

# People & Co Partners

*Bringing HR structure to growing businesses*



People & Co  
Partners

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# About Us

At People & Co Partners, we partner with startups and growing businesses to establish structured and well-defined approaches to managing people.

As organisations grow, managing teams becomes more complex. Informal ways of working begin to fall short, roles become unclear, and performance becomes difficult to manage without the right structures in place.

We support businesses by putting practical HR foundations in place that align with how the organisation operates. Our focus is on creating clarity in roles, consistency in processes, and accountability across teams.

## Our Perspective

Entrepreneurship is not only about building a business. It is about building teams that can support and scale the mission behind it.

Many growing businesses do not lack capability. They lack structure. In the early stages, teams often operate informally. As the business grows, this can lead to overlapping responsibilities, inconsistent decision-making, and inefficiencies in how work is carried out.

Introducing structure at the right stage enables organisations to operate more effectively and scale in a stable and sustainable manner.



# Our Philosophy

Before outlining how we support organisations in building effective teams, it is important to define the principles that guide our approach.

We believe that managing people effectively requires clarity, structure, and consistency. As businesses grow, introducing well-defined systems and frameworks becomes essential to supporting performance and long-term success.

## Structured

We support organisations in implementing clear HR systems, processes and documentation that enable consistent and efficient people management.

## Clear

We believe in defining roles, responsibilities and reporting lines to ensure accountability and alignment across teams.


At the heart of our approach is the belief that organisations should be Structured, Clear, Scalable and People-Centred.

## Scalable

We design HR frameworks and organisational structures that can evolve with the business as it grows.

## People-Centred

We recognise that the success of any organisation is closely linked to the calibre and engagement of its people and we support businesses in building strong and capable teams.

An overhead photograph of three people in a meeting. A man in a black shirt and glasses is leaning over a wooden table, holding a smartphone. A woman with white hair, wearing a grey sweater, is sitting in a blue chair, holding a pen and looking at a laptop. A man with grey hair, wearing a dark blue sweater, is sitting in a grey chair, holding a pen and looking at a tablet. The table has a laptop, a notebook, a cup of coffee, and some papers.

The success of any organisation is closely linked to the calibre of its people.



# Our Services

We support businesses in structuring teams and implementing practical HR systems that enable effective operations and sustainable growth.

Our services include

- HR Setup & Systems
- HR Documents & Policies
- Recruitment & Talent Support
- Employee Onboarding & Performance
- Organisational Structure Design
- HR Advisory for Founders

## HR Setup & Systems

We support businesses in establishing the foundational HR structures required to manage employees effectively as they grow.

This includes designing and implementing processes, systems and workflows that bring consistency to how people are managed on a day-to-day basis.

Key Areas

- HR process design and implementation
- HR systems and workflow design
- Employee record and HR administration structures
- HR function setup aligned to business needs

## HR Documents & Policies

We develop structured HR documentation that supports clear, consistent, and compliant people management.

All documentation is aligned with South African labour legislation, including the Basic Conditions of Employment Act and the Labour Relations Act.

### Key Areas

- Employment contracts
- Offer letters
- Non-disclosure agreements
- Employee handbooks
- Workplace policies and procedures
- HR policy frameworks and manuals

## Recruitment & Talent Support

We support organisations in attracting and hiring the right people through structured recruitment processes.

Our focus is on improving consistency in hiring decisions and ensuring alignment between candidates and the needs of the business.

### Key Areas

- Job description development
- Recruitment process design and coordination
- Candidate sourcing and shortlisting
- Interview and evaluation frameworks
- Candidate assessment and selection support
- Reference and background checks
- Employer value proposition development
- Recruitment communication and positioning
- Early-career recruitment support

## Employee Onboarding & Performance

We support businesses in implementing structured approaches to onboarding, performance management, and employee development.

This ensures that employees are effectively integrated into the business, understand expectations, and are supported to perform and grow.

### Key Areas

- Onboarding frameworks
- Onboarding checklists and materials
- Performance management frameworks
- KPI and goal-setting structures
- Performance review templates
- Employee development planning



## Organisational Structural Design

We assist organisations in designing clear and scalable team structures that support accountability, efficiency, and effective decision-making.

