



**9. Numerical targets**

9.3 Please indicate the numerical targets (i.e. the workforce profile) you have set to achieve for the total number of employees (including people with disabilities) for the end of the period following the period covered by the current report in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management											
Senior management											
Professionally qualified and experienced specialists and mid-management											
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents											
Semi-skilled and discretionary decision making											
Unskilled and defined decision making											
<b>TOTAL PERMANENT</b>											
Non – permanent employees											
<b>GRAND TOTAL</b>											

9.4 Please indicate the numerical targets (i.e. the workforce profile) you have set to achieve for the total number of **employees with disabilities only** for the end of the period following the period covered by the current report in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management											
Senior management											
Professionally qualified and experienced specialists and mid-management											
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents											
Semi-skilled and discretionary decision making											
Unskilled and defined decision making											
<b>TOTAL PERMANENT</b>											
Non – permanent employees											
<b>GRAND TOTAL</b>											

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**Section F** (*This section is not applicable to small employers*)**9. Disciplinary Action**

9.1 Disciplinary action: (report the total number of disciplinary actions during the twelve months preceding this report). Report on formal outcomes only. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

DISCIPLINARY ACTION	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	

**10. Awareness of Employment Equity**

Please indicate which of the following awareness measures were implemented by your organization:

	No. of employees	Yes	No
Formal written communication			
Policy statement includes reference to employment equity			
Summary of the Act displayed			
Employment Equity training			
Diversity management programmes			
Discrimination awareness programmes			

**11. Consultation**

Please indicate which stakeholders were involved in the consultation process when developing and implementing your employment equity plan and when preparing this Employment Equity Report:

	Yes	No
Consultative body or employment equity forum		
Registered trade union (s)		
Employees		

**12. Barriers and affirmative action measures**

Please indicate in which categories of employment policy or practice barriers to employment equity were identified. If your answer is 'Yes' to barriers in any of the categories, please indicate whether you have developed affirmative action measures and the timeframes to overcome them.

Categories	BARRIERS		AFFIRMATIVE ACTION MEASURES		TIMEFRAME FOR IMPLEMENTATION OF AA MEASURES	
	YES	NO	YES	NO	START DATE	END DATE
Recruitment procedures						
Advertising positions						
Selection criteria						
Appointments						
Job classification and grading						
Remuneration and benefits						
Terms & conditions of employment						
Job assignments						
Work environment and facilities						
Training and development						
Performance and evaluation						
Promotions						
Transfers						
Succession & experience planning						
Disciplinary measures						
Dismissals						
Corporate culture						
Reasonable accommodation						
HIV&AIDS prevention and wellness programmes						
Appointed senior manage(s) to manage EE implementation						
Budget allocation in support of employment equity goals						
Time off for employment equity consultative committee to meet						

**13. Monitoring and evaluation of implementation**

13.1 How regularly do you monitor progress on the implementation of the employment equity plan? Please choose one.

Weekly	Monthly	Quarterly	Yearly

13.2 Did you achieve the annual objectives as set out in your employment equity plan for this period?

Yes	No	Please explain

## Section G: Signature of the Chief Executive Officer

### Chief Executive Officer

I hereby declare that I have read, approved and authorized this report.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

At place: \_\_\_\_\_

Signature: Chief Executive Officer (Full Name) \_\_\_\_\_



## **SUMMARY OF THE EMPLOYMENT EQUITY ACT, 55 OF 1998, ISSUED IN TERMS OF SECTION 25(1)**

### **1. Chapter 1 – Definition, purpose, interpretation and application**

#### **Purpose of the Act: Section 2**

The purpose of this act is to achieve equity in the workplace by-

- (a) Promoting equal opportunity and fair treatment in employment through the elimination of unfair discrimination; and
- (b) Implementing affirmative action measures to redress the disadvantages in employment experienced by designated groups to ensure their equitable representation in all occupational categories and levels in the workforce.

