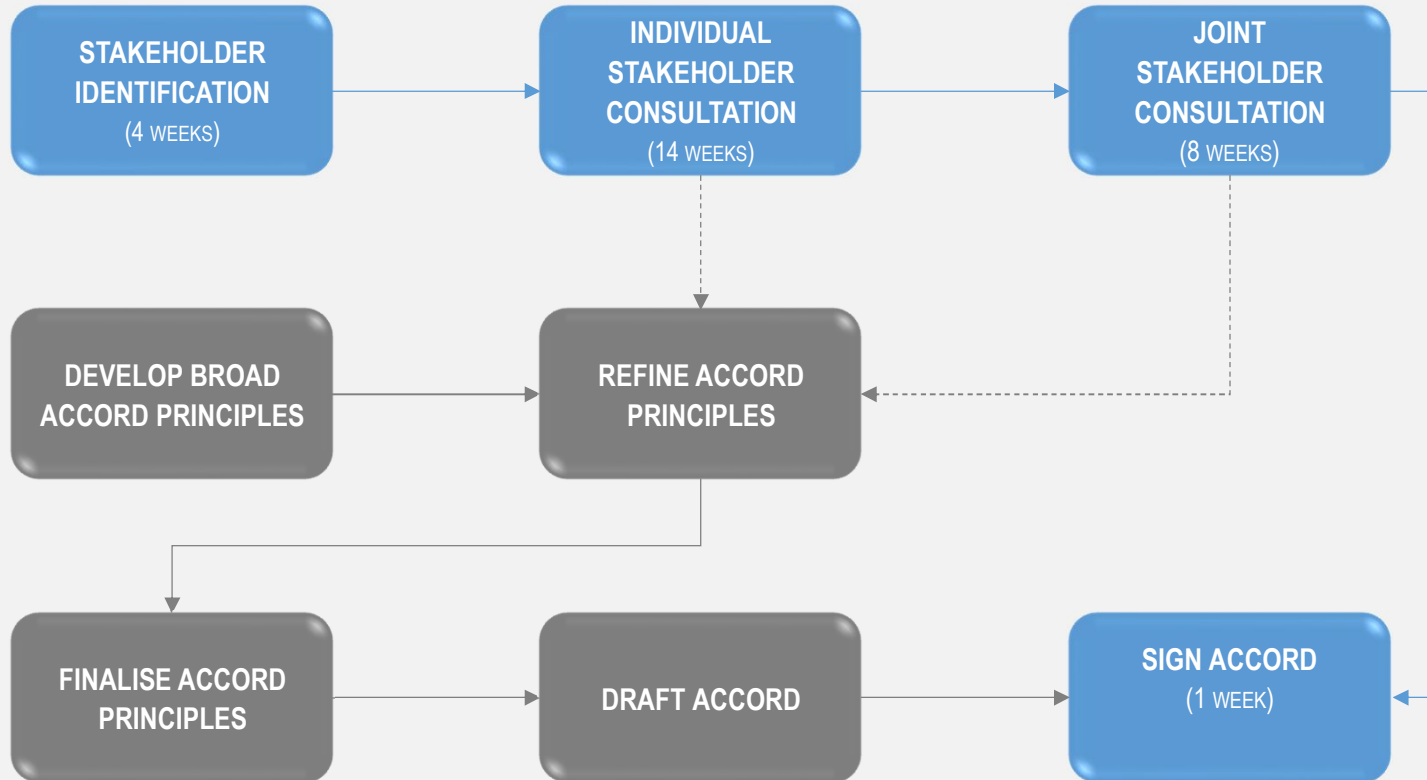


FRUIT SECTOR SOCIAL ACCORD PROCESS PROJECT OUTLINE

ESTIMATED PROJECT START DATE: AUG 2016



ESTIMATED PROJECT END DATE: JAN 2017

WESTERN CAPE FRUIT SECTOR PILOT WORKPLACE MEDIATION PROJECT



STAKEHOLDER COMMUNICATION PRESENTATION
FEBRUARY 2016
STELLENBOSCH



PART ONE

INTRODUCTION TO WORKPLACE MEDIATION

- *WHAT IS WORKPLACE MEDIATION?*
- *RELATIONSHIP WITH INTERNAL DISCIPLINARY AND GRIEVANCE PROCEDURES*
- *RELATIONSHIP WITH STATUTORY DISPUTE RESOLUTION*
- *DIFFERENCE BETWEEN CONCILIATION AND WORKPLACE MEDIATION*
- *APPLICABILITY OF WORKPLACE MEDIATION*
- *INTERNATIONAL PRACTICE*
- *BENEFITS OF WORKPLACE MEDIATION*



WHAT IS WORKPLACE MEDIATION?

