

CGP CONSULTANTS
"We fill the Gap"

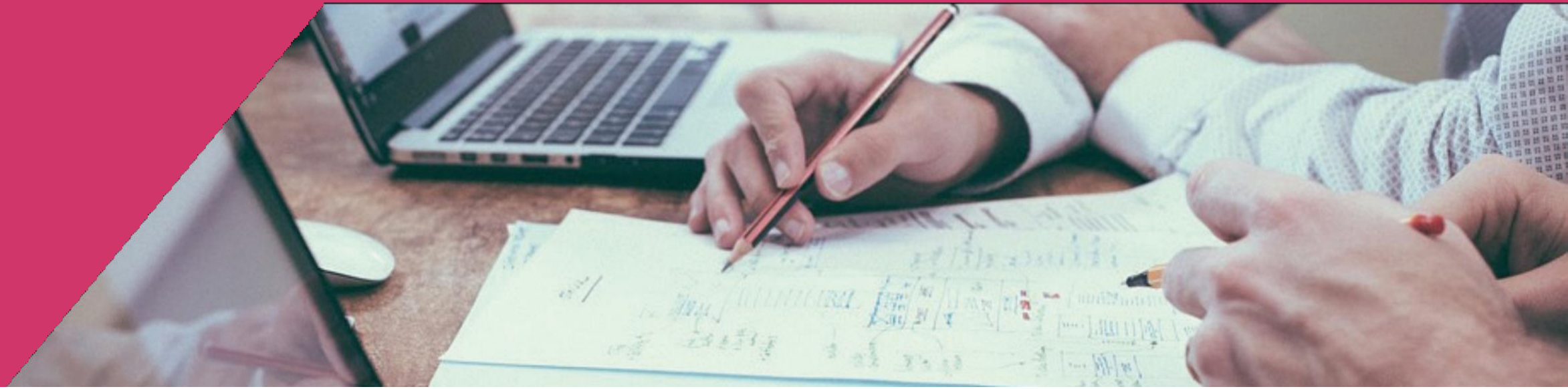
CGP CONSULTANTS

Temporary Employees
Services Guide

PILLARS OF OUR SERVICE

- 1. Impressive database** – after 25 years in recruitment space, our database covers almost all industries
- 2. Our People** – our legendary strict recruitment procedures ensure delivery of top-notch candidates
- 3. Turnaround time** – our effective team supplemented by latest technology facilitates quick turn-around time for staff deployment, queries and decision making.
- 4. Training and Induction** – CGP staff and temporary employees are adequately trained and inducted to ensure they comprehend the workings of any given industry.
- 5. Adherence to service level agreements** – our staff and temporary employees religiously adhere to SLAs.
- 6. Administration** – qualified and experienced staff support by specially adapted technology provide administration in the areas of placements, payroll, IR compliance amongst others.
- 7. Transport, Safety wear** – this can be provided in accordance with the contract in force.

OFFICE & BUSINESS SUPPORT



We supply all categories of office support staff, including but not limited to:

- Data capturers
- Debtors clerks
- Creditors clerks
- Clerical staff
- Bookkeepers
- Receptionists
- Secretaries
- Team leaders
- Supervisors
- Call centre agents
- Wage administrators
- Wage clerks
- Office assistant

RETAIL



The categories of staff we supply to the sector include but are not limited to:

- Cashiers
- Till packers
- Shelf packers
- Drivers
- Butchers
- Butcher assistants
- Stock-takers
- Data-capturers
- Baking assistants
- Pickers
- Deli assistants
- Sales assistants
- Promoters
- General workers
- Forklift drivers
- Merchandisers
- Stock takers

MINING



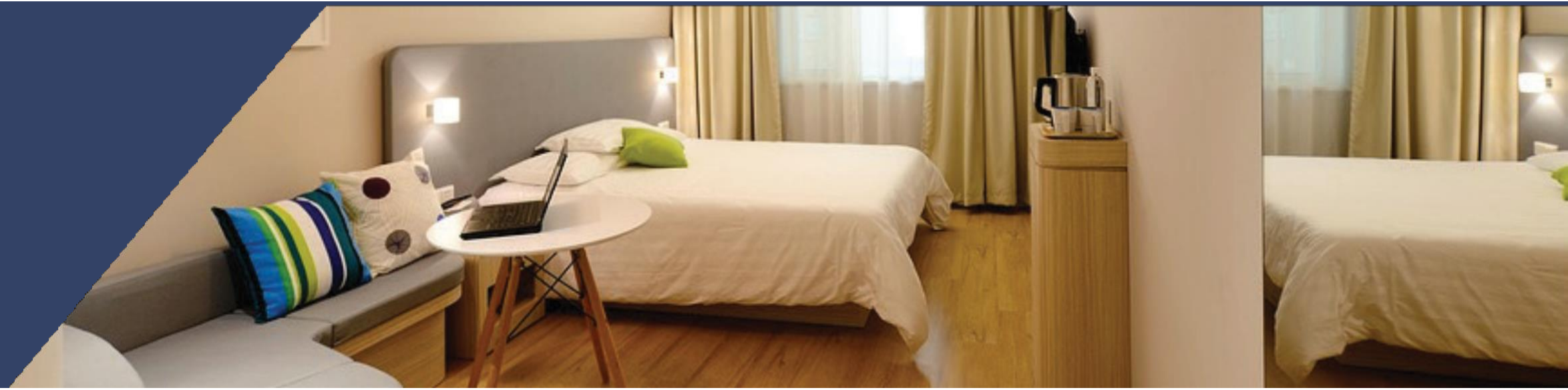
We supply all categories of staff needed for the construction sector. Whether you need additional staff for your peak season, for a specific project, during industrial action or simply want to outsource your staff complement, we will take care of all your HR related needs.

