

Employment Equity Report

2004

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1. EXECUTIVE SUMMARY

1.1 Introduction

The Employment Equity Act (EEA) was passed by Parliament on 21 August 1998 to address disparities in jobs, skills and education brought on by the injustices of the past. The Employment Equity Act provides for the establishment of the Commission for Employment Equity (CEE), which is responsible for monitoring, evaluating, and advising the Minister of Labour on the implementation of the Act. The Act put in place legislative measures aimed at monitoring the implementation of affirmative action. The Act requires designated companies to report on the characteristics of their employees. The EEA2 form (large companies, more than 150 employees) is completed annually and the EEA2A form (small companies, less than 150 employees) is completed every other year. The Department of Labour developed an Employment Equity database, which houses the data submitted by both large and small employers.

For the 2002 reporting cycle, both large and small employers reported. In 2003 however, only large companies reported on their workforce. In 2004, again both large and small employers reported to the Department of Labour and this document provides an overview of these submissions.

1.2 Demographics

A total of 2,250 large employers reported on 2,315,532 employees (permanent and non-permanent) during the 2004 Employment Equity reporting period. The number of large employers reporting has increased steadily since 2000, despite a temporary decline in 2001. The decline in the reported number for 2004 is primarily due to a reduced sample size, as explained in Part I of this report, and not because fewer large employers reported.

During 2004 an increase in the percentage of large employers in Gauteng was noted. Close to half (56%) of large reporting employers are based in Gauteng, with less than a fifth of all large employers in the Western Cape (15%) and Kwazulu-Natal (12%) respectively. The remaining provinces accounted for slightly less than a fifth (17%) of all reporting employers. In 2004 (as in 2003), the vast majority (86%) of large employers were classified as private employers or closed corporations. The percentage of public authorities was 7.4% in 2004, marginally lower than the 11.0% in 2003.

A similar change took place among small employers. An increased proportion of small employers reported from the Gauteng province, with the other similarly spread out across provinces compared to the large employers.

1.3 Labour Force Survey (LFS)

Before examining the workforce profile of the 2004 employment equity reports in detail, it is useful to compare the overall population group and gender profile of the workforce in the reporting entities with the corresponding workforce profile as captured in Statistics South Africa's bi-annual Labour Force Survey. To compare the two profiles adequately, data from the Labour Force Survey collected in March 2004 was used.

Table 1: Demographics: population group & gender (LFS 2004 vs. EE 2004)

Population group	Workforce profiles					
	2004 LFS (formally employed)			EE 2004 (permanent employment)		
	Male	Female	Total	Male	Female	Total
African	3,435,721	1,856,257	5,291,978	955,660	432,797	1,388,457
	62.9%	55.5%	60.1%	65.8%	50.1%	60.0%
Coloured	699,650	556,045	1,255,696	154,925	161,267	316,192
	12.8%	16.6%	14.3%	10.7%	18.7%	13.7%
Indian	259,808	140,299	400,107	64,952	46,970	111,922
	4.8%	4.2%	4.5%	4.5%	5.4%	4.8%
White	1,068,219	793,976	1,862,196	276,940	222,021	498,961
	19.6%	23.7%	21.1%	19.1%	25.7%	21.5%
Total	5,463,399	3,346,577	8,809,976	1,452,477	863,055	2,315,532
	100%	100%	100%	100%	100%	100%

Table 1 above illustrates that in 2004 according to the LFS, 60.1% of people employed in the formal sector were African, 14.3% Coloured, 4.5% Indian and 21.1% White. The relative population group distribution of permanently employed employees recorded in the employment equity (EE) returns is very closely linked to that found in the LFS.

Table 2 on the following page illustrates that the EE 2004 report on a higher percentage of males and as a result a lower percentage of women when compared to the LFS 2004. A gender distribution comparison of employees within each occupational category of the LFS vs. the EE data showed a number of differences between the LFS and the EE data. The largest difference was that of the percentage of males and females in the Skilled agricultural group. The second largest difference was the male and female distribution in the Technicians employment category. The Legislators group showed almost no difference. Apart from the above there is very little that distinguishes the distribution of LFS and EE data.

Table 2: Occupational categories & gender (LFS 2004 vs. EE 2004)

Occupational category	Employees per occupational category					
	2004 LFS (formally employed)			EE 2004 (permanent employees)		
	Male	Female	Total	Male	Female	Total
Legislators	577,209	211,044	788,253	65,539	24,891	90,430
	73.2%	26.8%	100%	72.5%	27.5%	100%
Professionals	262,778	260,051	522,830	101,312	92,809	194,121
	50.3%	49.7%	100%	52.2%	47.8%	100%
Technicians	505,578	589,363	1,094,941	107,548	75,230	182,778
	46.2%	53.8%	100%	58.8%	41.2%	100%
Clerks	369,224	831,535	1,200,759	104,327	206,434	310,761
	30.7%	69.3%	100%	33.6%	66.4%	100%
Service	689,254	449,099	1,138,353	232,140	132,010	364,150
	60.5%	39.5%	100%	63.7%	36.3%	100%
Skilled agricultural	76,671	17,934	94,605	9,975	5,434	15,409
	81.0%	19.0%	100%	64.7%	35.3%	100%
Craft	909,667	123,358	1,033,025	89,801	6,621	96,422
	88.1%	11.9%	100%	93.1%	6.9%	100%
Plant operators	965,875	136,678	1,102,553	274,848	51,358	326,206
	87.6%	12.4%	100%	84.3%	15.7%	100%
Elementary	1,098,309	724,956	1,823,265	294,828	132,632	427,460
	60.2%	39.8%	100%	69.0%	31.0%	100%

1.4 Workforce profile

Section B of the employment equity form requires large employers to disaggregate the total number of their employees by gender and population group for all occupational categories and levels. Large employers are also required to disaggregate the number of their employees with disabilities to this level.

In general large employers reported female employees in higher and medium skilled occupations compared to male employees. Male employees tend to dominate the lower-skilled end of the occupational ladder, despite the fact that 18% of all permanent female employees occupy elementary occupations. Furthermore, the majority of African and Coloured employees were employed in comparatively low skilled jobs, while Indians were mainly employed in medium skilled jobs and Whites in high and medium skilled jobs.

Large employers are also required to disaggregate the number of their employees with disabilities by gender and population group for all the occupational categories listed in section 4.2. The number of employees with disabilities, increased significantly from the 2002 to 2003 reporting periods, but then

declined by approximately 55% during 2004. Note that the decline during 2004 may not necessarily be as a result of less people with disability being employed by large employers. It may have been adversely affected due to the reduced 2004 data sample size.

When comparing small employers, the distribution of males and females over different occupational categories, males tend to be employed at the top and low end of the occupational categories, while women tend to find employment in the middle and low categories. The trends are less clear when looking at employment distribution of each of the population groups over the employment categories. Whites seem to be favoured by the upper and middle to low end of employment, while Africans seem to be employed at the bottom end and upper middle end. Coloureds also tend to be employed in the top and low ranges while Indians are generally employed at the top end.

1.5 Workforce movement

Section C of the employment equity form requires large employers to provide a gender and population group breakdown by occupational level of employees recruited, promoted and terminated during the reporting period. Large employers are also required to specify the number of employees with disabilities, by gender and population group, who were recruited, promoted or terminated.

During the 2004 reporting period, large employers recruited a total of 339,395 employees. On average there were more male recruitments (57%) than female recruitments (43%) among large employers. This compares with comparative figures of 59% and 41% respectively in the 2003 period. In particular, male employees dominated the high-skilled levels of recruitment in 2004, representing 81% of top management recruits. Females accounted for 56% of senior management recruits, while recruitments on mid-management, skilled, semi-skilled and unskilled were predominantly male in 2004.

During the 2004 reporting period, large employers promoted a total of 136,975 employees. Males dominated these promotions, gaining 59%, compared to 70% of total promotions in 2003. Males particularly dominated the top- and senior-management promotions, where they represented 77% (2003 – 78%) and 71% (2003-72%) of the promotions respectively.

During the 2004 reporting period, large employers terminated the services of 314,274 employees. Almost two thirds (62%) of terminated employees were male, a proportion that has not changed since 2002. Terminations

Section B of the employment equity form (EEA 2A) requires small employers to provide a gender and population group breakdown of employees terminated and the reason for termination. The main reason for termination of employment within small employers in 2004 was reported to be resignation followed by

non-renewal of contracts. The highest percentage of resignations came from White males and females. Non-renewal of contracts predominantly fell on African males followed by African females. African males were also the population group reported to be dismissed the most either through retrenchment, misconduct or incapacity. Small employers are not required to report on recruitment.

1.6 Disciplinary action

Section D of the EEA2 form for large employers requires them to report the total number of disciplinary actions taken during the 12 months preceding the report for each population and gender group. In 2004, large employers took disciplinary action against 223,317 employees, which is approximately 10% of the total workforce that was captured. Over three quarters (78%) of disciplinary action was taken against male employees, with just 22% of total disciplinary action taken against female employees.

Small employers are not required to report on disciplinary action.

1.7 Skills development

Developing skills to encourage employment in occupational levels or categories that are in short supply of candidates with the necessary skills is fundamental to sustainable economic growth and development. Large employers reported that a total of 1,412,281 of their employees received training during the twelve months preceding the 2004 report. Of these, 1,336,140 were permanent employees and 76,141 were non-permanent employees.

In the 2002 report, males accounted for 66% of all those who received training, and for 67% of all permanent employees who had received training. This changed significantly in 2003, when males accounted for only 54% of all those who received training, and for 54% of all permanent employees who had received training. The situation reversed again in 2004 where males accounted for 63% of all training that was received. This is illustrated by table 3 on the following page.

Furthermore, males received the majority of the training in every single occupational category with the exception of Clerks where women receive 66% of the training. In the Craft category males dominated (91%) over females (9%) with regard to training received. In the Plant operator (86%) and Craft (73%) categories males were, by far, the main beneficiaries of training.

Small employers are not required to report on skills development.

Table 3: Occupational categories & gender of trainees

Occupational category	Males	Females	Total
Legislators	51,904	26,887	78,791
	65.9%	34.1%	100%
Professionals	84,794	72,881	157,675
	53.8%	46.2%	100%
Technicians	90,930	72,122	163,052
	55.8%	44.2%	100%
Clerks	69,925	137,750	207,675
	33.7%	66.3%	100%
Service	130,132	84,550	214,682
	60.6%	39.4%	100%
Skilled agricultural	5,384	2,515	7,899
	68.2%	31.8%	100%
Craft	63,955	6,049	70,004
	91.4%	8.6%	100%
Plant operators	188,106	31,867	219,973
	85.5%	14.5%	100%
Elementary	157,688	58,701	216,389
	72.9%	27.1%	100%
Total permanent	842,818	493,322	1,336,140
	63.1%	36.9%	100%
Non-permanent	39,545	36,596	76,141
	51.9%	48.1%	100%
Total	882,363	529,918	1,412,281
	62.5%	37.5%	100%

1.8 Qualitative assessment

The majority of large employers indicated that they raised awareness of the Employment Equity Act through: formal written communication (62%) and a policy statement that included reference to employment equity (70%). Less favourable options as reported by large employers include employment equity training through displaying a summary of the Act (33%), employment equity training (22%) diversity management programmes (15%) and discrimination awareness programmes (8%).

Within the consultation process small employers had to report on which stakeholders were involved in the consultation process prior to the development of an employment equity plan, what the level of agreement was and the regularity of meetings with stakeholders. Employers were required to indicate which stakeholders were involved in the consultation process prior to the development of their employment equity plans. Almost three quarters (74%) said that they had involved their employees in the process. The majority of the small employers stated that they met with registered trade unions and workplace forums prior to development of an employment equity plan.

1.9 Progress report

The progress report covers the achievement of numerical goals and affirmative action objectives as well as the obstacles that were encountered or the factors which contributed to this achievement. In 2004 almost two-thirds (64%) of large employers reported that they had achieved their affirmative action goals as set out in their employment equity plans for the period 2003-2004. This proportion is slightly higher than the 63% of 2003, although marginally less than the 65% that was reported in the 2002 period.

Small employers are not required to report on progress.

2. INTRODUCTION

The Employment Equity Act (EEA) was passed by Parliament on 21 August 1998. The Act put in place legislative measures aimed at removing the barriers for those who have been previously denied access to jobs, skills and education. The effectiveness of the Act will be determined by the extent to which the Act promotes workplace practices that enhance equity and the removal of discrimination in the workplace.

The Employment Equity Act provides for the establishment of the Commission for Employment Equity (CEE). The CEE is responsible for monitoring, evaluating, and advising the Minister of Labour on the implementation of the Act.

The Employment Equity Act requires that all “designated employers” report either in the case of employers with 150 or more employees, annually or once every two years in the case of employers with less than 150 employees. It defines a designated employer as:

- An employer who employs 50 or more employees;
- An employer who employs fewer than 50 employees but whose total annual turnover is more than that of a small business¹;
- A municipality;
- An organ of state other than the National Defence Force, National Intelligence Agency, South African National Academy of Intelligence, the South African Secret Service and COMSEC;
- An employer bound by a collective agreement under the Labour Relations Act.

Employers are required to report using standardised forms issued as regulations in terms of the Act. Large and small employers report on two different forms – EEA 2A for small and EEA 2 for large employers. Both forms record employer details, the workforce profile, and a qualitative assessment of an employer’s employment equity activities. The form for large employers also records workforce movements, disciplinary action and skills development.

The Department has developed an Employment Equity database system into which the information submitted by employers is entered. This report is based on an analysis of the data contained in the 2004 database.

¹ The turnover amounts used to define a small business differ by sector. They range from R2m for agriculture to R25m for wholesale trade, commercial agents and allied services (Schedule 4 of the Act).

The combined data of all employers who completed forms constitutes an enormous amount of data that could be analysed in a multiple number of ways. The main body of this report contains tables and graphs that cover all parts of the EE form completed by the designated employers, together with a brief discussion of each table and graph. In some cases the tables and graphs have been simplified to make certain patterns clearer.

During 2004 both small and large employers reported. To simplify comparisons small and large employers are discussed in two separate sections. The first part of the report will focus on large employers only, while the second part deals with the small employers. This allows comparison of previous years data for both large and small employers separately. The structure of the report follows firstly the structure of the longer forms completed by large employers, and in part two the structure of the form submitted by small employers.

PART 1: LARGE EMPLOYERS

Large employers refer to employers that employ 150 or more employees. These designated employers have to report to the Department of Labour on the status of their labour force every year.

The 2004 analysis is based on 2,250 large employers that reported on the status of their approximate 2.3 million employees in their employment.

Section A of prescribed form EEA2 containing general details of employers enables us to make a geographical analysis of the location of employers who reported. A deduction can also be made on the organizational type and structure of the company.

Section B through to E of prescribed form EEA2 contains qualitative questions relating to the labour force of large employers.

Section B of the report covers employment in various occupational categories and levels. It also makes a distinction between the demographic distribution within each occupational category and level.

Section C analyses workforce movement through the recruitment, promotion and termination of employees in the labour market. Once again the tables disseminate data for the various demographic groups per occupational category and level.

Section D covers disciplinary action taken over the previous twelve months prior to the reporting deadline, while Section E contains the actions taken to develop skills, and the beneficiaries of these initiatives.

Section F makes a qualitative assessment of awareness, barriers and measures taken by large employers to achieve employment equity. This section also contains numerical goals of the large employers and the year on which these goals will be attained. Lastly, mention is made of resources allocated towards implementation of the process and how regularly the employment equity process is monitored by the employer.

Section G analyses progress made by large employers in achieving employment equity goals.

3. SECTION A: DEMOGRAPHICS

Section A of the employment equity forms contains the demographic information of the employers submitting these forms. This demographic information includes the contact details of the employer and the nature of the employer's business.

3.1 Reporting employers & employees

The dataset used for analysis contained in this report totals 2,250 large employers who reported on 2,315,532 employees (permanent and non-permanent) during the 2004 Employment Equity reporting period. This sample therefore excludes employers who reported after the October 2004 reporting deadline, employers who requested extensions, employers who submitted data in other than the prescribed formats and employers who did not complete prescribed form EEA2 at all. A number of unsigned forms were rejected and returned to employers. Table 1 below reflects the sample size of large employers reporting in each year, and the number of employees these companies employed.

Table 1: Changes in reporting (large employers only)

Year	Number of employers	Y-o-Y % change	Number of employees	Y-o-Y % change	Avg employer size
2000	2,548		2,876,469		1,129
2001	1,803	-29.2%	2,432,551	-15.4%	1,349
2002	2,727	51.2%	2,374,159	-2.4%	871
2003	3,252	19.3%	3,340,199	41.7%	1,027
2004	2,250	-31.8%	2,315,532	-31.7%	1,029

The number of large employers reporting has increased steadily since 2000, despite a temporary decline in 2001. The decline in the reported number for 2004 is primarily due to a reduced sample size, as explained above, and not because fewer large employers reported.

3.2 Provincial distribution

The provincial allocation of the employers was done using the town names as well as the telephone dialling code of each company. All companies had town names but not all had telephone dialling codes. The "headquarter reporting" effect is clearly present, since the bulk of employers are situated in Gauteng according to the data.

Table 2: Provincial distribution

Province	EE 2004		EE 2003	
	No.	%	No.	%
Gauteng	1,264	56.2%	1,530	47.0%
Western Cape	328	14.6%	553	17.0%
KwaZulu-Natal	269	12.0%	471	14.5%
Eastern Cape	119	5.3%	200	6.2%
Mpumalanga	138	6.1%	147	4.5%
North West	26	1.2%	102	3.1%
Free State	42	1.9%	101	3.1%
Northern Cape	31	1.4%	58	1.8%
Limpopo	33	1.5%	90	2.8%
Total	2,250	100%	3,252	100%

According to the 2004 data there was a definite increase in the percentage of employers in Gauteng. The increase in Gauteng was at the expense of every other province, each of them decreasing their percentage share of large employers. Close to half (56%) of large reporting employers are based in Gauteng, with less than a fifth of all large employers in the Western Cape (15%) and Kwazulu-Natal (12%) respectively. The remaining provinces together accounted for slightly less than a fifth (17%) of all reporting employers.

3.3 Nature of business

The nature of business gives an indication of the split between government and non-government institutions. Table 3 gives a detailed breakdown of organizational types in 2004 vs. 2003. The nature of business is broken down to a provincial level in Table 4 and 5 on the following page.

Table 3: Nature of business

Nature	2004		2003	
	No.	%	No	%
Company/CC	1,926	85.6%	2,880	88.6%
Local/ Public Authority	166	7.4%	359	11.0%
Partnership	61	2.7%	11	0.3%
Individual	93	4.1%	1	0.0%
Unclassified	4	0.2%	1	0.0%
Total	2,250	100%	3,252	100%

In 2004 (as in 2003), the vast majority (86%) of all employers were classified as private companies. The ratio of public authorities stood at 7.4% in 2004, slightly lower than the 11.0% during 2003. Partnerships and individuals were an insignificant portion during 2003, but in 2004 individual employers drastically increased its percentage presence to 4.1%.

3.4 Provincial distribution and nature of business

Table 4 below indicates what percentage of government and non-government institutions are situated in each province respectively. It also indicates the collective percentage allocation per province of all employers.

Table 4: Provincial distribution by nature of business

Province	Nature of business					
	Government		Non-government		Total	
	No.	%	No.	%	No.	%
Gauteng	11	24.4%	1,253	56.8%	1,264	56.2%
Western Cape	11	24.4%	317	14.4%	328	14.6%
Kwazulu-Natal	2	4.4%	267	12.1%	269	12.0%
Eastern Cape	5	11.1%	114	5.2%	119	5.3%
North West	0	0.0%	26	1.2%	138	6.1%
Mpumalanga	7	15.6%	130	5.9%	26	1.2%
Free State	1	2.2%	41	1.9%	42	1.9%
Northern Cape	2	4.4%	28	1.3%	31	1.4%
Limpopo	6	13.3%	29	1.3%	33	1.5%
Total	45	100%	2,205	100.0%	2,250	100.0%

More than half of all government and non-government employers were situated in Gauteng in 2004. The Western Cape accounted for 15% of the large employers, while Kwazulu-Natal represented 12% of the large employers. Approximately 84% of all the large employers are reported to be situated in Gauteng, the Western Cape and Kwazulu-Natal provinces in 2004. Gauteng (24%) and the Western Cape (24%) had the highest presence of large government employers, followed by Mpumalanga (16%) and Limpopo (13%).

Table 5 illustrate the distribution of government and non government institutions per province.