#### **Application of the Act: Section 4**

- (a) Chapter II (section 5-11) applies to all employers and employees.
- (b) Chapter III (section 12-27) applies to designated employers and people from designated groups.
- (c) A designate employer means an employer who employs 50 or more employees, or has a total annual turnover as reflected in Schedule 4 of the Act, municipalities and organs of State. Employers can also volunteer to become designated employers.
- (d) A designated group means black people, women and people with disabilities.
- (e) The South African National Defence Force, National Intelligence Agency, and South African Secret Services are excluded from this Act.

### **2. Chapter II – prohibition of unfair discrimination**

No person may unfairly discriminate, directly or indirectly, against an employee in any employment policy or practice, on one or more grounds including race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language and birth.

It is not unfair discrimination to promote affirmative action consistent with the Act or to prefer or exclude any person on the basis of an inherent job requirement.

#### **Medical testing**

- (a) Medical testing of an employee is permissible only when legislation requires testing or when this is justifiable for various reasons.
- (b) HIV testing is prohibited unless such testing is determined to be justifiable by the Labour Court.

#### **Psychological testing: Section 8**

Psychological testing and similar assessments are prohibited, unless the test is scientifically valid and reliable, can be applied fairly to all employees, and is not biased against any employee or group.

#### **Disputes concerning this Chapter: Section 10**

- (a) An employee, or applicant for employment, may refer a dispute concerning alleged unfair discrimination (or medical or psychological testing) to the CCMA for conciliation. This must be done within six months of the alleged discrimination (or testing).
- (b) If a dispute is not resolved at conciliation, a party may refer it to the Labour Court for adjudication. The parties to a dispute may also agree to refer the dispute to arbitration.
- (c) Unfair dismissal disputes in which unfair discrimination is alleged must be dealt with in terms of the Labour Relations Act. The dismissal must be referred to the CCMA within 30 days.

### **3. Chapter III – Affirmative Action**

#### **3.1 Duties of a designated employer**

- (a) A designated employer must implement affirmative action measures for designated groups to achieve employment equity.
- (b) In order to implement affirmative action measures, a designated employer must
  - I. Consult with employees;
  - II. Conduct analysis;
  - III. Prepare an employment equity plan; and
  - IV. Report to the Director-General on progress made in the implementation of the plan.

#### **3.2 Affirmative action**

- (a) Affirmative action measures are measures intended to ensure that suitably qualified employees from designated groups have equal employment opportunity and are equitably represented in all occupational categories and levels of the workforce.
- (b) Such measures must include:
  - I. Identification and elimination of barriers with an adverse impact on designated groups;
  - II. Measures which promote diversity
  - III. Making reasonable accommodation for people from designated groups;
  - IV. Retention, development and training of designated groups (including skills development); and
  - V. Preferential treatment and numerical goals to ensure equitable representation, which exclude quotas.
- (c) Designated employers are not required to take any decision regarding an employment policy or practice that would establish an absolute barrier to prospective or continued employment or advancement of people not from designated groups.

#### **3.3 Consultation: section 16 and 17**

A designated employer must take reasonable steps to consult with representatives of employees representing the diverse interests of the workforce on the conducting of an analysis, preparation and implementation of a plan, and on reporting to the Director-General.

#### **3.4 Disclosure of information: Section 18**

To ensure meaningful consultation, the employer must disclose relevant information to the consulting parties, subject to section 16 of the Labour Relations Act 66 of 1995.

#### **3.5 Analysis: Section 19**

A designated employer must conduct an analysis of employment policies, practices, procedures and the work environment so as to identify employment barriers that adversely affect members of the designated groups. The analysis must also include the development of a workforce profile to determine to what extent designated groups are under-represented in the workplace.

#### **3.6 Employment Equity Plan: Section 20**

A designated employer must prepare and implement a plan to achieve employment equity, which must

- a) Have objectives for each year of the plan;
- b) Include affirmative action measures;
- c) Have numerical goals for achieving equitable representation;
- d) Have a timetable for each year;
- e) Have internal monitoring and evaluation procedures, including internal dispute resolution mechanisms; and
- f) Identify persons, including senior managers, to monitor and implement the plan.

### **3.7 Report: Section 21**

- (a) An employer who employs fewer than 150 employees must submit its first report to the Director-General within 12 months after commencement of the Act, and thereafter every two years on the first working day of October.
- (b) An employer who employs 150 or more employees must submit its first report six months after the commencement of the Act, and thereafter every year on the first working day of October.

