# Labour Relations Handbook, The 

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## About this Publication:

The Labour Relations Handbook is a comprehensive guide to managing for productive labour relations in a rapidly changing South Africa. First published in 1989 and regularly revised, this looseleaf publication has proved invaluable to managers, human resources and labour relations practitioners, trade unions, attorneys and students. Each section provides clear explanations of legal principles, practical answers, guidelines and policies/procedures to facilitate organisational growth through empowering people.

## Key Features

- Key aspects of the Labour Relations Act 66 of 1995 are highlighted
- Trade union structures, memberships and strategies are considered in the light of "the new era"
- Effectively addresses the implementation of workplace forums
- Offers practical approaches to managing perennial labour issues
- Includes a glossary of labour relations terminology to facilitate understanding
- Regularly updated


## Contents Include:

- Key industrial relations areas
- Handling counselling and discipline effectively and the grievance procedure
- Workplace forums and meaningful participation
- Effective communication between managers and employees
- Trade unions and organisational rights
- Collective/recognition agreements
- Managing industrial action
- Dealing with retrenchments
- Safety in the workplace
- Establishing conditions of employment
- Dispute settlement processes
- The Labour Court
- Labour legislation - a guide
- Dealing with AIDS in the workplace
- Information disclosure and collective bargaining
- Affirmative action
- The Reconstruction and Development Programme


## Of Interest and Benefit to:

- Line managers
- Human resource professionals
- Labour relations practitioners
- Union officials