Table 5: Nature of business by province

Province	Nature of business					
	Government		Non-government		Total	
	No.	%	No.	%	No.	%
Gauteng	11	0.9%	1,253	99.1%	1,264	100%
Western Cape	11	3.4%	317	96.6%	328	100%
KwaZulu-Natal	2	0.7%	267	99.3%	269	100%
Eastern Cape	5	4.2%	114	95.8%	119	100%
North West	0	0.0%	26	100.0%	26	100%
Mpumalanga	7	5.1%	130	94.9%	137	100%
Free State	1	2.4%	41	97.6%	42	100%
Northern Cape	2	6.7%	28	93.3%	30	100%
Limpopo	6	17.1%	29	82.9%	35	100%
Total	45	2%	2,205	98%	2,250	100%

During 2004, 98% of the large employers were reported to be non-government in nature. In Limpopo approximately 17% of reporting employers were government employers, a substantially higher proportion than in any of the other provinces.

4. LABOUR FORCE SURVEY (LFS) 2004

Before examining the workforce profile of the 2004 employment equity reports in detail, it is useful to compare the overall population group and gender profile of the workforce in the reporting entities with the corresponding workforce profile as captured in Statistics South Africa's bi-annual Labour Force Survey. To compare the two profiles adequately, data from the Labour Force Survey collected in March 2004 was used.

4.1 Workforce profile

Table 6 below serves as a summary of the demographic distribution of formal, informal and thus total employment as measured by the LFS of March 2004. The table provides an overview of the make-up in the labour force according to the LFS and is utilised to do headline comparisons with the 2004 Employment Equity data.

Table 6: Demographics: population group, gender & labour market status (LFS 2004)

Population group	2004 Labour Force Survey								
	Formally employed			Total employed			Economically active		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
African	3,435,721	1,856,257	5,291,978	4,653,172	3,621,632	8,274,804	6,551,930	5,831,295	12,383,225
	62.9%	55.5%	60.1%	68.0%	68.3%	68.1%	72.9%	75.0%	73.9%
Coloured	699,650	556,045	1,255,696	778,346	690,438	1,468,784	925,216	857,872	1,783,088
	12.8%	16.6%	14.3%	11.4%	13.0%	12.1%	10.3%	11.0%	10.6%
Indian	259,808	140,299	400,107	279,991	146,607	426,598	327,331	186,265	513,595
	4.8%	4.2%	4.5%	4.1%	2.8%	3.5%	3.6%	2.4%	3.1%
White	1,068,219	793,976	1,862,196	1,133,918	841,251	1,975,170	1,179,191	898,252	2,077,444
	19.6%	23.7%	21.1%	16.6%	15.9%	16.3%	13.1%	11.6%	12.4%
Total	5,463,399	3,346,577	8,809,976	6,845,428	5,299,928	12,145,356	8,983,668	7,773,684	16,757,352
	100%	100%	100%	100%	100%	100%	100%	100%	100%

The economically active population of South Africa includes people aged between 15 and 64 years who are either employed in some form or who are unemployed. The use of 'unemployed' in this report is based on the official definition of unemployment, which requires a person to have actively looked for work in the four weeks preceding the survey and to be available to start work in the near future. The use of the expanded unemployment definition generally increases the female and African percentages of the economically active population.

The ‘formally employed’ population in the table below includes all people aged 15 to 64 who are involved in an income-generating activity, regardless of whether they are employees, employers or self-employed. The workforce profile of the Employment Equity reports is compared to the formally employed data of the LFS.

Table 7: Demographics: population group & gender (LFS 2004 vs. EE 2004)

Population group	Workforce profiles					
	2004 LFS (formally employed)			EE 2004 (permanent employment)		
	Male	Female	Total	Male	Female	Total
African	3,435,721	1,856,257	5,291,978	955,660	432,797	1,388,457
	62.9%	55.5%	60.1%	65.8%	50.1%	60.0%
Coloured	699,650	556,045	1,255,696	154,925	161,267	316,192
	12.8%	16.6%	14.3%	10.7%	18.7%	13.7%
Indian	259,808	140,299	400,107	64,952	46,970	111,922
	4.8%	4.2%	4.5%	4.5%	5.4%	4.8%
White	1,068,219	793,976	1,862,196	276,940	222,021	498,961
	19.6%	23.7%	21.1%	19.1%	25.7%	21.5%
Total	5,463,399	3,346,577	8,809,976	1,452,477	863,055	2,315,532
	100%	100%	100%	100%	100%	100%

Table 7 above shows that in 2004 according to the LFS, 60.1% of people employed in the formal sector were African, 14.3% Coloured, 4.5% Indian and 21.1% White. The relative population group distribution of permanently employed employees recorded in the employment equity (EE) returns is very closely linked to that found in the LFS.

4.2 Occupational categories

The LFS defines nine occupational categories (the “other” category being number 10), in which employment is disseminated. The employment equity report disaggregates the data in the same manner to enable comparisons with the LFS.

The results of the LFS will be discussed in more detail in tables 8, 9 and 10.

Table 8: Distribution: occupational categories (LFS 2004)

2004 LFS (formally employed)		
Occupational category	No.	%
Legislators, senior officials and managers	788,253	8.9%
Professionals	522,830	5.9%
Technical and associate professionals	1,094,941	12.4%
Clerks	1,200,759	13.6%
Service workers and shop and market sales workers	1,138,353	12.9%
Skilled agricultural and fishery workers	94,605	1.1%
Craft and related trades workers	1,033,025	11.7%
Plant and machine operators and assemblers	1,102,553	12.5%
Elementary occupation	1,823,265	20.7%
Other	11,393	0.1%
Total	8,809,976	100%

Employees are grouped into nine standard occupational categories. These categories are used by both the LFS and the EE reports and are presented in hierarchical order. The full titles of the categories are shown in the table above. In later tables an abbreviated title is used. The title for the top category thus becomes 'legislators', whereas in fact the majority of employees in this category are managers rather than legislators. The word 'legislator' was chosen in order to avoid confusion with the 'managers' in the occupational level categorisations.

In the table above, the three top categories together account for 27% of employees, while the three bottom categories account for 45%. An indication of relatively more employment within lower skilled occupations than in top occupations.

Table 9: Occupational categories & gender (LFS 2004)

Occupational category	Formally employed, 2004 LFS					
	Male		Female		All	
	No.	%	No.	%	No.	%
Legislators	577,209	10.6%	211,044	6.3%	788,253	9.0%
Professionals	262,778	4.8%	260,051	7.8%	522,830	5.9%
Technicians	505,578	9.3%	589,363	17.6%	1,094,941	12.4%
Clerks	369,224	6.8%	831,535	24.9%	1,200,759	13.6%
Service	689,254	12.6%	449,099	13.4%	1,138,353	12.9%
Skilled agricultural	76,671	1.4%	17,934	0.5%	94,605	1.1%
Craft	909,667	16.7%	123,358	3.7%	1,033,025	11.7%
Plant operators	965,875	17.7%	136,678	4.1%	1,102,553	12.5%
Elementary	1,098,309	20.1%	724,956	21.7%	1,823,265	20.7%
Total	5,454,564	100%	3,344,018	100%	8,798,582	100%

The differences between male and female employees vary between the different occupations, and there is no clear trend in terms of the gender distribution across higher or lower skilled occupations. While a noticeably higher proportion of male than female employees can be found in the top legislator category, female employees dominate the other two top categories of professionals and technicians in terms of their distribution.

Table 10: Occupational categories & population group (LFS 2004)

Occupational category	2004 LFS (formally employed)				
	African	Coloured	Indian	White	All
Legislators	192,459	69,433	76,212	450,148	788,253
	3.6%	5.5%	19.0%	24.2%	9.0%
Professionals	220,541	32,644	40,379	229,267	522,830
	4.2%	2.6%	10.1%	12.3%	5.9%
Technicians	580,808	122,251	57,258	334,624	1,094,941
	11.0%	9.7%	14.3%	18.0%	12.4%
Clerks	523,266	212,691	97,465	367,337	1,200,759
	9.9%	17.0%	24.4%	19.8%	13.6%
Service	792,147	125,159	44,953	176,094	1,138,353
	15.0%	10.0%	11.2%	9.5%	12.9%
Skilled agricultural	48,484	10,791	203	35,127	94,605
	0.9%	0.9%	0.1%	1.9%	1.1%
Craft	683,431	157,119	23,000	169,475	1,033,025
	12.9%	12.5%	5.7%	9.1%	11.7%
Plant operators	857,475	153,519	45,662	45,898	1,102,553
	16.2%	12.2%	11.4%	2.5%	12.5%
Elementary	1,387,162	370,758	14,975	50,369	1,823,265
	26.2%	29.6%	3.7%	2.7%	20.7%
Total	5,285,772	1,254,364	400,107	1,858,339	8,798,582
	100%	100%	100%	100%	100%

A clear trend from the table above is the relatively high proportion of Indian and White employees in higher-skilled occupations compared to African and Coloured employees, which dominate the lower-skilled occupations. Only 19% of all African employees work in one of the top three occupational categories, compared to Coloured (18%), Indian (43%), and White (55%). In comparison, more than half (55%) of African employees work in one of the bottom three occupational categories, compared to Coloured (54%), Indian (21%) and White (14%) employees.

Table 11 and 12 illustrate the demographic comparisons between the LFS and EE data.

Table 11: Occupational categories & gender (LFS 2004 vs. EE 2004)

Occupational category	Employees per occupational category					
	2004 LFS (formally employed)			EE 2004 (permanent employees)		
	Male	Female	Total	Male	Female	Total
Legislators	577,209	211,044	788,253	65,539	24,891	90,430
	73.2%	26.8%	100%	72.5%	27.5%	100%
Professionals	262,778	260,051	522,830	101,312	92,809	194,121
	50.3%	49.7%	100%	52.2%	47.8%	100%
Technicians	505,578	589,363	1,094,941	107,548	75,230	182,778
	46.2%	53.8%	100%	58.8%	41.2%	100%
Clerks	369,224	831,535	1,200,759	104,327	206,434	310,761
	30.7%	69.3%	100%	33.6%	66.4%	100%
Service	689,254	449,099	1,138,353	232,140	132,010	364,150
	60.5%	39.5%	100%	63.7%	36.3%	100%
Skilled agricultural	76,671	17,934	94,605	9,975	5,434	15,409
	81.0%	19.0%	100%	64.7%	35.3%	100%
Craft	909,667	123,358	1,033,025	89,801	6,621	96,422
	88.1%	11.9%	100%	93.1%	6.9%	100%
Plant operators	965,875	136,678	1,102,553	274,848	51,358	326,206
	87.6%	12.4%	100%	84.3%	15.7%	100%
Elementary	1,098,309	724,956	1,823,265	294,828	132,632	427,460
	60.2%	39.8%	100%	69.0%	31.0%	100%

The EE 2004 data indicates a higher percentage of males and as a result a lower percentage of women when compared to the LFS 2004.

A gender distribution comparison of employees within each occupational category of the LFS data vs. the EE data also showed a number of differences between the LFS and the EE data. The largest difference was that of the percentage of males and females in the Skilled agricultural group. The second largest difference was the male and female distribution in the Technicians employment category. The Legislators group showed almost no difference. Apart from the above there is very little that distinguishes the distribution of LFS and EE data.

Table 12: Occupational categories & population group (LFS 2004 vs. EE 2004)

Occupational category	Employees per occupational category									
	2004 LFS (formally employed)					EE 2004 (permanent employed)				
	African	Coloured	Indian	White	Total	African	Coloured	Indian	White	Total
Legislators	192,459	69,433	76,212	450,148	788,253	18,102	7,595	6,315	58,418	90,430
	24.4%	8.8%	9.7%	57.1%	100%	20.0%	8.4%	7.0%	64.6%	100%
Professionals	220,541	32,644	40,379	229,267	522,830	82,771	27,980	8,760	74,610	194,121
	42.2%	6.2%	7.7%	43.9%	100%	42.6%	14.4%	4.5%	38.4%	100%
Technicians	580,808	122,251	57,258	334,624	1,094,941	55,988	22,062	16,152	88,576	182,778
	53.0%	11.2%	5.2%	30.6%	100%	30.6%	12.1%	8.8%	48.5%	100%
Clerks	523,266	212,691	97,465	367,337	1,200,759	124,561	56,062	26,778	103,360	310,761
	43.6%	17.7%	8.1%	30.6%	100%	40.1%	18.0%	8.6%	33.3%	100%
Service	792,147	125,159	44,953	176,094	1,138,353	229,012	46,792	17,109	71,237	364,150
	69.6%	11.0%	3.9%	15.5%	100%	62.9%	12.8%	4.7%	19.6%	100%
Skilled agricultural	48,484	10,791	203	35,127	94,605	9,706	3,540	259	1,904	15,409
	51.2%	11.4%	0.2%	37.1%	100%	63.0%	23.0%	1.7%	12.4%	100%
Craft	683,431	157,119	23,000	169,475	1,033,025	44,815	11,279	4,410	35,918	96,422
	66.2%	15.2%	2.2%	16.4%	100%	46.5%	11.7%	4.6%	37.3%	100%
Plant operators	857,475	153,519	45,662	45,898	1,102,553	253,181	45,008	13,686	14,331	326,206
	77.8%	13.9%	4.1%	4.2%	100%	77.6%	13.8%	4.2%	4.4%	100%
Elementary	1,387,162	370,758	14,975	50,369	1,823,265	369,509	46,829	4,599	6,523	427,460
	76.1%	20.3%	0.8%	2.8%	100%	86.4%	11.0%	1.1%	1.5%	100%

With regards to population group demographics, employment data from the EE sample accounts for 23% of the data reported by the LFS. However, the EE 2004 data shows a higher percentage Africans when compared to the LFS.

The Legislators category appears to be under-represented by EE data vs. LFS data. The same is true of the Craft category. Both these categories represented 11% and 9% of the LFS data respectively. Though, on the other hand the Professionals category is better represented in the EE data (37%). There appear to be no clear trend of skilled vs. unskilled categories and their respective representation in the EE vs. LFS data.

5. SECTION B: WORKFORCE PROFILE

Section B of the employment equity form requires large employers to disaggregate the total number of their employees by gender and population group for all occupational categories and levels. Large employers are also required to disaggregate the number of their employees with disabilities to this level.

Note that not all employers were able to report by both occupational category and occupational level, which explains marginal differences in the totals of these tables.

5.1 Occupational categories

Employees are grouped into nine standard occupational categories according to the South African Standard Classification of Occupations (SASCO). Employers are required to report on the number of employees (disaggregated by gender and population group) in each of these occupational categories. The occupational categories, in hierarchical order, are: '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' and 'Elementary occupations'. These occupational categories can also be used as a proxy for skill levels.

In this section the 2004 data on the occupational categories of employees (including employees with disabilities) is presented in two separate tables. Table 13 presents the data along with ratios that represent the distribution of occupational categories by gender and population group. Table 14 presents the identical data combined with ratios that show the gender and population group distribution by occupational category. Certain aspects of these tables will be briefly discussed in order to highlight key issues.

The following table (Table 13) illustrates a higher proportion of males compared to females in the 2004 data sample. However, female employees are employed in higher and medium skilled occupations compared to male employees. Male employees tend to dominate the lower-skilled end of the occupational ladder, despite the fact that 18% of all permanent female employees occupy elementary occupations. Furthermore, the majority of African and Coloured employees were employed in comparatively low skilled jobs, while Indians were mainly employed in medium skilled jobs and Whites in high and medium skilled jobs.

Table 13: Occupational categories, gender & population group (1)

Occupational categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators	13,205	4,405	4,547	43,382	4,897	3,190	1,768	15,036	90,430
%	1.4%	2.8%	7.0%	15.7%	1.1%	2.0%	3.8%	6.8%	3.9%
Professionals	40,953	11,676	5,190	43,493	41,818	16,304	3,570	31,117	194,121
%	4.3%	7.5%	8.0%	15.7%	9.7%	10.1%	7.6%	14.0%	8.4%
Technicians	33,561	11,772	9,466	52,749	22,427	10,290	6,686	35,827	182,778
%	3.5%	7.6%	14.6%	19.0%	5.2%	6.4%	14.2%	16.1%	7.9%
Clerks	56,649	17,755	11,142	18,781	67,912	38,307	15,636	84,579	310,761
%	5.9%	11.5%	17.2%	6.8%	15.7%	23.8%	33.3%	38.1%	13.4%
Service	155,075	24,980	10,386	41,699	73,937	21,812	6,723	29,538	364,150
%	16.2%	16.1%	16.0%	15.1%	17.1%	13.5%	14.3%	13.3%	15.7%
Skilled agricultural	6,670	1,835	226	1,244	3,036	1,705	33	660	15,409
%	0.7%	1.2%	0.3%	0.4%	0.7%	1.1%	0.1%	0.3%	0.7%
Craft	41,093	9,719	4,102	34,887	3,722	1,560	308	1,031	96,422
%	4.3%	6.3%	6.3%	12.6%	0.9%	1.0%	0.7%	0.5%	4.2%
Plant operators	226,075	26,560	9,377	12,836	27,106	18,448	4,309	1,495	326,206
%	23.7%	17.1%	14.4%	4.6%	6.3%	11.4%	9.2%	0.7%	14.1%
Elementary	262,753	24,695	2,929	4,451	106,756	22,134	1,670	2,072	427,460
%	27.5%	15.9%	4.5%	1.6%	24.7%	13.7%	3.6%	0.9%	18.5%
TOTAL PERMANENT	836,034	133,397	57,365	253,522	351,611	133,750	40,703	201,355	2,007,737
%	87.5%	86.1%	88.3%	91.5%	81.2%	82.9%	86.7%	90.7%	86.7%
Non – permanent employees	119,626	21,528	7,587	23,418	81,186	27,517	6,267	20,666	307,795
%	12.5%	13.9%	11.7%	8.5%	18.8%	17.1%	13.3%	9.3%	13.3%
TOTAL	955,660	154,925	64,952	276,940	432,797	161,267	46,970	222,021	2,315,532
%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Similar percentages across population and gender fields in the service occupational category indicate this service group has the most equal distribution of employment of all the occupational categories in table 13.

The following table (Table 14) illustrates that male employees account for almost two thirds (65%) of the permanent workforce, and 63% of the total (permanent and non-permanent) workforce. Male employees also dominate most of the occupational categories, with the exceptions of the Clerk category where only 34% of the employees in the category consist of males. The lower and upper-ends of the occupational categories are particularly dominated by males. Craft and related trades workers (93%), plant and machine operators and assemblers (84%) and legislators, senior officials and managers (73%) are the occupational categories in which male dominance is most significant.

Table 14: Occupational categories, gender & population group (2)

Occupational categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators	13,205	4,405	4,547	43,382	4,897	3,190	1,768	15,036	90,430
%	14.6%	4.9%	5.0%	48.0%	5.4%	3.5%	2.0%	16.6%	100%
Professionals	40,953	11,676	5,190	43,493	41,818	16,304	3,570	31,117	194,121
%	21.1%	6.0%	2.7%	22.4%	21.5%	8.4%	1.8%	16.0%	100%
Technicians	33,561	11,772	9,466	52,749	22,427	10,290	6,686	35,827	182,778
%	18.4%	6.4%	5.2%	28.9%	12.3%	5.6%	3.7%	19.6%	100%
Clerks	56,649	17,755	11,142	18,781	67,912	38,307	15,636	84,579	310,761
%	18.2%	5.7%	3.6%	6.0%	21.9%	12.3%	5.0%	27.2%	100%
Service	155,075	24,980	10,386	41,699	73,937	21,812	6,723	29,538	364,150
%	42.6%	6.9%	2.9%	11.5%	20.3%	6.0%	1.8%	8.1%	100%
Skilled agricultural	6,670	1,835	226	1,244	3,036	1,705	33	660	15,409
%	43.3%	11.9%	1.5%	8.1%	19.7%	11.1%	0.2%	4.3%	100%
Craft	41,093	9,719	4,102	34,887	3,722	1,560	308	1,031	96,422
%	42.6%	10.1%	4.3%	36.2%	3.9%	1.6%	0.3%	1.1%	100%
Plant operators	226,075	26,560	9,377	12,836	27,106	18,448	4,309	1,495	326,206
%	69.3%	8.1%	2.9%	3.9%	8.3%	5.7%	1.3%	0.5%	100%
Elementary occupations	262,753	24,695	2,929	4,451	106,756	22,134	1,670	2,072	427,460
%	61.5%	5.8%	0.7%	1.0%	25.0%	5.2%	0.4%	0.5%	100%
TOTAL PERMANENT	836,034	133,397	57,365	253,522	351,611	133,750	40,703	201,355	2,007,737
%	41.6%	6.6%	2.9%	12.6%	17.5%	6.7%	2.0%	10.0%	100%
Non – permanent employees	119,626	21,528	7,587	23,418	81,186	27,517	6,267	20,666	307,795
%	38.9%	7.0%	2.5%	7.6%	26.4%	8.9%	2.0%	6.7%	100%
TOTAL	955,660	154,925	64,952	276,940	432,797	161,267	46,970	222,021	2,315,532

The highest skilled occupational category (legislators, senior officials and managers) is dominated by White employees, while the lower skilled categories are dominated by African employees. However, African employees also dominated the Professional category (43%), and accounted for more than a third of employees in the Technicians and associate professionals (40%), and Clerk categories (40%) in 2004.