- *PROCESS TO RESOLVE CONFLICT IN THE WORKPLACE THAT MAY ARISE BETWEEN THE EMPLOYER AND EMPLOYEE(S) OR BETWEEN EMPLOYEES.*
- *ATTEMPTS TO RESOLVE WORKPLACE PROBLEMS AT AN EARLY STAGE I.E. BEFORE DISCIPLINARY ACTION IS TAKEN BY THE EMPLOYER OR A GRIEVANCE LODGED BY EMPLOYEE OR STATUTORY DISPUTE RESOLUTION MEASURES ARE PURSUED*
- *OVERRIDING AIM IS TO RESTORE AND MAINTAIN THE EMPLOYMENT RELATIONSHIP WHEREVER POSSIBLE. THE FOCUS IS ON WORKING TOGETHER TO GO FORWARD, NOT DETERMINING WHO WAS RIGHT OR WRONG IN THE PAST.*
- *VOLUNTARY PROCESS REQUIRING CONSENT OF THE PARTIES INVOLVED*
- *PRIVATE AND CONFIDENTIAL PROCESS CONDUCTED BY AN INDEPENDENT THIRD PARTY*



RELATIONSHIP WITH INTERNAL DISCIPLINARY AND GRIEVANCE PROCEDURES

- *DOES NOT REPLACE OR UNDERMINE EXISTING INTERNAL DISCIPLINARY AND GRIEVANCE PROCEDURES*
- *PROVIDES AN OPPORTUNITY TO RESOLVE WORKPLACE PROBLEMS IN A LESS ADVERSARIAL MANNER*
- *DOES NOT TAKE AWAY OR COMPROMISE THE EMPLOYERS' RIGHT TO DISCIPLINE EMPLOYEES*
- *DOES NOT TAKE AWAY OR COMPROMISE THE EMPLOYEES' RIGHT TO LODGE GRIEVANCES AGAINST THE EMPLOYER*
- *IF WORKPLACE MEDIATION FAILS TO RESOLVE THE PROBLEM, EMPLOYER MAY INSTITUTE DISCIPLINARY PROCEEDINGS OR EMPLOYEE MAY INVOKE GRIEVANCE PROCEDURE DEPENDING ON NATURE OF PROBLEM*



RELATIONSHIP WITH STATUTORY DISPUTE RESOLUTION

- *DOES NOT COMPROMISE THE RIGHT OF EMPLOYEES OR EMPLOYERS TO REFER A DISPUTE TO THE CCMA*
- *DOES NOT IMPACT ON CCMA PROCESSES DUE TO PRIVATE AND CONFIDENTIAL NATURE*
- *DOES NOT IMPACT ON TIMING OF DISPUTE REFERRAL BECAUSE THE PROCESS HAPPENS WELL BEFORE THE FACT THAT THE STATUTORY CLOCK STARTS TICKING*



DIFFERENCE BETWEEN WORKPLACE MEDIATION AND CONCILIATION

CONCILIATION

- *STATUTORY PROCESS*
- *COMPULSORY*
- *ATTEMPTS TO RESOLVE DISPUTES THAT ARISE FROM WORKPLACE PROBLEMS AND CONFLICT*
- *INVOLVES EMPLOYER AND EMPLOYEE(S)*
- *AGREEMENTS ARE ENFORCEABLE*

WORKPLACE MEDIATION

- *NON-STATUTORY PROCESS*
- *VOLUNTARY*
- *ATTEMPTS TO RESOLVE WORKPLACE PROBLEMS AND CONFLICT THAT COULD GIVE RISE TO DISPUTES*
- *INVOLVES ALL PARTIES TO THE CONFLICT*
- *AGREEMENTS NOT ENFORCEABLE, BUT COMPLIANCE MORE LIKELY DUE TO VOLUNTARY NATURE OF THE PROCESS*



APPLICABILITY OF WORKPLACE MEDIATION

- *WORKPLACE MEDIATION MAY BE APPLIED TO VIRTUALLY ANY TYPE OF WORKPLACE PROBLEM THAT MAY ARISE BETWEEN THE EMPLOYER AND EMPLOYEE OR BETWEEN EMPLOYEES.*
- *THE OVERRIDING AIM IS TO RESTORE AND MAINTAIN THE EMPLOYMENT RELATIONSHIP WHEREVER POSSIBLE. THIS MEANS THE FOCUS IS ON WORKING TOGETHER TO GO FORWARD, NOT DETERMINING WHO WAS RIGHT OR WRONG IN THE PAST.*



INTERNATIONAL PRACTICE



- *UNITED KINGDOM - ADVISORY, CONCILIATION AND ARBITRATION SERVICE (ACAS)*



- *UNITED STATES OF AMERICA - FEDERAL MEDIATION AND CONCILIATION SERVICE (FMCS)*



- *AUSTRALIA - FAIR WORK COMMISSION (FWC)*



- *IRELAND - WORKPLACE RELATIONS COMMISSION (WRC)*



BENEFITS OF WORKPLACE MEDIATION

- *MAINTAINS OR IMPROVES WORKING RELATIONSHIPS*
- *PREVENTS ESCALATION OF CONFLICT IN THE WORKPLACE*
- *IS LESS STRESSFUL THAN USING FORMAL DISCIPLINARY AND GRIEVANCE PROCEDURES, AND HAS THE POTENTIAL TO ACTUALLY REDUCE THE USE OF FORMAL DISCIPLINARY AND GRIEVANCE PROCEDURES, AND CONSEQUENTLY REFERRAL OF DISPUTES*
- *COST EFFECTIVE MEANS TO RESOLVE WORKPLACE PROBLEMS*

