

# **What employers and workers need to know about employment equity**



**If it's growth you want,  
it's employment equity you need**

## Get employment equity working for you

This booklet explains the Employment Equity Act. It tells you what protection you have from discrimination in the workplace and also what remedies are available to you if you are unfairly discriminated against. It also explains the steps a designated employer must take to achieve affirmative action in the workplace. It explains how to successfully submit an Employment Equity Report.

## How to successfully submit an Employment Equity Report for 1 October 2009

**New Employment Equity (EE) Regulations released on  
14 July 2009 apply**

The EE Regulations contain the new EE reporting forms.

Advantages include:

- Reduced and simplified forms for EE reporting
- Report only in terms of occupational levels
- No reporting in terms of occupational categories
- Forms made easier for online reporting.

### Step I: Decisions before reporting

- Consider including reporting activities and timeframes in the Employment Equity Plan
- If the company is part of a group of companies, consider whether to submit a consolidated or a workplace report
- Be consistent regarding the cut-off date for the workforce profile
- Be consistent regarding the 12-month period to be covered for workforce movements i.e. recruitment, promotions and terminations
- Check payroll statistics or statistics supplied by the service provider before completing the forms.

## Step II: How to complete the prescribed forms

- Complete the prescribed reporting forms EEA2 (Employment Equity Report, 12 pages) and EEA4 (Income Differential Statement, 4 pages) published on 14 July 2009 in Government Gazette 32393
- Kindly note that non-prescribed forms, fax copies and e-mailed copies are not acceptable
- The forms may be downloaded from the Department of Labour's website, [www.labour.gov.za](http://www.labour.gov.za). Go to the home page. See Regulations and Forms. Click and download
- The forms may also be completed online by accessing the Department's website, [www.labour.gov.za](http://www.labour.gov.za), select "EE Online Reporting" or go to "Online Services" and scroll down to find "EE Online Reporting"
- The EE Online Service is open from 1 September 2009 to 15 January 2010
- Guidance to overcome difficulties on how to complete the forms properly must be obtained from the Department prior to the reporting deadline of the first working day of October 2009
- Consult the instructions on page 2 of the EEA2 form and page 2 of the EEA4 form
- Guidelines for the completion of section A of the EE reporting forms (EEA2 and EEA4 forms) are available on a separate document. Visit [www.labour.gov.za](http://www.labour.gov.za) to obtain a copy
- Ensure all sections of the forms are fully and accurately completed. Failure to do so may result in the employer being omitted from the EE Public Register
- Ensure all errors in tables are corrected
- Ensure accuracy of tables pertaining to numerical goals and targets. (The Numerical Goal is the workforce profile the employer projects to achieve at the end of the employer's current EE Plan. The Numerical Target is the workforce profile the employer projects to achieve by the end of the next reporting period)
- Ensure that the CEO's signature on page 12 of the EEA2 form corresponds with the name of the CEO in section A of the EEA2 form on page 1 of 12.

### **Assistance may be obtained from the following:**

- Website [www.labour.gov.za](http://www.labour.gov.za)
- EE Helpline 0860 101018
- Department of Labour's provincial offices and labour centres

- Department of Labour, Directorate Employment Equity front desk service at Laboria House, 215 Schoeman Street, Pretoria.

### **Step III: Consultation**

- Ensure that the consultative process is in line with the requirements of section 16 of the Employment Equity Act
- Ensure that consultation has taken place with all relevant stakeholders before the forms are forwarded to the CEO for his/her signature
- Brief CEO on progress regarding consultations on the report while consultations are still taking place.

### **Step IV: Signature of the CEO**

- Ensure that the CEO signs the Employment Equity Report only after all sections of the report have been fully and accurately completed
- Ensure that the CEO is briefed on matters covered in the forms and progress made since the previous report
- Ensure that the CEO is briefed on matters raised during consultation with the relevant stakeholders
- Ensure that the CEO approves and authorises submission of the forms
- Kindly note that unsigned EEA2 forms are not acceptable. Section 21(4) of the Employment Equity Act, No 55 of 1998 states: "The reports referred to in subsections (1) and (2) must contain the prescribed information and must be signed by the chief executive officer of the designated employer".

