

COMPANY PROFILE

NLIV

LABOUR LAW & HR OUTSOURCING

## Where do we come from?

No Labour In Vain (NLIV) has set out to do exactly what its name suggests – help employers and employees do the right work and take the right steps to achieve desired outcomes, without making it the tedious exercise that the word 'labour' suggests. As a human resource specialist team with a strong legal background, we not only help you to identify the most suitable labour relations strategy, but we assist your company with a multitude of core HR functions.

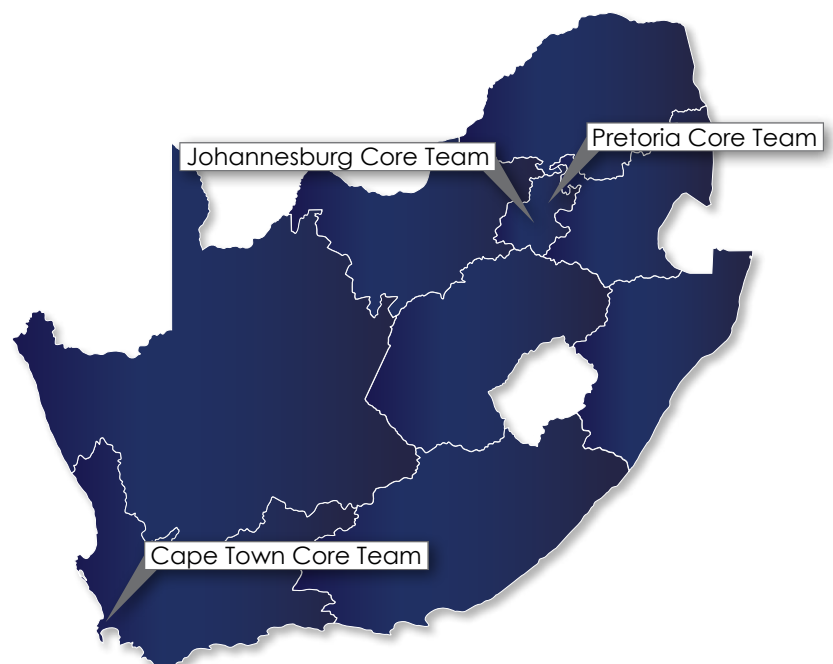
*“Introducing a complete array of services for all your employment and labour law needs.”*

With offices in Pretoria, Johannesburg and Cape Town we are able to be of service to you no matter where you are. Human resources is a vital function that every organisation requires, as no one can work in isolation and our team strives to put the 'Human' back into human resources.

We assist your HR personnel to adopt and adhere to the best practices governing HR functions, including labour law, labour relations as well as the best conflict resolution techniques by being 'on call' for all our clients whether contracted to do so or not. Our purpose is to make sure that our clients are not only compliant with the letter of the law but are protected from costly legal battles that may arise through new judgements in the HR field being handed down.

## Who are we?

Our core team are the people responsible for being the first responders who will guide you through the entire process and they bring with them a vital set of skills.





*"As a business owner myself, I know the value of mitigating risks while maximising efficiency."*

*Raymond Hauptfleisch*

Raymond Hauptfleisch is the founder and director of NLIV. His professional qualifications include an BCom (Human Resource Management), LLB (Admitted Attorney), Advanced Diploma in Commercial Law, Postgraduate Certificate in Education and he is currently completing a Masters in Labour Law. These accomplishments showcase his vast knowledge base, which stands him in excellent stead to draft contracts, draft policies and implement them and represent clients at CCMA hearings. His many years as an admitted attorney have developed his negotiation skills to the point where he is able to chair hearings on behalf of the employer and negotiate with unions and bargaining councils. His teaching experience has enabled him to conduct workshops and presentations that are tailored to the clients HR needs. Lastly, he is able to assist employers with the investigation of employee misconduct, prosecute wrong doing and help with restructuring or retrenchments. His dual HR and law qualifications make him the ideal representative in Regional and District courts, the High Court, Labour Court and Labour Appeal Court.

**Managing  
Director**

**Pretoria and  
Johannesburg  
Core Team**



## Cape Town Core Team



*"I enjoy the satisfaction of providing solutions to companies and anticipating their needs before they even realise it."*

*Rhodene Duncan*

Rhodene Duncan has a BSc (Biochemistry and Physiology) and is currently pursuing an advanced diploma in Labour Law through the University of Pretoria. She has gained experience in the recruitment process and drawing up of employment contracts as well as developing, reviewing and implementation of policies, through her many years in the education sector. Rhodene's calm and strategic mindset makes her the perfect person to represent employers at CCMA hearings, disciplinary hearing and assist with the preparation and termination of contracts, daunting tasks that no employer wishes to go through alone.



### **B-BBEE Certification**

Our HR specialists are very aware of the importance of maintaining B-BBEE levels to ensure continued income from clients who require B-BBEE certification. Our team assists in making sure that all records are accessible for verifications and have access to specialists to answer any queries that may occur when obtaining a B-BBEE verification certificate.