Our focus is on ensuring that roles are clearly defined, responsibilities are aligned, and reporting lines support how the business operates.

### Key Areas

- Organisational structure design
- Role and responsibility mapping
- Reporting line frameworks
- Team structure planning
- Job architecture where required

## HR Advisory for Founders

We provide practical HR guidance to founders and business leaders as they navigate growth and people-related decisions.

We work closely with clients as a partner, providing support that is aligned with the realities of building and scaling a business.

### Key Areas

- Hiring strategy guidance
- Employee management support
- HR best practices for growing businesses
- Team scaling and structure guidance





We help businesses build the structure behind their teams — so they can grow with clarity and confidence.



# Our approach

We follow a structured approach to ensure clarity and effective implementation.



## 1. Consultation

We develop a clear understanding of your business, your team, and your current challenges.



## 2. Assessment

We review your current structure and identify areas where greater clarity and consistency are required.



## 3. Solution Design

We design team structures, roles, and systems aligned with how your business operates.



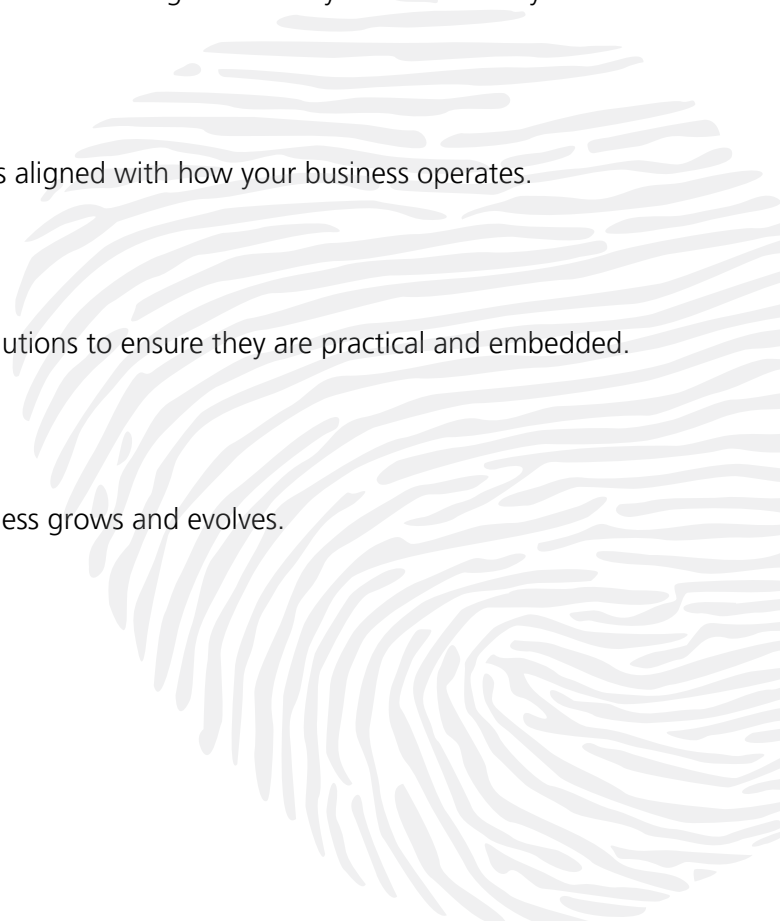
## 4. Implementation

We support the implementation of agreed solutions to ensure they are practical and embedded.



## 5. Ongoing Support

We provide continued guidance as your business grows and evolves.





# Why Us

Why People & Co Partners

- Structured and practical approach
- Focus on implementation, not only advisory
- Solutions aligned with how businesses operate
- Clear and consistent delivery
- Partnership approach with clients
- Built for growing business environments

# Who We Work With

- Startups
- Small and medium-sized businesses
- Founder-led organisations
- Growing teams without HR

# Engagement Options

- Project-based engagements
- Ongoing HR advisory support
- Recruitment support
- Short-term HR projects



## Contact Us

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