

# A handy HR checklist for doing business in South Africa

Aspect:	Is it Relevant?	Check
SARS (PAYE)	Yes	
UIF Registration	Yes	
COIDA Registration	Yes	
SDL	If annual payroll exceeds R500k	
Summaries of the Employment Equity Act and the Basic Conditions of Employment Act are displayed in your workplace	Yes	
Part of a Bargaining/Statutory Council		
Sectoral Determination applicable		
Do you perform listed work as per section 12 of the Occupational Health and Safety Act?		
Health and Safety Representatives	If you have 20 employees or more on site	
Do you have a recently stocked First Aid Kit	Yes	
Do you have someone on site who can administer first aid with a valid first aid certificate?		
Do you have an evacuation procedure?	Yes	
Do you have an Employment Equity Plan in place and you submit your Report to the Department of Labour annually	If you have 50 or more employees or your turnover is above the threshold for your industry as outlined in the Schedule 4 of the EEA	

<b>Aspect:</b>	<b>Is it Relevant?</b>	<b>Check</b>
Contract of employment in place (fixed term below the threshold, fixed term above the threshold and a permanent contract)	Yes	
Basic HR Policy and Procedure in place (covering Disciplinary Code and a Grievance Procedure)		
Are your remuneration, hiring practices, promotion and the awarding of benefits fair according to the guidelines in terms of the Employment Equity Act (“EEA”)	Yes	
Do you submit a Workplace Skills Plan and Annual Training Report	If you pay SDL Levies, this should be done	
Leave (annual, sick and family responsibility leave) is recorded monthly and the periods commence from the date of engagement and not financial years or calendar years	Yes	
Are you knowledgeable about the minimum conditions of employment in South Africa	Yes	

For questions, comments and HR related advice, please contact us and we will do our best to assist:



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