



Abangahluleki
HR SOLUTIONS
Engineered to win

WELCOME TO

Abangahluleki HR Solutions

Engineered to win



Visit Our Website

WWW.ABANGAHLULEKIHR SOLUTIONS.CO.ZA



WHAT WE OFFER

Outsourced HR capability, delivered with in-house responsiveness.

We provide HR consulting services in line with our Products and Services offering, including but not limited to HR documentation, employee relations support, compliance assistance, reporting, and management enablement. We tailor our services to your business requirements, offering either retainer-based support for clients who need an outsourced HR function, or project-based support for once-off needs. For retainer engagements, a dedicated HR Consultant is allocated to your account to provide day-to-day telephonic and email support, with onsite support available on request in line with the agreed Service Level Agreement (SLA) & Scope of Work (SOW).

OUR DELIVERY APPROACH:

Discover – Short intake to understand your business, roles, risks and priorities.

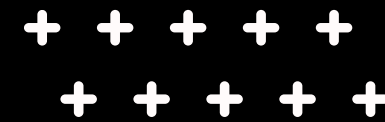
Design – Draft documents and tools aligned to your operations and South African labour legislation.

Implement – Workshop with management, finalise documentation, and support rollout.

Embed – Optional post-implementation support through reporting, coaching and a monthly retainer



FEATURED BUNDLE



HR Policies and Procedures Pack - R 9 500.00 (excl. VAT)

A practical starter pack for SMEs. Choose any six (6) policies from our standard policy suite, customised for your business and accompanied by an implementation checklist.

Standard policy suite includes:

- Probation Review Procedure
- Disciplinary Code
- Grievance Procedure
- Leave Policy
- Working Hours/Shift Agreement
- Training and Development Policy
- Incapacity Policy
- Social Media Policy
- Harassment Policy
- Code of Conduct

Example value: purchasing Code of Conduct, Disciplinary Code, Grievance Procedure, Leave Policy, Working Hours/Shift Agreement and Training and Development individually totals R 13 600.00. The pack price is R 9 500.00, a saving of R 4 100.00.

MONTHLY RETAINERS

OPERATIONS RETAINER

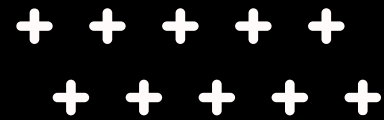
- ✓ HR Advisory
- ✓ Hr Guidance & Document Review (Up to Limits)
- ✓ Compliance Reminders
- ✓ 1 × Monthly Management Check-In

BUSINESS HR RETAINER

- ✓ HR Advisory
- ✓ Hr Admin Support
- ✓ 1 × Recruitment Admin Cycle
- ✓ Monthly HR Report
- ✓ 1 × Structured Management Check-In

STRATEGIC HR PARTNER RETAINER

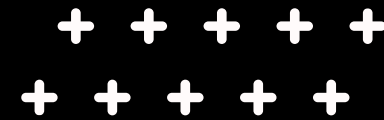
- ✓ Priority HR Advisory
- ✓ Hr Oversight
- ✓ Monthly HR Dashboard & Recommendations
- ✓ Governance Support
- ✓ Up To 2 Check-Ins



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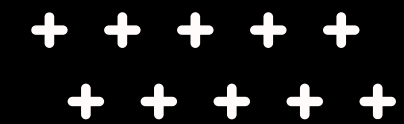
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DETAIL LIST OF PRODUCTS & SERVICES

HR Compliance and Governance



Service	Deliverable	Typical Turnaround
HR Compliance Audit	Compliance diagnostic, risk summary and prioritised action plan.	7-10 working days
Corporate Governance Form	Corporate governance / conflict of interest declaration form.	1-2 working days
Consent Form to Use Personal Information	POPIA employee consent to process personal information.	1-2 working days
Consent Form for Drug and Alcohol Testing	Consent form for alcohol and drug testing procedures.	1-2 working days
EEA1 - Declaration by Employee	EEA1 declaration (employee information form).	1 working day

DETAIL LIST OF PRODUCTS & SERVICES (cont.)

Policies and Procedures

Service	Deliverable	Typical Turnaround
HR Policies & Procedures Pack	Pack: any six policies from the standard suite, customised.	10-15 working days (for 6 policies)
Code of Conduct	Code of Conduct tailored to operational realities.	5-7 working days
Disciplinary Code	Disciplinary code and procedure (schedule of offences and process).	7-10 working days
Grievance Procedure	Grievance procedure and process flow.	5-7 working days
Leave Policy	Leave policy aligned to BCEA and organisational rules.	5-7 working days
Working Hours/Shift Agreement	Working hours and shift rules / agreement template.	5-7 working days
Training & Development Policy	Training and development policy and process.	5-7 working days
Harassment Policy	Harassment / bullying framework and reporting process.	5-7 working days
Incapacity Policy	Incapacity (ill-health / injury) and poor performance procedure.	5-7 working days
Probation Review Procedure	Probation review procedure and templates.	3-5 working days
Social Media Policy	Social media rules and reputational protection.	3-5 working days
Behavioural Code of Conduct	Behavioural standards supplement (conduct expectations).	3-5 working days
Code of Ethics and Business Conduct	Ethics and business conduct standards (anti-fraud / integrity).	3-5 working days



DETAIL LIST OF PRODUCTS & SERVICES (cont.)



Contracts and Employment Documentation

Service	Deliverable	Typical Turnaround
Standard Contract Drafting	Standard employment contract (role appropriate).	7-10 working days
Custom Contract Drafting	Custom contract drafting for complex or senior roles.	10-15 working days
Standard Job Description	Standard job description (role purpose, duties, KPI outline).	3-5 working days
Complex Job Descriptions	Job description for complex / multi-skilled roles.	3-5 working days



DETAIL LIST OF PRODUCTS & SERVICES (cont.)

Employee Relations and Dispute Resolution



Service	Deliverable	Typical Turnaround
Services - Preparing Charge Sheets	Preparation of charge sheet(s) for a disciplinary process.	1-2 working days
Services - Conduct Investigation	Conduct investigation (statements, evidence review, report).	2-5 working days (per case)
Services - Initiate Enquiry	Initiate disciplinary enquiry process and documentation.	3-5 working days (per case)
Services - Chairing Enquiry	Chairing of disciplinary enquiry (procedural facilitation).	Per hearing day / session
Services - CCMA Representation	CCMA representation support (conciliation phase).	Per matter (conciliation phase)

DETAIL LIST OF PRODUCTS & SERVICES (cont.)

Reporting and Change Enablement

Service	Deliverable	Typical Turnaround
Services - HR Reporting (per report)	HR report (per report) - absenteeism, overtime, ER metrics etc.	2-3 working days
Services - Change Management Training	Change management training session (leaders / teams).	Workshop date dependent



Notes, Assumptions and Exclusions

- **Legal review:** We provide HR and employment practice documentation. We are not a law firm and we recommend independent legal review by a suitably qualified South African attorney prior to implementation.
- **Operational inputs:** Turnaround times assume timely feedback and provision of company-specific information (roles, practices, and current documents).
- **Employee relations matters:** Hearing, investigation and CCMA work is case-dependent; travel, postponements, transcription and similar third-party costs are excluded unless agreed.
- **Pricing validity:** Fees are subject to change and will be confirmed in a written quotation.



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CONTACT DETAILS



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