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INDUSTRY CIRCULAR

To : All MEIBC Users and Stakeholders
From : Office of the Chief Executive Officer (Council Secretary)
Date : Wednesday, 30 June 2020
Subject : Operations of the Council During Covid-19 Lockdown Alert Level 4
Circular No : 2021/01

Dear All

Subsequent to the President of the Republic of South Africa announcing the reviewal of lockdown regulations from alert level 3 to 4 in the evening of 27 June 2021, Council management has considered it prudent to also review its operations to ensure that while it continues to provide uninterrupted service to the industry, it does so without unduly exposing members of the industry, its service providers and its staff to the virus.

From now until the a further reviewal of the current Alert Level 4 Lockdown, the following measures are proposed:

PROCESSES AT THE CENTRE FOR DISPUTE RESOLUTION NATIONALLY

- 1) Members of the industry are encouraged to file their applications electronically (fax or email) or if they prefer to do so at the offices of the Council to please drop the applications in the boxes provided outside the Council offices. Members of the industry should ensure that their contact details are clearly written so that Council officials are easily able to contact them should they require further information. It is only in situations where members of the industry are unable to write that they will be allowed to enter the buildings to be assisted.
- 2) When matters are scheduled for a hearing parties are encouraged to choose the most appropriate option from the following:
 - a) To hold a totally virtual process facilitated by a Commissioner. In other words, all the parties to the dispute including the Commissioner will proceed with the process from their own spaces without presenting themselves to the Council premises. As soon as the parties concerned receive the notice of set down and they agree to this option, they must advise the Council accordingly.

Cape Town Office 1401 14 th Floor Golden Acre Adderly Street	Dispute Resolution PO Box 9381 Johannesburg 2000	East London / Boarder PO Box 13162 Vincent, 5217	Gauteng Regional Office PO Box 9381 Johannesburg, 2000	George 2 nd Floor Eagles View Building 5 Progress Street	KwaZulu Natal P.O. Box 5900 Durban, 4000	Port Elizabeth/ Midlands P.O. Box 12848 Centrahill, 6006	Richards Bay P.O. Box 1563 Richards Bay, 3900	Tshwane P.O. Box 570 Pretoria, 0001	Welkom P.O. Box 30095 Moreskof, 9462	Witbank P.O. Box 3787 Witbank, 1035
L: 021 421 6140 F: 086 636 8696	L: 011 834 4660 F: 086 636 8699	L: 043 743 7790 F: 086 636 8691	L: 011 639 8000 F: 086 636 8689	L: 044 873 3200 F: 044 873 3212	L: 031 305 4761 F: 086 636 8693	L: 041 586 1542 F: 086 636 8694	L: 035 789 2084 F: 086 636 8698	L: 012 407 3700 F: 086 648 3582	L: 057 352 4142 F: 057 352 5093 /086 636 8697	L: 013 658 9400 F: 086 636 8695

- b) To hold a process on the premises of the employer or the trade union. In other words, all the parties to the dispute including the Commissioner will physically attend the process at the employer or trade union premises and that the employer or the trade union will take responsibility for maintaining all the Covid-19 protocols. As soon as the parties concerned receive the notice of set down, and agree to this option, they must advise the Council accordingly.
 - c) To hold a semi-virtual process facilitated from the premises of the Council. In other words, the process will continue with some of the parties to the dispute attending on the premises of the Council while others do so on their own premises. It must be pointed out that facilities for such an arrangement are very limited and will be available on a first come first served basis. As soon as the parties concerned receive the notice of set down, and they agree to this option, they must advise the Council accordingly.
 - d) To hold a complete process on the premises of the Council. In other words, to continue with the status quo. It must be pointed out that although this is still an option, conditions at the Council premises may be challenging depending on space availability relative to the maintenance of strict Covid-19 protocols.
- 3) In respect of all these options, parties are called upon to talk to each other and inform the Council accordingly once they reach agreement.
 - 4) Should any party to a dispute that would be held virtually wish to share any bundle of documents, they are encouraged to forward such bundle to the Council for distribution no later than twenty-four hours (24) of the set date to avoid undue delays at the beginning of the process.

COMPLIANCE PROCESSES

- 1) Members of the industry are encouraged to file their requests, queries or complaints electronically (fax or email) or if they prefer to do so at the offices of the Council to please drop the such requests, queries or complaints in the boxes provided outside the Council offices. Members of the industry should ensure that their contact details are clearly written so that Council officials are easily able to contact them should they require further information. It is only in situations where members of the industry are unable to write that they will be allowed to enter the buildings to be assisted. It must be pointed out that although this is still an option, conditions at the Council premises may be challenging depending on space availability relative to the maintenance of strict Covid-19 protocols.

MIBFA APPLICATIONS

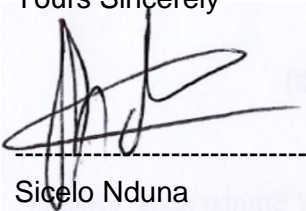
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GENERAL

- 1) In those cases where the members of the industry do visit Council offices, they should note that the wearing of a mask that covers both the mouth and the nose is compulsory.
- 2) Adhering to and following reasonable Covid-19 related instructions from the security and reception personnel of the Council is compulsory.
- 3) Sitting only on the designated spaces is compulsory.
- 4) Standing in the corridors of the Council offices is strictly prohibited.

Yours Sincerely

A handwritten signature in black ink, appearing to be 'Sicelo Nduna', written over a light blue rectangular background. The signature is stylized and cursive.

Sicelo Nduna

Chief Executive Officer (Council Secretary)