

## **General principles**

General overview and trends

*Legal framework*

*Trends and practice*

*Scope*

*Enforcement*

## **Pre-hire considerations**

Establishment as an employer

*Registration*

*Grants and incentives*

Pre-hire requirements

*Checks and tests*

*Foreign employees*

*Labour brokers/temporary employment services*

## **Employment contracts**

Contract formation

*Types of employment contracts*

*Substantive requirements*

*Formal requirements*

*Prohibited terms*

Restrictions

*Probation periods*

*Unilateral amendment*

*Restraint of trade/non-compete clauses*

*Non-solicitation clauses*

Governing law and jurisdiction

*Governing law*

## **Employee rights and conditions**

Part-time and temporary workers

*Rights and benefits*

*Labour brokers/temporary employment services*

Basic conditions of employment

*Employment policies*

*Length of service*

*Working hours and remuneration*

*Annual leave/vacation*

*Sick leave*

*Maternity and parental leave*

*Other leave*

*Health benefits and medical aid*

*Bonuses*

Employee representation

*Employee representatives*

*Labour unions*

*Collective bargaining agreements*

Health and safety

*Legal framework*

*Trends and practice*

*General obligations*

*Training and policies*

*Record keeping and reporting*

*Sanctions*

Protection against discrimination, including harassment

*Discrimination*

*Whistle-blowers*

*Data privacy*

Impact of business transfers and other major transactions on employees

*Business transfers*

*Share transfers*

*Other significant transactions*

### **Employer-specific matters**

Ongoing compliance

*Contributions*

*Filing and reporting*

Vicarious liability

Civil liability

Criminal liability

Confidential information and intellectual property

*Confidential information*

*Intellectual property*

### **Disciplinary measures and termination**

Disciplinary measures

*Types*

*Procedures*

Termination

*Grounds*

*Procedure*

*Protected employees*

*Consequences*

*Unfair dismissal*

*Mass layoffs/collective redundancy*