### **3.8 Designated employer must assign a manager: Section 24**

A designated employer must assign one or more senior managers to ensure implementation and monitoring of the employment equity plan and must make available necessary resources for this purpose.

### **3.9 Income differentials: Section 27**

A statement of remuneration and benefits received in each occupational category and level of the workforce must be submitted by a designated employer to the Employment Conditions Commission (ECC).

Where there are disproportionate income differentials, a designated employer must take measures to reduce it progressively. Such measures may include collective bargaining, compliance with sectoral determinations (Section 51 of the Basic Conditions of Employment Act, 1997); the application of norms and benchmarks recommended by the ECC, relevant measures contained in skills development legislation and any other appropriate steps.

## **4. Chapter v - Monitoring, Enforcement and Legal Proceedings**

### **4.1 Monitoring: Section 34**

Employee or trade union representatives can monitor contraventions of the Act and report to relevant bodies.

### **4.2 Powers of the Labour Inspector: Section 35**

Labour Inspectors are authorised to conduct an inspection as provided for in section 65 and 66 of the Basic Conditions of Employment Act, 1997.

### **4.3 Undertaking to comply: Section 36**

If the inspector has reasonable grounds to believe a designated employer has failed to comply with its obligations in terms of the Act, the inspector will obtain a written undertaking to comply within a specified period.

### **4.4 Compliance Order: Section 37**

If the designate employer refuses to comply with the written undertaking, the inspector will issue a compliance order.

### **4.5 Review by Director-General: Section 43**

The Director-General may conduct a review to determine whether an employer is complying with the Act. On completion of the review, the Director-General may make recommendations for compliance within certain frames.

### **4.6 Powers of the Labour Court: Section 50**

The Labour Court has the powers to make any appropriate orders, award compensation or impose fines.

#### **4.7 Protection of employee Rights: Section 51**

The Act protects employees who exercise their rights and obligations under the Act against victimisation, obstruction and undue influence.

### **5. Chapter IV – General Provisions**

#### **5.1 State contracts: Section 53**

Designated employers and employers who voluntarily comply with Chapter III, and who seek to do business with any organ of state, will have to apply for a certificate from the Minister confirming their compliance with chapter II and III of the Act. Non-designated employers' compliance certificate will pertain to chapter II.

#### **5.2 Liability of Employers: Section 60**

Should employees contravene any provision of this Act while performing their duties; the employer will be liable, unless the employer can prove that it did everything in its power to prevent the undesired act.



**labour**  
Department:  
Labour  
REPUBLIC OF SOUTH AFRICA

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EEA4

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PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS & INSTRUCTIONS	
<b>WHAT IS THE PURPOSE OF THIS FORM?</b> This form contains the format for reporting income differentials to the Employment Conditions Commission.	Trade name	
<b>WHO FILLS IN THIS FORM?</b> All designated employers must complete every section of this statement.	DTI registration name	
<b>SEND TO:</b> Employment Equity Registry The Department of Labour Private Bag X117 Pretoria 0001	DTI registration number	
Online reporting: <a href="http://www.labour.gov.za">www.labour.gov.za</a> Helpline: 0860101018	PAYE/SARS number	
	UIF reference number	
	EE reference number	
	Industry/Sector	
	Seta classification	
	Telephone number	
	Fax number	
	Email address	
	Postal address	
	Postal code	
	City/Town	
	Province	
	Physical address	
	Postal code	
	City/Town	
	Province	
	<b>Details of CEO at the time of submitting this report</b>	
	Name and surname	
	Telephone number	
	Fax number	
	Email address	
	<b>Details of Senior Manager for Employment Equity at the time of submitting this report</b>	
	Name and Surname	
	Telephone number	
	Fax number	
	Email address	
	<b>Business type</b>	
	<input type="checkbox"/> Private Sector <input type="checkbox"/> Parastatal	
	<input type="checkbox"/> National Government <input type="checkbox"/> Provincial Government	
	<input type="checkbox"/> Local Government <input type="checkbox"/> Educational Institution	
	<input type="checkbox"/> Non-profit Organization	
	<b>Information about the organization at the time of submitting this report</b>	
	Number of employees in the organization	<input type="checkbox"/> 0 to 49 <input type="checkbox"/> 50 to 149 <input type="checkbox"/> 150 or more
	Is your organization an organ of State?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is your organisation part of a group?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please provide the name.	_____
	Date of submitting this report	