5.1.1 Occupational categories & disability

Large employers are also required to disaggregate the number of their employees with disabilities by gender and population group for all the occupational categories listed in section 4.2. In this section the 2004 data on the occupational categories of employees with disabilities is presented in two separate tables that follow the same format as those used in section 4.2. Certain aspects of these tables will again be discussed and selected data will be analysed using graphs. In particular, these methods will be used in order to compare 2004 data with that of 2003.

Table 15 represents the total number of employees with disabilities reported by large employers.

Table 15: Employees with disabilities (permanent employees only)

Year	Number of employees	Y-o-Y % Change
2002	22,946	-
2003	29,451	+ 28.3%
2004	13,155	- 55.3%

There was a substantial increase between the 2002 and 2003 reporting periods, but a sizeable drop of approximately 55% occurred in 2004. Note that the decline during 2004 may not necessarily be as a result of less people with disability being employed by large employers. It may have been adversely affected due to the reduction of the 2004 data sample size.

Table 16 disseminates employees with disabilities into the respective occupational categories.

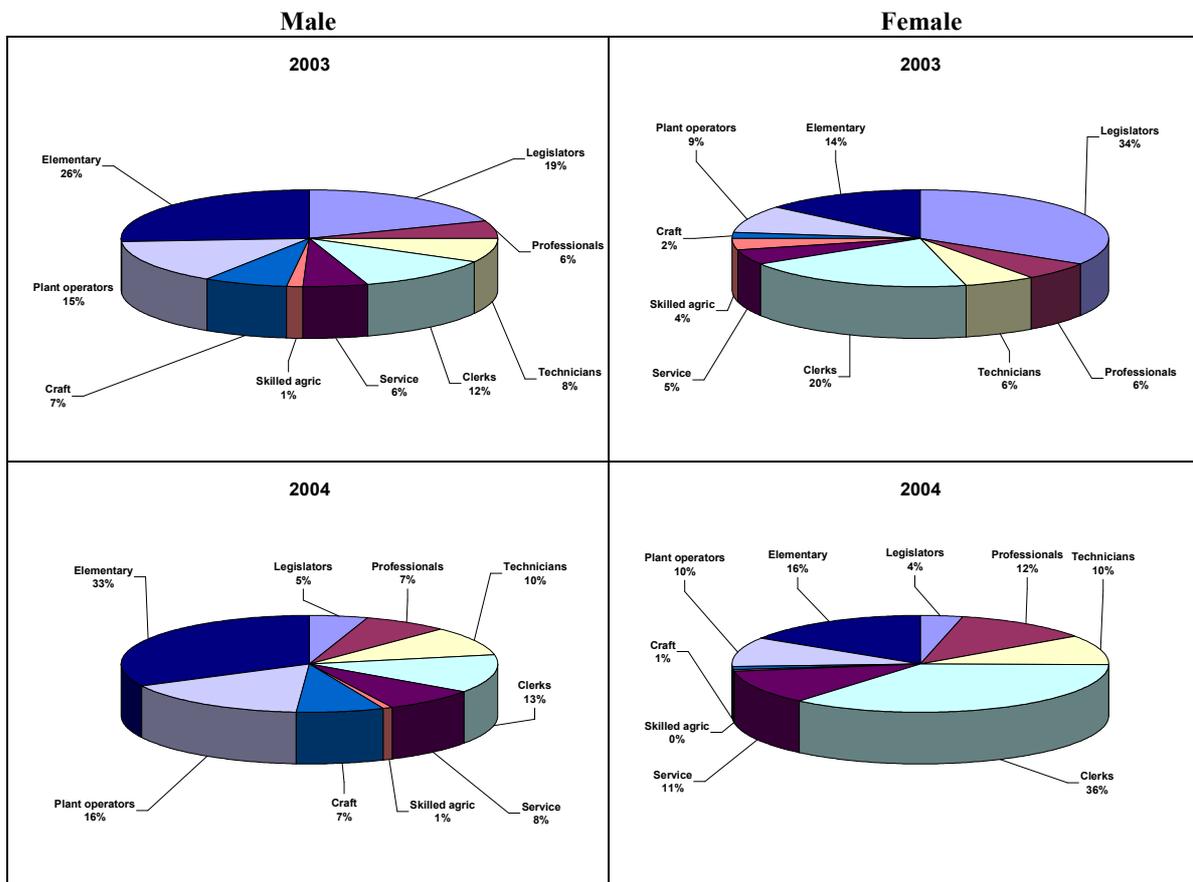
Table 16: Occupational categories, gender & population – Employees with disabilities (1)

Occupational categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators	69	16	28	365	37	3	4	81	603
%	1.2%	2.1%	9.7%	12.4%	2.4%	0.6%	2.6%	5.6%	4.4%
Professionals	211	25	14	450	213	22	16	152	1,103
%	3.5%	3.2%	4.8%	15.3%	13.9%	4.7%	10.5%	10.5%	8.1%
Technicians	203	85	48	611	61	34	25	226	1,293
%	3.4%	10.9%	16.6%	20.8%	4.0%	7.2%	16.3%	15.5%	9.5%
Clerks	557	136	85	462	333	146	42	702	2,463
%	9.3%	17.4%	29.4%	15.8%	21.7%	31.0%	27.5%	48.3%	18.1%
Service	417	68	23	294	187	52	33	123	1,197
%	7.0%	8.7%	8.0%	10.0%	12.2%	11.0%	21.6%	8.5%	8.8%
Skilled agricultural	36	19	1	18	4	6	-	6	90
%	0.6%	2.4%	0.3%	0.6%	0.3%	1.3%	0.0%	0.4%	0.7%
Craft	268	54	17	375	18	15	-	10	757
%	4.5%	6.9%	5.9%	12.8%	1.2%	3.2%	0.0%	0.7%	5.6%
Plant operators	1,195	188	45	162	177	116	16	29	1,928
%	20.0%	24.1%	15.6%	5.5%	11.5%	24.6%	10.5%	2.0%	14.2%
Elementary occupations	2,866	162	17	126	422	58	8	62	3,721
%	48.0%	20.8%	5.9%	4.3%	27.5%	12.3%	5.2%	4.3%	27.4%
TOTAL PERMANENT	5,822	753	278	2,863	1,452	452	144	1,391	13,155
%	97.4%	96.5%	96.2%	97.6%	94.5%	96.0%	94.1%	95.7%	96.8%
Non – permanent employees	153	27	11	70	84	19	9	63	436
%	2.6%	3.5%	3.8%	2.4%	5.5%	4.0%	5.9%	4.3%	3.2%
TOTAL	5,975	780	289	2,933	1,536	471	153	1,454	13,591
%	100%								

Employees (male and female) with disabilities at large employers are mainly employed in the Elementary category (27.4%) followed by Clerks (18.1%) and Plant operators (14.2%). Approximately 74% of the employees with disabilities are male, while 50% of all males with disabilities are employed in the Elementary and Plant operator categories. Almost 60% of females with disabilities can be found in the Professional, Clerk and Service categories. Africans with disabilities are generally employed in the lower level skills categories.

Figures 1 below illustrates the distribution of occupational categories amongst permanently employed males and females with disabilities and the change in this distribution between 2003 and 2004: Males account for 74% of employees with disability employment.

Figure 1: Employees with disabilities



In 2003 males with disabilities were generally employed in Elementary (26%), Legislative (19%) and Plant operator (15%) categories. However, in 2004 with the decline in the reported number of people with disabilities that was employed, the distribution across occupational categories also changed. The percentage

of males with disabilities employed in the following categories: Elementary (33%), Plant operator (16%), and Clerk (13%) became the main categories of employment in 2004.

Table 17 disseminates employees with disabilities into the different occupational categories. During 2003 females with disabilities were predominantly employed in Legislative (34%), Clerk (20%) and Elementary (14%) categories. In 2004 there was a significant increase in the percentage of female with disabilities employed formally as Clerks. This resulted in Clerk (36%), Elementary (16%) and Service (11%) becoming the largest employment categories for females with disabilities.

Table 17: Occupational categories, gender & population - Employees with disabilities (2)

Occupational categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators	69	16	28	365	37	3	4	81	603
%	11.4%	2.7%	4.6%	60.5%	6.1%	0.5%	0.7%	13.4%	100%
Professionals	211	25	14	450	213	22	16	152	1,103
%	19.1%	2.3%	1.3%	40.8%	19.3%	2.0%	1.5%	13.8%	100%
Technicians	203	85	48	611	61	34	25	226	1,293
%	15.7%	6.6%	3.7%	47.3%	4.7%	2.6%	1.9%	17.5%	100%
Clerks	557	136	85	462	333	146	42	702	2,463
%	22.6%	5.5%	3.5%	18.8%	13.5%	5.9%	1.7%	28.5%	100%
Service	417	68	23	294	187	52	33	123	1,197
%	34.8%	5.7%	1.9%	24.6%	15.6%	4.3%	2.8%	10.3%	100%
Skilled agricultural	36	19	1	18	4	6	-	6	90
%	40.0%	21.1%	1.1%	20.0%	4.4%	6.7%	0.0%	6.7%	100%
Craft	268	54	17	375	18	15	-	10	757
%	35.4%	7.1%	2.2%	49.5%	2.4%	2.0%	0.0%	1.3%	100%
Plant operators	1,195	188	45	162	177	116	16	29	1,928
%	62.0%	9.8%	2.3%	8.4%	9.2%	6.0%	0.8%	1.5%	100%
Elementary occupations	2,866	162	17	126	422	58	8	62	3,721
%	77.0%	4.4%	0.5%	3.4%	11.3%	1.6%	0.2%	1.7%	100%
TOTAL PERMANENT	5,822	753	278	2,863	1,452	452	144	1,391	13,155
%	44.3%	5.7%	2.1%	21.8%	11.0%	3.4%	1.1%	10.6%	100%
Non – permanent employees	153	27	11	70	84	19	9	63	436
%	35.1%	6.2%	2.5%	16.1%	19.3%	4.4%	2.1%	14.4%	100%
TOTAL	5,975	780	289	2,933	1,536	471	153	1,454	13,591
%	44.0%	5.7%	2.1%	21.6%	11.3%	3.5%	1.1%	10.7%	100.0%

Of all the formally employed persons reported on by large employers in 2004 only 0.7% were employees with disabilities. In 2003, 1% of large employers' workforce consisted of employees with disabilities, compared with a reported 0.7% in 2002. Males with disabilities not only account for the majority (74%) of employees with disabilities but also dominate across most occupational categories. The exemption is that of Clerks where males with disabilities and females with disabilities are employed in equal proportion.

Africans with disabilities account for 55% of all disability employment, followed by Whites (33%), Coloureds (9%) and Indians (3%). When compared to the able body formal employment data there are relatively more Whites with disabilities employed compared to their able body counterparts. African employees with disabilities were more commonly found in the extreme upper and lower-level occupational categories while White employees with disabilities were more commonly found in the higher levels.

5.2 Occupational levels

In addition to the nine occupational categories, employers are also required to group employees into six occupational levels, ranging from 'Top management' to 'Unskilled and defined decision making'. The 2004 data on occupational levels is presented in two separate tables. Table 18 illustrates data along ratios that indicate the distribution of occupational levels by gender and population group. Table 19 illustrates the same data combined with ratios that indicate gender and population group distribution by occupational level.

Table 18 illustrates that only 2% of all employees fall into the top and senior management levels with middle management accounting for 7.9% and semi- and unskilled employees accounting for 57.4%. Male employees are more likely than females to be employed at the top to middle management level, but also more likely to be employed at the unskilled level.

Table 18: Occupational levels, gender and population group (1)

Occupational levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	1,256	344	558	7,982	393	83	86	1,079	11,781
%	0.1%	0.2%	0.9%	2.9%	0.1%	0.1%	0.2%	0.5%	0.5%
Senior management	3,459	1,232	1,968	19,852	1,256	500	498	5,326	34,091
%	0.4%	0.8%	3.1%	7.3%	0.3%	0.3%	1.1%	2.4%	1.5%
Mid-management	39,283	7,384	6,961	57,337	34,442	4,042	3,322	27,146	179,917
%	4.2%	4.8%	10.8%	20.9%	8.2%	2.6%	7.2%	12.1%	7.9%
Skilled	94,485	34,364	20,797	110,226	61,606	36,482	14,086	89,707	461,753
%	10.0%	22.4%	32.3%	40.3%	14.6%	23.2%	30.5%	40.0%	20.2%
Semi-skilled	399,981	61,970	21,918	49,895	126,033	62,075	18,152	72,548	812,572
%	42.5%	40.4%	34.0%	18.2%	29.9%	39.4%	39.3%	32.3%	35.6%
Unskilled	288,287	27,823	5,102	5,385	129,408	30,043	4,584	8,052	498,684
%	30.6%	18.1%	7.9%	2.0%	30.7%	19.1%	9.9%	3.6%	21.8%
TOTAL PERMANENT	826,751	133,117	57,304	250,677	353,138	133,225	40,728	203,858	1,998,798
%	87.8%	86.7%	88.9%	91.6%	83.8%	84.6%	88.3%	90.8%	87.6%
Non – permanent employees	114,363	20,333	7,163	23,124	68,174	24,318	5,405	20,640	283,520
%	12.2%	13.3%	11.1%	8.4%	16.2%	15.4%	11.7%	9.2%	12.4%
TOTAL	941,114	153,450	64,467	273,801	421,312	157,543	46,133	224,498	2,282,318
%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Table 19 below illustrates gender and population group distribution by occupational level. White employees are more likely to be part of top management than any of the other population group, while Indian and White employees are more likely to be employed at top to middle management level. The majority (80%) of African employees are employed at the semi-skilled or unskilled level, and African employees are more likely compared to other population groups to be employed at the unskilled level.

Table 19: Occupational levels, gender and population group (2)

Occupational levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	1,256	344	558	7,982	393	83	86	1,079	11,781
%	10.7%	2.9%	4.7%	67.8%	3.3%	0.7%	0.7%	9.2%	100%
Senior management	3,459	1,232	1,968	19,852	1,256	500	498	5,326	34,091
%	10.1%	3.6%	5.8%	58.2%	3.7%	1.5%	1.5%	15.6%	100%
Mid-management	39,283	7,384	6,961	57,337	34,442	4,042	3,322	27,146	179,917
%	21.8%	4.1%	3.9%	31.9%	19.1%	2.2%	1.8%	15.1%	100%
Skilled	94,485	34,364	20,797	110,226	61,606	36,482	14,086	89,707	461,753
%	20.5%	7.4%	4.5%	23.9%	13.3%	7.9%	3.1%	19.4%	100%
Semi-skilled	399,981	61,970	21,918	49,895	126,033	62,075	18,152	72,548	812,572
%	49.2%	7.6%	2.7%	6.1%	15.5%	7.6%	2.2%	8.9%	100%
Unskilled	288,287	27,823	5,102	5,385	129,408	30,043	4,584	8,052	498,684
%	57.8%	5.6%	1.0%	1.1%	25.9%	6.0%	0.9%	1.6%	100%
TOTAL PERMANENT	826,751	133,117	57,304	250,677	353,138	133,225	40,728	203,858	1,998,798
%	41.4%	6.7%	2.9%	12.5%	17.7%	6.7%	2.0%	10.2%	100%
Non – permanent employees	114,363	20,333	7,163	23,124	68,174	24,318	5,405	20,640	283,520
%	40.3%	7.2%	2.5%	8.2%	24.0%	8.6%	1.9%	7.3%	100%
TOTAL	941,114	153,450	64,467	273,801	421,312	157,543	46,133	224,498	2,282,318

Male employees represent the majority of employees in all of the occupational levels. This is most evident at the top (86%) and senior (78%) management levels and least evident at the semi- skilled level (56%).

African employees represent the majority of employees at the semi- (65%) and unskilled (84%) levels, but only represent 14% of employees in top management. The majority of employees at the top (77%) and senior (74%) management levels are White.

5.2.1 Occupational levels & disability

Large employers are also required to disaggregate the number of their employees with disabilities by gender and population group for all the occupational levels listed in section 4.2. This section will use tables and graphical techniques to analyse this data and to compare selected areas with the data from 2004.

The majority (64%) of employees with disabilities are employed at the semi- or unskilled level, while less than 1% work at the top management level. Male employees with disabilities are slightly more likely to work at the top management level than female employees with disabilities.

Table 20: Occupational categories, gender & population - Employees with disabilities (1)

Occupational levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	8	1	7	70	2	-	-	10	98
%	0.1%	0.1%	2.4%	2.4%	0.1%	0.0%	0.0%	0.7%	0.8%
Senior management	18	6	9	184	7	-	2	26	252
%	0.3%	0.8%	3.1%	6.3%	0.5%	0.0%	1.3%	1.8%	1.9%
Mid-management	221	40	28	588	202	10	14	191	1,294
%	3.9%	5.3%	9.6%	20.2%	14.9%	2.2%	9.2%	13.1%	9.9%
Skilled	525	191	105	1,234	172	107	43	503	2,880
%	9.3%	25.2%	35.8%	42.3%	12.7%	23.1%	28.3%	34.6%	22.1%
Semi-skilled	1,868	349	108	620	467	239	75	595	4,321
%	33.0%	46.0%	36.9%	21.3%	34.4%	51.6%	49.3%	40.9%	33.1%
Unskilled	2,894	146	24	152	453	89	11	76	3,845
%	51.1%	19.2%	8.2%	5.2%	33.4%	19.2%	7.2%	5.2%	29.4%
TOTAL PERMANENT	5,534	733	281	2,848	1,303	445	145	1,401	12,690
%	97.7%	96.6%	95.9%	97.7%	96.1%	96.1%	95.4%	96.3%	97.2%
Non – permanent employees	129	26	12	68	53	18	7	54	367
%	2.3%	3.4%	4.1%	2.3%	3.9%	3.9%	4.6%	3.7%	2.8%
TOTAL	5,663	759	293	2,916	1,356	463	152	1,455	13,057
%	100%								

Coloured, Indian and White employees with disabilities are more likely to be employed at the top and senior management levels than African employees with disabilities. African and Coloured employees with disabilities are more likely to be employed at the semi and unskilled levels than the other two population groups.

Table 21 illustrates that male employees with disabilities account for the majority of employees at every occupational level with large employers. At the top management level 88% of the employees with disabilities are male (2003 – 83%), and these proportions are only slightly lower at the senior and middle management levels (86% and 68% respectively). Females with disabilities are best represented at the mid management level where they represent 32% of employees with disabilities.

Table 21: Occupational categories, gender & population – Employees with disabilities (2)

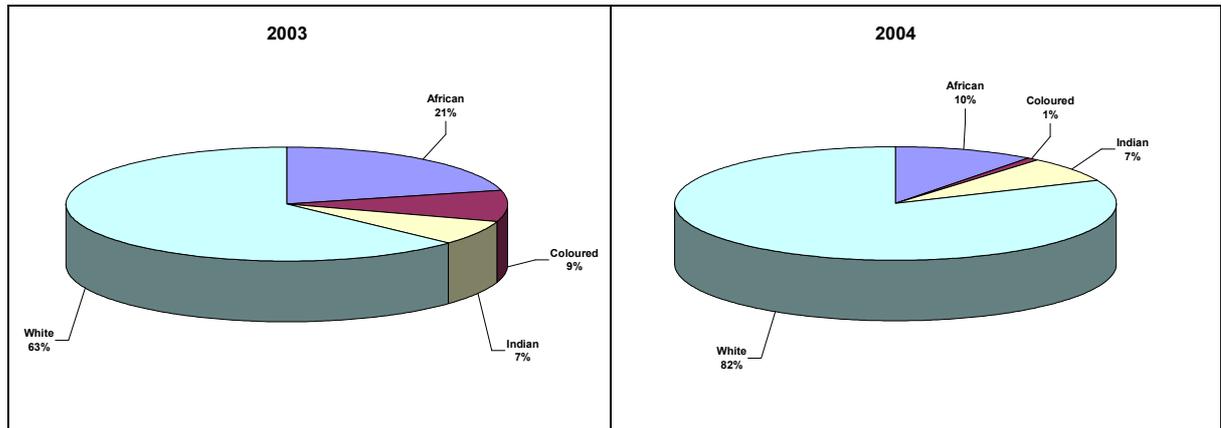
Occupational levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	8	1	7	70	2	-	-	10	98
%	8.2%	1.0%	7.1%	71.4%	2.0%	0.0%	0.0%	10.2%	100%
Senior management	18	6	9	184	7	-	2	26	252
%	7.1%	2.4%	3.6%	73.0%	2.8%	0.0%	0.8%	10.3%	100%
Mid-management	221	40	28	588	202	10	14	191	1,294
%	17.1%	3.1%	2.2%	45.4%	15.6%	0.8%	1.1%	14.8%	100%
Skilled	525	191	105	1,234	172	107	43	503	2,880
%	18.2%	6.6%	3.6%	42.8%	6.0%	3.7%	1.5%	17.5%	100%
Semi-skilled	1,868	349	108	620	467	239	75	595	4,321
%	43.2%	8.1%	2.5%	14.3%	10.8%	5.5%	1.7%	13.8%	100%
Unskilled	2,894	146	24	152	453	89	11	76	3,845
%	75.3%	3.8%	0.6%	4.0%	11.8%	2.3%	0.3%	2.0%	100%
TOTAL PERMANENT	5,534	733	281	2,848	1,303	445	145	1,401	12,690
%	43.6%	5.8%	2.2%	22.4%	10.3%	3.5%	1.1%	11.0%	100%
Non – permanent employees	129	26	12	68	53	18	7	54	367
%	35.1%	7.1%	3.3%	18.5%	14.4%	4.9%	1.9%	14.7%	100%
TOTAL	5,663	759	293	2,916	1,356	463	152	1,455	13,057

African employees with disabilities are most strongly represented at the lower skilled levels where 87% of employees with disabilities at this level are African compared to 89% in 2003. White employees with disabilities represent the majority of employees with disabilities at the higher skilled levels. 82% of employees with disabilities at top management level, are white. This proportion is 83% at senior management level and 60% at middle-management level.

