



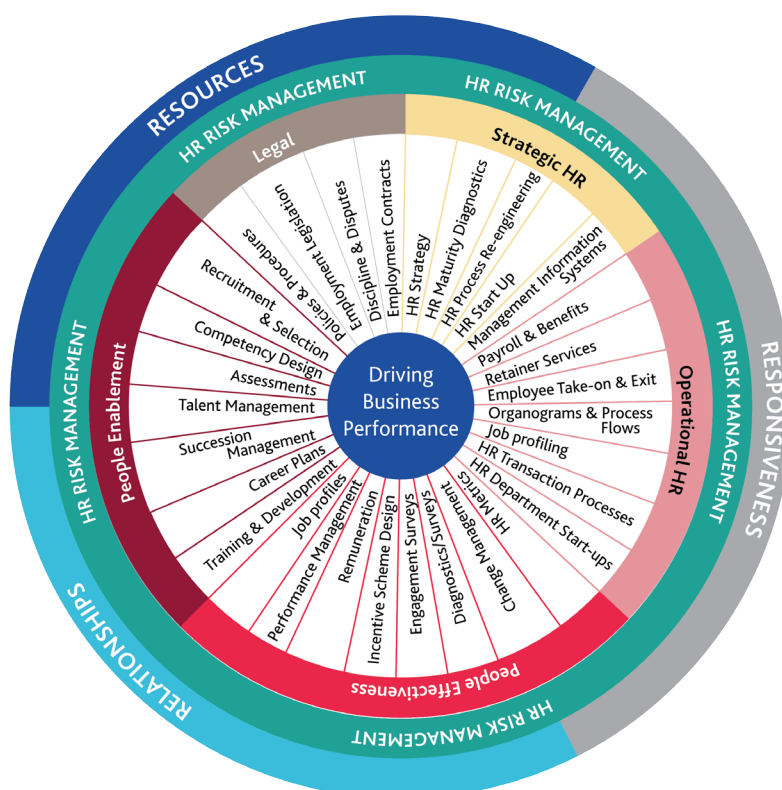
HR ADVISORY SERVICES

Your solution for all HR issues

**The Leader for Exceptional
Client Service**

Our approach involves listening to our clients, understanding their expectations and delivering the calibre of service associated with a leading global financial services firm.

We will work closely with your management team to assist you with the people side of your business and we aim to deliver services above and beyond expectations. Our solutions are broad and cover Strategic HR solutions, International HR Solutions, People Enablement and People Effectiveness and to manage the risk associated with having people in your business.



STRATEGIC HUMAN RESOURCES

In the business world it has long been said that people are any organisation's greatest asset. People, and HR, steer the company in a very specific direction, and this is why the HR Strategy is so important. The Strategy will indicate where the organisation is headed, and HR needs to drive this from a people and resourcing perspective.



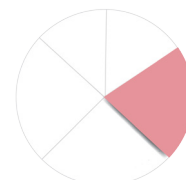
We understand the value of a powerful HR strategy in leading your workforce to achieve sustainable success and growth. The HR Strategy we develop will set the direction for your organisation to address current and future market trends and challenges through a realistic and sustainable strategy with clear actions and deliverables. This is achieved by aligning the company strategy with a customised HR strategy to ensure you see a return on your talent.

Service offering

- ▶ Change management
- ▶ Employee engagement and implementation plans
- ▶ Employment Practices Project
- ▶ HR audits
 - Best HR practice audit
 - Legal Compliance Audit
 - Special business and HR Audit
- ▶ HR maturity diagnosis
- ▶ HR strategy and development
- ▶ HR process re-engineering
- ▶ Organisational restructuring
- ▶ Workforce planning

OPERATIONAL HR

Important processes such as maintenance of employee records, processing of payroll, implementing seamless and efficient administrative processes and technologies can be time consuming. Outsourcing these administrative duties allows your organisation to focus on meeting its core business objectives.



Our service offering is bespoke to your needs and budget. It is designed to ease the administrative burden and improve productivity from your employees, increasing your competitive advantage.

