

**COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION**

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Contact:

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20-Feb-2014

Case Reference	GAJB4342-14
Matter between	SACU obo Members
and	Telkom SA Ltd
Primary Issue	186(2)(a) - Unfair conduct - promotion/demotion/probation/training/benefits

You are required to attend –

Date	07 March 2014
Time	11:00AM
Venue	CCMA Reception Francis Baard Street Pretoria

Process	Con/Arb
Commissioner/s	Patrick Mbatsana
Interpreter/s	
Language/s	English

Please take note of the following guidelines that will assist you in preparing for the con/arb hearing.

What is a con/arb hearing?

A con/arb involves the conciliation ('con') and the arbitration ('arb') being combined into one process and scheduled for a single hearing on the same day. If settlement is not reached at conciliation then arbitration will immediately follow¹.

¹ The process is allowed by section 191(5A) of the LRA and CCMA Rule 17

What do I need to prepare for a con/arb hearing?

Firstly, be prepared to participate in the conciliation. At conciliation, the conciliator will assist the parties to find a solution. You must be able to clearly explain the details of the dispute and be willing to consider ways to best settle it.

Secondly, if you do not settle the dispute at conciliation, be prepared for arbitration. At arbitration you must prepare your argument and evidence and make sure that all witnesses are present. After hearing both parties' evidence, the arbitrator will issue a binding arbitration award 14 days after the hearing. Please ensure that you bring documentary evidence, eg: payslips, letter of dismissal (two copies plus the original) and any other relevant evidence that you may need to prove your case.

Please note: Postponements are not easily granted and applications MUST comply with CCMA Rule 23.

Benefits of the con/arb hearing

Con/arb is a 'one stop', speedy, fair and cost saving process. This means that your dispute could be finalised within 30 days of the date it was referred to the CCMA and while the facts of the case are still fresh in your mind.

May I object to a con/arb hearing?

Both parties are encouraged to use the con/arb process. You may object if you would want the arbitration to be held separately at a later date, by sending a written notice to the CCMA² regional office from which the notification has been sent at least seven days before the date of the scheduled con/arb hearing. The objection must also be sent to the other party. Proof that a copy of the