**THE FOLLOWING MUST BE TAKEN INTO CONSIDERATION WHEN COMPLETING THE EEA4 FORMS**

1. Foreign nationals should be included when completing the EEA4 form in the spaces provided on the table.
2. Non permanent workers are those workers who worked less than 24 hours a month during the period of reporting.
3. The calculation of remuneration must include twelve months of a financial year that is in line with the period covered by the EEA2 reporting form. Where this is not possible, e.g. in the case of non-permanent employees, the total payment the person received for the period worked should be divided by the number of months worked, and then multiplied by twelve.
4. All payment amounts to be reflected in the form below must be rounded to the nearest Rand (R) and included as the total remuneration for each group in terms of race and gender in the table below.
5. The payments below indicate what must be included and what must be excluded in an employee's remuneration for the purposes of calculating pay in order to complete the EEA4 form.

**Included**

- a) Housing or accommodation allowance or subsidy or housing or accommodation received as a benefit in kind;
- b) Car allowance or provision of a car, except to the extent that the car is provided to enable the employee to work;
- c) Any cash payments made to an employee, except those listed as exclusions in terms of this schedule;
- d) Any other payment in kind received by an employee, except those listed as exclusions in terms of this schedule;
- e) Employer's contributions to medical aid, pension, provident fund or similar schemes;
- f) Employer's contributions to funeral or death benefit schemes.

**Excluded**

- g) Any cash payment or payment in kind provided to enable the employee to work (for example, an equipment, tool or similar allowance or the provision of transport or the payment of a transport allowance to enable the employee to travel to and from work);
  - h) A relocation allowance;
  - i) Gratuities (for example, tips received from customers) and gifts from the employer;
  - j) Share incentive schemes;
  - k) Discretionary payments not related to an employee's hours of work or performance (for example, a discretionary profit-sharing scheme);
  - l) An entertainment allowance;
  - m) An education or schooling allowance.
6. The value of payments in kind must be determined as follows -
- a) A value agreed to in either a contract of employment or collective agreement, provided that the agreed value may not be less than the cost to the employer of providing the payment in kind;
  - b) The cost to the employer of providing the payment in kind.
  - c) An employee is not entitled to a payment or the cash value of a payment in kind as part of remuneration if -
  - d) the employee received the payment or enjoyed, or was entitled to enjoy, the payment in kind during the relevant period; or
  - e) In the case of a contribution to a fund or scheme that forms part of remuneration, the employer paid the contribution in respect of the relevant period.
  - f) This schedule only applies to pay for annual leave accrued from the date of operation of this Schedule.
7. If a payment fluctuates, it must be calculated over a period of 13 weeks or, if the employee has been in employment for a shorter period, that period.
8. A payment received in a particular period in respect of a longer period (e.g. a thirteenth cheque) must be pro-rated.

3 of 4 EEA4

**INCOME DIFFERENTIALS STATEMENT**

Please use the table below to indicate the number of employees and their remuneration in each occupational level in terms of race and gender.

Occupational levels	MALE				FEMALE				FOREIGN NATIONALS		Total
	A	C	I	W	A	C	I	W	M	F	
	Number of workers										
Remuneration											
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	<b>labour</b> Department Labour REPUBLIC OF SOUTH AFRICA	PAGE 1 OF 1	EEA5
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**PLEASE READ THIS FIRST**

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**WHAT IS THE PURPOSE OF THIS FORM?**

To record an Undertaking by the employer to comply with Section 36 of the Employment Equity Act, 55 of 1998.

**WHO FILLS IN THIS FORM?**

The employer, assisted by the inspector.

**WHERE DOES THIS FORM GO?**

This form goes to the inspector.

**INSTRUCTIONS**

An **Undertaking** may be secured when an inspector has reasonable grounds to believe that a designated employer has failed to comply with one or more paragraph(s) of Section 36 of the Act.