We will also design and implement the terms and conditions for your employment relationships by taking into account the operational requirements and governing legislation at the time. These are then drafted into workable employment agreements between you and your staff.

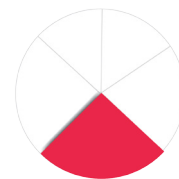
Service Offering

- ▶ Design of company organograms and process flows
- ▶ Employee take-on or exit administration
- ▶ HR department start-up and maintenance
- ▶ Implementation of various transactional HR processes
- ▶ Interim HR services offered on a retainer basis
- ▶ Payroll and benefits administration



PEOPLE EFFECTIVENESS

People effectiveness is the establishment and maintenance of a process through which employees work as effectively and productively as possible through standards, methods and processes put in place. This service offering focuses on how employees can work smarter, without necessarily working harder.



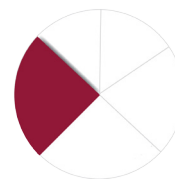
We assist clients through establishing good policies and processes by using various industry benchmarks. By understanding what it is that makes an employee engage, we can better predict work behaviour and thus work towards a more productive and successful workforce.

Service Offering

- ▶ Assessment centers
- ▶ Compile and create Job profiles
- ▶ Employee engagement survey
- ▶ Executive and leadership assessment
- ▶ HR diagnosis and survey
- ▶ HR metrics
- ▶ Incentive scheme design
- ▶ Performance management
- ▶ Remuneration benchmarking and management

PEOPLE ENABLEMENT

Through people enablement, we aim to provide a solution to better utilise the resources that people bring into the business. We do this by understanding the skills required in the business and determining the best possible ways to attract and retain such skills through unique motivational identification.



Through effective people management we assist clients' understanding of each employee and the value they bring to the organisation. We can assist through effective selection, coaching, training and employee management processes in your organisation.

Service Offering

- ▶ Career plans
- ▶ Competency design
- ▶ Psychometric assessments
- ▶ Recruitment and selection
- ▶ Succession management
- ▶ Talent management
- ▶ Training and development



LEGAL

The South African labour market is impacted by a vast array of complex employment laws, and one of the primary responsibilities of HR is to be aware of and keep up to date with labour legislation.



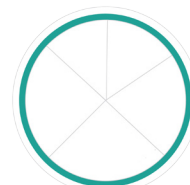
BDO's labour lawyers support you through this often complex process and assist with all aspects of employee relations, advice on procedural fairness, charge formulation, drafting of procedurally fair documentation to more complex issues such as chairing disciplinary hearings as a neutral party and delivering an appropriate sanction.

Service Offering

- ▶ Discipline, dismissal and corrective action
- ▶ Drafting and implementation of policies and procedures
- ▶ Drafting of employment contracts and other written employment agreements
- ▶ Legal compliance audits
- ▶ Tailored training course
- ▶ Training or general consulting and advice on employment legislation

HR RISK MANAGEMENT

Organisations need a more integrated approach to managing business risks. They need to consider HR risks in every major business decision. Failing to manage HR risks may threaten the sustainability of organisations.



Developing and implementing effective HR Risk Management strategies can lead to significant business opportunities and allow the organisation to ensure that HR risk management is embedded in the overall governance and management strategies of the company.

The world is increasingly becoming a global village with employees looking for experience and exposure across countries and environments. The importance of a partner to assist with international location and set up of such movements is paramount to the success of international mobility. Our team can also assist with legal enquiries or international regulations, as well as global best-practices.

Service Offerings

- ▶ Africa legal compliance audits
- ▶ Conditions of employment audits
- ▶ Expatriate management
- ▶ HR legal compliance audits
- ▶ HR risk framework design
- ▶ International HR solutions

WE TAKE IT PERSONALLY

To find out more about BDO's HR Advisory Service offering, please contact:

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We also offer the following services:

- Audit
- Business Services and Advisory
- Company Secretarial
- Corporate Finance
- Employee Benefits
- Healthcare Consulting
- HR Advisory Services
- Risk Advisory Services
- Tax
- Wealth Advisory

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BDO is the brand name for the BDO network and for each of the Member Firms.