The following charts illustrates the population group distribution of employees with disabilities for selected occupational levels.

Figure 2 illustrates that at the higher skilled levels employment of persons with disabilities is dominated by White employees with disabilities, while the unskilled level is dominated by African employees with disabilities.

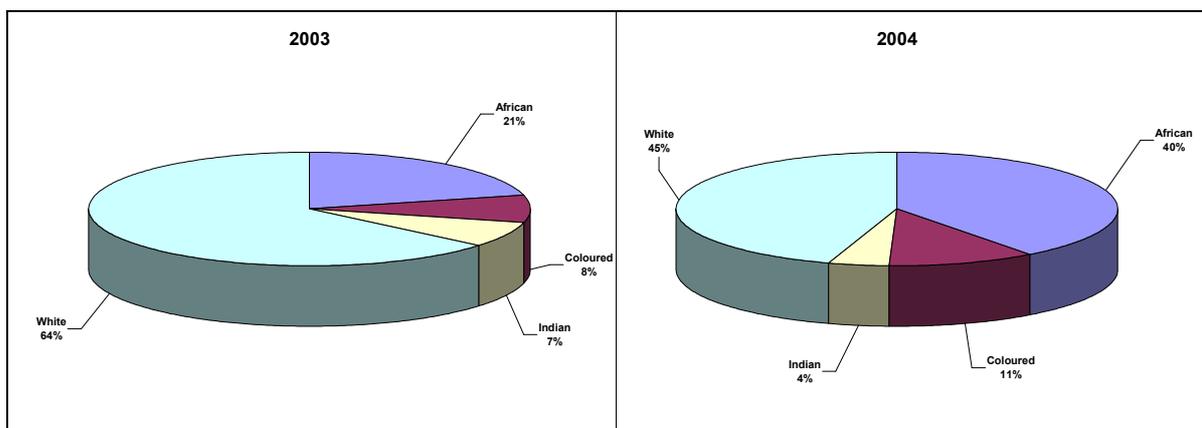
Figure 2: Employees with disabilities - Top management



The proportion of White employees with disabilities in top and management levels has increased between 2003 and 2004. The proportion of Africans employees with disabilities of top management declined from 21% in 2003 to 10% in 2004. Another significant decline was evident for Coloureds employees with disabilities at the top management level from 2003 to 2004. Indians with disabilities retained their percentage share of employment from 2003 to 2004.

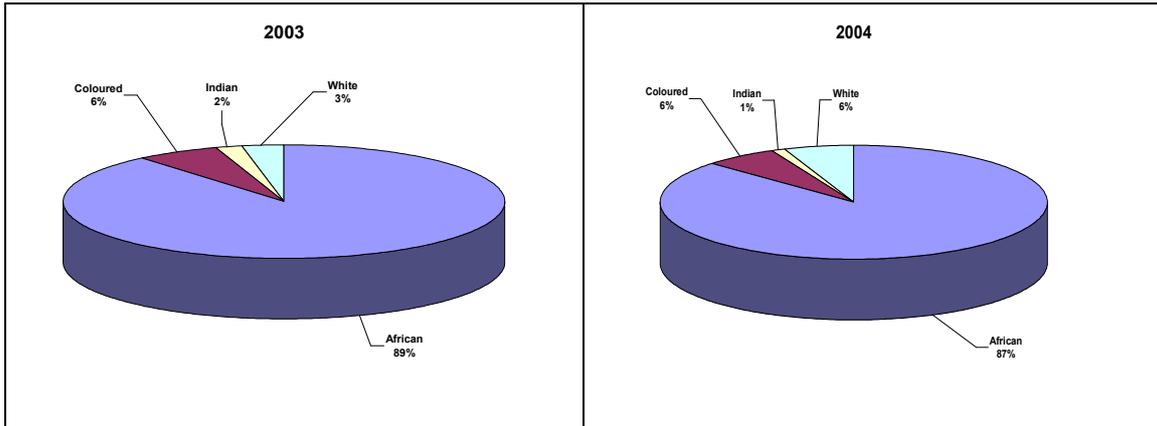
Figure 3 aggregates employees on the Senior management, Mid-management, Skilled and Semi-skilled occupational levels.

Figure 3: Employees with disabilities - Middle management



At middle management Africans with disabilities increased from 21% in 2003 to approximately 40% in 2004. Coloureds with disabilities increased their share of employees with disabilities at mid-management level from 2003 to 2004, while the proportion of Indians with disabilities declined over the same period.

Figure 4: Employees with disabilities - Unskilled



The proportion of African employees with disabilities in the unskilled level has remained fairly constant, from 2003 to 2004. There were a slightly higher percentage of White employees with disabilities and a slightly lower percentage African employees with disabilities in the 2004 reporting period when compared to the figures in 2003.

6. SECTION C: WORKFORCE MOVEMENT

Section C of the employment equity form requires large employers to provide a gender and population group breakdown by occupational level of employees recruited, promoted and terminated during the reporting period. Large employers are also required to specify the number of employees with disabilities, by gender and population group, who were recruited, promoted or terminated.

6.1 Recruitment

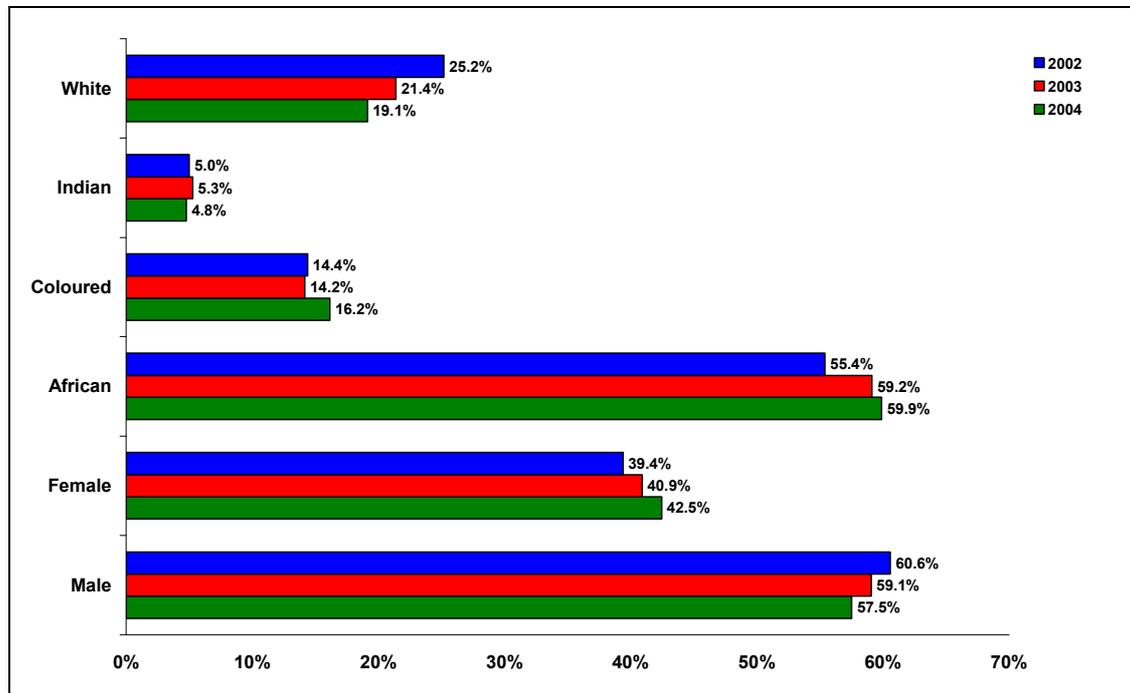
Table 22: Recruitments by occupational level, gender and population group

Occupational Levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	199	34	43	433	75	13	8	73	878
%	0.2%	0.1%	0.5%	1.3%	0.1%	0.0%	0.1%	0.2%	0.3%
Senior management	4,712	305	191	1,822	7,082	331	94	1,216	15,753
%	3.7%	1.2%	2.2%	5.5%	9.4%	1.1%	1.2%	3.9%	4.6%
Mid-management	2,319	776	713	4,612	1,540	626	552	2,794	13,932
%	1.8%	3.0%	8.2%	13.8%	2.0%	2.1%	7.3%	8.8%	4.1%
Skilled	13,226	5,613	2,654	14,603	10,925	7,725	2,366	13,141	70,253
%	10.4%	22.0%	30.6%	43.7%	14.4%	26.3%	31.3%	41.6%	20.7%
Semi-skilled	48,454	11,071	3,945	9,693	24,397	13,957	3,913	12,607	128,037
%	37.9%	43.4%	45.5%	29.0%	32.3%	47.5%	51.8%	39.9%	37.7%
Unskilled	58,774	7,698	1,130	2,240	31,601	6,738	621	1,740	110,542
%	46.0%	30.2%	13.0%	6.7%	41.8%	22.9%	8.2%	5.5%	32.6%
TOTAL PERMANENT	127,684	25,497	8,676	33,403	75,620	29,390	7,554	31,571	339,395

During the 2004 reporting period, large employers recruited a total of 339,395 employees. On average there were more male recruitments (57%) than female recruitments (43%) among large employers. This compares with comparative figures of 59% and 41% respectively in the 2003 period. In particular, male employees dominated the high-skilled levels of recruitment in 2004, representing 81% of top management recruits. Females accounted for 56% of senior management recruits, while recruitments on mid-management, skilled, semi-skilled and unskilled were predominantly male in 2004.

Figure 5 represents the proportions of recruitment by group and by gender from 2002 to 2004. Noteworthy is the substantial increase in African and female recruitments over the 2002 to 2004 period.

Figure 5: Total recruitments by population group and gender



From the above figure it is clear that the percentage of females recruited as a percentage of total recruits increased annually 2002. The same is true for African recruits over the last few years.

6.1.1 Recruitment: employees with disabilities

Table 23: Recruitment of employees with disabilities: gender & population group

Gender	African		Coloured		Indian		White		All	
	2003	2004	2003	2004	2003	2004	2003	2004	2003	2004
Male	1,478	5,995	215	438	50	45	296	265	2,039	6,743
Female	811	816	417	494	33	27	431	763	1,692	2,100
Total	2,289	6,811	632	932	83	72	727	1,028	3,731	8,843
% Share	61.4%	77.0%	16.9%	10.5%	2.2%	0.8%	19.5%	11.6%	100%	100%

This table shows that there has been an overall increase in the recruitment of employees with disabilities in the 2004 reporting period. Furthermore, relatively more Africans with disabilities were employed in 2004 compared to the other population groups.

6.2 Promotions

Table 24: Promotions by occupational level, gender and population group

Occupational levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	140	46	43	346	43	10	11	114	753
%	18.6%	6.1%	5.7%	45.9%	5.7%	1.3%	1.5%	15.1%	100%
Senior management	421	178	248	1,317	162	84	76	553	3,039
%	13.9%	5.9%	8.2%	43.3%	5.3%	2.8%	2.5%	18.2%	100%
Mid-management	2,362	2,694	791	4,887	1,366	1,060	519	3,105	16,784
%	14.1%	16.1%	4.7%	29.1%	8.1%	6.3%	3.1%	18.5%	100%
Skilled	10,053	8,283	1,661	7,233	7,691	13,009	1,270	9,673	58,873
%	17.1%	14.1%	2.8%	12.3%	13.1%	22.1%	2.2%	16.4%	100%
Semi-skilled	19,530	4,036	1,404	2,294	6,533	3,505	1,090	2,867	41,259
%	47.3%	9.8%	3.4%	5.6%	15.8%	8.5%	2.6%	6.9%	100%
Unskilled	10,004	2,253	200	148	1,130	2,391	59	82	16,267
%	61.5%	13.9%	1.2%	0.9%	6.9%	14.7%	0.4%	0.5%	100%
TOTAL PERMANENT	42,510	17,490	4,347	16,225	16,925	20,059	3,025	16,394	136,975

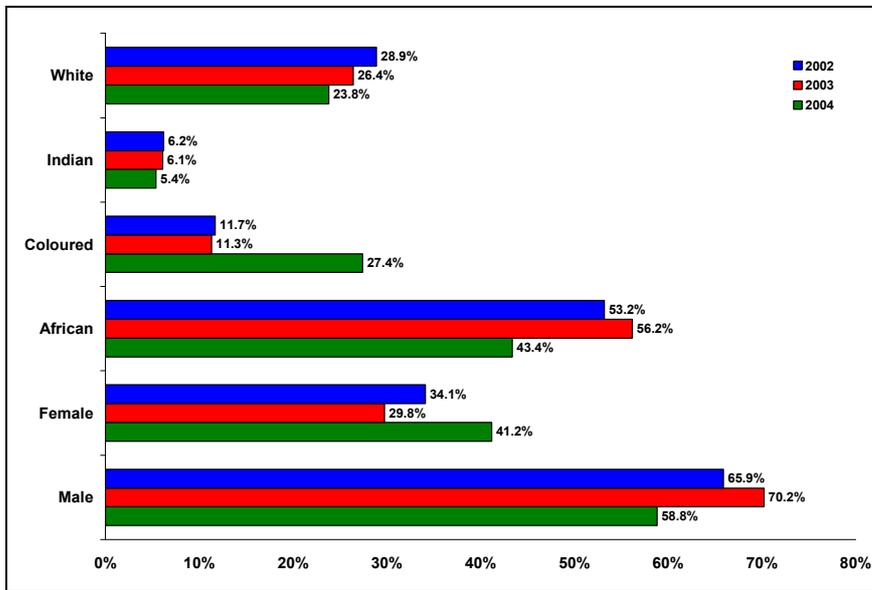
During the 2004 reporting period, large employers promoted a total of 136,975 employees. Males dominated these promotions, gaining 59%, compared to 70% of total promotions in 2003. Males particularly dominated the top- and senior-management promotions, where they represented 77% (2003 – 78%) and 71% (2003-72%) of the promotions respectively.

African employees dominated promotions at large employers, where they represented 43% of the total in 2004, compared to 56% in 2003. However, this dominance is primarily concentrated in the lower-skilled levels of employment, such as the unskilled (68%) and semi-skilled (63%) levels. White employees dominated promotions at the mid- (47%), senior- (61%), and top-management (61%) levels in 2004.

The next chart illustrates total promotions by group and by gender over the period 2002-2004. From 2002 to 2003 the proportion of female promotions declined marginally from 34% to 30%, but increased again in 2004 to 41.2%. Due to this phenomenon the proportion of males promoted declined to 58.8% in 2004 from 70.2% in 2003. The proportion of Indian promotions has remained largely intact over the last 3 years at approximately 5-6%, however, the White population group proportion of promotions has continued to decline from just less than 29% in 2002 to less than 24% in 2004.

Figure 6 illustrates the percentage of promotions allocated to population and gender.

Figure 6: Total promotions by group and gender



The only clear trend from the above figure is that Whites are generally receiving less of the promotions over the 2002 to 2004 period.

6.2.1 Promotion: employees with disabilities

Table 25: Promotions of employees with disabilities by gender & population group

Gender	African	Coloured	Indian	White	All
Male	223	47	33	159	462
Female	231	35	20	105	391
Total	454	82	53	264	853
% of all promotions	0.8%	0.2%	0.7%	0.8%	0.6%

Large employers promoted 853 employees with disabilities in 2004. Africans and Whites with disabilities received the most promotions relative to the promotions of their respective population groups. Coloureds with disabilities received the smallest amount of the promotions relative to the promotions of their respective population group in 2004.

6.3 Terminations

Table 26: Termination by occupational level, gender and population group

Occupational Levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	277	55	68	746	215	43	31	156	1,591
%	0.2%	0.2%	0.8%	1.8%	0.4%	0.2%	0.5%	0.4%	0.5%
Senior management	454	123	171	2,379	142	63	62	733	4,127
%	0.4%	0.5%	2.0%	5.9%	0.3%	0.2%	1.0%	2.1%	1.3%
Mid-management	1,879	726	773	7,201	1,189	438	421	3,492	16,119
%	1.5%	3.1%	9.0%	17.7%	2.4%	1.6%	6.5%	10.0%	5.1%
Skilled	12,776	5,985	2,789	17,788	9,326	7,597	1,851	15,048	73,160
%	10.4%	25.2%	32.6%	43.8%	19.0%	27.2%	28.8%	43.1%	23.3%
Semi-skilled	52,826	11,206	3,883	10,848	17,958	13,688	3,190	14,327	127,926
%	42.9%	47.2%	45.5%	26.7%	36.7%	49.1%	49.5%	41.0%	40.7%
Unskilled	54,863	5,668	859	1,672	20,156	6,056	883	1,194	91,351
%	44.6%	23.9%	10.1%	4.1%	41.1%	21.7%	13.7%	3.4%	29.1%
TOTAL PERMANENT	123,075	23,763	8,543	40,634	48,986	27,885	6,438	34,950	314,274

During the 2004 reporting period, large employers terminated the services of 314,274 employees. Almost two thirds (62%) of terminated employees were male, a proportion that has not changed since 2002. Males dominate among those terminated at each occupational level. This is particularly evident at the top management (71%) and senior management (76%) levels, as well as the unskilled level (67%).

Over half (55%) of employees terminated during the 2004 reporting period were African. Whites comprised the largest proportion of terminations in top- (57%) and senior management positions, (76%). Africans represented 82% of the employee terminations within the unskilled occupational level, compared to 84% in 2003.

Table 7 provides a limited time trend of terminations of employees within the different race groups. The proportion of male and female terminations has remained constant over the 2002 to 2004 period. It is also clear that the termination of Whites have been decreasing since 2002. The rest of the population groups have a more undeterminable trend in the percentage termination.

Figure 7: Total terminations group and gender

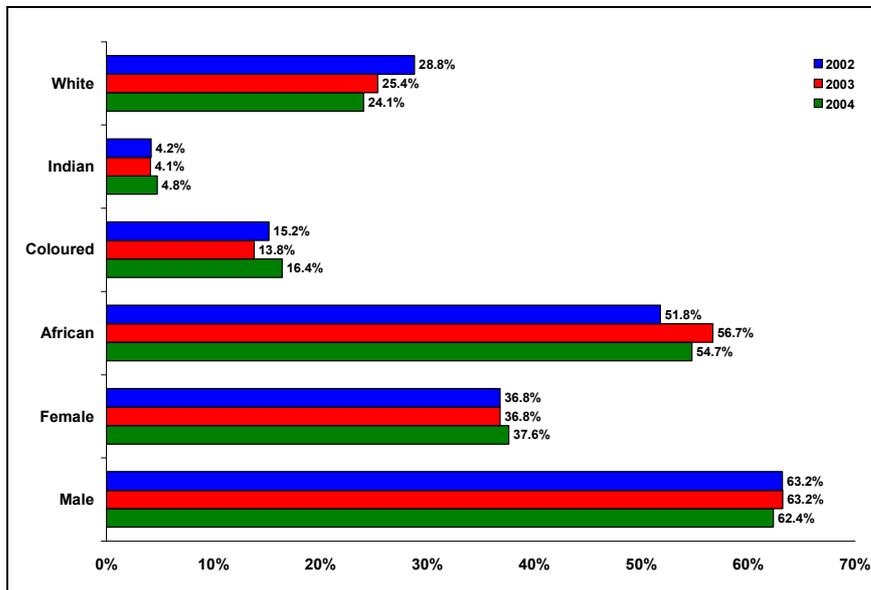


Table 27 below indicates the circumstances of termination. Relative to the population distribution, Whites cited resignation as a reason for termination of employment more than any other population group. Coloureds on the other hand cited non-renewal of contracts more often as a reason for termination of employment relative to the other population groups. The majority of dismissals, either as a result of misconduct, retrenchment or incapacity were accounted for by the African population.

