

29 May 2020

**To: Industry Employers and Employees**

**BCCEI OFFICES OPEN FROM MONDAY 1 JUNE 2020.**

Employees of the BCCEI will return to work on Monday 1 June 2020 and the offices will be open for visitation by the public on Monday 8 June 2020.

We understand that we find ourselves in extraordinary times. Our highest priority remains the health and safety of our staff, and while we have a responsibility to support our industry, we ask for your indulgence as the BCCEI also has a duty to care for the health and safety of visitors.

Therefore, when visiting any of the BCCEI offices the following will apply:

1. When the BCCEI offices open to the public we encourage those that wish to visit the BCCEI offices to first make an appointment as this will comply with the regulations regarding social distancing and gatherings. The business WhatsApp number is 064 993 3789;
2. The number of people granted permission to enter the building at any given time will be strictly monitored and the public are requested to exercise patience in this regard;
3. Visitors who are required to travel to the offices/venues must comply, where applicable, with the restrictions that exist;
4. The BCCEI shall abide by all Regulations and Directives that are issued in terms of section 27(2) of the Disaster Management Act. Therefore, it is only in terms of these Regulations and Directives that the BCCEI may receive visitors, hold meetings or conduct hearings;
5. Point 4 above will apply to all meetings or hearings at all external venues agreed to by the parties and the BCCEI;
6. Any person seeking access to any BCCEI offices or designated other venues being used must submit to compulsory screening, must wear a face mask, must apply hand sanitiser, and must adhere to applicable social distancing rules;
7. Failure to comply with the above requirements may lead to access being denied.

**Directive with regards to resuming dispute processes:**

1. Unnecessary physical contact among persons should be avoided where possible. Therefore, only hearings that are compliant with the requirements of the Regulations will be set down for a physical hearing, unless agreed otherwise between the parties and the BCCEI;

**JHB**  
**DBN**  
**CT**  
**PE**  
**EL**  
**BFN**

Block F, Eastgate Office Park, 24 South Boulevard Road, Bruma, 2198 ▪ **Tel.** (011) 450 4963/6 | **Fax.** 086 550 4995

Suite 102, Gateview Office Park, 3 Sugarclose, Umhlanga Ridge, Durban, 4320 ▪ **Tel.** 010 001 0097 | **Fax.** 086 550 4995

White Oak Terraces, Old Oak Office Park, Edmar Street, Durbanville, 7750 ▪ **Tel.** 010 001 0096 | **Fax.** 086 550 4995

51 6th Avenue, Newton Park, Port Elizabeth, 6055 ▪ **Tel.** 010 001 0098 | **Fax.** 086 550 4995

Shop 11C, Beacon Bay Crossing Centre, Cnr N2 & Bonza Bay Road, Beacon Bay, East London, 5241 ▪ **Tel.** 010 001 0099 | **Fax.** 086 550 4995

Boward Building, 107 Zastron Street, Westdene, Bloemfontein, 9301 ▪ **Tel.** 010 001 0095 | **Fax.** 086 550 4995

[WWW.BCCEI.CO.ZA](http://WWW.BCCEI.CO.ZA) ▪ **Registration Number:** LR 2/6/6/160

2. Where possible, the resolution of disputes through conciliation will take place telephonically. Different conditions may apply to conciliation hearings linked to certain matters of mutual interest type disputes and these may take place telephonically or through a digital online platform that is to the satisfaction of the BCCEI or the Commissioner. Choice of the form of communication will also depend on that which is available to both parties and to the BCCEI;
3. In the event that the conciliation process could not take place within 30-days from date of referral, and in the absence of any agreement reached by the parties prior to the expiry of the 30-day period to extend this period, a certificate of outcome will be issued by the BCCEI in terms of section 135(5) of the LRA;
4. With reference to arbitration hearings, parties are urged to conduct a pre-arbitration meeting in terms of BCCEI Rule 19 through telecon or virtual platforms so as to narrow the issues in dispute and determine the number of witnesses that will be attending the hearing, taking into consideration the compulsory social distancing rule;
5. Parties are also requested to accept a shorter notice period (less than 21 days) of set down, if possible.

**Nick Faasen**

**BCCEI General Secretary**

