

JEF's Library and Documentation Centre puts in your hands the key to our impressive resource that can most aptly be described as a "Knowledge Centre"! And we do so in a cost-effective way, which helps you to reap the following additional benefits:

- The ability to secure quality, current information that informs your organization's planning processes ... and enhances your ability to plan effectively
- An improvement in your ability to identify and take advantage of opportunities
- An enhanced awareness of the statutory, industrial and wider business environment in which you must operate – an awareness that makes you better able to manage and grow without undue conflict
- Guidance and assistance in implementing the type of systems that make you an Employer of Choice with current and future employees
- An overall improvement in the competitiveness of your enterprise.

**NOTE:** Full-time students with ID will also enjoy a 20% discount – except on publications – when they use our services.



**JEF**

For further information on utilizing our Reference Library & Documentation Centre, contact us at:

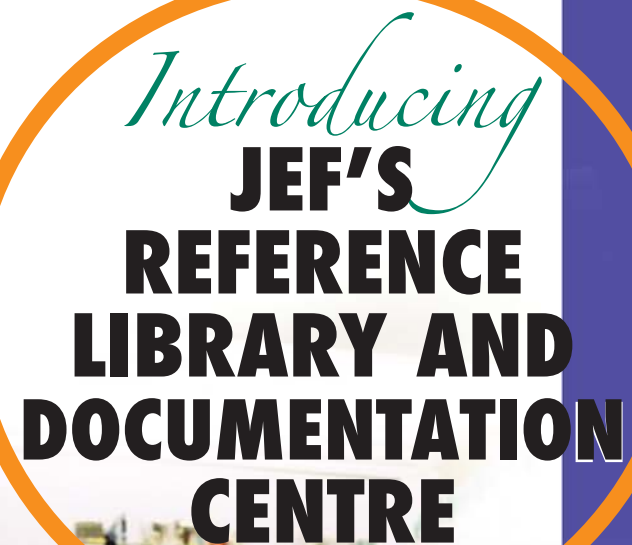
**Jamaica Employers' Federation**  
2a Ruthven Road, Kingston 10.  
Tel.: 926-6762/906-8370. Fax: 968-4576  
Website: [www.jamaicaemployers.com](http://www.jamaicaemployers.com)

**// JEF's members – comprising corporate, council and individual members – benefit most from the specialized resource material found in the Federation's Library and Documentation Centre.**

**The resources also serve a broad group of non-members, including entrepreneurs, prospective members, researchers and students...//**



**JEF**  
THE JAMAICA EMPLOYERS'  
FEDERATION



*Introducing*  
**JEF'S**  
**REFERENCE**  
**LIBRARY AND**  
**DOCUMENTATION**  
**CENTRE**



**T**he Jamaica Employers' Federation's Reference Library and Documentation Centre houses a compilation of specialized resource materials that includes over 5,000 books, as well as publications, newspaper clippings, video cassettes, CDs and DVDs.

**// Clients may access from us information on policies, conditions of employment, rates of pay, general and specific human resource practices, plus general matters that arise between employers and their staff... //**

## **OUR WEALTH OF KNOWLEDGE**

Sourced through donations, subscriptions and purchases, our reference materials include information on:

### **Industry Issues**

- Industrial Relations
- Industrial Disputes and Awards in Jamaica (1973-2005)
- Strikes
- State of the Industry Reports
- Disciplinary and Grievance Management

### **Business Growth & Development**

- Entrepreneurship
- Business Development
- Productivity
- Small and Medium Enterprises
- Becoming An Employer Of Choice
- Statutory Obligations

### **Threats & Opportunities**

- Globalization
- The Caribbean Single Market and Economy
- Structural Adjustment

### **Workplace Conditions**

- Occupational Safety, Health and the Environment
- HIV/AIDS and the Workplace
- Sexual Harassment in the Workplace

### **Trade Union & Representation Issues**

- Trade Unionism and its origin
- Labour Laws

## **Human Resource Development**

- Human Resource Management and Development
- Training
- Employability
- Manpower Planning

## **Conditions of Service**

- Occupational Wages/ Salary Survey
- Compensation & Benefits
- Flexible Work Arrangements
- Employment and Disabilities
- Performance Appraisal

## **Policy Issues**

- International Labour Organization Conventions Ratified by Jamaica
- Contract Labour
- Forced Labour
- Child Labour
- Women and Employment
- Youth and Employment
- Migration

## **General Interest**

- Gender Dimensions in the Workforce
- International Labour Organization
- International Organization of Employers
- International Labour Statistics
- Public Speaking

## **HOW CAN ACCESS TO OUR WIDE KNOWLEDGE BASE HELP YOU?**

Information is the lifeblood of any organization that is focused on growth ... and on avoiding or properly managing those pitfalls that can threaten structured development. This is a key motivating factor for leading companies across the world which use access to information to help drive the development of their products and services.