Failure to comply with this undertaking will result in a Compliance Order (EEA6) being issued.

**DEPARTMENT OF LABOUR**

**WRITTEN UNDERTAKING**

Ref/Case No:.....

Employer's Enquiries:.....

Date of Undertaking: .....

I / We..... (Employer)

..... (Registration No.)

undertake to comply with the following provisions of the Act and its regulations below by: Date.....:

.....

.....

.....

.....

.....

.....

.....

.....

.....

ISSUED ON .....DAY OF.....YEAR.....

AT.....(PLACE)

.....  
SIGNED: EMPLOYER

.....  
SIGNED: LABOUR INSPECTOR

CONTACT DETAILS OF INSPECTOR: .....

WITNESSES 1. ....

2. ....

 <p><b>labour</b> Department: Labour REPUBLIC OF SOUTH AFRICA</p>	PAGE 1 OF 2	EEA6
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**PLEASE READ THIS FIRST**

↓

**WHAT IS THE PURPOSE OF THIS FORM?**

This form is issued in terms of Section 37 of the Employment Equity Act, 55 of 1998. The purpose of this form is to enforce compliance relating of Section 36 of the Act.

**WHO FILLS IN THIS FORM?**

An inspector fills this form.

**WHERE DOES THIS FORM GO?**

This form goes to the employer.

**INSTRUCTIONS**

- The inspector may issue a Compliance Order to a designated employer if that employer has refused to give a Written Undertaking (EEA5) in terms of Section 36.
- The employer must display a copy of this order prominently at a place accessible to the affected employees at each workplace named in it.
- An employer must comply within the time period stated unless the employer objects in terms of Section 39.
- Failure to comply could result in a referral to the Labour Court.

**DEPARTMENT OF LABOUR**

**COMPLIANCE ORDER**

Ref/Case No:.....

Enquiries:.....

Date of issue:.....

Provincial Office/Labour Centre:.....  
(Delete that which is not applicable)

1. Employer:.....

1. Registration No:.....

2. Workplace(s):.....

3. You have not complied with the following provisions of the Act and its regulations.

Provisions:.....  
.....

4. Details:.....  
.....  
.....

AND / OR

5. You have not complied with your written undertaking to the following extent:

.....  
.....  
.....  
.....

AND

6. You are required to implement the following within \_\_\_\_days of receipt hereof.

7.1 .....

7.2 .....

AND / OR

**7. Fines**

7.1 The Director General may recommend to the Labour Court to impose a fine in accordance with Schedule 1 of the Act.

 <p><b>labour</b> Department Labour REPUBLIC OF SOUTH AFRICA</p>	<p><b>PAGE 2 OF 2</b></p>	<p><b>EEA6</b></p>
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**8. Objections**

You may object to this compliance order by making representations to the Director General within 21 days of receipt of this order.

SECURED ON .....DAY OF.....

YEAR .....AT ..... (PLACE)

.....  
**LABOUR INSPECTOR**

 <p><b>labour</b> Department: Labour REPUBLIC OF SOUTH AFRICA</p>	PAGE 1 OF 2	EEA7
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**PLEASE READ THIS FIRST**

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**WHAT IS THE PURPOSE OF THIS FORM?**

This form is issued in terms of Section 39 of the Employment Equity Act, 55 of 1998. A designated employer may lodge an objection to a compliance order by completing this form.

**WHO FILLS IN THIS FORM?**

The employer must fill in this form.

**WHERE DOES THIS FORM GO?**

To the Provincial Office of the Department from which the compliance order was issued.

**INSTRUCTIONS**

- This objection must be lodged to the office of the Provincial Director that issued the compliance order within 21 days of the date of receipt of the compliance order.
- The objection must include all relevant information.
- A copy must be delivered to the employee(s) affected by it, or if this is impractical to a representative of the employee(s), including a registered trade union.

DEPARTMENT OF LABOUR

**OBJECTION AGAINST A COMPLIANCE ORDER IN TERMS OF SECTION 39 OF THE ACT**

**NOTICE OF OBJECTION**

1. Employer:.....  
 Registration No:.....  
 Telephone No:.....  
 Fax:.....  
 Address:.....  
 .....  
 .....Postal Code.....
  
