George Makings is a legal practitioner by profession with over 30 years extensive experience consulting in labour law in Zimbabwe. He has worked in a number of companies and now runs his own consulting firm. His Handbooks are regularly updated and take account of latest amendments to the Labour Act.

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**COMMENTARY on the LABOUR ACT of Zimbabwe** 6th Edition, updated July 2016 ($120)
The essential 128-page desk reference on labour law in Zimbabwe. Contains all sections of the Labour Act, as amended, with practical explanations/advice in layman’s language on every section by George Makings.

**DOWNSIZING THE WORKFORCE** 2016 ($50) In 32 pages explains how to reduce staff: Natural Wastage; Mutual Agreements to Terminate; Retrenchment, including details of minimum packages. Plus Insolvency Law.

**CONTRACT and CASUAL WORKERS** 2016 ($50)

**DISCIPLINE STEP-by-STEP** 4th Edition, 2016 ($80)
An indispensable 67-page guide to disciplinary procedures – Codes of Conduct (Company/NEC/National), suspensions, investigating offences, collecting evidence, conducting hearings (practical checklist, sample documentation), how to choose appropriate penalties, the process of appeals, minimising/paying damages, etc.

**EMPLOYMENT HANDBOOK** 2016 ($70)
An essential 53-page guide to employment law – expat work permits, recruitment law, (model appointment letter), probation, notice, leave, overtime, grievances, termination law, gratuities and other terminal benefits, etc.

**STRIKES** 2016 ($40) In 27 pages provides practical guidance to the law and practice of managing strikes – including reasons for strikes, preventing strikes, action to take if a strike looms, who to inform (security company, customers, police station, NEC, Ministry etc.), sequence of events, post-strike discipline. Plus labour implications of a National Shutdown, with suggested policies and guidelines.

**A GUIDE TO SELECTED LABOUR REGULATIONS** ($40)
Contains copies of seven sets of General Labour Regulations, with comments on each – covering disputes, labour arbitrators, National Disciplinary Code, essential services, Labour Court, labour inspections etc.

**USEFUL LABOUR JUDGMENTS – Case Law Precedents in Labour Disputes** 2017 ($60)
Arbitrators and the Labour Court are becoming more legalistic, expecting legal authority to back up your arguments. This publication contains summaries of Court judgments setting precedents in over a hundred labour disputes.

**WAGE & SALARY NEGOTIATIONS** and Collective Bargaining at NEC level and Enterprise level ($50)
In 38 pages covers negotiations with senior managers and managerial employees, the law and practice of wage negotiations, CBA’s, a 7-point negotiation strategy, deadlocks, when workers strike during negotiations, contact details for NEC’s by industry/sector, court judgments on excessive arbitral awards, a productivity pay scheme, etc

**ESSENTIAL GUIDE TO COLLECTIVE BARGAINING AGREEMENTS IN ZIMBABWE** ($50)
This 49-page handbook shows how to locate and interpret CBA’s relevant to you – covers grading, wages/allowances, hours/overtime/shifts, gratuities, general conditions, applying for exemption from wage increases, where to find the NEC for your sector, etc. Note the 2015 High Court finding that employers need not register or remit dues to NEC’s has to be confirmed by the Constitutional Court (and does not affect the binding nature of CBA’s in all other matters).

**WORKERS COMMITTEES & WORKS COUNCILS** ($50) – a 40-page Guide to Law and Practice.
The legal position – must you have a workers committee and works council? The difference between the two. How to set them up, how they operate, benefits, problems, constitutions, agendas, minutes, confidentiality.

**DOMESTIC WORKERS** ($40) A 27-page guide on the law governing wages/allowances, hours, overtime, sharing a worker, part-time, contracts, leave, maternity leave, dismissal, terminal benefits, permitted deductions, the Trade Union etc; includes sample appointment letter, wage slip, fixed-term contract, leave records, letter of termination.

**MATERNITY LEAVE** ($15) – a 16-page Pocket Reference Answers your questions – on duration, frequency, timing, extension, pay, other rights/benefits during maternity leave, when time-off for breast-feeding starts etc.

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