The categories of staff we supply to the manufacturing sector include but are not limited to:

We provide labour and production solutions for all major mining functions including:

- Crushing and Screening
- Daily Maintenance and Shutdowns
- Drilling / blasting
- Infrastructure development
- Load and Haul
- Mineral Processing
- Prospecting / Surveying

HOSPITALITY & LEISURE



We supply all categories of trained hospitality, catering and leisure staff.

- Admin staff
- Bar attendants
- Cashiers Casino staff
- Chefs Cleaners
- Cooks
- Drivers
- Food and beverage controllers
- Front and back office support
- Hostesses
- Housekeeping
- Maintenance staff
- Porters
- Supervisors
- Waitron

LOGISTICS



We supply all categories of staff needed for the warehousing and distribution sector. Whether you need additional staff for your peak season, for a spike in demand, during industrial action or simply want to outsource your staff complement, we will take care of all your staffing needs.

We supply all categories of staff to businesses in the warehousing and distribution sector including but not limited to:

- Warehouse managers
- Pickers
- Packers
- Scanners/Sorters
- Transport managers
- Drivers (forklift, 8, 10 and 14)
- Transport managers
- Supply planners
- Administrative and support staff
- General workers
- Checkers
- Data captures
- Dispatchers
- Cleaners

AGRICULTURE



We supply all categories of staff to businesses in the agriculture and farming sector such as:

- Livestock farms (such as poultry, cattle, dairy and egg farms)
- Crop farms
- Fruit and vegetable farms
- Forestry

CONSTRUCTION



- General workers
- Artisans (Welders, Boilermakers, Pipefitters, Mechanical Fitters etc...)
- Machine operators
- Bricklayers
- Plasterers
- Scaffold erectors and scaffold inspectors
- Shutter hands
- Concrete hands
- Reinforcing hands
- Construction hands
- Steel fixers
- Drivers
- Pipe layers
- Supervisors
- Engineers
- Rigging
- Safety office

MANUFACTURING



The categories of staff we supply to the manufacturing sector include but are not limited to:

- Engineers
- Buyers
- Assemblers and fabricators
- Artisans
- Quality controllers
- General workers
- Maintenance staff
- Planners
- Pickers/Packers
- Cleaners
- Boilermakers
- Operators
- Forklift drivers
- Reach truck operator

TERMS AND CONDITIONS

1. CGP Consultants carries on business as a provider of Temporary Employees to clients;
2. The agreement entered into with the client will determine, the quantity, quality, cost, regularity of supply of Temporary Employees;
3. Commencement and termination of contract shall be according to the negotiated terms;
4. Should clients require services of Temporary Employees, an order specifying the following shall be sent to CGP Consultants:
 - a. nature of the work or assignment;
 - b. duration of the work or assignment;
 - c. the type of candidate required including their skills level and qualifications;
 - d. the rate of remuneration which shall be paid; and
 - a. the required period for a response from CGP Consultant.
5. Should CGP Consultants, for whatever reason is unable to provide such labour as per client's requirement, the client will be notified within 24 hours;

6. CGP Consultants will ensure prospective Temporary Employees have been interviewed and screened to ensure they meet the following requirements:

- a. two comprehensive reference checks;
- b. confirmation of the position held by the candidate;
- c. period employed;
- d. criminal record checks;
- e. reason for termination;
- f. job performance;
- g. communication skills; and
- h. strengths and weaknesses.

7. CGP Consultants will conduct interviews, if deemed necessary, in conjunction with the client;

8. The client reserves the right to reject any candidate proposed by CGP Consultants;

9. Prior to commencement of work, an agreement with employee shall be signed and it shall deal with amongst other things, the payment of remuneration and the administration of leave which shall be dealt with exclusively by CGP Consultants;

10. As supervising entity, CGP Consultants will ensure that prior to commencement of work, the Temporary Employee, through a written undertaking consent to processing personal information by CGP Consultants and the client, undertakes to adhere to amongst other policies, codes of conduct, occupational health, information technology, ethics and code of conduct for the company;

11. If the client wishes to engage the employee on permanent basis, the normal CGP recruitment policy shall apply;

12. The client may from time to time request from CGP Consultants information on the remuneration of temporary employees to ensure it is not below the stipulated minimum wage of the country;

13. CGP Consultants shall be liable to:

a. pay each of the Temporary Employees their remuneration in accordance with their contracts of employment, including without limitation, payment in respect of overtime worked and/or for work on public holidays;

b. pay the Temporary Employee any and all amounts to which the employee may be entitled from their employer upon termination of employment, including, payment in respect of accrued annual leave, notice pay in lieu of notice;

c. administer the Temporary Employee's annual leave, sick leave, family responsibility leave and maternity leave;

d. deduct pay-as-you-earn and contributions as may be applicable from the employee remuneration and account to the appropriate statutory bodies for these deductions.

14. Prior to commencement of work in industrial, construction or mining environment the Employee will be required to undergo client sponsored safety induction course;

15. CGP shall be responsible for the discipline, performance and incapacity management of temporary employees;

16. All fees payable by the Client in terms of a signed agreement or Temporary Employees Schedule are to be deposited into CGP Consultants account as set out in the contract. The fee shall be inclusive of VAT.



Contact us Today

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