### **Step V: Submission**

- Ensure that the EEA2 and EEA4 forms are submitted together.

#### ***Hand deliveries***

- Front desk service at Head Office for hand deliveries, Laboria House, 215 Schoeman Street, cnr Schoeman and Paul Kruger Street, Pretoria, 0002. (reports are quality checked)
- Provincial Offices (A list of addresses can be obtained from [www.labour.gov.za](http://www.labour.gov.za) or at the back of this pamphlet).

#### ***Post Office and courier***

- Mail (Private Bag X117, Pretoria, 0001)
- Courier services ( Laboria House, 215 Schoeman Street, Pretoria, 0002).

### ***Online***

- EE online service [www.labour.gov.za](http://www.labour.gov.za)
- Ensure that you view the EE online demonstration before starting to complete the report online
- A username and password is required which is forwarded annually in a reminder letter to the CEO and assigned EE manager.

### ***Duty to keep records***

- Always file a signed copy of the Employment Equity Report for at least three years in the case of large employers and two years in the case of small employers.
- It is advisable to retain records of Employment Equity Reports and plans longer than the minimum prescribed period for future reference and benchmarking purposes.



## Employment Equity

### Quality Control Checklist for EEA2

| Checklist                                                                                          |                          |
|----------------------------------------------------------------------------------------------------|--------------------------|
| Is the report on the correct form*                                                                 | <input type="checkbox"/> |
| <b>Section A</b>                                                                                   |                          |
| Complete?*                                                                                         | <input type="checkbox"/> |
| Is page 2 of the EEA2 form complete?                                                               | <input type="checkbox"/> |
| <b>Section B</b>                                                                                   |                          |
| Complete?*                                                                                         | <input type="checkbox"/> |
| Is the total number of employees on table 1.2 less than that in table 1.1?                         | <input type="checkbox"/> |
| Is the sum of table 2.1 and 2.2 equal to the grand total in table 1.1?                             | <input type="checkbox"/> |
| <b>Section C</b>                                                                                   |                          |
| Complete?*                                                                                         | <input type="checkbox"/> |
| Is the total number of employees in table 5.1 equal to the total number of employees in table 5.2? | <input type="checkbox"/> |
| <b>Section D</b>                                                                                   |                          |
| Complete?*                                                                                         | <input type="checkbox"/> |
| Is the total number of employees on table 6.2 less than that in table 6.1?                         | <input type="checkbox"/> |
| <b>Section E</b>                                                                                   |                          |
| Complete?*                                                                                         | <input type="checkbox"/> |
| Is the total number of employees on table 7.2 less than that in table 7.1?                         | <input type="checkbox"/> |
| Is the total number of employees on table 8.2 less than that in table 8.1?                         | <input type="checkbox"/> |
| <b>Section F</b>                                                                                   |                          |
| Complete?*                                                                                         | <input type="checkbox"/> |
| <b>Section G</b>                                                                                   |                          |
| Complete?*                                                                                         | <input type="checkbox"/> |
| The CEO's signature appears on the form?*                                                          | <input type="checkbox"/> |

## **Employment Equity Act, No 55 of 1998**

### **What is the purpose of the Act?**

The purpose of the Act is to remove unfair discrimination and to promote equity in the workplace.

### **How will it help workers and managers?**

As a worker, the law will help remove discriminatory barriers of the past. It should give you access to training, new opportunities and promotion.

As a manager it will give you a more productive workforce. A better trained and better motivated workforce will help make your company more competitive in South Africa and in the world economy.

### **Who will be affected by the law?**

All employers and all workers, with the exception of those workers and employers from the National Intelligence Agency, the South African National Defence Force and the South African Secret Service.

### **How can the law prevent discrimination at work?**

The law says that nobody must be discriminated against at work, or when applying for a job.

Employers may not discriminate on the grounds of race, gender, sexual orientation, pregnancy, marital status, family responsibility, ethnic or social origin, colour, age, disability, religious belief, political opinion, language or HIV status.

