

LABOUR LAW IN THE WORKPLACE

Ensuring Compliance

Non-Credit Bearing

Fair treatment in the workplace isn't just ethical - it's the law. Equip yourself with the practical knowledge and skills to ensure compliance and success. Our *Labour Law in the Workplace* training will help you navigate key workplace legalities effectively. It focuses on essential aspects of labour law, including discipline and dismissal, absenteeism, substance policies, performance management, and leave entitlements.

Participants will gain insight into legal frameworks, best practices, and compliance measures to ensure fair and lawful workplace management. Through interactive discussions and real-world applications, attendees will be better prepared to handle workplace challenges confidently and under South African labour law.

WHO SHOULD ATTEND

- Business owners, supervisors, and line managers responsible for staff management and workplace discipline
- HR professionals overseeing compliance with labour laws and company policies
- Employers seeking to establish clear disciplinary and performance management processes
- Anyone involved in implementing or enforcing workplace policies related to absenteeism, substance use, and leave entitlements

HOW YOU WILL BENEFIT

- Understand and implement fair disciplinary and dismissal procedures
- Develop and enforce effective absenteeism policies
- Ensure compliance with regulations regarding workplace substance use
- Manage poor performance and implement corrective action effectively
- Apply leave policies following the Basic Conditions of Employment Act
- Foster a legally compliant and structured work environment
- Reduce risks of unfair labour practice claims and compliance-related penalties

One-day course 08:30 -16:00

Tel: (031) 267 1229

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WHAT WILL BE COVERED

- **The Labour Relations Act** - interpreting the law and putting it into practice in the form of Disciplinary and Grievance Policies and Procedures
- **The Employment Equity Act** – how does it affect me and what do I need to do
- **The Basic Conditions of Employment Act** and **Sectoral Determinations** - which one applies to me and more related issues

Discipline And Dismissal for Misconduct

- Fair reasons for dismissal and disciplinary measures short of dismissal
- Understanding dismissal under Section 186 of the LRA
- Automatic unfair dismissals under Section 187 of the LRA
- Fair procedures, including suspensions, notifications, and representation
- Conducting a disciplinary enquiry
- Guidelines for dismissals due to misconduct
- Implementing an effective disciplinary code
- Understanding unfair labour practices

Absenteeism in the Workplace

- Defining absenteeism
- Developing company policies, procedures, and regulations
- Addressing absence from work and overtime shifts
- Handling absence after permission has been refused
- Managing desertion cases
- Dealing with excessive absenteeism and consequences of inaction

Dealing with Alcohol, Drugs, And Smoking

- Understanding OHS Act General Safety Regulation 2A
- Implementing alcohol and drug policies
- Defining zero tolerance and its application
- Breathalyser testing procedures
- Cannabis use and company policies
- Smoking and vaping regulations in the workplace

Discipline And Dismissal for Poor Performance

- Defining poor work performance and identifying causes
- The counselling process: procedures, timeframes, record-keeping, and warnings
- Implementing disciplinary actions for poor performance
- Addressing ill health or injury affecting performance
- Managing workplace incompatibility cases

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Leave Under the Basic Conditions of Employment Act

- Understanding annual leave entitlements
- Accumulation and payout of annual leave
- Coverage and regulations around sick leave
- Recognising valid medical certificates (Traditional Healers, Clinic/Nursing staff notes)
- Identifying and addressing sick leave abuse

This training programme provides a structured approach to understanding and implementing essential labour law principles, ensuring a fair and legally compliant workplace for all stakeholders.

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