Table 27: Termination categories by gender and population group

Terminations	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Resignation	29,687	8,080	3,991	21,880	14,751	9,382	3,408	20,703	111,882
%	26.5%	7.2%	3.6%	19.6%	13.2%	8.4%	3.0%	18.5%	100.0%
Non-renewal of contract	31,940	7,951	1,333	5,773	18,495	12,547	1,307	6,408	85,754
%	37.2%	9.3%	1.6%	6.7%	21.6%	14.6%	1.5%	7.5%	100.0%
Dismissal – operational requirements (retrenchment)	20,817	1,645	1,106	4,293	4,976	1,882	730	2,961	38,410
%	54.2%	4.3%	2.9%	11.2%	13.0%	4.9%	1.9%	7.7%	100.0%
Dismissal – misconduct	20,514	3,607	995	2,669	4,080	1,880	352	855	34,952
%	58.7%	10.3%	2.8%	7.6%	11.7%	5.4%	1.0%	2.4%	100.0%
Dismissal – incapacity	3,600	204	164	505	521	205	74	230	5,503
%	65.4%	3.7%	3.0%	9.2%	9.5%	3.7%	1.3%	4.2%	100.0%
Other	24,832	3,237	1,048	5,535	10,331	3,165	601	3,827	52,576
%	47.2%	6.2%	2.0%	10.5%	19.6%	6.0%	1.1%	7.3%	100.0%
Total	131,390	24,724	8,637	40,655	53,154	29,061	6,472	34,984	329,077
%	39.9%	7.5%	2.6%	12.4%	16.2%	8.8%	2.0%	10.6%	100.0%

In 2004 the single largest reason for termination of employment was resignation, followed by non-renewal of contracts. African males had the highest level of terminations, which accounted for 40% of all terminations. Indian females had the lowest level of terminations accounting for only 2% of all terminations in 2004.

6.3.1 Terminations: employees with disabilities

Table 28: Terminations of employees with disabilities by gender & population group

Termination	African	Coloured	Indian	White	All
Male	987	159	49	350	1,545
%	63.9%	10.3%	3.2%	22.7%	100%
Female	206	268	17	176	667
%	30.9%	40.2%	2.5%	26.4%	100%
Total	1,193	427	66	526	2,212
% of All terminations	0.7%	0.8%	0.4%	0.7%	0.7%

During the 2004 reporting period, large employers terminated the employment of a total of 2,212 employees with disabilities. Africans, Coloureds and Whites with disabilities were terminated most relative to the termination of their respective population group. Indians with disabilities were terminated the least relative to the termination of their respective population group in 2004.

7. SECTION D: DISCIPLINARY ACTION

Section D of the EEA2 form for large employers requires them to report the total number of disciplinary actions taken during the 12 months preceding the report for each population and gender group.

In 2004, large employers took disciplinary action against 223,317 employees, which is approximately 10% of the total workforce that was captured. Over three quarters (78%) of disciplinary action was taken against male employees, with just 22% of total disciplinary action taken against female employees.

Table 29: Disciplinary actions taken by population group

Population group	No.	%
African	153,420	68.7%
Coloured	35,822	16.0%
Indian	7,478	3.3%
White	26,597	11.9%
Total	223,317	100%

Africans accounted for the largest proportion of disciplinary actions taken against employees, comprising more than two-thirds (69%) of actions taken. This figure is a percentage point higher than that of 2003.

Table 30: Disciplinary actions by population group & gender

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Total disciplinary action	130,472	22,197	5,117	16,820	22,948	13,625	2,361	9,777	223,317
%	58.4%	9.9%	2.3%	7.5%	10.3%	6.1%	1.1%	4.4%	100.0%
Permanent employees (EE2004)	836,034	133,397	57,365	253,522	351,611	133,750	40,703	201,355	2,007,737
%	15.6%	16.6%	8.9%	6.6%	6.5%	10.2%	5.8%	4.9%	11.1%
Formally employed (LFS 2004)	3,435,721	699,650	259,808	1,068,219	1,856,257	556,045	140,299	793,976	8,809,976
% of Formally employed	3.8%	3.2%	2.0%	1.6%	1.2%	2.5%	1.7%	1.2%	2.5%

African males represented just over half (58%) of the total number of employees of both genders subject to disciplinary action in 2004. However, when total disciplinary action is expressed as a percentage of the formally employed (LFS 2004) its relative size becomes apparent. The African male group remains the relatively largest group (3.8%) when disciplinary action is expressed as a percentage of the respective populations formally employed with the Coloured males group following a close second (3.2%).

8. SECTION E: SKILLS DEVELOPMENT

Developing skills to encourage employment in occupational levels or categories that are in short supply of adequately skilled candidates is fundamental to sustainable economic growth and development. Large employers reported that a total of 1,412,281 of their employees received training during the twelve months preceding the 2004 report. Of these, 1,336,140 were permanent employees and 76,141 were non-permanent employees.

Table 31: Occupational categories of trainees by gender & population group

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators	12,093	4,772	3,937	31,102	5,371	3,792	2,155	15,569	78,791
%	15.3%	6.1%	5.0%	39.5%	6.8%	4.8%	2.7%	19.8%	100%
Professionals	43,933	6,896	4,382	29,583	38,168	9,342	3,243	22,128	157,675
%	27.9%	4.4%	2.8%	18.8%	24.2%	5.9%	2.1%	14.0%	100%
Technicians	28,616	10,653	8,724	42,937	24,154	9,661	6,976	31,331	163,052
%	17.6%	6.5%	5.4%	26.3%	14.8%	5.9%	4.3%	19.2%	100%
Clerks	35,350	12,470	7,500	14,605	43,001	25,835	12,559	56,355	207,675
%	17.0%	6.0%	3.6%	7.0%	20.7%	12.4%	6.0%	27.1%	100%
Service	78,942	16,943	7,578	26,669	37,145	18,124	5,637	23,644	214,682
%	36.8%	7.9%	3.5%	12.4%	17.3%	8.4%	2.6%	11.0%	100%
Skilled agricultural	3,686	1,033	170	495	1,271	1,015	36	193	7,899
%	46.7%	13.1%	2.2%	6.3%	16.1%	12.8%	0.5%	2.4%	100%
Craft	29,056	6,803	2,405	25,691	2,874	1,176	969	1,030	70,004
%	41.5%	9.7%	3.4%	36.7%	4.1%	1.7%	1.4%	1.5%	100%
Plant operators	153,026	18,915	5,653	10,512	17,429	11,103	2,189	1,146	219,973
%	69.6%	8.6%	2.6%	4.8%	7.9%	5.0%	1.0%	0.5%	100%
Elementary	139,539	13,446	1,429	3,274	47,027	9,675	693	1,306	216,389
%	64.5%	6.2%	0.7%	1.5%	21.7%	4.5%	0.3%	0.6%	100%
Total permanent	524,241	91,931	41,778	184,868	216,440	89,723	34,457	52,702	1,336,140
%	39.2%	6.9%	3.1%	13.8%	16.2%	6.7%	2.6%	11.4%	100%
Non-permanent	28,099	5,109	1,661	4,676	22,132	7,995	1,736	4,733	76,141
%	36.9%	6.7%	2.2%	6.1%	29.1%	10.5%	2.3%	6.2%	100%
Total	552,340	97,040	43,439	189,544	238,572	97,718	36,193	157,435	1,412,281
%	39%	7%	3%	13%	17%	7%	3%	11%	100%

8.1 Profile of training recipients

The following three tables (Table 32, 33 and 34) illustrate the number of employees who received training per occupational category, -level, gender and population group.

Table 32: Occupational categories of trainees

Occupational category	Number	%
Legislators	78,791	5.6%
Professionals	157,675	11.2%
Technicians	163,052	11.5%
Clerks	207,675	14.7%
Service	214,682	15.2%
Skilled agricultural	7,899	0.6%
Craft	70,004	5.0%
Plant operators	219,973	15.6%
Elementary	216,389	15.3%
Total permanent	1,336,140	94.6%
Non-permanent	76,141	5.4%
Total	1,412,281	100%

During 2004, the bulk of training went to mainly four categories, namely, Plant operators (15.6%), Elementary (15.3%), Service (15.2%) and Clerk (14.7%). This is slightly different to training received in previous years when Elementary accounted for 19.6% and Plant operators for 17%. Noticeably, the Skilled agricultural category remained insignificant from 2002 to 2004, as a percentage of the total trainees. The Craft category has also not displayed an appetite for training over the last few years, accounting for only 5.0% of all trainees in 2004.

Table 33: Occupational categories & gender of trainees

Occupational category	Males	Females	Total
Legislators	51,904	26,887	78,791
	65.9%	34.1%	100%
Professionals	84,794	72,881	157,675
	53.8%	46.2%	100%
Technicians	90,930	72,122	163,052
	55.8%	44.2%	100%
Clerks	69,925	137,750	207,675
	33.7%	66.3%	100%
Service	130,132	84,550	214,682
	60.6%	39.4%	100%
Skilled agricultural	5,384	2,515	7,899
	68.2%	31.8%	100%
Craft	63,955	6,049	70,004
	91.4%	8.6%	100%
Plant operators	188,106	31,867	219,973
	85.5%	14.5%	100%
Elementary	157,688	58,701	216,389
	72.9%	27.1%	100%
Total permanent	842,818	493,322	1,336,140
	63.1%	36.9%	100%
Non-permanent	39,545	36,596	76,141
	51.9%	48.1%	100%
Total	882,363	529,918	1,412,281
	62.5%	37.5%	100%

In the 2002 report, males accounted for 66% of all those who received training, and for 67% of all permanent employees who had received training. This changed significantly in 2003, when males accounted for only 54% of all those who received training, and for 54% of all permanent employees who had received training. The situation reversed again in 2004 were males accounted for 63% of all those that received training.

Males received the majority of the training in every single occupational category with the exception of Clerks where women received 66% of the training. In the Craft category males dominated (91%) over females (9%) with regard to training received. In the Plant operator (86%) and Craft (73%) categories males were, by far, the main beneficiaries of training.

Table 34: Occupational category of trainees by population group

Occupational category	African	Coloured	Indian	White	Total
Legislators	17,464	8,564	6,092	46,671	78,791
	22.2%	10.9%	7.7%	59.2%	100%
Professionals	82,101	16,238	7,625	51,711	157,675
	52.1%	10.3%	4.8%	32.8%	100%
Technicians	52,770	20,314	15,700	74,268	163,052
	32.4%	12.5%	9.6%	45.5%	100%
Clerks	78,351	38,305	20,059	70,960	207,675
	37.7%	18.4%	9.7%	34.2%	100%
Service	116,087	35,067	13,215	50,313	214,682
	54.1%	16.3%	6.2%	23.4%	100%
Skilled agricultural	4,957	2,048	206	688	7,899
	62.8%	25.9%	2.6%	8.7%	100%
Craft	31,930	7,979	3,374	26,721	70,004
	45.6%	11.4%	4.8%	38.2%	100%
Plant operators	170,455	30,018	7,842	11,658	219,973
	77.5%	13.6%	3.6%	5.3%	100%
Elementary	186,566	23,121	2,122	4,580	216,389
	86.2%	10.7%	1.0%	2.1%	100%
Total permanent	740,681	181,654	76,235	337,570	1,336,140
	55.4%	13.6%	5.7%	25.3%	100%
Non-permanent	50,231	13,104	3,397	9,409	76141
	66.0%	17.2%	4.5%	12.4%	100%
Total	790,912	194,758	79,632	346,979	1,412,281
	56.0%	13.8%	5.6%	24.6%	100%

Based on population group, Africans received 56% of the training followed by Whites (25%), Coloureds (14%) and Indians (6%).

Africans dominated the Professionals category (52%) with regards to training received, with the legislator's category being dominated by Whites (59%). Both these figures are slightly lower than in the 2003 reporting period. The Clerks category had a fairly even split between Africans (38%) and Whites (34%) receiving training. The category that had the biggest relative differences was Elementary occupations, where Africans enjoyed a 86% share of training received.

Table 35 on the following page illustrates male trainees per population group across occupational categories, whereas the following tables illustrates the same for female trainees.

Table 35: Occupational categories of male trainees by population group

Occupational category	African	Coloured	Indian	White	Total
Legislators	12,093	4,772	3,937	31,102	51,904
	23.3%	9.2%	7.6%	59.9%	100%
Professionals	43,933	6,896	4,382	29,583	84,794
	51.8%	8.1%	5.2%	34.9%	100%
Technicians	28,616	10,653	8,724	42,937	90,930
	31.5%	11.7%	9.6%	47.2%	100%
Clerks	35,350	12,470	7,500	14,605	69,925
	50.6%	17.8%	10.7%	20.9%	100%
Service	78,942	16,943	7,578	26,669	130,132
	60.7%	13.0%	5.8%	20.5%	100%
Skilled agricultural	3,686	1,033	170	495	5,384
	68.5%	19.2%	3.2%	9.2%	100%
Craft	29,056	6,803	2,405	25,691	63,955
	45.4%	10.6%	3.8%	40.2%	100%
Plant operators	153,026	18,915	5,653	10,512	188,106
	81.4%	10.1%	3.0%	5.6%	100%
Elementary	139,539	13,446	1,429	3,274	157,688
	88.5%	8.5%	0.9%	2.1%	100%
Total permanent	524,241	91,931	41,778	184,868	842,818
	62.2%	10.9%	5.0%	21.9%	100%
Non-permanent	28,099	5,109	1,661	4,676	39,545
	71.1%	12.9%	4.2%	11.8%	100%
Total	552,340	97,040	43,439	189,544	882,363
	62.6%	11.0%	4.9%	21.5%	100%

African males accounted for 62% of all permanent male employees that received training in 2004. White males, in comparison, received 22% of the total male training in 2004. These percentages are not materially different from the ones recorded in 2003 and 2002. White males dominated the Legislator's category (60%), with Africans taking the lion's share (88%) in the Elementary occupations category.

Table 36: Occupational categories of female trainees by population group

Occupational category	African	Coloured	Indian	White	Total
Legislators	5,371	3,792	2,155	15,569	26,887
	20.0%	14.1%	8.0%	57.9%	100%
Professionals	38,168	9,342	3,243	22,128	72,881
	52.4%	12.8%	4.4%	30.4%	100%
Technicians	24,154	9,661	6,976	31,331	72,122
	33.5%	13.4%	9.7%	43.4%	100%
Clerks	43,001	25,835	12,559	56,355	137,750
	31.2%	18.8%	9.1%	40.9%	100%
Service	37,145	18,124	5,637	23,644	84,550
	43.9%	21.4%	6.7%	28.0%	100%
Skilled agricultural	1,271	1,015	36	193	2,515
	50.5%	40.4%	1.4%	7.7%	100%
Craft	2,874	1,176	969	1,030	6,049
	47.5%	19.4%	16.0%	17.0%	100%
Plant operators	17,429	11,103	2,189	1,146	31,867
	54.7%	34.8%	6.9%	3.6%	100%
Elementary	47,027	9,675	693	1,306	58,701
	80.1%	16.5%	1.2%	2.2%	100%
Total permanent	216,440	89,723	34,457	152,702	493,322
	43.9%	18.2%	7.0%	31.0%	100%
Non-permanent	22,132	7,995	1,736	4,733	36,596
	60.5%	21.8%	4.7%	12.9%	100%
Total	238,572	97,718	36,193	157,435	529,918
	45.0%	18.4%	6.8%	29.7%	100%

African females accounted for (44%) of all permanent employee training received in 2004, substantially lower than the 53% received in 2003. White females increased their share of training received from 25% in 2003 to 31% in 2004. African females, however, dominated the Elementary (80%), Plant operators (55%) and Professionals (52%) occupational categories, whereas White females received the bulk of the Legislator's category training (58%).

9. SECTION F: QUALITATIVE ASSESSMENT

In Section F of the form, large employers provide an assessment regarding the implementation of employment equity processes at the workplace.

- Employers report on which awareness measures were implemented during the previous year, and also specify the number of employees who received employment equity / non-discrimination training.
- Employers specify which stakeholders were involved in the consultation process prior to the development of the employer's employment equity plan, what level of agreement was reached in the formulation of the plan, and how regularly meetings with the stakeholders took place.
- Employers report on the categories of employment policy / practices which were identified as barriers to employment equity. They also report on the reasons why they identified these categories as barriers.
- Employers report on affirmative action measures they have implemented and provide details of these measures.
- Employers report on the numerical goals of their current employment equity plan in terms of gender and population group by occupational categories. They also specify by which year they intend to achieve their numerical goals.
- Finally, employers report on what resources have been allocated to the implementation of employment equity during the previous year, and how regularly they monitor progress on the implementation of the employment equity plan.

9.1 Awareness of employment equity

The majority of all employers indicated that they raised awareness of the Employment Equity Act through: formal written communication (62%) and a policy statement that included reference to employment equity (70%). Less favourable options as reported by large employers included employment equity training through displaying a summary of the Act (33%), employment equity training (22%) diversity management programmes (15%) and discrimination awareness programmes (8%).

Table 37: Employers that implemented formal awareness measures

Formal awareness measure	Yes	%	No	%	Total	%
Formal written communication	1,391	61.8%	859	38.2%	2,250	100%
Policy statement includes reference to employment equity	1,567	69.6%	683	30.4%	2,250	100%
Summary of the Act displayed	741	32.9%	1,509	67.1%	2,250	100%
Employment Equity training	485	21.6%	1,765	78.4%	2,250	100%
Diversity management programmes	344	15.3%	1,906	84.7%	2,250	100%
Discrimination awareness programmes	171	7.6%	2,079	92.4%	2,250	100%

9.1.1 Number of employment equity trainees

Employers reported that 247,640 employees received employment equity/non-discrimination training in the 2004 reporting period. This represents 11% of the total permanent workforce as reported by the large employers in the 2004 reporting period.

Table 38: Employment equity/non-discrimination training

Number of employees trained	247,640
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9.2 Consultation

9.2.1 Stakeholders

Employers are required to indicate which stakeholders were involved in the consultation process prior to the development of their employment equity plans. Almost three quarters (73%) said that they had involved their employees in the process.

Table 39: Stakeholders involved in consultation process

Stakeholders	Yes	%	No	%	Total	%
Workplace forum ¹	696	30.9%	1,554	69.1%	2,250	100%
Consultative body or forum	557	24.8%	1,693	75.2%	2,250	100%
Registered trade union (s)	1,052	46.8%	1,198	53.2%	2,250	100%
Employees	1,632	72.5%	618	27.5%	2,250	100%

¹The number of workplace forums consulted is inaccurate. There are only approximately 20 registered forums in the country. It appears that the most logical explanation is that employers confuse employment equity forums with official workplace forums (labour relations forums at workplaces established in terms of the LRA). It is suggested that the above data is viewed in this context.

9.2.2 Level of agreement

Of the employers that reported on the level of agreement reached in the formulation of their employment equity plans, practically all (99%) reached an agreement. Most of these (92%) reported that they had reached total or sufficient agreement.

Table 40: Level of agreement reached in employment equity plan formation

Level of agreement	Number	%
Total agreement	609	28.5%
Sufficient agreement	1,356	63.5%
Some agreement	141	6.6%
No agreement	30	1.4%
Total	2,136	100%

9.2.3 Regularity of consultation

All employers are required to report on the regularity of the meetings with stakeholders that they had consulted while developing their employment equity plan. In the 2004 reporting period 23% of employers indicated that they consulted with their stakeholders monthly, while almost half (48%) indicated that they had consulted with their stakeholders on a quarterly basis. 17% of employers indicated that they only consulted with their stakeholders on a yearly basis.

Table 41: Stakeholders meeting regularity

Regularity of meetings	Number	%
Weekly	26	1.2%
Monthly	487	22.7%
Quarterly	1,022	47.7%
Yearly	367	17.1%
Other	242	11.3%
Total	2,144	100%

9.3 Barriers to employment equity

The most common barrier to the achievement of employment equity, as reported by large employers in 2004 was noted to be succession and experience planning. In 2002 and 2003 large employers reported the work environment to be the largest barrier to employment equity. It is also evident from the 2004 figures that HIV/AIDS education and prevention is becoming an ever increasing barrier to achieving employment equity.

