

SURGO

BLOOMING

SPRING CLEANING YOUR BUSINESS
HUMAN RESOURCES STRATEGY

September 2025

www.surgo.co.za

Fresh Compliance Strong Foundations



HR is the backbone of every organisation and just like spring brings fresh growth and new possibilities, it's the perfect time to breathe new life into your people practices. Clear out the compliance cobwebs, refresh those dusty policies, and nurture a workplace that blooms with both legal protection and employee satisfaction. Strong HR foundations don't just protect your business; they create the fertile ground where teams thrive.

Your Spring HR Refresh Checklist:

- * **Audit your HR policies and procedures**
- * **Ensure accurate record keeping**
- * **Review recruitment and onboarding processes**
- * **Evaluate performance management and employee relations**
- * **Check compliance with statutory requirements**
- * **Foster a culture of compliance and accountability**



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Audit Your HR Policies and Procedures



Your HR policies are the deep roots that anchor your entire organisation. Without them firmly planted and regularly tended, your business growth becomes shaky and unsustainable. This season, dig deep with a comprehensive policy audit, weed out outdated procedures, plant fresh guidelines aligned with current South African labour law, and ensure every rule serves a purpose in your growth strategy.

Your Checklist:

- ✿ Review all HR policies against the latest Labour Relations Act, BCEA, and Codes of Good Practice
- ✿ Identify outdated or missing policies
- ✿ Ensure grievance, disciplinary, and performance management processes are documented
- ✿ Confirm leave, overtime, and benefits policies are compliant
- ✿ Update employee handbooks and contracts as needed

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Ensure Accurate Record Keeping

Think of accurate employee records as your business insurance policy. They're your first line of defense when disputes arise or inspectors come knocking. Spring-clean those filing systems now, digitize what needs updating, and establish workflows that keep information as fresh as morning dew. Messy records today become expensive legal nightmares tomorrow.

Your Checklist:

- * Maintain employee contracts, job descriptions, and employment agreements
- * Keep records of leave, sick days, and overtime
- * Document disciplinary actions, warnings, and resolutions
- * Track attendance and performance management records
- * Ensure proper record retention according to statutory requirements

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Review Recruitment *////* And Onboarding Processes

Poor hiring practices spread through organizations like invasive weeds, fast, destructive, and surprisingly hard to eliminate once they take hold. This spring, plant proper recruitment and onboarding processes that protect both your business and new team members. Set clear expectations from day one, ensure all documentation is compliant, and create welcoming experiences that help new hires flourish.

Your Checklist:

- ✿ Ensure job advertisements comply with EEA and non-discrimination laws
- ✿ Verify reference checks and qualification verifications are lawful
- ✿ Provide compliant employment contracts at the start of employment
- ✿ Conduct fair and documented induction and orientation processes
- ✿ Maintain records of onboarding for future audits



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Evaluate Performance

Management & Employee Relations

The best time to prevent workplace conflicts is before they sprout into major problems. Just as gardeners prune regularly to maintain healthy growth, effective dispute resolution systems catch issues early and resolve them within legal frameworks. Don't wait for problems to reach the CCMA, cultivate processes that address concerns while they're still manageable.

Your Checklist:

-  Implement structured performance appraisals with clear metrics
-  Document all performance discussions and feedback
-  Ensure disciplinary procedures follow the Code of Good Practice
-  Provide grievance mechanisms accessible to all employees
-  Train managers in lawful, fair, and consistent employee management



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Check Compliance With Statutory Requirements

Non-compliance with employment law is like ignoring garden pests. Small problems quickly become expensive infestations. Spring-clean your statutory obligations now: review leave policies, audit wage calculations, update safety protocols, and ensure every compliance box is ticked. Prevention is always cheaper than remediation.

Your Checklist:

-  Verify UIF, PAYE, and SDL contributions are accurate and up to date
-  Ensure compliance with B-BBEE reporting obligations
-  Confirm adherence to health and safety (OHSA) requirements
-  Stay current with amendments to labour laws and regulations
-  Conduct regular internal audits to identify gaps and risks

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Foster a Culture of Compliance & Accountability

True HR compliance isn't just about paperwork filed away in cabinets. It's woven into the daily fabric of how your business operates. Cultivate a workplace culture where accountability grows naturally, where employees feel heard and protected, and where compliance becomes second nature rather than an afterthought.

Your Checklist:

-  Train HR staff and managers on labour law updates
-  Communicate policies clearly to employees
-  Encourage ethical behavior and transparency
-  Conduct periodic compliance workshops
-  Promote awareness of rights and responsibilities among employees

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Did you know? We can help!

South African labour law evolves as quickly as the seasons change, and staying compliant requires constant attention and expertise. Surgo helps businesses plant strong HR foundations, tend to compliance requirements, and create environments where both businesses and employees can flourish so you can focus on what you do best while we handle the HR gardening.

Here is how we can help you bloom:

- ✿ Conduct HR compliance audits to identify gaps and risks
- ✿ Develop or update HR policies and employee handbooks
- ✿ Draft compliant employment contracts and agreements
- ✿ Implement fair disciplinary, grievance, and performance management processes
- ✿ Maintain accurate employee records and statutory documentation

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Your Upgrade Toolkit



Think of us as your business Swiss Army knife – except instead of tiny scissors and a bottle opener, we've got the essential tools every growing company needs.



Recruitment

Helping employers find the right people, and job seekers find the right fit — fast, smart, and human.

- Finding the right candidate
- Helping job seekers find employment
- Bulk hiring / campaign recruitment
- Onboarding support



Human Resources

Full-spectrum HR support — from compliance to people performance and employee well-being

- Payroll
- Labour Relations
- Disciplinary Hearings
- HR policy and compliance and more



Business Process Outsourcing

Scale your operations with cost-effective, expert-driven outsourced support tailored to your business needs.

- Call Centre Support (Inbound/Outbound)
- Data Entry
- Customer service (chat, email, voice)
- Technical support
- Admin support / back-office processing
- Knowledge Base Development
- Zendesk Support (Platform Services)



Learning and Development

Empowering people and teams through training that drives confidence, competence, and growth.

- LMS Setup and Management
- Custom Training Content Development
- In-Person and Virtual Training
- Skills gap analysis
- Training needs assessments
- Soft skills & leadership development



Got Questions? We've Got People.



No robots. No scripts. Just real specialists who know their stuff and respect your time.

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