

*Reading Time: 4 minutes*

Employment compliance is an important aspect of any expansion. You have to recruit and hire employees in Botswana, onboard them, and make sure you remain compliant throughout every step of the process. That's on top of [establishing a subsidiary](#), which can take months depending on your location and structure. Globalization Partners can help you hire talented employees in Botswana, and we handle all compliance, so you can focus on running your company.

## Recruiting in Botswana

Botswana's culture and work etiquette should inform how you hire employees. When you understand the right cultural norms to follow, you can impress candidates and show your commitment to the country. If you're planning to recruit in Botswana for the first time, keep the following three details in mind before you start.

### 1. Verbal and Nonverbal Communication

Ethnic backgrounds and places of residence determine how someone will gesture or touch another person. Most Botswana will keep a distance of about one arm's length away from others, but this distance can grow in conversations with strangers. A regular amount of eye contact shows that someone is trustworthy — refusing or being reluctant to make eye contact represents dishonesty.

Keep in mind that different tribes have various ways of greeting. That said, both men and women in the country typically shake hands upon introduction. In some cases, men and women will kiss each other on the cheek. When greeting an elder in the northern part of the country, most people will kneel and offer both hands if the individual is seated or add a bow if they are standing.

### 2. Overall Conservative Workplace

The style and pace can differ based on the workplace, but most employees in Botswana will be clean and punctual. Men and women dress conservatively, even when it's warm outside. Both colleagues and supervisors go as Mr. or Ms. and then their last name. Overall, Botswana value punctuality and reliability from their colleagues and bosses.

Deadlines are typically met in the country, although there is some flexibility. Many people will work overtime to meet a deadline, as failing can be viewed negatively.

### 3. Personal Relationships

Botswana care about having personal relationships with colleagues in the workplace. These relationships help new employees get settled and can even mentor them to succeed in their position. Most people establish this relationship through dinner, coffee, or social events.

When you're staffing and recruiting for your Botswana business, we recommend introducing candidates to existing employees. You can even hold events to encourage bonding.

## The Recruitment Process in Botswana

Staffing your Botswana business will involve following the country's regulations. As soon as you make an employment offer and the employee accepts, you'll have a professional relationship subject to the protections in the Employment Act. For example, the Employment Act dictates that the Minister can make regulations related to employing people with an illness or physical handicap, which could include the conditions under which you employ individuals.

Other laws protect against:

- Discrimination
- Infringing on freedoms of association
- Improper testing

As an employer, you cannot directly or indirectly discriminate against an employee or candidate based on race, gender, sex, marital status, ethnic origin, color, sexual orientation, age, disability, HIV status, or politics. While screening candidates, you cannot ask questions or use any criteria that could lead to discrimination.

### Union Memberships and Testing

Freedom of association refers to union membership and activities. Infringing on this right can result in paying damages to the prospective employee. For example, if you find out that a candidate has a union membership and is the best choice for the job, you may act unfairly if you do not hire them.

Some employers like to give candidates a medical test before extending an employment offer. However, you're not permitted to require it unless it's prescribed by law or essential for the job. If you want to give other tests, such as a polygraph or alcohol test, you must:

- Apply them consistently

- Ensure that they are reliable and accurate
- Keep them from being culturally biased

After meeting all these criteria during the recruiting process, you can enjoy the freedom and discretion of hiring the workers you want.

## How to Hire Botswana Employees

When you're ready to hire employees in Botswana, you should draft a strong employment contract that outlines everything from benefits to termination requirements. Although this contract isn't required, it can help define the employment relationship for both you and the employee. Always make sure any compensation and salary amounts in the employment contract are in pula instead of foreign currency.

## Botswana Employment Compliance Laws

Botswana employment compliance laws limit an employee's workweek to 48 hours, with no more than nine hours a day for a five-day week or eight hours for a six-day week. Employees can work only 14 hours of overtime a week and should get paid one and a half times their normal hourly rate for any overtime work. If they work on a public holiday, they should get paid at twice their normal rate.

While collective bargaining agreements (CBAs) are not common in Botswana, you should check to see if your employees are covered by one. A CBA could outline separate Botswana employment compliance laws that you must follow for specific industries or positions.

## Onboarding Employees in This Country

Onboarding employees looks different for every country. Botswana employment compliance laws do not require one specific way to onboard employees, so you're free to choose the option that makes the most sense for your country. However, you can streamline the process and make employees more comfortable by following these steps:

- Reviewing the employment contract
- Reviewing any other important company documents
- Offering any necessary job training
- Onboarding multiple employees at one time
- Flying to Botswana for the employee's first day or week

## Benefits of Botswana Hiring Outsourcing Services

Once you learn how to hire employees in Botswana, your business can start fully operating in the country. However, your employees will be more productive and start sooner if you choose Botswana hiring outsourcing services.

Globalization Partners will give you even more benefits than a hiring firm, as we can take on the compliance on your behalf. When you work with us, we'll hire employees who work on your behalf, and we'll ensure that you meet all of Botswana's employment compliance laws. Instead of constantly worrying about compliance, hiring employees, and setting up a subsidiary, you'll only have to worry about running your company.

## Outsource With Globalization Partners

Establishing a subsidiary and hiring employees in Botswana can be time-consuming and complex. Let Globalization Partners help make your Botswana employment compliance and hiring process much easier. Reach out to us today to learn more about our Botswana hiring outsourcing services and get started.