Table 42: Barriers to employment equity: identified policies/practices

Categories	2004		2003		2002	
	Number	%	Number	%	Number	%
Recruitment procedures	354	16%	634	21%	521	19%
Advertising positions	439	20%	511	17%	423	16%
Selection criteria	331	15%	536	18%	433	16%
Appointments	59	3%	621	21%	462	17%
Job classification and grading	131	6%	438	15%	335	12%
Remuneration and benefits	92	4%	480	16%	358	13%
Terms and conditions of employment	359	16%	252	9%	196	7%
Job assignments	203	9%	275	9%	211	8%
Work environment and facilities	317	14%	767	26%	578	21%
Training and development	399	18%	618	21%	494	18%
Performance and evaluation systems	417	19%	573	19%	452	17%
Promotions	463	21%	531	18%	424	16%
Transfers	349	16%	188	6%	164	6%
Demotions	388	17%	95	3%	79	3%
Succession and experience planning	575	26%	739	25%	565	21%
Disciplinary measures	173	8%	210	7%	187	7%
Dismissals	461	20%	130	4%	106	4%
Corporate culture	121	5%	447	15%	376	14%
HIV/Aids education and prevention	570	25%	477	16%	338	12%

The most drastic changes, as reported by large employers, are the ever increasing problems that dismissals and demotions cause in achieving employment equity. When comparing 2004 figures with that of 2003 and 2002, it is evident that the percentage of employers that reported dismissals and demotions to be a problem to employment equity have increased five fold.

On the positive side it seems that selection criteria, job classification and grading, appointments and remuneration and benefits have become less of a barrier in achieving employment equity in 2004.

9.4 Employment equity plans

Large employers are required to report on affirmative action measures that they have implemented. In the 2004 reporting period the most common categories in which affirmative action measures were implemented by large employers were via demotions and diversity programmes and sensitization and reasonable accommodation.

Table 43: Affirmative action procedures implemented

Categories	Number	%	Rank
Demotions	1,767	79%	1
Diversity programs and sensitization	1,494	66%	2
Reasonable accommodation	1,491	66%	3
Retention measures	1,458	65%	4
Transfers	1,408	63%	5
Disciplinary measures	1,390	62%	6
Job assignments	1,374	61%	7
Job classification and grading	1,343	60%	8
Performance and evaluation systems	1,287	57%	9
Community investment and bridging programs	1,256	56%	10
Terms and conditions of employment	1,234	55%	11
Work environment and facilities	1,230	55%	12
Remuneration and benefits	1,152	51%	13
Succession and experience planning	1,105	49%	14
Promotions	784	35%	15
Setting numerical goals	768	34%	16
Advertising positions	675	30%	17
Selection criteria	609	27%	18
Appointments	603	27%	19
Training and development	558	25%	20
Recruitment procedures	468	21%	21

The least-used affirmative action methods which were implemented by large employers in the 2004 reporting period were appointments, training and development and recruitment procedures.

9.5 Numerical goals

Large employers are required to report on the numerical goals that they have set in their current employment equity plans.

Table 44: Goals by occupational category, gender & population group

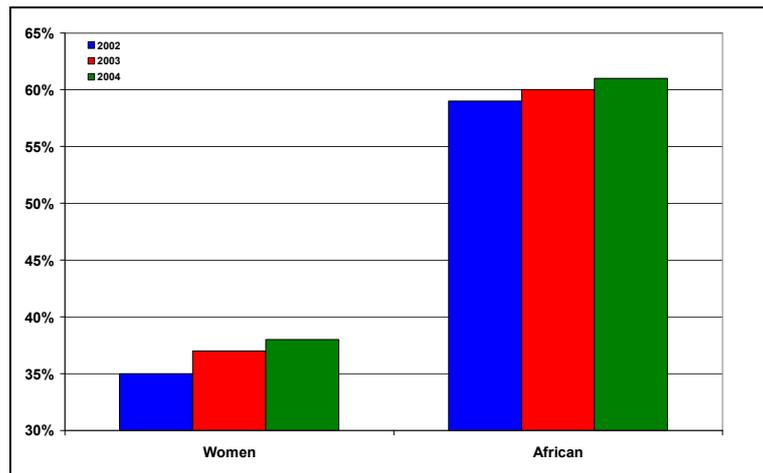
Occupational categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators	69	16	28	365	37	3	4	81	603
%	1.2%	2.1%	9.7%	12.4%	2.4%	0.6%	2.6%	5.6%	4.4%
Professionals	211	25	14	450	213	22	16	152	1,103
%	3.5%	3.2%	4.8%	15.3%	13.9%	4.7%	10.5%	10.5%	8.1%
Technicians	203	85	48	611	61	34	25	226	1,293
%	3.4%	10.9%	16.6%	20.8%	4.0%	7.2%	16.3%	15.5%	9.5%
Clerks	557	136	85	462	333	146	42	702	2,463
%	9.3%	17.4%	29.4%	15.8%	21.7%	31.0%	27.5%	48.3%	18.1%
Service	417	68	23	294	187	52	33	123	1,197
%	7.0%	8.7%	8.0%	10.0%	12.2%	11.0%	21.6%	8.5%	8.8%
Skilled agricultural	36	19	1	18	4	6	-	6	90
%	0.6%	2.4%	0.3%	0.6%	0.3%	1.3%	0.0%	0.4%	0.7%
Craft	268	54	17	375	18	15	-	10	757
%	4.5%	6.9%	5.9%	12.8%	1.2%	3.2%	0.0%	0.7%	5.6%
Plant operators	1,195	188	45	162	177	116	16	29	1,928
%	20.0%	24.1%	15.6%	5.5%	11.5%	24.6%	10.5%	2.0%	14.2%
Elementary occupations	2,866	162	17	126	422	58	8	62	3,721
%	48.0%	20.8%	5.9%	4.3%	27.5%	12.3%	5.2%	4.3%	27.4%
TOTAL PERMANENT	5,822	753	278	2,863	1,452	452	144	1,391	13,155
%	97.4%	96.5%	96.2%	97.6%	94.5%	96.0%	94.1%	95.7%	96.8%
Non – permanent employees	153	27	11	70	84	19	9	63	436
%	2.6%	3.5%	3.8%	2.4%	5.5%	4.0%	5.9%	4.3%	3.2%
TOTAL	5,975	780	289	2,933	1,536	471	153	1,454	13,591
%	100%								

Table 44 shows almost two-thirds (62%) of future permanent positions and total (permanent and non-permanent) positions (62%) are planned for males, and males dominate in all categories in the planned profiles except for the Legislators and Clerks' category, where just 47% and 42% of future positions are planned for males respectively.

Africans constitute the majority (62%) population group in terms of planned employment goals at large employers in 2004, slightly higher than the 60% planned in 2003. Africans dominate each category except for the Technicians and associate professionals where Whites are reported to be the dominant population group in terms of planned employment.

Figure 8 demonstrates the proportion of future positions that large employers are planning for: (1) women; and (2) African employees. The graph shows some improvement in the future prospects for both potential women employees and potential African employees.

Figure 8: Female & African proportion of employment goals (2002-2004)



Of the employers who reported on the year in which they hoped to achieve their numerical goals, 4% hoped to have achieved them already by the time they submitted their employment equity report for 2004. A further 46% were planning to reach their numerical goals by the end of 2005 and 15% for 2006. Almost all of the large employers stated that they wished to achieve their employment goals by 2010.

Table 45: Year by which numerical goals will be achieved

Year	No.	%
2003	5	0.2%
2004	95	4.2%
2005	1,038	46.1%
2006	338	15.0%
2007	167	7.4%
2008	155	6.9%
2009	112	5.0%
2010	24	1.1%
2014	2	0.1%
Other	314	14.0%

The tables relating to numerical goals should be interpreted with caution. This is because different employers aim to achieve different aspects of their employment equity goals in the years that they have stated.

9.6 Resources

All employers are required to report on whether or not they allocated resources to particular areas in order to achieve employment equity.

Table 46: Allocated resources for employment equity implementation

Allocation of Resources	No	%	Yes	%	Total	%
Appointed a designated officer to manage the implementation	248	11.0%	2,002	89.0%	2,250	100%
Allocated a budget to support the implementation goals of employment equity	779	34.6%	1,471	65.4%	2,250	100%
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis	343	15.2%	1,907	84.8%	2,250	100%

A significant majority of large employers (89%) reported that they had appointed a designated officer to manage the implementation of an employment equity plan. Almost as large a proportion (85%) reported that they had allocated time off for an employment equity consultative committee to meet on a regular basis. In addition, almost two-thirds (65%) of large employers indicated that they had allocated a budget to support the implementation of their employment equity goals. These proportions show an improvement compared to 2003.

9.7 Monitoring and evaluation of implementation

Quarterly monitoring and evaluation of employment equity plans was most common (49%) amongst large employers, followed by monthly (21%), and yearly (21%), evaluations.

Table 47: Employment equity implementation: monitoring & evaluation

Frequency	Number	%
Weekly	9	0.4%
Monthly	456	21.4%
Quarterly	1,039	48.8%
Yearly	450	21.2%
Other	173	8.1%
Total	2,127	100%

10. SECTION G: PROGRESS REPORT

In the final section, large employers are required to complete a progress report from their second reporting period onwards. The progress report covers the achievement of numerical goals and affirmative action objectives as well as the obstacles that were encountered or the factors which contributed to this achievement.

10.1 Numerical goals

In the 2004 reporting period approximately half of the large employers that completed the relevant section of the form stated that they had achieved their numerical goals. This proportion is equivalent to that which was reported in both the 2003 and 2002 period.

Table 48: Numerical goals achievement

Yes	%	No	%
957	50.1%	954	49.9%

10.2 Affirmative action objectives

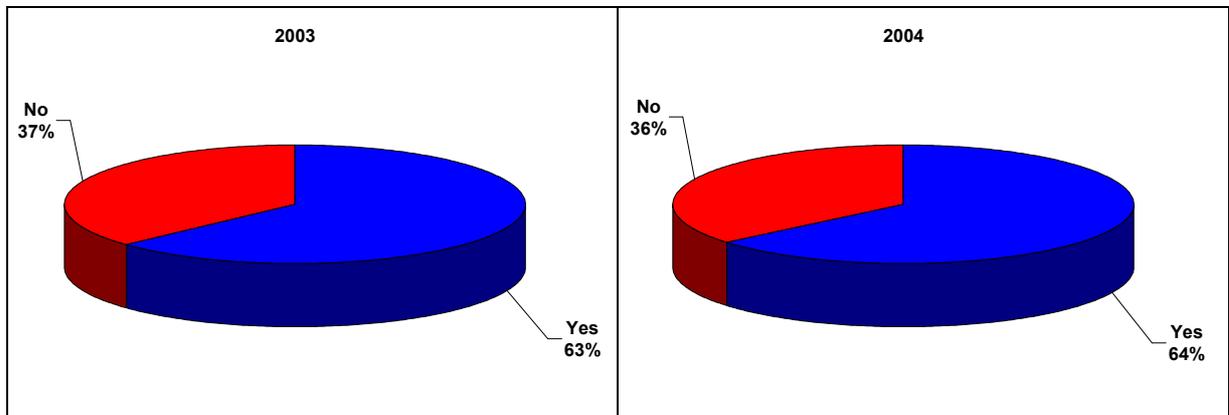
In 2004 almost two-thirds (64%) of large employers reported that they had achieved their affirmative action goals as set out in their employment equity plans for the period 2003-2004. This proportion is slightly higher than the 63% of 2003, although marginally less than the 65% that was reported in the 2002 period.

Table 49: Achievement of affirmative action objectives

Yes	%	No	%
1,2147	64.2%	677%	35.8%

The charts below represent this slight increase between 2003 and 2004 graphically.

Figure 9: Proportion of employers achieving affirmative action goals



The proportion of employers achieving their affirmative action goals has increased slightly from 2003 to 2004. Although organizational changes in large employers may have caused difficulty in achieving the numerical and employment equity goals in previous years, this was less of an obstacle during 2004. Evident from the qualitative analysis though is that HIV/AIDS education and prevention is becoming a growing concern for large employers in achieving employment equity.

PART 2: SMALL EMPLOYERS

Small employers are defined as employers that employ fewer than 150 employees. Small employers have to report to the Department of Labour on the status of their labour force once every two years. They have to complete the EEA 2A form, which differs from the EEA 2 form that large employers have to complete.

Section A of the report lists general employer details. Some geographical deductions will also be made from this section.

Section B addresses the quantitative issues relating to the labour force of small employers. This section of the form captures employment in various occupational categories and levels. It also makes a distinction between the demographic distribution within each occupational category and level. It also captures termination of people in employment of small employers.

Section C makes a qualitative assessment of issues pertaining to small employers. Awareness of employment equity and consultation processes prior to employment equity planning is questioned. Issues relating to barriers to achieving employment equity and measures taken to achieve employment equity are included. This section also required employers to indicate the numerical goals and by what year they intend to achieve these goals. Lastly, mention is made to what resources have been allocated towards implementation of the process and how regularly the employment equity process is monitored.

11. SECTION A: DEMOGRAPHICS

Section A of the employment equity forms contains the demographic information of small employers submitting these forms. This demographic information includes the contact details of the employer and the nature of the employer's business.

11.1 Reporting employers & employees

A total of 3,304 employers reported on 194,143 employees (permanent and non-permanent) during the 2004 Employment Equity reporting period.

Table 50: Changes in reporting (small employers only)

Year	Number of employers	Y-o-Y % change	Number of employees	Y-o-Y % change	Avg employer size
2002	4,263		231,570		54
2004	3,304	-22.5%	194,143	-16.2%	59

The number of small employers reported on in the 2004 reporting period is substantially less than what was reported on in the 2002 period. Once again it is important to note that this sample excludes employees who reported after the October 2004 reporting deadline, employers who requested extensions, employers who submitted data in non-prescribed formats and employers who did not complete the reporting forms as set out in the EEA regulations. A number of unsigned forms were also rejected and returned to employers.

11.2 Provincial distribution

The provincial allocation of the employers was done using the town names as well as the telephone dialling code of each company. All employers had town names but not all had telephone dialling codes. According to the data, the "headquarter" effect is clearly present, since the bulk of employers are situated in Gauteng.

Table 51: Provincial distribution

Province	EE 2002		EE 2004	
	No.	%	No.	%
Gauteng	2,085	49.0%	1,859	56.3%
Western Cape	793	18.6%	500	15.1%
KwaZulu-Natal	631	14.8%	399	12.1%
Eastern Cape	289	6.8%	190	5.8%
Mpumalanga	81	1.9%	165	5.0%
North West	108	2.5%	43	1.3%
Free State	152	3.6%	71	2.1%
Northern Cape	5	0.1%	27	0.8%
Limpopo	112	2.6%	50	1.5%
Total	4,256	100%	3,304	100%

There was some change in the provincial distribution of small employers that reported over time. It seems that Gauteng increased its share of small employers reporting mainly at the expense of the Western Cape and Kwazulu-Natal. Close to half (56.3%) of small reporting employers are based in Gauteng, with less than a fifth (15.1%) in the Western Cape followed by Kwazulu Natal (12.1%). The remaining provinces accounted for slightly less than a fifth (16.5%) of all reporting employers.

11.3 Nature of business

Table 52: Nature of business

Nature	2004	
	No.	%
Company/CC	2,845	86.1%
Local/ Public Authority	50	1.5%
Partnership	156	4.7%
Individual	246	7.5%
Unclassified	7	0.2%
Total	3,304	100%

The vast majority (86.1%) of small employers who reported in 2004 were private employers. Individuals (7.5%) and Partnerships (4.7%) were the other 2 categories with some, though small, representation.

11.4 Provincial distribution and nature of business

Table 53: Provincial distribution by nature of business

Province	Nature of business					
	Government		Non-government		Total	
	No.	%	No.	%	No.	%
Gauteng	4	40.0%	1,855	56.3%	1,859	56.3%
Western Cape	2	20.0%	498	15.1%	500	15.1%
Kwazulu-Natal	0	0.0%	399	12.1%	399	12.1%
Eastern Cape	1	10.0%	189	5.7%	190	5.8%
North West	0	0.0%	43	1.3%	43	1.3%
Mpumalanga	1	10.0%	164	5.0%	165	5.0%
Free State	0	0.0%	71	2.2%	71	2.1%
Northern Cape	1	10.0%	26	0.8%	27	0.8%
Limpopo	1	10.0%	49	1.5%	50	1.5%
Total	10	100%	3,294	100%	3,304	100%

Close to half of all government and non-government employers were situated in Gauteng (56.4%) followed by the Western Cape (15.2%) and Kwazulu-Natal (12.1%).

Table 54: Provincial distribution by nature of business

Province	Nature of business					
	Government		Non-government		Total	
	No.	%	No.	%	No.	%
Gauteng	4	0.2%	1,855	99.8%	1,859	100%
Western Cape	2	0.4%	498	99.6%	500	100%
Kwazulu-Natal	0	0.0%	399	100.0%	399	100%
Eastern Cape	1	0.5%	189	99.4%	190	100%
North West	0	0.0%	43	100.0%	43	100%
Mpumalanga	1	0.6%	164	99.3%	165	100%
Free State	0	0.0%	71	100.0%	71	100%
Northern Cape	1	3.7%	26	96.3%	27	100%
Limpopo	1	2.0%	49	98.0%	50	100%
Total	10	0%	3,294	100%	3,304	100%

Due to the fact that only 10 government institutions were captured in the data set that was available comparison between government and non-government institutions would not be of any significance.

12. SECTION B: WORKFORCE PROFILE

Section B of the employment equity form requires employers to disaggregate the total number of their employees by gender and population group for all occupational categories and levels. Small employers only need to state the total number of employees with disabilities in this section as opposed to large employers who are required to disaggregate the number of their employees with disabilities.

Note that not all employers were able to report by both occupational category and occupational level, which explains marginal differences in the total of these tables.

12.1 Occupational categories

Employees should be grouped into nine standard occupational categories according to the South African Standard Classification of Occupations (SASCO). Employers are required to report on the number of employees (disaggregated by gender and population group) in each of these occupational categories. The occupational categories, in hierarchical order, are: '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' and 'Elementary occupations'. These occupational categories can also be used as a proxy for skill levels.

In this section employees are reported on according to occupational categories and levels.

Employees with disabilities are not reported on in separate tables, but are added as a single entry in each table. Table 55 presents the data according to occupational category, according to gender and population group. Table 56 presents the identical data combined with ratios that show the gender and population group distribution by occupational category. Certain aspects of these tables will be briefly discussed in order to highlight key issues.

Table 55: Occupational categories, gender & population group (1)

Occupational categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators	1,609	833	988	9,779	539	367	245	3,323	17,683
%	1.9%	4.0%	14.7%	31.9%	1.7%	2.3%	6.6%	14.3%	8.1%
Professionals	17,885	4,098	885	1,495	2,656	1,901	217	82	29,219
%	21.1%	19.5%	13.2%	4.9%	8.2%	11.7%	5.9%	0.4%	13.3%
Technicians	2,395	1,110	987	6,439	913	529	441	3,282	16,096
%	2.8%	5.3%	14.7%	21.0%	2.8%	3.3%	11.9%	14.1%	7.4%
Clerks	3,124	1,126	1,149	1,801	3,855	3,133	1,604	11,109	26,901
%	3.7%	5.4%	17.1%	5.9%	11.8%	19.3%	43.4%	47.6%	12%
Service	5,718	1,486	895	4,798	4,399	2,038	596	4,087	24,017
%	6.7%	7.1%	13.4%	15.6%	13.5%	12.6%	16.1%	17.5%	11.0%
Skilled agricultural	2,260	1,246	11	308	989	1,000	3	54	5,871
%	2.7%	5.9%	0.2%	1.0%	3.0%	6.2%	0.1%	0.2%	2.7%
Craft	4,170	1,669	427	2,652	746	394	44	128	10,230
%	4.9%	7.9%	6.4%	8.6%	2.3%	2.4%	1.2%	0.5%	4.7%
Plant operators	17,885	4,098	885	1,495	2,656	1,901	217	82	29,219
%	21.1%	19.5%	13.2%	4.9%	8.2%	11.7%	5.9%	0.4%	13.3%
Elementary	24,239	3,821	259	622	12,564	3,041	174	244	44,964
%	28.6%	18.2%	3.9%	2.0%	38.6%	18.7%	4.7%	1.0%	20.5%
TOTAL PERMANENT	79,285	19,487	6,486	29,389	29,317	14,304	3,541	22,391	204,200
%	93.5%	92.6%	96.8%	95.8%	90.1%	88.2%	95.7%	96.0%	93.2%
Non – permanent employees	5,524	1,546	217	1,286	3,219	1,916	158	927	14,793
%	6.5%	7.4%	3.2%	4.2%	9.9%	11.8%	4.3%	4.0%	6.8%
TOTAL	84,809	21,033	6,703	30,675	32,536	16,220	3,699	23,318	218,993
%	100%	100%	100%	100%	100%	100%	100%	100%	100%

People with disabilities	682	198	55	440	238	101	23	231	1,968
% of total employees	0.8%	0.9%	0.8%	1.4%	0.7%	0.6%	0.6%	1.0%	0.9%

When comparing the distribution of males and females over the different occupational categories, males tend to be employed at the top and low end of the occupational categories, while women tend to find employment in the middle and low categories.