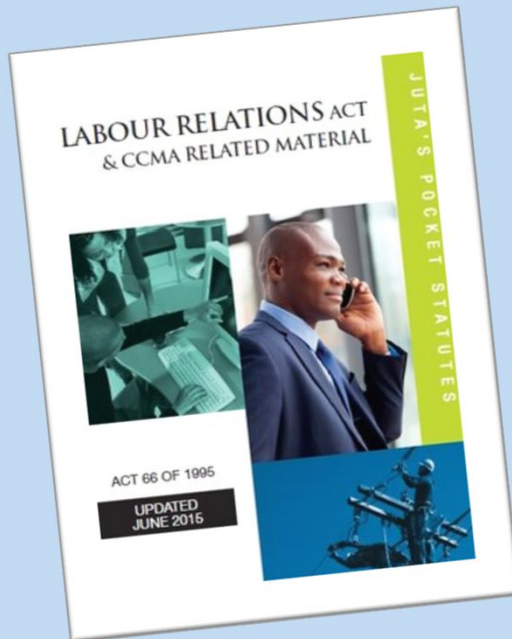


PART TWO

THE CCMA PILOT WORKPLACE MEDIATION SERVICE

- TYPES OF WORKPLACE PROBLEMS WHERE WORKPLACE MEDIATION WOULD BE APPROPRIATE
- WORKPLACE MEDIATION OVERVIEW
- HOW TO ACCESS WORKPLACE MEDIATION DURING THE PILOT PROJECT
- TURNAROUND TIME FROM REQUEST TO PROCESS
- WHAT TO EXPECT IN TERMS OF PROCESS
- *SCOPE AND DURATION OF THE PILOT PROJECT*

LEGAL BASIS FOR WORKPLACE MEDIATION



- *NO SPECIFIC PROVISION IN THE LRA FOR WORKPLACE MEDIATION*
- *BUT CCMA MAY PROVIDE A WORKPLACE MEDIATION SERVICE IN TERMS OF ITS DISCRETIONARY FUNCTIONS UNDER SECTION 115 (2) (C) OF THE LRA - EMPOWERS THE COMMISSION TO OFFER TO RESOLVE A DISPUTE THAT HAS NOT BEEN REFERRED TO THE COMMISSION THROUGH CONCILIATION.*
- *SECTION 150 WOULD NOT APPLY AS DISPUTES RELATING TO WORKPLACE MEDIATION WOULD NOT FALL WITHIN THE AMBIT OF THE PUBLIC INTEREST AS ENVISAGED.*