The law also says all employment policies and practices, such as recruitment procedures, advertising and selection criteria, job classification and grading, training and development, promotion, transfer and disciplinary measures must not be discriminatory.

### **What are some examples of unfair discrimination which the law prevents?**

It is illegal for Black and White workers doing the same job to get paid different wages.

It is illegal for women not to get the same medical aid as men, or for a woman who is doing the same job as a man, not to get the same pay.

People with disabilities can't be refused a job interview just because they have a disability.

Somebody who is HIV positive can't be refused a job, or training opportunities, just because he/she is HIV positive.

### **What about women doing a “man’s” job?**

A woman who is competent to do a job traditionally done by a man may not be barred from doing the job just because she is a woman.

Likewise, a man is entitled to be considered for jobs traditionally done by a woman.

### **What are examples of unfair discrimination in job adverts?**

It is illegal to advertise for someone to be between a certain age, “applicants must be 25-35”, or indeed, insist that applicants must include their age, or marital status when applying for a job.

### **Is there such a thing as fair discrimination?**

Yes. The Act does acknowledge a place for fair discrimination. It says that you can discriminate if it is part of an affirmative action programme, in line with the Act, or is an inherent requirement of the job.

An example of fair discrimination is a training programme designed to advance Black women in the workplace.

### **How can the law protect people with HIV?**

Voluntary Counselling and Testing (VCT) is a legal requirement. HIV testing by the employer is illegal, unless the employer goes to the Labour Court and is granted permission.



### **What about medical and psychometric tests?**

Medical and psychometric tests have been used in the past to discriminate unfairly. The law says that medical tests can only be done under certain conditions and psychometric tests must not be biased.

### **What about sexual harassment in the workplace?**

Harassment is a form of unfair discrimination, and is therefore illegal. Here are some examples of sexual harassment:

- persistent and unwelcome flirting
- telephone calls, notes, or e-mails of a sexual nature

- implied, or overt threats, that unless sexual favours are given, a job promotion, or wage increase will not be given.

## Remedies

### What happens if you are unfairly discriminated against in the workplace?

You should first declare a “dispute” against your employer. You can seek assistance from your union or fellow workers. The person in your company who deals with human resources should be able to tell you what are the policy or procedures of declaring a dispute in your company. You should first use the internal processes outlined in your company’s grievance procedure.

If you don’t get satisfaction from the grievance procedure, or if there is no proper procedure in your workplace, then you should contact the Commission for Conciliation Mediation and Arbitration – commonly known as the CCMA.

### What will the CCMA do?

The CCMA will try to resolve the dispute on your behalf through conciliation. If the conciliation fails, and if both you and your employer (or possible employer) agree, you can ask that the matter be arbitrated by the CCMA. The CCMA will set your case down for a further date for arbitration.

If you, your employer (or possible employer) does not want the matter arbitrated, then you can take the matter to the Labour Court, where a Judge will hear your case and will decide upon the result.

## Affirmative Action

The Employment Equity Act goes further than just ending unfair discrimination, it also promotes affirmative action.

Larger employers are obliged by law to take steps to improve the situation of Black people, women and people with disabilities in the workplace. This may mean that more Black people need to be employed in higher positions.

It may mean that a company’s housing policy may have to change if it does not allow for allowances to Black people or married women.

The Employment Equity Act says that certain employers, usually employers who employ 50 workers or more, have to:

- make sure that a **manager is responsible** for promoting affirmative action
- **consult all workers** on the steps that they want to take to improve the position of Black people, women and people with disabilities

- **work out if any problems** exists in the workplace which prevents Black people, women and people with disabilities getting jobs or advancing in the company
- **prepare a plan** to solve the problems and make sure that the company is representative of all the people in South Africa
- **report to the Department of Labour** on how representative their company is and what steps they are taking to improve the situation.

All workers have a right to ask what their company is doing to promote affirmative action. If you think your company may be discriminating against Black people, women and people with disabilities or not doing enough to improve their situation, you can contact the Department of Labour.