The trends are less clear when looking at employment distribution of each of the population groups over the employment categories. Whites seem to be favoured by the upper and middle to low end of employment, while Africans seem to be employed at the bottom end and upper middle end. Coloureds also tend to be employed in the top and low ranges while Indians are generally employed at the top end.

Table 56: Occupational categories, gender & population group (2)

Occupational categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators	1,609	833	988	9,779	539	367	245	3,323	17,683
%	9.1%	4.7%	5.6%	55.3%	3.0%	2.1%	1.4%	18.8%	100%
Professionals	17,885	4,098	885	1,495	2,656	1,901	217	82	29,219
%	61.2%	14.0%	3.0%	5.1%	9.1%	6.5%	0.7%	0.3%	100%
Technicians	2,395	1,110	987	6,439	913	529	441	3,282	16,096
%	14.9%	6.9%	6.1%	40.0%	5.7%	3.3%	2.7%	20.4%	100%
Clerks	3,124	1,126	1,149	1,801	3,855	3,133	1,604	11,109	26,901
%	11.6%	4.2%	4.3%	6.7%	14.3%	11.6%	6.0%	41.3%	100%
Service	5,718	1,486	895	4,798	4,399	2,038	596	4,087	24,017
%	23.8%	6.2%	3.7%	20.0%	18.3%	8.5%	2.5%	17.0%	100%
Skilled agricultural	2,260	1,246	11	308	989	1,000	3	54	5,871
%	38.5%	21.2%	0.2%	5.2%	16.8%	17.0%	0.1%	0.9%	100%
Craft	4,170	1,669	427	2,652	746	394	44	128	10,230
%	40.8%	16.3%	4.2%	25.9%	7.3%	3.9%	0.4%	1.3%	100%
Plant operators	17,885	4,098	885	1,495	2,656	1,901	217	82	29,219
%	61.2%	14.0%	3.0%	5.1%	9.1%	6.5%	0.7%	0.3%	100%
Elementary occupations	24,239	3,821	259	622	12,564	3,041	174	244	44,964
%	53.9%	8.5%	0.6%	1.4%	27.9%	6.8%	0.4%	0.5%	100%
TOTAL PERMANENT	79,285	19,487	6,486	29,389	29,317	14,304	3,541	22,391	204,200
%	38.8%	9.5%	3.2%	14.4%	14.4%	7.0%	1.7%	11.0%	100%
Non – permanent employees	5,524	1,546	217	1,286	3,219	1,916	158	927	14,793
%	37.3%	10.5%	1.5%	8.7%	21.8%	13.0%	1.1%	6.3%	100%
TOTAL	84,809	21,033	6,703	30,675	32,536	16,220	3,699	23,318	218,993
%	38.7%	9.6%	3.1%	14.0%	14.9%	7.4%	1.7%	10.6%	100%

People with disabilities	682	198	55	440	238	101	23	231	1,968
% of total employment	0.8%	0.9%	0.8%	1.4%	0.7%	0.6%	0.6%	1.0%	0.9%

Table 56 shows that male employees account for almost two thirds (66%) of the total (permanent and non-permanent) workforce. Male employees also dominate most of the occupational categories, with the exception the clerk (27%) category. Legislators are predominantly White (74%) while Professionals tend to be African (70%). Technicians (60%) and Clerks (48%) are mostly White, while the rest of the categories are dominated by Africans.

12.2 Occupational levels

In addition to the nine occupational categories, employers are also required to group employees into six occupational levels: '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' and 'Unskilled and defined decision making'.

The 2004 data on occupational levels is presented in two separate tables. Table 57 presents the data along with ratios that show the distribution of occupational levels by gender and population group. Table 58 presents the identical data combined with ratios that show the gender and population group distribution by occupational level.

Table 57: Occupational levels, gender and population group (1)

Occupational levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	419	203	330	4,744	124	68	56	924	6,868
%	0.6%	1.2%	5.3%	14.2%	0.4%	0.5%	1.6%	3.5%	3.5%
Senior management	644	384	460	4,677	227	197	153	1,976	8,718
%	1.0%	2.3%	7.4%	14.0%	0.8%	1.4%	4.2%	7.4%	4.4%
Mid-management	1,440	742	775	6,473	720	406	338	4,574	15,468
%	2.1%	4.4%	12.5%	19.4%	2.4%	2.8%	9.4%	17.1%	7.8%
Skilled	8,311	3,479	2,291	10,968	3,229	2,362	1,288	10,151	42,079
%	12.3%	20.4%	37.1%	32.9%	10.7%	16.4%	35.7%	37.9%	21.2%
Semi-skilled	23,580	6,630	1,736	4,363	8,942	6,180	1,368	7,605	60,404
%	35.0%	38.9%	28.1%	13.1%	29.7%	42.8%	38.0%	28.4%	30.4%
Unskilled	27,425	4,066	374	743	13,703	3,294	255	604	50,464
%	40.7%	23.9%	6.1%	2.2%	45.5%	22.8%	7.1%	2.3%	25.4%
TOTAL PERMANENT	61,819	15,504	5,966	31,968	26,945	12,507	3,458	25,834	184,001
%	91.7%	91.0%	96.5%	96.0%	89.5%	86.7%	96.0%	96.5%	92.5%
Non – permanent employees	5,572	1,541	214	1,346	3,173	1,923	145	942	14,856
%	8.3%	9.0%	3.5%	4.0%	10.5%	13.3%	4.0%	3.5%	7.5%
TOTAL	67,391	17,045	6,180	33,314	30,118	14,430	3,603	26,776	198,857
%	100%	100%	100%	100%	100%	100%	100%	100%	100%

People with disabilities	756	176	45	497	149	102	21	228	1,974
% of total employees	1.1%	1.0%	0.7%	1.5%	0.5%	0.7%	0.6%	0.9%	1.0%

Only 7.9% of all employees fall into the top or senior management levels with middle management accounting for 7.8%. Semi- and unskilled employees account for 55.8% of the workforce. Male employees are more likely than females to be employed at the top to middle management level, but also more likely to be employed at the unskilled level. Female employees are more likely than men to be part of junior management. The bulk of African males find themselves in the unskilled (44%) and semi-skilled (38%) levels. White employees are more likely to be part of top to middle management than members of any of the other population groups.

Table 58: Occupational levels, gender and population group (2)

Occupational levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	419	203	330	4,744	124	68	56	924	6,868
%	6.1%	3.0%	4.8%	69.1%	1.8%	1.0%	0.8%	13.5%	100%
Senior management	644	384	460	4,677	227	197	153	1,976	8,718
%	7.4%	4.4%	5.3%	53.6%	2.6%	2.3%	1.8%	22.7%	100%
Mid-management	1,440	742	775	6,473	720	406	338	4,574	15,468
%	9.3%	4.8%	5.0%	41.8%	4.7%	2.6%	2.2%	29.6%	100%
Skilled	8,311	3,479	2,291	10,968	3,229	2,362	1,288	10,151	42,079
%	19.8%	8.3%	5.4%	26.1%	7.7%	5.6%	3.1%	24.1%	100%
Semi-skilled	23,580	6,630	1,736	4,363	8,942	6,180	1,368	7,605	60,404
%	39.0%	11.0%	2.9%	7.2%	14.8%	10.2%	2.3%	12.6%	100%
Unskilled	27,425	4,066	374	743	13,703	3,294	255	604	50,464
%	54.3%	8.1%	0.7%	1.5%	27.2%	6.5%	0.5%	1.2%	100%
TOTAL PERMANENT	61,819	15,504	5,966	31,968	26,945	12,507	3,458	25,834	184,001
%	33.6%	8.4%	3.2%	17.4%	14.6%	6.8%	1.9%	14.0%	100%
Non – permanent employees	5,572	1,541	214	1,346	3,173	1,923	145	942	14,856
%	37.5%	10.4%	1.4%	9.1%	21.4%	12.9%	1.0%	6.3%	100%
TOTAL	67,391	17,045	6,180	33,314	30,118	14,430	3,603	26,776	198,857
%	33.9%	8.6%	3.1%	16.8%	15.1%	7.3%	1.8%	13.5%	100%

People with disabilities	756	176	45	497	149	102	21	228	1,974
% of total	1.1%	1.0%	0.7%	1.5%	0.5%	0.7%	0.6%	0.9%	1.0%

Male employees represent the majority of employees in all occupational levels. This is most evident at the top (83%) and senior (70%) management levels and least evident at the unskilled (59%) and semi-skilled (60%) level.

African employees represent the majority of employees at the semi- skilled (54%) and unskilled (81%) levels, but only represent 8% of employees in top management. The majority of employees at the top (83%) and senior (76%) management levels are White.

12.3 Occupational categories & disability

Small employers are only required to disaggregate the number of their employees with disabilities by gender and population group. Certain aspects of these tables will again be discussed and selected data will be analysed using graphs. In particular, these methods will be used in order to compare 2004 data with that of 2002. The number of employees with disabilities reported on varies only by a small margin when comparing the figures per occupational category and level.

The table below represents the total number of employees with disabilities reported by small employers from 2002 to 2004.

Table 59: Employees with disabilities (permanent employees only)

Year	Number of employees	Y-o-Y % Change
2002	2,935	-
2004	1,968	-32.9%

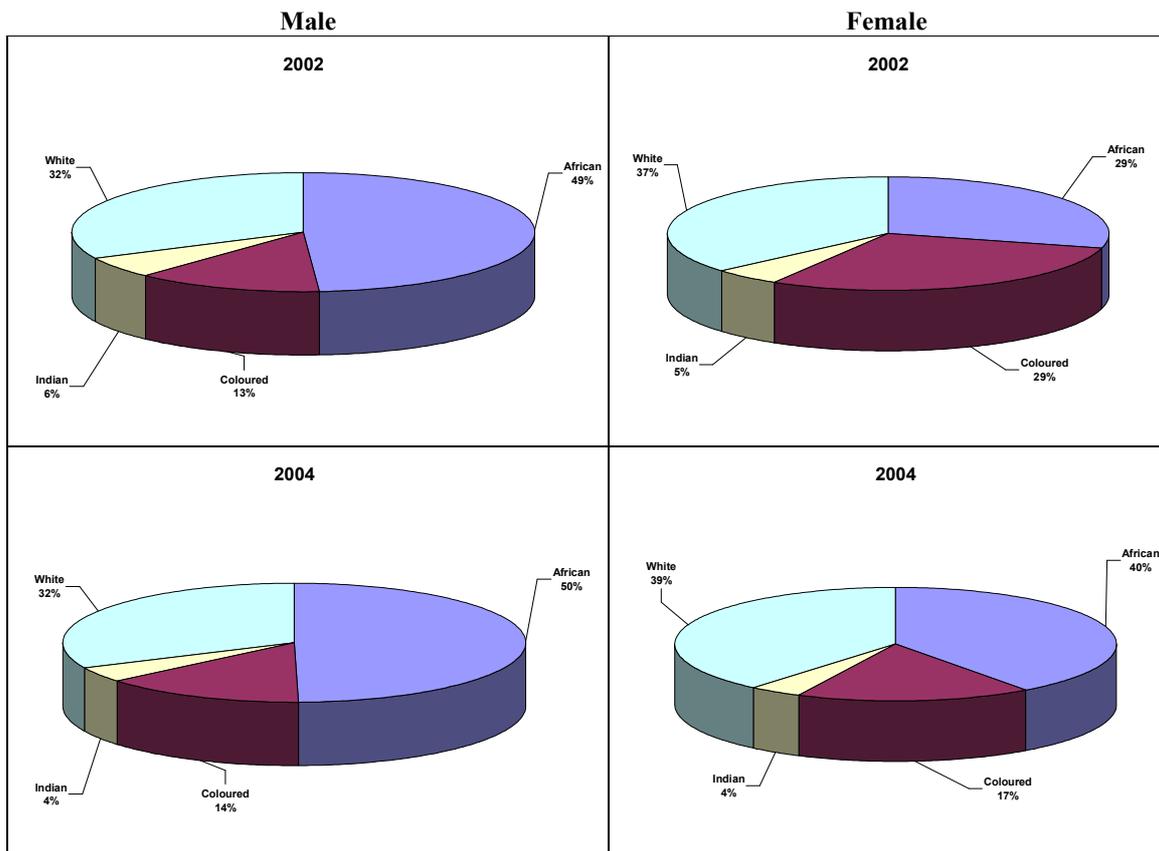
There were only marginal changes in the share of each population in the contribution towards people with disabilities employed between 2002 and 2004. Africans with disabilities obtained a larger share of disability employment in 2004, while the proportion of Coloureds with disabilities declined. Indians with disabilities marginally increased their share, while Whites with disabilities' share was largely unchanged.

Figure 10 illustrates the distribution of occupational categories amongst permanently employed persons with disabilities and the change in distribution between 2002 and 2004:

There was very little change in the distribution of males with disabilities among the different population groups between 2002 and 2004. Females with disabilities on the other hand showed more dramatic shifts in the percentage share. The share of African females with disabilities increased employed by small employers increased from 29% in 2002 to 40% in 2004. The proportion of Coloured females with

disabilities declined from 29% in 2002 to 17% in 2004. The percentage of Indians with disabilities and White females with disabilities remained largely unchanged.

Figure 10: Employees with disabilities



Approximately 70% of the employees with disabilities reported are male. There are more males with disabilities working in small employers in each of the population groups when compared to females with disabilities.

Approximately 50% of all males with disabilities are reported to be African, while only 40% of female employees are said to be African. There is a higher percentage of Coloured and White female employees with disabilities as opposed to their male counterparts. Indian males with disabilities and females with disabilities held an equal (4%) share of the disability employment of the male and female groups, respectively.

13. SECTION B: TERMINATIONS

Section B of the employment equity form (EEA 2A) requires small employers to provide a gender and population group breakdown of employees terminated and the reason for termination.

13.1 Terminations

Terminations can result from Resignation, Non-renewal of contracts, Dismissal (Retrenchment, Misconduct, and Incapacity) and various other reasons. Table 60 below serves as an indication of how employment was terminated in each population group and gender.

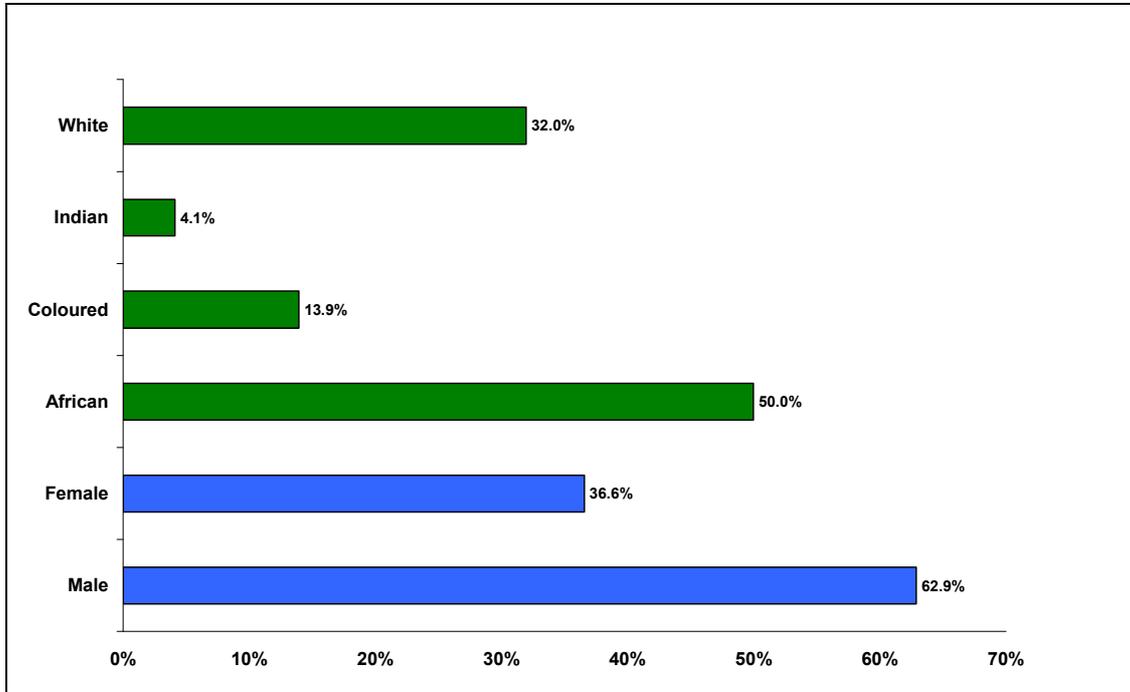
Table 60: Termination categories by gender and population group

Terminations	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Resignation	3,696	1,327	540	4,523	1,918	1,199	419	4,089	17,711
%	20.9%	7.5%	3.0%	25.5%	10.8%	6.8%	2.4%	23.1%	100.0%
Non-renewal of contract	3,441	608	97	741	1,335	454	54	376	7,106
%	48.4%	8.6%	1.4%	10.4%	18.8%	6.4%	0.8%	5.3%	100.0%
Dismissal – operational requirements (retrenchment)	1,532	188	100	530	516	174	60	412	3,512
%	43.6%	5.4%	2.8%	15.1%	14.7%	5.0%	1.7%	11.7%	100.0%
Dismissal – misconduct	2,044	503	81	316	485	194	30	146	3,799
%	53.8%	13.2%	2.1%	8.3%	12.8%	5.1%	0.8%	3.8%	100.0%
Dismissal – incapacity	202	69	16	76	64	28	8	61	524
%	38.5%	13.2%	3.1%	14.5%	12.2%	5.3%	1.5%	11.6%	100.0%
Other	2,456	328	112	532	1,265	219	49	321	5,282
%	46.5%	6.2%	2.1%	10.1%	23.9%	4.1%	0.9%	6.1%	100.0%
Total	13,371	3,023	946	6,718	5,583	2,268	620	5,405	37,934
%	35.2%	8.0%	2.5%	17.7%	14.7%	6.0%	1.6%	14.2%	100.0%

The main reason for termination of employment within small employers in 2004 was reported to be resignation followed by non-renewal of contracts. The highest percentage of resignations came from White males and females. Non-renewal of contracts predominantly fell on African males followed by African females. African males were also the population group reported to be dismissed the most either through retrenchment, misconduct or incapacity.

Almost 56% of all terminations in the male group could be attributed to Africans while Whites males contributed 28% followed by Coloured (13%) and Indians (4%). Within the female group 40% of all terminations could be attributed to Africans while Whites contributed 39% followed by Coloured (16%) and Indians (4%).

Figure 11: Terminations by gender and population



Half of all terminations by small employers in 2004 could be attributed to Africans followed by Whites (32%), Coloureds (14%) and Indians (4%). Males accounted for 63% of all terminations reported on by small employers in 2004.

14. SECTION C: QUALITATIVE ASSESSMENT

Section C of the form for small employers covers knowledge about, and implementation of, employment equity processes.

- Employers report on which awareness measures were implemented during the previous year, and also specify the number of employees who received employment equity / non-discrimination training.
- Employers specify which stakeholders were involved in the consultation process prior to the development of the employer's employment equity plan, what level of agreement was reached in the formulation of the plan, and how regularly meetings with the stakeholders took place.
- Employers report on the categories of employment policy / practices which were identified as barriers to employment equity. They also report on the reasons why they identified these categories as barriers.
- Employers report on affirmative action measures they have implemented and provide details of these measures.
- Employers report on the numerical goals of their current employment equity plan in terms of gender and population group by occupational categories. They also specify by which year they intend to achieve their numerical goals.
- Finally, employers report on what resources have been allocated to the implementation of employment equity during the previous year, and how regularly they monitor progress on the implementation of the employment equity plan.

14.1 Awareness of employment equity

The majority of all employers indicated that they raised awareness of the Employment Equity Act through: diversity management programmes (81%) and discrimination awareness programmes (68%). Less than half of the small employers reported that they had provided employment equity training through employment equity training (49%), formal written communication (36%), a policy statement that included reference to employment equity (30%) and displaying a summary of the act (14%).

Table 61 below gives a detailed breakdown on how small employers reported on their formal awareness measures.

