

**PLEASE READ  
THIS FIRST**



**DEPARTMENT OF LABOUR**

**PURPOSE OF THIS  
FORM**

Designated employers are expected to complete this template in order to comply with Section 19, which must include an analysis of their workforce profile, policies, procedures, practices and environment.

Section 19(1) of the EEA requires a designated employer to conduct an analysis as prescribed, of its employment policies, practices, procedures and the working environment in order to identify employment barriers which adversely affect people from designated groups.

Section 19(2) indicates that the analysis must include a profile to determine the under-representation of people from the designated groups in the various occupational levels in the workforce.

**TEMPLATE FOR REPORTING ON ANALYSIS  
(Section 19)**

**Employer Details**

Trade name.....

DTI Registration name.....

PAYE/SARS No.....

EE Ref No.....

Industry/Sector.....

Province.....

Tel No.....

Fax No.....

Postal address.....

.....

Physical address.....

.....

**Province** .....

Name & Surname of the CEO/Accounting Officer

.....

Email address.....

## **ANALYSIS: SECTION 19**

A designated employer is required to conduct an analysis of their workplaces.

According to section 19(1) of the Employment Equity Act, a designated employer must conduct an analysis as prescribed, of its employment policies, practices, procedures and the working environment in order to identify employment barriers, which adversely affect people from designated groups;

In order for a designated employer to comply with this provision, the following template should be utilized to furnish the required information.



**1. QUALITATIVE ANALYSIS**

**1.1. BARRIERS AND AFFIRMATIVE ACTION MEASURES (*policies, procedures and/or practice*)**

In order to conduct an analysis of policies, procedures and/or practice, barriers are identified and proposed affirmative action measures established to respond to such barriers. Please note that the information below serves as a baseline to inform the 'Barriers and Affirmative Action measures (non-numerical goals) in the Employment Equity Plan (EE Plan).

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (√) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE	(briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	(briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)
Recruitment					
Advertising positions					
Selection criteria					
Appointments					
Job classification and grading					
Remuneration and benefits					
Terms & conditions of employment					
Work environment and facilities					
Training and development					
Performance and evaluation					

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (√) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE	(briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	(briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)
Succession & experience planning					
Disciplinary measures					
Retention of designated groups					
Corporate culture					
Reasonable accommodation					
HIV&AIDS prevention and wellness programmes					
Assigned senior manager(s) to manage EE implementation					
Budget allocation in support of employment equity goals					
Time off for employment equity consultative committee to meet					









## 2.2 ANALYSIS OF WORKFORCE PROFILE BY OCCUPATIONAL LEVEL

The analysis is done separately for each occupational level and for each race and gender intersection in terms of African male, Coloured male, Indian male, White male, African female, Coloured female, Indian female, White male, Foreign National male and Foreign National female.

A similar analysis is done pertaining to the representation of people with disabilities (PWDs) without the Economically Active Population (EAP). The degree of under representation of the designated groups is determined by taking into account the Economically Active Population as outlined in the EEA8 of these regulations.

### TOP MANAGEMENT

	MALE				FEMALE				FOREIGN NATIONAL		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
EAP											
ACTUAL											
%											
<p><b>COMMENTS: Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.</b></p>											

### SENIOR MANAGEMENT

	MALE				FEMALE				FOREIGN NATIONAL		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
EAP											
ACTUAL											
%											
<p><b>COMMENTS: Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.</b></p>											

**PROFESSIONALLY QUALIFIED**

	MALE				FEMALE				FOREIGN NATIONAL		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
EAP											
ACTUAL											
%											
<b>COMMENTS: Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.</b>											

**SKILLED TECHNICAL**

	MALE				FEMALE				FOREIGN NATIONAL		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
EAP											
ACTUAL											
%											
<b>COMMENTS: Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.</b>											

**SEMI-SKILLED**

	MALE				FEMALE				FOREIGN NATIONAL		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
EAP											
ACTUAL											
%											
<b>COMMENTS: Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.</b>											

**UNSKILLED**

	MALE				FEMALE				FOREIGN NATIONAL		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
<b>EAP</b>											
<b>ACTUAL</b>											
<b>%</b>											

**COMMENTS:** Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.

