

ANNEXURE "C"**CONCILIATION GUIDELINES****1. Introduction:**

- 1.1 These guidelines deal with the manner in which the Council and the conciliators conduct conciliation proceedings;

2. Purpose of Guidelines:

- 2.1 The purpose of these guidelines are:

- 2.1.1 to inform users of the Council's conciliation process of the policies and procedures adopted by the Council in conciliation;
- 2.1.2 to help Conciliators perform their functions; and
- 2.1.3 to promote consistency in the Council's approach to conciliation proceedings.

- 2.2 These guidelines are drawn from the Commission for Conciliation, Mediation and Arbitration's (CCMA) best practice, the decisions of Commissioners of the CCMA, the Courts and the law.

3. Applications for Condonation:

- 3.1 An unfair dismissal dispute must be referred to the Council within 30 days of the date of dismissal. If the 30-day time limit has expired.
- 3.2 The application must be attached to the dispute referral form and served with it on the other parties to the dispute and lodged with the Council.
- 3.3 If at any time the Council becomes aware that the dispute was referred outside the 30-day time period, the Council may call on the applicant to apply for condonation.
- 3.4 The application must include a signed statement which explains the reasons for the delay and deals with each of the considerations set out in paragraph 3.8 below.