



## Company Profile

We are dedicated to building long-term relationships through consistent performance, professionalism, and exceeding client expectations.

# COMPANY BROCHURE

Phone:  
+27 78 192 3451

Mail:  
[Info@ramotlimited.co.za](mailto:Info@ramotlimited.co.za)  
[www.ramotlimited.co.za](http://www.ramotlimited.co.za)

Address:

# INTRO

Ramot Limited Pty stands as a trusted partner for organizations seeking to modernize and strengthen their Human Resources functions. Through its comprehensive service offerings, the company not only ensures compliance and operational efficiency but also contributes to the creation of productive, fair, and sustainable workplaces.

With its forward-looking approach embodied in the slogan "New HR, In a Era," Ramot Limited Pty continues to redefine HR excellence, empowering businesses to navigate the complexities of today's workforce with confidence and success.



## Table Of Content

---

About Company	04
Our Vision & Mission	05
Our Services	06
How we work	07
Additional Services	08
Why choose us	08
Organizational Structure	09
Our Values	09

---

---

---

---

---



# Human Resources Policies

## About Company

**Ramot Limited Pty** is a dynamic and forward-thinking Human Resources consulting and business support company dedicated to transforming workplace management through innovative, compliant, and practical HR solutions. Built on a foundation of professionalism, integrity, and deep industry expertise, **Ramot Limited Pty** partners with organizations across diverse sectors to enhance operational efficiency, ensure legal compliance, and cultivate productive work environments.

In an ever-evolving corporate landscape, businesses face complex challenges related to employee relations, regulatory compliance, talent development, and organizational structure. **Ramot Limited Pty** positions itself as a strategic partner, delivering tailored HR services that align with each client's unique operational goals while adhering to current labour legislation and best practices.

## Our Vision

To be a leading provider of innovative, reliable, and compliant Human Resources solutions that empower organizations to achieve sustainable growth and workforce excellence.

## Our Mission

To deliver comprehensive HR services that:

- Strengthen organizational structures
- Promote fair and lawful employment practices
- Enhance employee performance and engagement
- Support business growth through strategic HR interventions

## Capacity & Capabilities

**Ramot limited Pty** has the operational capacity and technical expertise to handle projects of varying scale and complexity. We are equipped with:

- Skilled workforce
- Modern tools and equipment
- Efficient project coordination systems





# Our Services

## 01 Development of Human Resources Policies and Procedures

The company provides expert assistance in the design, development, and implementation of comprehensive HR policies and procedures that ensure legal compliance and organizational consistency. These frameworks are tailored to align with company culture and operational requirements.

### Key areas include:

- Attendance procedures
- Medical boarding procedures
- Disciplinary hearing procedures
- Grievance procedures
- Victimization and bullying procedures
- Desertion procedures
- Incarceration procedures
- Recruitment procedures

These policies are structured to minimize risk, improve employee relations, and create clear operational guidelines for both management and staff.

## 02 Training and Development of Staff

**Ramot Limited Pty** is committed to building capable and knowledgeable workforces through structured training and development initiatives.

### Services include:

- Facilitation of legal and mandatory training courses
- Qualifications verification to ensure workforce credibility
- Implementation of performance management systems

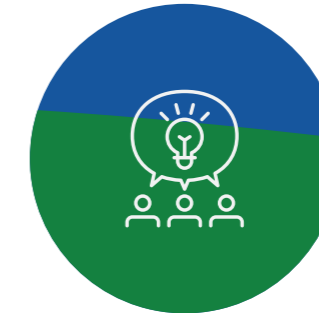
The company's training programs are designed to enhance employee competence, improve productivity, and ensure that organizations meet statutory training requirements.

# Our Workflow



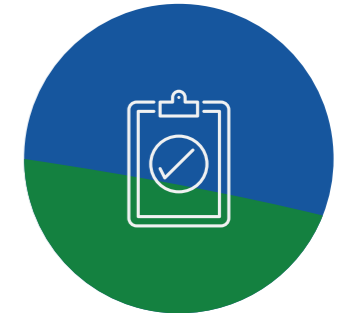
### Initial Consultation

We start with a consultation to understand your vision and requirements, ensuring clarity and direction.