### **People with disabilities**

Just as physical access to companies by the disabled needs to be addressed in Occupational Health and Safety policies and procedures it is important to remember that employers need to make provision for how these employees interact with the company despite their disabilities. NLIV will assist in integrating employees or potential employees into the company by reviewing and advising on all matters related to disability.

### **Performance management and review**

KPAs and KPIs are employers' key performance management tools used the world over to ensure maximum output. We are able to design the right performance management tools in order to monitor and review employees' key work objectives. Our interventions for managing performance can include counselling or training to upskill poor performers.

### **Workshops and presentations**

We conduct regular on-site workshops and presentations for our clients so that they stay on top of the latest legal and labour-related trends, HR and recruitment processes.

*As proud members of the South African Society for Labour Law (SASLAW) we are kept abreast of the latest information and trends in the industry. Being a part of this elite group allows us to engage with our peers on a continuous basis and thereby impart the most recent and relevant legislation to our clients. This is done through attending annual meetings, workshops, seminars and the distribution and debating of the latest papers.*



## **Policies and procedures**

Policies and procedures address your business principles, procedures and relevant legislation. This provides the structure that enables your employees to understand their roles and responsibilities and avoid violation thereof.

*“NLIV drafts policies so that employees know what the employer’s stance is on specific work issues.”*

We are able to consult, advise and review employer’s responsibility in line with the South African Labour law. Depending on the industry, employers may need hundreds of policies or procedure documents in order to inform employees. NLIV is regularly called on to assist in drafting the following:

### **Social media policy and implementation**

With the advent and rapid growth of digital technology, it has become prudent for organisations to implement and develop a comprehensive social media policy to protect their companies and employees against a myriad of legal issues that may arise.

### **Sexual harassment policy**

Sexual harassment in the workplace is a common issue affecting employers on a regular basis. We are at hand to help and advise organisations to develop sexual harassment policies that help to ensure a gender-sensitive workplace.

### **Occupational health and safety policy**

To minimise work-related hazards and incidents, we help organisations develop and implement occupational health and safety policies as enshrined in the South African Occupational Health and Safety Act 85 of 1993.

### **Grievance policy**

We are always at hand to help organisations develop and implement well-coordinated grievance policies to ensure that they comply with the necessary prescripts of labour relation rules and regulations.



#### **Injury on duty plan**

Injury on duty is a common problem in the workplace, which is why organisations need to ensure a detailed and comprehensive injury on duty plan. We are able to develop and consult with organisations to adhere to the latest Injury on Duty procedures.

#### **Leading investigations and prosecutions**

When it comes to leading investigations and labour-related prosecutions, we are able to consult and advise employers through the expertise of our knowledgeable legal and labour minds within our team.

#### **Trade union negotiations**

We offer specialised consultation and advice on all levels of collective bargaining. Our labour relations consultants are able to help with a range of negotiations including judicial and non-judicial negotiations as well as contractual negotiations. We also consult and advise on collective agreements.

#### **Representation at the CCMA or bargaining council**

We have the experience and expertise to appear at the CCMA or at bargaining councils on behalf of our clients. Our experts do not rely solely on experience and make sure that they are aware of the latest rulings of the CCMA and review all material pertinent to each specific hearing well in advance.

*Our accreditation with the AHI Employers' Organisation allows us to represent those of our clients who are also registered with the AHI Employers' Organisation at union negotiations, conciliations and CCMA arbitrations.*

*This is significant, because in the normal course of events, attorneys cannot be part of the process or are not automatically granted access. Our affiliation with Raymond Francois Hauptfleisch Attorneys allows them to act on our clients behalf through any legal process.*





### **Chairing disciplinary hearings**

NLIV is able to conduct disciplinary hearings on behalf of employers, ensuring that the matter is conducted in a manner that adheres to the prescripts of South African labour laws and eases the burden on employers who may not have the requisite knowledge or time to conduct the hearings themselves.

### **Disciplinary policy and enforcement**

We train HR and relevant structures within organisation on the right way to deal with conflict resolution as well as conducting of disciplinary procedures. We also help organisations develop the correct disciplinary policies. NLIV is also able to mediate disputes between employers and their employees using tried and tested conflict resolution techniques.

### **Retrenchment and restructuring**

We consult and advise on the correct procedures and processes needed to enforce retrenchments and restructuring of employees and staff members. Our success can be measured by the minimal number of CCMA cases that have resulted when our clients follow our advice.

*Moorivier™ CLRS group policy: A specialised insurance for business owners to help cover the costs of an unfavourable award from the CCMA. This insurance allows NLIV to add our contract clients as beneficiary to our already standing insurance. When we represent you at the CCMA and the outcome is not favourable, the insurance kicks in and insurance will pay out what was ordered by the outcome, taking into account that the client acted in accordance with our advice at every step of the way.*



# Contact Us

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