TYPES OF WORKPLACE PROBLEMS WHERE WORKPLACE MEDIATION WOULD BE APPROPRIATE

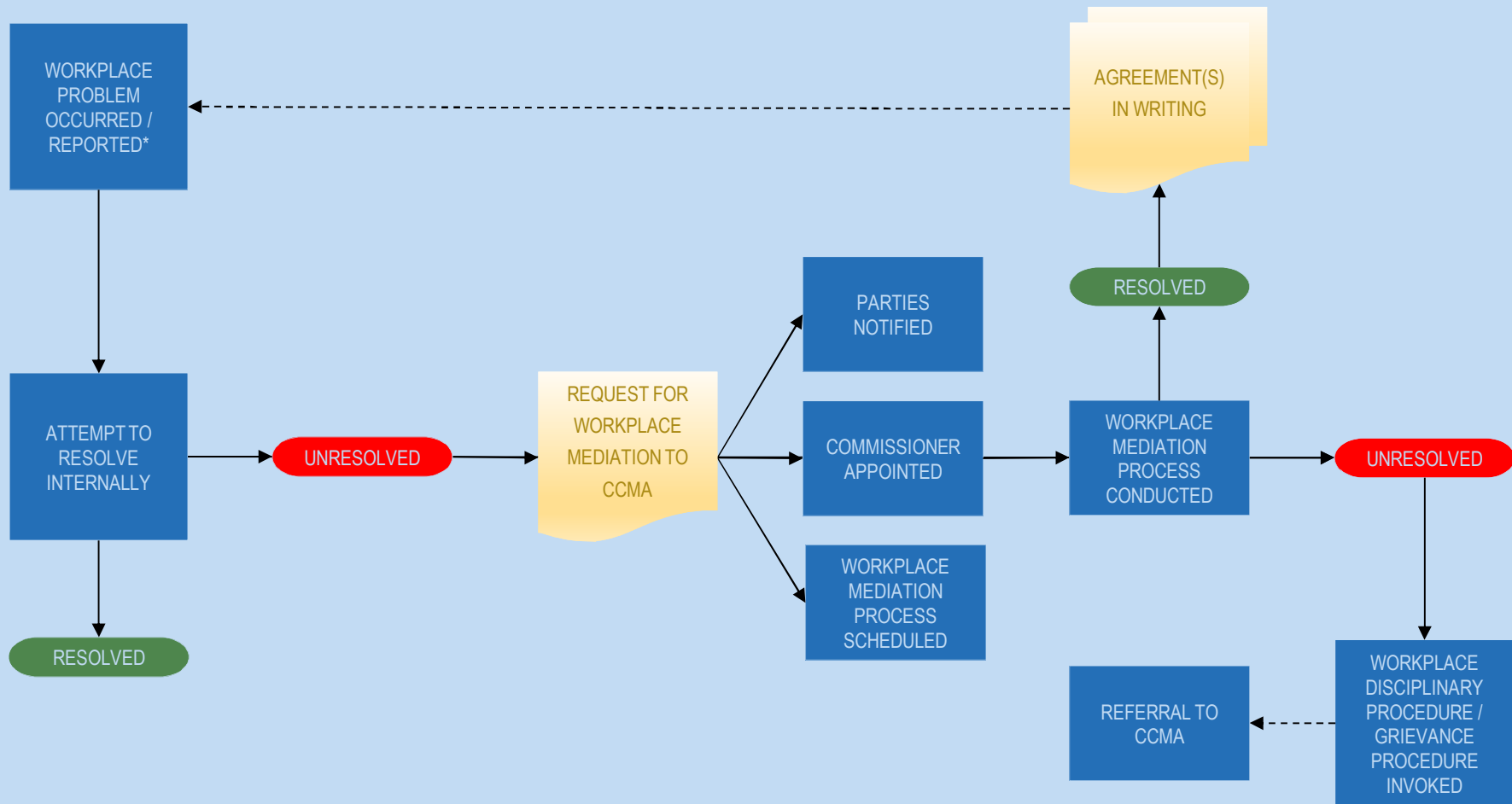
FOR PURPOSES OF THE PILOT PROJECT ONLY THE FOLLOWING CATEGORIES OF PROBLEMS WILL BE DEALT WITH:

- *ANY PROBLEM RELATING TO THE CONDUCT OR CAPACITY OF THE EMPLOYEE THAT MAY ORDINARILY LEAD TO INSTITUTION OF DISCIPLINARY PROCEEDINGS*
- *ANY PROBLEM RELATING TO CONDUCT OF THE EMPLOYER THAT MAY ORDINARILY LEAD TO THE LODGING OF A GRIEVANCE INTERNALLY OR THE REFERRAL OF AN UNFAIR LABOR PRACTICE DISPUTE*
- *ANY PROBLEM BETWEEN EMPLOYEES THAT ADVERSELY IMPACTS ON THE WORKPLACE*