2. Quote the reference number and date of the compliance order against which the objection is lodged.  
 Reference/Case No. ....Date.....
  
3. To which portion of the compliance order do you object?  
 .....  
 .....  
 .....  
 .....  
 .....
  
4. State your full reason for lodging the objection:  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

 <b>labour</b> Department: Labour REPUBLIC OF SOUTH AFRICA	<b>PAGE 2 OF 2</b>	<b>EEA7</b>
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Any documentary evidence (or certified copies thereof) that you wish to submit in support of your contention(s) as stated in paragraph 4 should be attached and listed below:

<b>Number</b>	<b>Title or description of document</b>

Place:.....

Date:.....

.....  
Signature of objector / employer

.....  
Full name of objector / employer

.....  
Designation



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EEA8

## **ANNEXURE 1**

### **Demographic profile of the national and regional economically active population**

#### **WHAT IS THE PURPOSE OF THE DEMOGRAPHIC PROFILE OF THE NATIONAL AND REGIONAL ECONOMICALLY ACTIVE POPULATION AND WHERE TO FIND THEM?**

Statistics South Africa provides demographic data using Labour Force Surveys from time to time. The Labour Force Surveys (LFS) that is released at least twice in a year provides statistics on the national and provincial Economically Active Population (EAP) in terms of race and gender. Employers can access this information directly from Statistics South Africa. This information must be used by employers when consulting with employees, conducting an analysis and when preparing and implementing Employment Equity Plans.



## ANNEXURE 2: Occupational Levels

PLEASE READ THIS FIRST ↓	Equivalent occupational levels				
	Semantic Scale	Paterson	Peromnes	Hay	Castellion
<p><b>WHAT IS THE PURPOSE OF THIS ANNEXURE?</b></p> <p>Job evaluation or grading systems are used by many organizations to measure jobs according to their content and establish comparative worth between jobs.</p> <p>This annexure provides a table of equivalent occupational levels that may be used by employers when completing the EEA2 and EEA4 forms.</p> <p><b>INSTRUCTIONS</b></p> <p>The table indicates the occupational levels within organizations as developed through the use of different job evaluation or grading systems. The table provides equivalent levels from each of these job evaluation systems.</p> <p>Organizations that make use of neither one of the job evaluation systems in this table, nor a customized system linked to one of these, should use the Semantic Scale for guidance in determining occupational levels within the organization.</p>	Top management	F F	1++ 1+		14
	Senior management	E E UPPER E LOWER	1 2 3	1 2	13
	Professionally qualified and experienced specialists and mid-management	D D UPPER D LOWER	4 5 6	3 4	12 11 13
	Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	C C UPPER C LOWER	7 8 9 10 11 12	5 6 6A 7 8	9 8
	Semi-skilled and discretionary decision making	B B UPPER B LOWER	13 14 15 16	9 10 11	7 6 5 4
	Unskilled and defined decision making	A A	17 18 19	12 13	3 2 1





## ANNEXURE 4: Application for Employment Equity Report

### Application for an Employment Equity Report

Affix  
Revenue  
Stamp

#### PLEASE READ THIS FIRST



#### WHAT IS THE PURPOSE OF THIS FORM?

This form contains the format for requesting an employer's Employment Equity Report (Form EEA2) from the Department of Labour. This form is issued in terms of Section 21(6) of the Employment Equity Act, 55 of 1998.

#### WHO FILLS IN THIS FORM?

The applicant who is requesting this report.

#### INSTRUCTIONS

Complete this form and mail it to the Employment Equity Registry. Enclose revenue stamp to the value of R15 as well as self-addressed (postage paid) envelope.

#### SEND TO:

Employment Equity Registry  
(Application for EE Report)  
Department of Labour  
Private Bag X117  
Pretoria  
0001

#### Section A: Applicant details:

Name and Surname:	
ID Number:	
Organization:	
Address:	
Town / City:	
Postal Code	
Telephone No.:	
Fax No:	
E-mail Address:	
Date of application:	

#### Section B: Reason for this request:

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#### Section C: Report requested:

<b>Employer</b>
1.