



Alpha HR Group

Building a stronger business together

Company:				
Address:				
Tel:		Fax:		
Contact Name:		Cell:		
DOCUMENTS	√= Must x= Not Essential	Individual price per document	AFR/ENG	YES/NO
Project letter of appointment	√	250		
Letter of appointment – monthly paid	√	250		
Perm Weekly/Fortnight paid Contract	√	250		
Periodic Contract	√	250		
Fixed Task Contract (Old seasonal)	√	250		
Fixed Term Contract	√	250		
Contractor's Contract or TES	√	250		
Housing Contract	√	300		
Employment Equity Plan and Policy	√	300		
Recruitment & Selection Policy	√	450		
Anti-Discrimination Policy	√	300		
Child and Forced Labour Policy	√	250		
Freedom of Association Policy	√	250		
Basic Conditions of Employment of Company	√	300		
Internal Rules and Regulations	x	300		
Job Grading and Evaluation	x	400		
Remuneration Policy	x	300		
Orientation Policy & Procedure	√	300		
Policy in terms of Leave/Sick Leave/ Family Leave/ Parental leave, etc	√	400		
Health & Safety Policy	√	400		

VISIT US

Vleistreet,
Southern Paarl, 7646
www.alpharecruitment.co.za

TALK TO US

☎ 081 219 2117
✉ info@alpharecruitment.co.za
f alpharecruitment

MANAGER

BARINDA STRAUSS VILJOEN
General Manager
☎ 060 5183 751
✉ barinda@alpharecruitment.co.za

HIV/AIDS Policy	√	400		
Retrenchment Policy & Procedure	x	400		
Working hours Policy	x	200		
Housing Policy	√	400		
Hostel & Single Quarters Policy	x	300		
Cellphone Policy	x	300		
Clothing Policy	√	300		
Creche Policy	x	250		
Travel Allowance Policy	x	250		
Disciplinary Code and Grievance Policy and Procedure	√	500		
Disciplinary Code re Work Performance	√	200		
Alcohol and Drug Policy	√	400		
Sexual Harassment Policy	√	400		
Smoke Policy	√	300		
Entrance Policy	√	300		
AARTO Policy	√	300		
Vehicle Policy	x	300		
Electronic Media Policy	√	300		
Environmental Policy	√	200		
Electrical fencing Policy	x	200		
Ladder Policy	√	200		
Risk Management Policy	√	200		
Who signs what Policy	x	300		
Whistle Blowers Policy	√	250		
Covid-19 Policy	√	300		
TOTAL:				

All documents are available in the following languages:

- Afrikaans and/or English
- Revision and updating Policies will be quoted on.
- Special policies can be drafted at request of the company as per quoted price.

The full file will be available at R7 000-00.

VISIT US

Vleistreet,
Southern Paarl, 7646
www.alpharecruitment.co.za

TALK TO US

☎ 081 219 2117
✉ info@alpharecruitment.co.za
f alpharecruitment

MANAGER

BARINDA STRAUSS VILJOEN
General Manager
☎ 060 5183 751
✉ barinda@alpharecruitment.co.za

FORMS

TYPE	ESSENTIAL	NOT ESSENTIAL	YES/NO
Application for position	√		
Application for leave	√		
Permission to deduct money	√		
Service Certificate	√		
Evaluation form 1 – Weekly paid	√		
Evaluation Form 2 – Monthly paid	√		
Job Description Information		√	
Information re new employee	√		
Loan application		√	
Driver's agreement	√		
Vehicle accident report	√		
Admin control form at termination	√		
House Inspection Form		√	
Record form of leave	√		
Record Form of Discipline	√		
Alcohol & Drug form	√		
Notification of hearing	√		
General Disciplinary form	√		
Notice of termination of service	√		
Grievance form	√		
Appeal form			
Disciplinary hearing control form	√		
Guidelines re aggravating/Mitigating circumstances	√		
Disciplinary report form	√		
House eviction notice	√		
Appointment of Company Rep at H&S Committee	√		
Appointment of worker's Rep at H&S Committee	√		
Responsibilities in terms of H&S	√		
Endorsing Minutes of H&S meetings	√		
Form for entrance in terms of Covid-19	√		
Others:	Per Quote		

VISIT US

Vleistreet,
Southern Paarl, 7646
www.alpharecruitment.co.za

TALK TO US

☎ 081 219 2117
✉ info@alpharecruitment.co.za
f alpharecruitment

MANAGER

BARINDA STRAUSS VILJOEN
General Manager
☎ 060 5183 751
✉ barinda@alpharecruitment.co.za