THE FOLLOWING ISSUES WILL BE EXCLUDED - GROSS MISCONDUCT, DISCRIMINATION, SEXUAL HARASSMENT




WORKPLACE MEDIATION OVERVIEW





HOW TO ACCESS WORKPLACE MEDIATION DURING THE PILOT PROJECT

REQUEST FOR WORKPLACE MEDIATION	
(FOR WESTERN CAPE FRUIT SECTOR PILOT PROJECT USE ONLY)	
<p>READ THIS FIRST</p> <p style="text-align: center;">↓</p> <p>WHAT IS THE PURPOSE OF THIS FORM? This form enables an Employee, Employer, Trade Union or Employers Organisation to request assistance from the CCMA in terms of section 115 (2) (c) of the Labour Relations Act in the form of Workplace Mediation.</p> <p>WHO FILLS IN THIS FORM? Employee(s), Employer, Trade Union or Employers Organisation</p> <p>WHERE DOES THIS FORM GO? The Registrar, Regional Office of the CCMA in the region where the workplace mediation is to be conducted.</p> <p>WHAT WILL HAPPEN WHEN THIS FORM IS SUBMITTED? The CCMA will appoint a Commissioner who will attempt to resolve the problem between the parties by conducting a Workplace Mediation process at the workplace within 10 (ten) days.</p> <p>CONSENT OF OTHER PARTY The CCMA may only conduct a Workplace Mediation process if the other party / parties give consent. It is the responsibility of the Party Requesting Workplace Mediation to obtain the consent of the other party / parties.</p> <p>REFERRAL OF DISPUTE RELATING TO PROBLEM The CCMA cannot conduct a Workplace Mediation process if a dispute has already been referred to the CCMA regarding the same problem.</p>	<div style="text-align: right;">  </div> <p>1. DETAILS OF PARTY REQUESTING WORKPLACE MEDIATION</p> <p>The Requesting Party is: <input type="checkbox"/> Employee / Trade Union <input type="checkbox"/> Employer / Employer Organisation</p> <p>Name:</p> <p>Postal Address:</p> <p>..... Postal Code:</p> <p>Contact Person:</p> <p>Tel: Cell:</p> <p>Fax: Email:</p> <p>If there is more than one employee involved and the requesting party is not a trade union, then each employee must supply his/her personal details and signature on a separate page, which must be attached to this form.</p> <p>2. DETAILS OF OTHER PARTY</p> <p>The Other Party is: <input type="checkbox"/> Employee / Trade Union <input type="checkbox"/> Employer / Employer Organisation</p> <p>Name:</p> <p>Postal Address:</p> <p>..... Postal Code:</p> <p>Contact Person:</p> <p>Tel: Cell:</p> <p>Fax: Email:</p> <p>If the Other Party is not the employer and there is more than one employee involved then each employee must supply his/her personal details and signature on a separate page, which must be attached to this form.</p> <p>3. NATURE OF THE PROBLEM(S)</p> <p>Give a brief description of the problem(s):</p> <p>.....</p> <p>.....</p> <p>Has any dispute relating to this problem(s) already been referred to the CCMA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please supply the following information: Case Number: Date Referred:</p> <p>Nature of Dispute:</p> <p>4. CONSENT OF OTHER PARTY</p> <p>I, the undersigned, hereby consent to the CCMA offering assistance in the form of Workplace Mediation and agree to participate in the process.</p> <p>Signature of Other Party:</p> <p>Signed at on this</p> <p>If the Other Party is not the employer and there is more than one employee involved, each employee must supply his/her personal details and signature indicating consent on a separate page, which must be attached to this form.</p>
CCMA Case Number:	Please turn over →

- USED TO REQUEST THE SERVICE FROM THE CCMA
- GIVES DETAILS OF THE PROBLEM(S)
- REQUIRES SIGNED CONSENT BY OTHER PARTY/PARTIES



REQUEST FOR WORKPLACE MEDIATION FORM

PERMISSION TO CONDUCT PROCESS AT THE WORKPLACE

Workplace Mediation is most effective if conducted at the workplace. Permission must be sought from the Employer / Representative of the Employer to conduct the process at the workplace. If permission to conduct the process at the workplace is not given, the process will be scheduled at the nearest CCMA office or venue.

5. DETAILS OF THE WORKPLACE

Name of Employer:
 Contact Person:
 Physical Address:

 Tel: Cell:
 Fax: Email:

6. PERMISSION BY EMPLOYER TO CONDUCT PROCESS AT THE WORKPLACE

I, the undersigned, confirm that I am the Employer / Representative of the Employer of the Party requesting Workplace Mediation and do hereby give permission for the process to be conducted at the workplace as reflected in 5. above. I undertake to provide a suitable venue for the process to be conducted and to grant time off to the Employee(s) involved to attend the process.

Full Name:
 Signature:
 Signed at on this.....

7. INTERPRETER SERVICES

If an interpreter is required, please indicate language:

- | | | |
|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Afrikaans | <input type="checkbox"/> IsiNdebele | <input type="checkbox"/> IsiZulu |
| <input type="checkbox"/> IsiXhosa | <input type="checkbox"/> Sepedi | <input type="checkbox"/> SeSotho |
| <input type="checkbox"/> Setswana | <input type="checkbox"/> IsiSwati | <input type="checkbox"/> Xitsonga |
| <input type="checkbox"/> Sign Language | <input type="checkbox"/> Tshivenda | |
| <input type="checkbox"/> Other (please describe): | | |

8. SECTOR

Indicate the sector in which the problem arose:

- | | | |
|---|---|---|
| <input type="checkbox"/> Agriculture/Farming | <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Public Service |
| <input type="checkbox"/> Building & Construction | <input type="checkbox"/> Health | <input type="checkbox"/> Services (Business & Professional) |
| <input type="checkbox"/> Chemical | <input type="checkbox"/> Mining | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Contract Cleaning | <input type="checkbox"/> Motor | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Distribution | <input type="checkbox"/> Paper & Printing | <input type="checkbox"/> |
| <input type="checkbox"/> Domestic | <input type="checkbox"/> Private Security | |
| <input type="checkbox"/> Other (please describe): | | |


9. CONFIRMATION OF ABOVE DETAILS

Signature of Party requesting Workplace Mediation:
 Signed at on this.....

