Section C: Workforce movement

3. Recruitment

3.1 Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

											TOTAL
Occupational Levels		Male			Fen	nale	1	White Male		reign ionals	
	Α	С	I	A	С	I	w	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											
TOTAL PERMANENT											
Non – permanent employees						۰					
GRAND TOTAL											

3.2 Please report the total number of new recruits with disabilities only in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

1 –											
Occupational Levels		Ma	ale			Fen	nale		Foreign	Nationals	TOTAL
	Α	с	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											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

4. Promotion

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4.1	Please report the total number of promotions into each occupational level, including people with
	disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

											TOTAL
Occupational Levels		Male			Fem	ale	-r···	White Male		reign ionals	
	A	С	I	A	С	I	w	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											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

4.2 Please report the total number of promotions involving **people with disabilities only** in each occupational level. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels		Ма	ale			Fen	nale		Foreign	Nationals	TOTAL
	Α	с	1	w	A	С	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											
TOTAL PERMANENT								-			
Non – permanent employees											
GRAND TOTAL											

5. Termination

5.1 Please report the total number of terminations in each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

											TOTAL
Occupational Levels		Male			Fen	nale		White Male		reign ionals	
	Α	с	I	A	С	I	w	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											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

Please report the total number of terminations involving **people with disabilities only** in each occupational level. Note: A=Africans, C=Coloureds, I=Indians and W=Whites 5.2 Π

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Occupational Levels		Ma	ale			Fer	nale		Foreign	Nationals	TOTAL
	Α	с	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											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

Terminations		Male			Fem	nale		White Male		eign onals	TOTAL
	Α	С	I	A	с	I	w	w	Male	Female	
Resignation											
Non-renewal of contract				-							
Dismissal – Operational requirements (retrenchment)											
Dismissal - misconduct							-				
Dismissal - incapacity											
Other											
TOTAL											

5.3 Please report the total number of terminations in each **termination category** below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

5.4 Please report the total number of terminations involving **people with disabilities only** in each **termination category** below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

											- 1
Terminations		Ma	ale			Fen	nale		Foreign	Nationals	TOTAL
	A	с	I	w	A	с	I	w	Male	Female	
Resignation											-
Non-renewal of contract											
Dismissal – Operational requirements (retrenchment)											
Dismissal - misconduct											
Dismissal - incapacity											
Other											
TOTAL											

Section D: Disciplinary Action (This section is not applicable to small employers)

6. 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

		Male			Fer	nale		White Male	For Nati	eign onals	TOTAL
Disciplinary Action	Α	с	I	A	С	1	w	w	Male	Female	
				a							

Section E: Skills Development (This section is not applicable to small employers)

7. Training

7.1 Please report the total number of people who received training, including for people with disabilities, and not the number of training courses attended, in each occupational category.

Occupational Categories		Male			Fem	nale		White Male		eign onals	TOTAL
outogones	Α	С	I	A	С	I	w	w	Male	Female	
Legislators, senior officials and managers										-	
Professionals											
Technicians and associate professionals											
Clerks											
Service and sales workers											
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers											
Elementary occupations											
TOTAL PERMANENT				<u>. </u>							
Non – permanent employees											1
GRAND TOTAL											

7.2 Please report the total number of **people with disabilities only**, and not the number of training courses attended, who received training in each occupational category.

Occupational Categories		Ma	ale			Fen	nale		Foreign	Nationals	TOTAL
outegones	Α	С	I	w	A	С	I	w	Male	Female	
Legislators, senior officials and managers											
Professionals											
Technicians and associate professionals											
Clerks											
Service and sales workers											
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers											
Elementary occupations											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

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7.3 Please report the total number of people, including for people with disabilities, and not number of training courses attended, who received training in each occupational level.

											TOTAL
Occupational Levels	Male			Female				White Male	Foreign Nationals		
	Α	С	1	Α	С	I	w	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											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

7.4 Please report the total number of **people with disabilities only**, and not the number of training courses attended, who received training in each occupational level.

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Occupational Levels	Male					Female				Foreign Nationals	
	Α	с	I	w	A	С	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											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

Section F: Qualitative Assessment (This section is not applicable to small employers)

8. Awareness of Employment Equity

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

	No. of employees covered	Yes	No	Please explain
Formal written communication				
Policy statement includes reference to				
employment equity				
Summary of the Act displayed				
Employment Equity training				
Diversity management programmes				
Discrimination awareness programmes		1		
Other (please specify):				· · · · · · · · · · · · · · · · · · ·
Total				

9. Consultation

9.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan and in preparing this Employment Equity Report:

	Yes	No	Please explain
Workplace forum (in terms of the LRA)			
Consultative body or employment equity forum			
Registered trade union (s)			
Employees			
Other (Please specify):			

9.2 What was the level of agreement reached in the formulation of the plan? Please choose one.

Total	Sufficient	Some	None

9.3 How regularly do you meet with the stakeholders mentioned in 9.1? Please choose one.

Weekly	Monthly	Quarterly	Yearly	Other

10. Analysis

10.1 Please indicate in which categories of employment policy or practices barriers to employment equity were identified:

