



FHS Enterprises Limited

**Human Capital Management,
Employment Relations,
Recruitment and Corporate
Benefit Solutions**

Human Capital Management Solutions

We assist in transforming traditional administrative functions of Human Resources into opportunities to drive engagement, productivity, and business values, and aligned these towards the achievement of business imperatives.

We enable our clients to enjoy the benefit of a one-stop fully outsourced human capital management service.

Our strategic solutions include:

Recruitment & On-boarding

We start by assisting your organisation to recruit the right candidate, that is a suitable fit for both the specific position and for your organisation's culture. Once we secured the best candidate, we assist your organisation to structure and manage all processes involved in the on-boarding of your new recruits. These services include:

- Training: Interviewing Skills and Employee Induction
- Recruitment policies and procedures
- Employee induction: manuals, policies, and procedures

Also refer to our Recruitment section here under for detailed information on our solution.

Performance Management

We develop and assists you to manage a Performance Management system which ensures that your employees are aligned with to and consistently managed against your organisation's objectives and performance standards. We achieve this by:

- Development of Performance Management Policies
- Facilitation and Training on Performance Reviews
- Measurement of Return on Investment on improved performance
- Development of policies to ensure the "equal work equal pay" principal

HR Development and Skills Development

Integrate your Performance Management system with training and development strategies:

- Training Needs Analysis, Personal Development Plans and Career Paths for employees
- Identifying skills shortages and training needs
- Drafting Personal Development Plans
- Structuring a skills development committee from within your organisation
- Conducting quarterly meetings with the committee to monitor progress
- Develop and manage a workplace skills plan

Reward, Recognition & Remuneration

Create sound reward and remuneration practices:

- Job grading
- Income differential analysis
- Employee incentive strategies and reward programs
- Aline with equal pay for equal work principals

Retention & Succession Planning

We assist your organisation in identify critical positions for succession planning, reasons for staff leaving and factors which will help retain staff and we structure a retention and succession planning strategy:

- Surveys: Culture and Staff Satisfaction
- Retention strategy
- Identify critical positions and skill sets: Personal Succession Plans and Workplace Skills Plan

Employment Equity and Diversity Management

Assisting your organisation to manage the entire Employment Equity process to comply with best practices requirements, identify and eliminate unfair discrimination, increase workforce diversity and equality at the workplace.

Payroll

These services include an outsourced and fully managed payroll facility. We also assist your organisation with leave management.

General HR Functions

We will also deliver the following day-today general HR functions:

- Drafting and implementation of employment contracts
- Drafting and implementation of all relevant policies and procedures
- Implementation of all relevant forms and precedents
- Implementation of all legal requirements as stipulated in all Legislation pertaining to Labour and Employment Law
- Leave and Sick Leave management
- Design and implementation of Employee Wellness programs
- Assisting with Health and Safety processes and best practices
- Managing of Employee files and records

Employment Relations Solutions

Managing the complex relationship between employer and employee is no easy task. FHS proactively seeks to mitigate risks within our client's business and to reduce conflict as well as add value to business operations by implementing practical solutions that assist management in dealing with labour and employment legislation requirements.

Our specialist solutions include:

- **Labour Audits and Compliance** – Measure the effectiveness of your current processes and procedures and ensure compliance in terms of all relevant Legislation.
- **Discipline and Grievance Management** – Assist with the day to day managing of all misconduct matters. Deal with all Disciplinary and Grievance hearings. We also ensure that all procedures are correctly followed.
- **Performance Assessment and Management** – Assist you in dealing with poor performance to achieve maximum productivity out of your Employees to increase general morale in the workplace.

- **Incapacity Management** – Absenteeism has a major negative impact on productivity and can become very costly. We assist you in dealing with absenteeism as well as matters related to Ill Health.
- **Management Development** – Assist Management on an ongoing basis with matters related to Employment Relations.
- **Restructuring**– Assist you in restructuring your business in line with all relevant Legislation for you to have the most streamlined operations with the highest possible returns.
- **Collective Bargaining** – Assist you in dealing with Trade Unions from start to finish. This will include amongst others wage negotiations and strike handling.
- **Policy and Contract Drafting** – Ensure that all Policies and Employment Contracts are in line with the relevant Legislation.
- **Policy and Contract Implementation** – Ensure the effective implementation of all Policies and Employment Contracts to ensure full compliance from both Management and Employees.
- **Supply basic and ongoing Employment Relations training** to Line Managers to effectively deal with discipline in the workplace.
- **Telephonic and Email Assistance** – Your Management team will have unlimited access to our assistance via email and telephone.
- **Relevant Laws and Legislation** – Assist Management in understanding and implementing all relevant Legislation that impacts the Employment market.

Recruitment

We have partnered with **AMREP Limited**, a well-established registered recruitment agency to render a tailored-made recruitment solution to our clients.

Our commitment to manage the entire recruitment process from start to finish on behalf our clients is what differentiates us from the competition. Our philosophy is that we can only add value to our client's business if we know their business and understand their unique corporate culture.

In short, we support our clients even from before the recruitment process starts. Guiding then through every step, from the initial interview process, the hiring decision and package negotiations.

Our service solution includes:

- We engage with the client to establish a clear understanding of the company's organizational structure and culture so that we have a thorough understanding of the company's mission and vision.
- We formulate a distinct job description for each vacant position according to the client's needs and requirements.
- We determine and then define the recruitment criteria, job responsibilities and requirements for each position and then ensure that this corresponds with a breakdown of the compensation package.
- We establish a strong working relationship with a designated representative of the client to facilitate the day-to-day co-ordination of the hiring process.
- We provide advice and support, based on the hiring needs of each client for various positions, by identifying appropriate candidates either from our extensive in-house database or via professional referrals and headhunting or via external advertising.
- We make use of various advertising platforms through social media, our own websites, and other related portals. We can also offer targeted paid advertising to our clients which we will manage directly.
- Once we have placed the advertisements we proceed to source, screen, and interview appropriate candidates.
- After our initial screening evaluation, we proceed to an in-house screening interview of potential candidates followed by the shortlisting of appropriate candidates. Shortlisted candidate's CV's and copies of our interview notes are then presented to the client for their consideration where after we arrange interviews with the client's selected candidates.
- Once these candidates have been interviewed, we provide detailed feedback during a joint post interview with the client.
- At the conclusion of the interview process we also provide detailed feedback to all the candidates who participated.
- As an additional value add we can perform detailed background checks of potential candidates if required without putting the client or the candidate at risk of breaching the GDRP legislation.

Corporate Benefits

We help businesses reward, motivate, and empower their employees with our state-of-the-art group benefits platform in conjunction with our registered financial planning partners.

We offer the following group benefit solutions:

- Health Insurance – Inpatient & Outpatient Treatment
- Life Insurance with additional benefits
- Death by Accident
- Permanent Total Disability due to Accident or Illness

- Permanent Partial Disability due to Accident
- Personal Accident Insurance
- Serious Disease Insurance

In addition to the above group solutions, we also offer a comprehensive independent personal financial planning service to individuals including:

- Life Insurance solutions
- Savings and Investment solutions
- Offshore Investment solutions
- Offshore banking
- Trust and fiduciary services

Our Bespoke Solutions can be accessed as follow:

- On an ad-hock basis, as and when needed hourly rate basis.
- A fully outsourced function on a retainer fee.
- A project-based fee structure.

Contact Us

We are looking forward to welcoming you to the FHS Enterprises family. Contact us today to start the journey to a brighter future.

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