



# Policies & Procedures



At Lombard & Associates, we understand the importance of structure. By providing clear guidelines to employees & managers, one ensures setting others up for success.

Our approach is to accompany you on developing these structures in a competent manner to ensure that not only the organisation complies with the necessary legal requirements, but that it is navigated on a skillful level.

This is YOUR journey, we are here to help you NAVIGATE it!

**1**

## Policy Creation

---

Evaluating the need for a New policy

★

Legal Compliance

★

Communication Roll-Out

**2**

## Policy Review

---

Implementation of Changes

★

Legal Compliance

★

Communication Roll-Out

**3**

## Employee Relations

---

Code of Conduct

★

Disciplinary Code Design

★

Communication Roll-Out

**4**

## Human Resources

---

Recruitment Procedures

★

Legal Compliance

★

Communication Roll-Out

## ADDITIONAL OFFERINGS



**CONTACT DETAILS**

Lombard & Associates

083 459 9994

Support@LombardAssociates.co.za

MASS DISCOUNT	EMPLOYEE DISCOUNT	CUSTOMASIBLE OFFERINGS
WE OFFER MASS DISCOUNT ON ANY OF OUR CONTRACTED OFFERINGS	WE OFFER EMPLOYEE DISCOUNT ON OUR OFFERINGS IN A SLIDING SCALE FORMAT	WE CAN CUSTOM BUILD PACKAGES BASED ON INDIVIDUAL NEEDS