Categories	Yes	No	Please explain
Recruitment procedures			
Advertising positions			
Selection criteria			
Appointments			
Job classification and grading			
Remuneration and benefits			
Terms and conditions of employment			
Job assignments			
Work environment and facilities			
Training and development			
Performance and evaluation systems			
Promotions			
Transfers			
Demotions			
Succession and experience planning			
Disciplinary measures			
Dismissals			
Corporate culture			
HIV and AIDS education and prevention programmes			
Other (please specify):			

11. Affirmative Action measures

11.1 Please indicate in which categories affirmative action measures have been implemented:

Categories	Yes	No	Please explain
Recruitment procedures			
Advertising positions			
Selection criteria			
Appointments			
Job classification and grading			
Remuneration and benefits			
Terms and conditions of employment			
Job assignments			
Work environment and facilities			
Training and development			
Performance and evaluation systems			
Setting numerical goals			
Promotions			
Transfers			
Demotions			
Succession and experience planning			
Disciplinary measures			
Diversity programme and sensitization			
Community investment and bridging programme			
Retention measures			
Reasonable accommodation			
Other (please specify):			

12. Resources

12.1 Please indicate what resources have been allocated to the implementation of employment equity during the past year:

Allocation of Resources	Yes	No	Please explain
Appointed a senior manager/s to manage the implementation and monitoring progress			
Allocated a budget to support the implementation goals of employment equity			
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis			
Other (Please specify)			

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	Other

STAATSKOERANT,	18 AUGUSTUS 2006
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Section G: Progress Report

(Section G to be completed from the second cycle of reporting onwards)

14. Reporting period: From ______ to _____ to _____

14.1 Did you achieve the numerical targets as set out in your employment equity plan for this period?



14.2 Did you achieve the affirmative action objectives as set out in your employment equity plan for this period?



14.3 If not, what were the obstacles you experienced:

What were the obstacles to reaching the employment equity goals and objectives during the past year?

14.4 If yes, what factors promoted the accomplishment of your goals and objectives:

What were the factors that contributed to the accomplishment of the employment equity goals and objectives during the past year?

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14.5	Please indicate the numerical goals you have set to achieve for the total number of employees
	(including people with disabilities) at the end of your current employment equity plan in terms of
	occupational categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites:

											[
Occupational Categories		Male			Fen	nale		White Male	For Nati	TOTAL	
outogonico	Α	с	1	A	С	I	w	w	Male	Female	
Legislators, senior officials and managers											
Professionals											
Technicians and associate professionals											
Clerks											
Service and sales workers											
Skilled agricultural and fishery workers	•										
Craft and related trades workers											
Plant and machine operators and assemblers											
Elementary occupations											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

14.6 Please indicate the numerical goals you have set to achieve for the total number of **employees with disabilities only** at the end of your current employment equity plan in terms of occupational categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites :

Occupational Categories	Male					Fer	nale		Foreign	TOTAL	
oacegones	Α	с	I	w	A	С	1	w	Male	Female	
Legislators, senior officials and managers											
Professionals											
Technicians and associate professionals											
Clerks											
Service and sales workers											
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers						•					
Elementary occupations											
TOTAL PERMANENT											
Non – permanent employees						-					
GRAND TOTAL											

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14.7 Please indicate the numerical goals you have set to achieve for the total number of employees (including people with disabilities) at the end of your current employment equity plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites:

											TOTAL
Occupational Levels		Male	T		Fen	nale		White Male	Foreign Nationals		
	Α	С	1	A	с	1	w	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											
TOTAL PERMANENT	ų										
Non – permanent employees											
GRAND TOTAL					and the second						

14.8 Please indicate the numerical goals you have set to achieve for the total number of **employees with disabilities only** at the end of your current employment equity plan in terms of occupational levels:

Occupational Levels		Male Female				Foreign	TOTAL				
	Α	С	I	w	A	с	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											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

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14.9 Please indicate the numerical targets 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 categories.

Occupational Categories		Male			Fer	nale	· · · · ·	White Male	Foreign Nationals		TOTAL
outogones	Α	С	I	A	С	I	w	w	Male	Female	
Legislators, senior officials and managers											
Professionals											
Technicians and associate professionals											
Clerks											
Service and sales workers											
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers											
Elementary occupations											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

14.10 Please indicate the numerical targets 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 categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites Π

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Occupational Categories		Ma	ale		Female				Foreign	Nationals	TOTAL
g	Α	С	I	w	A	С	I	w	Male	Female	
Legislators, senior officials and managers											· · · · · ·
Professionals											
Technicians and associate professionals								-			
Clerks											
Service and sales workers										-	
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers											
Elementary occupations											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

14.11 Please indicate the numerical targets 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

											TOTAL
Occupational Levels Male					Fen	nale		White Male	Foreign Nationals		
	Α	С	I	A	с	I	w	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						1					
TOTAL PERMANENT											a
Non – permanent employees											
GRAND TOTAL											

14.12 Please indicate the numerical targets 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				Fen	nale		Foreign	TOTAL		
	Α	с	I	w	A	С	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											
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL											

Section H: Signature of the Chief Executive Officer

Chief Executive Officer		······································
I hereby declare that I have read, a	pproved and authorized	this report.
Signed on this day	y of	year
At place:		
Signature: Chief Executive Officer	Full Name	