>R7,000.00</u>
Work done over and above the aforementioned	R650 p / h