### Planning Phase

From the initial stage we bring your vision and requirements to reality.



### Execution Phase

The Training begins, led by our project managers and skilled teams focused on quality and safety.

## 03 Training on Company Policies and Procedures

### We deliver efficient and reliable cleaning solutions for:

To ensure effective implementation of HR frameworks, Ramot Limited Pty offers targeted training sessions that equip employees and management with the knowledge and skills required to apply company policies correctly.

### Training topics include:

- Absenteeism and its characteristics
- How to chair disciplinary hearings
- Workplace equity and fair treatment
- Representation of the company during disciplinary hearings
- Unit standard aligned courses

These sessions promote consistency, fairness, and professionalism across all levels of the organization.



## 04 Drafting of Charges and Notifications

Ramot Limited Pty provides expert support in preparing accurate and legally compliant documentation for employee relations processes.

### Key offerings:

- Drafting of charges for disciplinary hearings
- Preparation of notifications to attend grievance hearings
- Immigration consultation support
- Assistance in formulating correct and defensible charges
- Provision of standardized forms and templates

This service ensures that all disciplinary and grievance procedures are conducted in accordance with legal requirements, reducing the risk of disputes and litigation.

## 05 Chairing of Disciplinary Hearings and Grievances

The company offers professional and impartial chairing services for disciplinary hearings and grievance processes.

### Features include:

- Competent and experienced chairpersons
- Fair and unbiased hearing procedures
- Guidance on procedural compliance
- Detailed outcome reports and recommendations

By outsourcing this function, organizations benefit from neutrality, expertise, and adherence to due process.



## 06 Outsourced Payroll Services

Ramot Limited Pty provides efficient and reliable payroll management solutions, allowing businesses to focus on their core operations.

### Services include:

- Processing of salaries and wages
- Management of UIF and tax obligations
- Handling statutory deductions
- Ensuring compliance with payroll legislation

The payroll services are secure, accurate, and tailored to meet the specific needs of each client.

## 07 Drafting of Employment Contracts

The company specializes in the preparation of legally compliant employment contracts that protect both employers and employees.

### Offerings include:

- Fixed-term contracts
- Permanent employment contracts
- Customized contract drafting aligned with labour laws
- Regular updates to reflect legislative changes

These contracts are designed to clearly define roles, responsibilities, and expectations, reducing the likelihood of disputes.

# Our Best Service

Ramot Limited Pty offers a wide range of specialized Human Resources services designed to support businesses at every stage of their development.

We are dedicated to building long-term relationships through consistent performance, professionalism, and exceeding client expectations.

150+  
Five Star  
Rating

250+  
Project Done

Ramot Limited Pty is a dynamic and diversified group company committed to delivering high-quality, reliable, and cost-effective services across multiple industries.



### Organizational Structure

Ramot Limited Pty will have a lean organizational structure with the following key roles:

- Managing Director
- Operations Director
- Attorney
- Technical Staff
- Administrative Staff.



### Project Management

- Detailed project planning and scheduling.
- Regular progress monitoring and reporting.
- Risk management strategies to mitigate potential issues.

## Why Choose Ramot Limited Pty

**Expert Knowledge:** Deep understanding of labour laws and HR best practices

**Customized Solutions:** Tailored services to meet unique business needs

**Compliance Assurance:** Up-to-date with regulatory requirements

**Professional Support:** Reliable and experienced HR professionals

**Cost Efficiency:** Outsourced solutions that reduce operational costs

## Core Values

- **Integrity:** Upholding ethical standards in all engagements
- **Professionalism:** Delivering services with competence and accountability
- **Innovation:** Applying modern HR solutions to evolving workplace challenges
- **Compliance:** Ensuring adherence to labour laws and industry regulations
- **Client-Centricity:** Tailoring solutions to meet specific organizational needs