- *REQUIRES SIGNED PERMISSION BY EMPLOYER TO USE WORKPLACE FOR CONDUCTING THE PROCESS*
- *NO REQUIREMENT TO SERVE ON OTHER PARTY / PARTIES*



WORKPLACE MEDIATION OUTCOME REPORT

	CCMA WORKPLACE MEDIATION OUTCOME REPORT
I CONFIRM THAT THE WORKPLACE MEDIATION PROCESS CONDUCTED BETWEEN:	

REQUESTING PARTY / PARTIES	
AND	

OTHER PARTY / PARTIES	
AT _____ ON THE _____	
AND RELATING TO: _____	

WAS COMPLETED ON THE _____.	
OUTCOME OF PROCESS: <input type="checkbox"/> RESOLVED <input type="checkbox"/> NOT RESOLVED	
FOLLOW UP REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
DETAILS / COMMENTS:	

COMMISSIONER NAME: _____	
SIGNATURE: _____	
SIGNED AT _____ ON THIS _____	

- *CONFIRMS COMPLETION OF THE PROCESS*
- *INDICATES OUTCOME OF THE PROCESS*
- *INDICATES FOLLOW UP ACTION REQUIRED, IF ANY*
- *COPIES SENT TO ALL PARTIES INVOLVED*
- *NOT A CERTIFICATE!*