Table 61: Employers that implemented formal awareness measures

Formal awareness measure	Yes	%	No	%	Total	%
Discrimination awareness programmes	2,247	68.0%	1,057	32.0%	3,304	100%
Diversity management programmes	2,674	80.9%	630	19.1%	3,304	100%
Employment Equity training	1,618	49.0%	1,686	51.0%	3,304	100%
Formal written communication	1,203	36.4%	2,101	63.6%	3,304	100%
Policy statement includes reference to employment equity	1,003	30.4%	2,301	69.6%	3,304	100%
Summary of the Act displayed	474	14.3%	2,830	85.7%	3,304	100%

14.2 Consultation

Within the consultation process small employers had to report on which stakeholders were involved in the consultation process prior to the development of an employment equity plan, what the level of agreement was and the regularity of meetings with stakeholders.

14.2.1 Stakeholders

Employers were required to indicate which stakeholders were involved in the consultation process prior to the development of their employment equity plans. Almost three quarters (74%) said that they had involved their employees in the process.

Table 62: Stakeholders involved in consultation process

Stakeholders	Yes	%	No	%	Total	%
Consultative body or forum	1,629	49.3%	1,675	50.7%	3,304	100%
Employees	2,433	73.6%	871	26.4%	3,304	100%
Registered trade union (s)	732	22.2%	2,572	77.8%	3,304	100%
Workplace forum	831	25.2%	2,473	74.8%	3,304	100%

The majority of the small employers stated that they met with registered trade unions and workplace forums prior to development of an employment equity plan.

¹The number of workplace forums consulted is inaccurate. There are only approximately 20 registered forums in the country. It appears that the most logical explanation is that employers confuse employment equity forums with official workplace forums (labour relations forums at workplaces established in terms of the LRA). It is suggested that the above data is viewed in this context.

14.2.2 Level of agreement

Of the employers that reported on the level of agreement reached in the formulation of their employment equity plans, practically all (97%) reached an agreement. Most of these (90%) reported that they had reached either total or sufficient agreement.

Table 63: Level of agreement reached in employment equity plan formation

Level of agreement	Number	%
Total agreement	1,033	33.0%
Sufficient agreement	1,790	57.2%
Some agreement	208	6.7%
No agreement	96	3.1%
Total	3,127	100%

14.2.3 Regularity of consultation

All employers are required to report on the regularity of the meetings with stakeholders that they had consulted while developing their employment equity plan. In the 2004 reporting period almost a half (42%) of small employers indicated that they had consulted with their stakeholders on a quarterly basis, 29% of employers indicated that they consulted with their stakeholders annually, while only 13% of employers indicated that they consulted with their stakeholders on a monthly basis.

Table 64: Stakeholders: meeting regularity

Regularity of meetings	Number	%
Weekly	69	2.2%
Monthly	403	12.8%
Quarterly	1,328	42.3%
Yearly	916	29.2%
Other	421	13.4%
Total	3,137	100%

14.3 Barriers to employment equity

The most common barrier to the achievement of employment equity, as reported by small employers, in both 2002 and 2004 was the low staff turnover and skills availability. Succession and experience planning, recruitment and selection procedures and training and development were also commonly reported as barriers across both years. The table also shows that there is no category that was mentioned less in 2004 when compared to 2002 with the exception of performance and evaluation systems.

Table 65: Barriers to employment equity: identified policies/practices

Categories	2004		2002	
	Number	%	Number	%
Corporate culture	263	8%	172	8%
HIV/Aids education and prevention	502	15%	304	15%
Job classification and grading	412	12%	222	11%
Low staff turnover	1,573	48%	823	40%
Performance and evaluation systems	439	13%	285	14%
Recruitment and selection procedures	705	21%	432	21%
Skills Availability	1,582	48%	832	41%
Succession and experience planning	616	19%	356	18%
Training and development	732	22%	444	22%
Work environment and facilities	502	15%	267	13%

Large employers stated HIV/AIDS education and prevention is becoming a dominant and ever increasing problem. From table 65 above one can conclude that small employers see HIV/AIDS education and prevention to only be slightly more of a problem in 2004 when compared to 2002.

14.4 Employment equity plans

Small employers are required to report on affirmative action measures that they have implemented. Table 66 below shows what percentage of the small employers implemented which affirmative action measures as well as the most to least used measure.

In the 2004 reporting period the most common categories in which affirmative action measure were implemented by small employers were training and development, recruitment procedures and selection procedures. The least-used measures were diversity programmes and sensitization followed by reasonable accommodation.

Table 66: Affirmative action procedures implemented

Categories	Number	%	Rank
Training and development	1,868	56.5%	1
Recruitment and selection procedures	1,865	56.4%	2
Remuneration and benefits	1,167	35.3%	3
Terms and conditions of employment	1,117	33.8%	4
Succession and experience planning	1,096	33.2%	5
Performance and evaluation systems	1,000	30.3%	6
Job classification and grading	963	29.1%	7
Community investment and bridging programs	759	23.0%	8
Retention measures	728	22.0%	9
Reasonable accommodation	673	20.4%	10
Diversity programs and sensitization	555	16.8%	11

There is very little distinction in the measures ranked three to seven, with all of them almost equally used by small employers.

14.5 Numerical goals

Small employers are required to report on the numerical goals that they have set in their current employment equity plans. Small employers state their numerical goals in terms of employment level. Large employers had to state their numerical goals in each occupational category.

Table 67 below indicates the numerical goals small employers set for themselves per gender and population group within the various occupational levels. In table 68 that follows the small employers have to state in which year they aim to achieve these numerical goals.

The collective numerical goals of small employers that reported in the 2004 period state that they prefer an employment mix of 59% male and 41% female. This also translates to the fact that they aim to have more males in every occupational level relative to females.

Small employers also aim to employ 60% African, 19% White, 17% Coloured and 4% Indians. Whites still dominate the top to skilled occupational level, while Africans dominate the semi-skilled and unskilled occupational levels.

Table 67: Numerical goals

Occupational levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	718	252	300	3,286	290	117	92	754	5,809
%	0.6%	0.9%	2.7%	10.0%	0.4%	0.4%	1.2%	2.6%	1.8%
Senior management	1,019	452	430	3,077	536	272	185	1,516	7,487
%	0.8%	1.7%	3.8%	9.4%	0.7%	1.0%	2.4%	5.3%	2.3%
Mid-management	2,202	851	786	4,360	1,277	598	418	3,100	13,592
%	1.8%	3.1%	7.0%	13.3%	1.7%	2.2%	5.4%	10.8%	4.1%
Skilled	8,563	2,935	1,971	7,386	3,867	2,202	1,182	7,008	35,114
%	7.0%	10.9%	17.5%	22.5%	5.3%	8.1%	15.4%	24.4%	10.7%
Semi-skilled	18,204	4,596	1,303	2,944	7,287	4,022	1,019	4,906	44,281
%	14.9%	17.0%	11.5%	9.0%	10.0%	14.9%	13.3%	17.1%	13.4%
Unskilled	18,582	2,725	292	725	9,289	2,039	213	525	34,390
%	15.2%	10.1%	2.6%	2.2%	12.7%	7.5%	2.8%	1.8%	10.4%
TOTAL PERMANENT	49,288	11,811	5,082	21,778	22,546	9,250	3,109	17,809	140,673
%	40.4%	43.7%	45.0%	66.3%	30.9%	34.2%	40.4%	62.0%	42.7%
Non – permanent employees	72,615	15,219	6,206	11,061	50,462	17,781	4,581	10,911	188,836
%	59.6%	56.3%	55.0%	33.7%	69.1%	65.8%	59.6%	38.0%	57.3%
TOTAL	121,903	27,030	11,288	32,839	73,008	27,031	7,690	28,720	329,509
%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Table 67 should be read in conjunction with table 68. The numerical goals in table 67 are a combination of goals set by various small employers for various years. Since 99% (excluding other/unclassified) of the small employers reported they will achieve their numerical goals by not later than 2010 one could assume, all other things being equal, that 99% of the target set in table 67 will be realised by 2010.

Table 68: Year by which numerical goals will be achieved

Year	No.	%
2004	83	2.5%
2005	760	23.0%
2006	1,056	32.0%
2007	283	8.6%
2008	251	7.6%
2009	263	8.0%
2010	52	1.6%
Other	556	16.8%

Of the employers who reported on the year in which they hoped to achieve their numerical goals, 3% hoped to have achieved them already by the time they submitted their employment equity report for 2004. A further 23% were planning to reach their numerical goals by the end of 2005 and 32% for 2006. Only a couple of small employers stated that employment equity goals will only be reached beyond 2010. However, the tables relating to numerical goals should be interpreted with caution. This is because different employers will aim to achieve different aspects of their employment equity goals in the years that they have stated.

13.6 Resources

All employers are required to report on whether or not they allocated resources to particular areas in order to achieve employment equity.

Table 69: Allocated resources for employment equity implementation

Allocation of Resources	Yes	%	No	%	Total	%
Appointed a designated officer to manage the implementation	599	18.1%	2,705	81.9%	3,304	100%
Allocated a budget to support the implementation goals of employment equity	1,443	43.7%	1,861	56.3%	3,304	100%
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis	1,075	32.5%	2,229	67.5%	3,304	100%

A significant majority of small employers (82%) reported that they had appointed a designated officer to manage the implementation of an employment equity plan. A large proportion (67%) reported that they had allocated time off for an employment equity consultative committee to meet on a regular basis. In addition, almost half (56%) of small employers indicated that they had allocated a budget to support the implementation of their employment equity goals.

14.7 Monitoring and evaluation of implementation

Quarterly monitoring and evaluation of employment equity plans was most common (45%) amongst small employers, followed by yearly (22%), and other (11%), evaluations.

Table 70: Employment equity implementation: monitoring & evaluation

Frequency	Number	%
Weekly	17	0.5%
Monthly	287	9.2%
Quarterly	1,386	44.5%
Yearly	1,089	35.0%
Other	334	10.7%
Total	3,113	100%

Generally small employers seem well equipped to implement and execute employment equity plans. One possible reason could be that due to the smaller size of these employers, they are more “mobile” and therefore adjust more easily to a changing environment.

PART 3: APPENDIX

Tables 71-78 on the following pages illustrate the occupational categories and levels of large and small employers respectively over the last few years. However, readers should be cautious with direct comparisons across the various years due to differences in the sample size of each year. As quality control of the data improved over the years, the sample size of the latest year (2004) was adversely affected. The Department is of the view that the sample size could improve in future along with the data quality and prompt submission of reports by employers as per the legislative deadlines.

Table 71: Occupational Categories – Large employers - Males

Occupational Categories	African			Coloured			Indian			White		
	2002	2003	2004	2002	2003	2004	2002	2003	2004	2002	2003	2004
Legislators	13,057	21,478	13,205	4,382	5,923	4,405	4,236	5,806	4,547	47,569	61,020	43,382
Professionals	31,084	74,346	40,953	10,700	12,833	11,676	4,997	8,065	5,190	48,456	65,439	43,493
Technicians	36,940	67,947	33,561	14,114	21,188	11,772	10,446	16,958	9,466	61,723	86,473	52,749
Clerks	53,973	100,741	56,649	16,844	29,536	17,755	11,469	16,854	11,142	22,009	40,650	18,781
Service	154,988	127,790	155,075	28,885	25,251	24,980	10,942	11,749	10,386	52,365	45,528	41,699
Skilled agricultural	4,910	8,189	6,670	1,501	2,475	1,835	335	340	226	961	1,639	1,244
Craft	38,340	82,639	41,093	11,256	16,990	9,719	3,899	6,228	4,102	35,988	60,099	34,887
Plant operators	229,262	319,982	226,075	31,187	37,744	26,560	8,595	12,628	9,377	12,970	18,079	12,836
Elementary occupations	313,275	417,041	262,753	32,753	38,677	24,695	3,963	6,119	2,929	6,739	8,349	4,451
TOTAL PERMANENT	852,200	1,220,153	836,034	150,116	190,617	133,397	58,175	84,747	57,365	285,574	387,276	253,522
Non – permanent employees	111,370	147,359	119,626	19,595	27,756	21,528	6,201	12,051	7,587	21,169	31,484	23,418
TOTAL	963,570	1,367,512	955,660	169,711	218,373	154,925	64,376	96,798	64,952	306,743	418,760	276,940

Table 72: Occupational Categories – Large employers - Females

Occupational Categories	African			Coloured			Indian			White		
	2002	2003	2004	2002	2003	2004	2002	2003	2004	2002	2003	2004
Legislators	3,975	9,413	4,897	2,833	3,823	3,190	1,547	2,091	1,768	15,265	19,888	15,036
Professionals	49,297	91,308	41,818	17,649	16,765	16,304	4,577	5,443	3,570	37,984	49,435	31,117
Technicians	30,091	73,485	22,427	10,133	20,609	10,290	5,854	14,222	6,686	35,868	56,287	35,827
Clerks	56,123	91,684	67,912	35,748	50,680	38,307	15,417	22,278	15,636	93,003	119,952	84,579
Service	64,551	67,326	73,937	21,287	26,716	21,812	6,197	8,005	6,723	33,148	32,428	29,538
Skilled agricultural	1,844	3,827	3,036	1,600	2,156	1,705	236	74	33	659	697	660
Craft	2,218	5,376	3,722	2,016	2,377	1,560	349	500	308	1,004	1,511	1,031
Plant operators	27,305	39,527	27,106	24,351	26,845	18,448	4,923	5,287	4,309	2,522	2,315	1,495
Elementary occupations	105,476	144,807	106,756	24,385	33,442	22,134	2,482	3,246	1,670	2,822	4,380	2,072
TOTAL PERMANENT	349,078	526,753	351,611	137,929	183,413	133,750	40,671	61,146	40,703	218,162	286,893	201,355
Non – permanent employees	72,403	106,520	81,186	26,808	36,802	27,517	5,694	9,409	6,267	19,014	27,820	20,666
TOTAL	421,481	633,273	432,797	164,737	220,215	161,267	46,365	70,555	46,970	237,176	314,713	222,021

Table 73: Occupational levels – Large employers - Males

Occupational Levels	African			Coloured			Indian			White		
	2002	2003	2004	2002	2003	2004	2002	2003	2004	2002	2003	2004
Top management	948	1,741	1,256	305	477	344	478	651	558	7,958	10,469	7,982
Senior management	2,789	4,829	3,459	1,186	2,062	1,232	1,626	2,538	1,968	20,277	27,397	19,852
Mid-management	15,717	55,016	39,283	7,588	10,101	7,384	6,652	10,125	6,961	65,642	88,657	57,337
Skilled	111,518	196,875	94,485	38,912	55,454	34,364	22,154	32,853	20,797	127,005	184,536	110,226
Semi-skilled	378,299	494,638	399,981	66,180	81,554	61,970	23,234	29,319	21,918	55,954	60,996	49,895
Unskilled	363,340	452,942	288,287	35,017	42,371	27,823	5,334	8,244	5,102	7,795	10,295	5,385
TOTAL PERMANENT	859,109	1,206,041	826,751	148,318	192,019	133,117	59,285	83,730	57,304	280,889	382,350	250,677
Non – permanent employees	102,723	142,049	114,363	19,384	26,496	20,333	6,369	11,422	7,163	23,652	31,691	23,124
TOTAL	961,832	1,348,090	941,114	167,702	218,515	153,450	65,654	95,152	64,467	304,541	414,041	273,801

Table 74: Occupational levels – Large employers - Females

Occupational Levels	African			Coloured			Indian			White		
	2002	2003	2004	2002	2003	2004	2002	2003	2004	2002	2003	2004
Top management	243	568	393	76	132	83	68	115	86	1,017	1,362	1,079
Senior management	829	1,899	1,256	409	958	500	356	662	498	4,715	7,088	5,326
Mid-management	6,650	45,782	34,442	3,818	5,695	4,042	2,523	4,222	3,322	27,597	38,524	27,146
Skilled	84,590	157,342	61,606	37,109	53,256	36,482	14,276	24,166	14,086	99,217	137,055	89,707
Semi-skilled	131,044	159,701	126,033	62,551	83,715	62,075	19,271	25,232	18,152	80,685	95,826	72,548
Unskilled	128,592	159,818	129,408	33,050	41,887	30,043	4,866	6,751	4,584	5,286	6,828	8,052
TOTAL PERMANENT	349,766	525,110	353,138	135,968	185,643	133,225	40,772	61,148	40,728	216,523	286,683	203,858
Non – permanent employees	71,922	93,477	68,174	27,030	33,109	24,318	5,856	8,654	5,405	20,330	27,222	20,640
TOTAL	421,688	618,587	421,312	162,998	218,752	157,543	46,628	69,802	46,133	236,853	313,905	224,498

Table 75: Occupational Categories – Small employers - Males

Occupational Categories	African		Coloured		Indian		White	
	2002	2004	2002	2004	2002	2004	2002	2004
Legislators	761	1,609	352	833	526	988	4,990	9,779
Professionals	420	17,885	118	4,098	266	885	2,413	1,495
Technicians	1,303	2,395	580	1,110	618	987	3,460	6,439
Clerks	1,892	3,124	640	1,126	734	1,149	1,039	1,801
Service	2,466	5,718	571	1,486	479	895	2,347	4,798
Skilled agricultural	1,222	2,260	386	1,246	15	11	163	308
Craft	2,183	4,170	702	1,669	173	427	1,250	2,652
Plant operators	9,522	17,885	1,767	4,098	387	885	826	1,495
Elementary occupations	13,178	24,239	1,852	3,821	156	259	330	622
TOTAL PERMANENT	32,947	79,285	6,968	19,487	3,354	6,486	16,818	29,389
Non – permanent employees	3,864	5,524	613	1,546	114	217	642	1,286
TOTAL	36,811	84,809	7,581	21,033	3,468	6,703	17,460	30,675
People with disabilities	344	682	71	198	29	55	265	440

Table 76: Occupational Categories – Small employers - Females

Occupational Categories	African		Coloured		Indian		White	
	2002	2004	2002	2004	2002	2004	2002	2004
Legislators	214	539	165	367	108	245	1,662	3,323
Professionals	272	2,656	110	1,901	182	217	1,984	82
Technicians	506	913	269	529	205	441	2,001	3,282
Clerks	1,942	3,855	1,590	3,133	933	1,604	6,255	11,109
Service	1,765	4,399	729	2,038	334	596	2,094	4,087
Skilled agricultural	627	989	171	1,000	5	3	36	54
Craft	270	746	84	394	9	44	65	128
Plant operators	1,403	2,656	788	1,901	70	217	97	82
Elementary occupations	7,750	12,564	1,266	3,041	105	174	133	244
TOTAL PERMANENT	14,749	29,317	5,172	14,304	1,951	3,541	14,327	22,391
Non – permanent employees	2,337	3,219	491	1,916	79	158	489	927
TOTAL	17,086	84,809	5,663	21,033	2,030	6,703	14,816	30,675
People with disabilities	104	238	28	101	6	23	114	231

Table 77: Occupational levels – Small employers - Males

Occupational Levels	African		Coloured		Indian		White	
	2002	2004	2002	2004	2002	2004	2002	2004
Top management	254	419	105	203	180	330	2,354	4,744
Senior management	243	644	144	384	259	460	2,468	4,677
Mid-management	828	1,440	312	742	476	775	3,461	6,473
Skilled	4,548	8,311	1,617	3,479	1,179	2,291	6,067	10,968
Semi-skilled	12,268	23,580	2,523	6,630	909	1,736	2,165	4,363
Unskilled	15,457	27,425	2,249	4,066	223	374	452	743
TOTAL PERMANENT	33,598	61,819	6,950	15,504	3,226	5,966	16,967	31,968
Non – permanent employees	4,134	5,572	605	1,541	140	214	626	1,346
TOTAL	37,732	67,391	7,555	17,045	3,366	6,180	17,593	33,314
People with disabilities	409	756	49	176	30	45	224	497

Table 78: Occupational levels – Small employers - females

Occupational Levels	African		Coloured		Indian		White	
	2002	2004	2002	2004	2002	2004	2002	2004
Top management	57	124	28	68	25	56	448	924
Senior management	76	227	78	197	70	153	948	1,976
Mid-management	346	720	226	406	328	338	2,498	4,574
Skilled	1,530	3,229	1,050	2,362	648	1,288	5,651	10,151
Semi-skilled	4,232	8,942	2,172	6,180	793	1,368	4,444	7,605
Unskilled	8,268	13,703	1,621	3,294	154	255	256	604
TOTAL PERMANENT	14,509	26,945	5,175	12,507	2,018	3,458	14,245	25,834
Non – permanent employees	2,433	3,173	499	1,923	90	145	494	942
TOTAL	16,942	30,118	5,674	14,430	2,108	3,603	14,739	26,776
People with disabilities	87	149	25	102	14	21	98	228