TURNAROUND TIME FROM REQUEST TO PROCESS

REQUEST FOR
WORKPLACE
MEDIATION FORM

SEVEN (7)
DAYS NOTICE

NOTICE OF
PROCESS

PROCESS
CONDUCTED

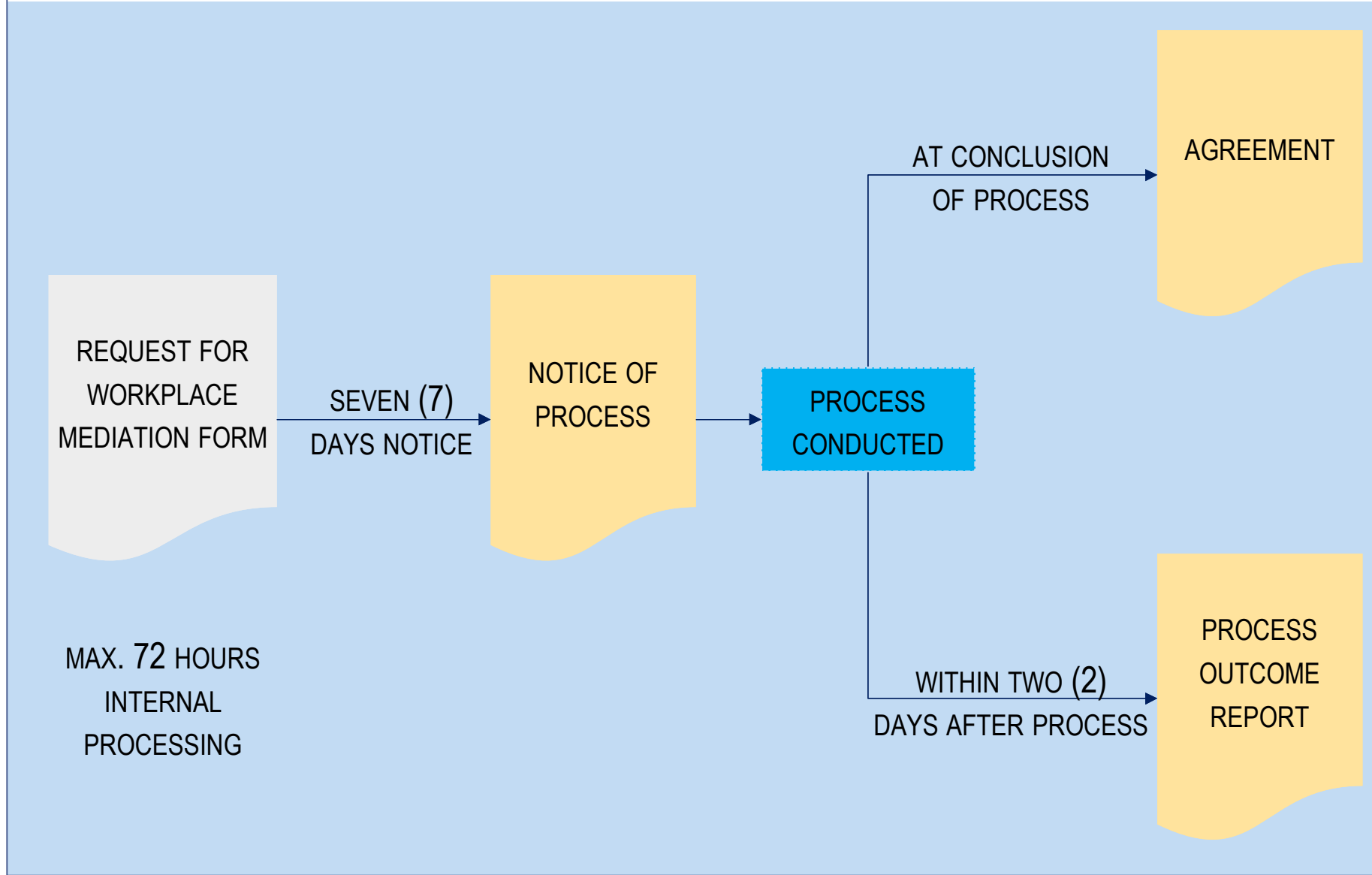
AT CONCLUSION
OF PROCESS

AGREEMENT

MAX. 72 HOURS
INTERNAL
PROCESSING

WITHIN TWO (2)
DAYS AFTER PROCESS

PROCESS
OUTCOME
REPORT





WHAT TO EXPECT IN TERMS OF PROCESS

- *WORKPLACE MEDIATION WILL BE CONDUCTED AT THE WORKPLACE BY A SPECIALLY TRAINED COMMISSIONER OF THE CCMA*
- *PROCESS IS ALLOCATED TWO (2) HOURS*
- *INTERPRETATION SERVICE PROVIDED ON REQUEST*
- *REPRESENTATION AT THE PROCESS IS IN LINE WITH WORKPLACE POLICY / PROCEDURE /PRACTICE OR BY AGREEMENT BETWEEN THE PARTIES*



WHAT TO EXPECT IN TERMS OF PROCESS

- *COMMISSIONER WILL CONDUCT JOINT AND SEPARATE MEETINGS WITH PARTIES INVOLVED*
- *AT END OF PROCESS, COMMISSIONER WILL COMPLETE AN OUTCOME FORM AND PROVIDE COPIES TO THE PARTIES*
- *IF RESOLVED, COMMISSIONER WILL ASSIST IN DRAFTING AN AGREEMENT*
- *IF UNRESOLVED, COMMISSIONER MAY MAKE NON-BINDING RECOMMENDATIONS TO PARTIES ON HOW THE PROBLEM MAY BE RESOLVED*
- *IF UNRESOLVED, DISCIPLINARY PROCEEDINGS / LODGING OF GRIEVANCE / REFERRAL OF UNFAIR LABOUR PRACTICE MAY PROCEED*



SCOPE AND DURATION OF THE PILOT PROJECT

SCOPE

- *LIMITED TO THE FRUIT SECTOR IN THE WESTERN CAPE – INCLUDING AGRICULTURE AND PACKING (FRESH FRUIT)*

DURATION

- *SIX (6) MONTHS FROM 01 MARCH 2016 TO 31 AUGUST 2016*
- *OPTION TO EXTEND BY THREE (3) MONTHS UNTIL THE 30 NOVEMBER 2016*

WORKPLACE MEDIATION

WHAT IS WORKPLACE MEDIATION?

Workplace Mediation is a process to resolve conflict in the workplace that may arise between the employer and employee(s) or between employees. It attempts to resolve workplace problems at an early stage i.e. before disciplinary action is taken by the employer or a grievance lodged by employee or statutory dispute resolution measures are pursued. The focus of Workplace Mediation is on working together to go forward, not determining who was right or wrong in the past. The process is voluntary and therefore requires the parties involved to consent to participate in the process.

FOR WHAT KIND OF PROBLEMS CAN WORKPLACE MEDIATION BE USED?

- Any problem relating to the conduct or capacity of the employee that may ordinarily lead to institution of disciplinary proceedings
- Any problem relating to conduct of the employer that may ordinarily lead to the lodging of a grievance or the referral of an unfair labor practice dispute
- Any problem between employees that impacts on the workplace

Please note that problems relating to discrimination, sexual harassment or gross misconduct are not appropriate for Workplace Mediation.

HOW IS WORKPLACE MEDIATION REQUESTED?

Workplace Mediation may be accessed by completing a Request for Workplace Mediation Form and submitting it to the CCMA. The form may be completed by an Employer, one or more Employees, an Employers' Organisation or a Trade Union.

DOES IT REPLACE INTERNAL WORKPLACE DISCIPLINARY AND GRIEVANCE PROCEDURES?

Workplace Mediation does not replace internal workplace disciplinary and grievance procedures. The process is conducted before these procedures come into play.

WHAT HAPPENS AT A WORKPLACE MEDIATION?

The process is conducted at the workplace. The Commissioner will meet all the parties involved either jointly or in separate meetings to understand what the problem is between the parties. The Commissioner will then attempt to resolve the problem by assisting parties to generate ideas and come up with solutions that are acceptable to all parties. Once the problem is resolved, the Commissioner will assist the parties to draft an agreement.

HOW IS IT DIFFERENT FROM CONCILIATION?

Workplace Mediation attempts to resolve workplace problems that could give rise to disputes, while Conciliation attempts to resolve disputes that arise out of workplace problems. Workplace Mediation is a voluntary process, while Conciliation is a compulsory process.

WHAT HAPPENS IF WORKPLACE MEDIATION FAILS?

If the Commissioner cannot help parties to resolve their problems through workplace mediation, the normal disciplinary or grievance procedure of the workplace would follow i.e. a disciplinary hearing could be convened by the employer or a grievance may be lodged by the employee depending on the nature of the problem.

BENEFITS OF WORKPLACE MEDIATION

- Maintains or improves working relationships
- Prevents escalation of conflict in the workplace
- Is less stressful than using formal disciplinary and grievance procedures, and has the potential to actually reduce the use of formal disciplinary and grievance procedures, and consequently referral of disputes
- Cost effective means to resolve workplace problems

RELEVANT LEGISLATION

Labour Relations Act, Section 115 (2) (c)

REQUEST FOR WORKPLACE MEDIATION

(FOR WESTERN CAPE FRUIT SECTOR PILOT PROJECT USE ONLY)



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form enables an Employee, Employer, Trade Union or Employers' Organisation to request assistance from the CCMA in terms of section 115 (2) (c) of the Labour Relations Act in the form of Workplace Mediation.

WHO FILLS IN THIS FORM?

Employee(s), Employer, Trade Union or Employers' Organisation

WHERE DOES THIS FORM GO?

The Registrar, Regional Office of the CCMA in the region where the workplace mediation is to be conducted.

WHAT WILL HAPPEN WHEN THIS FORM IS SUBMITTED?

The CCMA will appoint a Commissioner who will attempt to resolve the problem between the parties by conducting a Workplace Mediation process at the workplace within 10 (ten) days.

CONSENT OF OTHER PARTY

The CCMA may only conduct a Workplace Mediation process if the other party / parties give consent. It is the responsibility of the Party Requesting Workplace Mediation to obtain the consent of the other party / parties.

REFERRAL OF DISPUTE RELATING TO PROBLEM

The CCMA cannot conduct a Workplace Mediation process if a dispute has already been referred to the CCMA regarding the same problem.

1. DETAILS OF PARTY REQUESTING WORKPLACE MEDIATION

The Requesting Party is: Employee / Trade Union Employer / Employer Organisation

Name:

Postal Address:

.....Postal Code:

Contact Person:

Tel: Cell:

Fax: Email:

If there is more than one employee involved and the requesting party is not a trade union, then each employee must supply his/her personal details and signature on a separate page, which must be attached to this form

2. DETAILS OF OTHER PARTY

The Other Party is: Employee / Trade Union Employer / Employer Organisation

Name:

Postal Address:

.....Postal Code:

Contact Person:

Tel: Cell:

Fax: Email:

If the Other Party is not the employer and there is more than one employee involved then each employee must supply his/her personal details and signature on a separate page, which must be attached to this form.

3. NATURE OF THE PROBLEM(S)

Give a brief description of the problem(s):

.....
.....
.....
.....

Has any dispute relating to this problem(s) already been referred to the CCMA?

YES NO

If YES, please supply the following information:

Case Number: Date Referred:

Nature of Dispute:

4. CONSENT OF OTHER PARTY

I, the undersigned, hereby consent to the CCMA offering assistance in the form of Workplace Mediation and agree to participate in the process.

Signature of Other Party:

Signed at on this.....

If the Other Party is not the employer and there is more than one employee involved, each employee must supply his/her personal details and signature indicating consent on a separate page, which must be attached to this form.

CCMA Case Number:

Please turn over →

PERMISSION TO CONDUCT PROCESS AT THE WORKPLACE

Workplace Mediation is most effective if conducted at the workplace. Permission must be sought from the Employer / Representative of the Employer to conduct the process at the workplace. If permission to conduct the process at the workplace is not given, the process will be scheduled at the nearest CCMA office or venue.

5. DETAILS OF THE WORKPLACE

Name of Employer:
Contact Person:
Physical Address:
.....
.....
Tel: Cell:
Fax: Email:

6. PERMISSION BY EMPLOYER TO CONDUCT PROCESS AT THE WORKPLACE

I, the undersigned, confirm that I am the Employer / Representative of the Employer of the Party requesting Workplace Mediation and do hereby give permission for the process to be conducted at the workplace as reflected in 5. above. I undertake to provide a suitable venue for the process to be conducted and to grant time off to the Employee(s) involved to attend the process.

Full Name:
Signature:
Signed aton this.....

7. INTERPRETER SERVICES

If an interpreter is required, please indicate language:

- Afrikaans
- IsiNdebele
- IsiZulu
- IsiXhosa
- Sepedi
- SeSotho
- Setswana
- IsiSwati
- Xitsonga
- Sign Language
- Tshivenda
- Other (please describe):

8. SECTOR

Indicate the sector in which the problem arose:

- Agriculture/Farming
- Food & Beverage
- Public Service
- Building & Construction
- Health
- Services (Business & Professional)
- Chemical
- Mining
- Retail
- Contract Cleaning
- Motor
- Wholesale
- Distribution
- Paper & Printing
-
- Domestic
- Private Security
- Other (please describe):

9. CONFIRMATION OF ABOVE DETAILS

Signature of Party requesting Workplace Mediation:

Signed aton this.....