## How to develop an Employment Equity Plan

### Who is responsible for developing the employment equity plan?

The development of the Employment Equity Plan is the responsibility of a designated employer as provided for in section 5, section 13 and section 20 of the Employment Equity Act, No. 55 of 1998. This, the employer does in consultation with its workers.

#### Section 5: Elimination of unfair discrimination

Every employer must take steps to promote equal opportunities in the workplace by eliminating unfair discrimination in any employment policy or practice.

#### Section 13: Duties of designated employers

(1) Every designated employer must, in order to achieve employment equity, implement affirmative action measures for people from designated groups in terms of this Act.

(2) A designated employer must:

- Consult with its workers
- Conduct an analysis
- Prepare an Employment Equity Plan
- Report to the Director-General on progress made in implementing its Employment Equity Plan.

## Section 20: Employment Equity Plan

This section outlines what the contents of an Employment Equity Plan should be and, except where otherwise provided, it applies only to designated employers and their workers, particularly those workers from designated groups.

Designated employers include:

- Employers who employ 50 or more workers
- Employers who employ less than 50 workers, but have a total annual turnover that is equal to or above the applicable annual turnover of a small business in terms of Schedule 4 of the Employment Equity Act
- An employer bound by a collective agreement, appointed as a designated employer in terms of the Employment Equity Act
- Municipalities
- Organs of State.



### Consultation with workers

A designated employer must consult with workers as follows:

- With a representative trade union representing members at the workplace and its workers or representatives nominated by them; or

- if no representative trade union represents members at the workplace, with its workers or representatives nominated by them; and
- these workers must reflect the interests of :
  - Workers from across all occupational categories and levels of the employer's workforce
  - workers from designated groups
  - workers who are not from designated groups.

A designated employer consults with his/her workers, through a consultation structure that may be established in accordance with the guide provided above, when conducting an analysis, preparing and implementing the Employment Equity Plan and reporting to the Director-General of Labour.

### **Employment Equity Plan**

The Employment Equity Plan of a designated employer must state the following aspects in order to achieve reasonable progress in the employer's workforce:

- The objectives to be achieved for each year of the plan
- The affirmative action measures to be implemented as prescribed in the Act (See affirmative action definitions)
- Where under-representation of people from designated groups has been identified by the analysis, the numerical goals to achieve the equitable representation of suitably qualified people from designated groups within each occupational category and level in the workforce, the timetable within which this is to be achieved, and the strategies intended to achieve those goals
- The timetable for each year of the plan for the achievement of goals and objectives other than numerical goals
- The duration of the plan, which may not be shorter than one year or longer than five years
- The procedures that will be used to monitor and evaluate the implementation of the plan and whether reasonable progress is being made towards implementing employment equity
- The internal procedures to resolve any dispute about the interpretation or implementation of the plan
- The people in the workforce, including senior managers, responsible for monitoring and implementing the plan
- Any other prescribed matter.

An Employment Equity Plan may contain any other measures that are consistent with the purpose of the Employment Equity Act.

### **Remember:**

**An Employment Equity Plan of a designated employer must be made available to workers once agreed upon through the consultation process.**

## **Definitions**

### **Designated groups**

Black people, women and people with disabilities are designated groups. 'Black people' is a generic term which means, Africans, Coloureds and Indians.

### **Affirmative action**

Affirmative action measures are measures designed to ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational categories and levels in the workforce of a designated employer.

Affirmative action measures must include:

- Measures to identify and eliminate employment barriers, including unfair discrimination, which adversely affect people from designated groups
- Measures designed to promote diversity in the workplace based on equal dignity and respect of all people
- Making reasonable accommodation for people from designated groups in order to ensure that they enjoy equal opportunities and are equitably represented in the workforce of a designated employer
- Ensure equitable representation of suitably qualified people from designated groups in all occupational categories and levels in the workforce. These measures include preferential treatment and numerical goals but exclude quotas
- Retain and develop people from designated groups and implement appropriate training measures, including measures in terms of the Skills Development Act, No 97 of 1998.

## Reasonable accommodation

This means that 'any modification or adjustment to a job or to the working environment that will enable a person from a designated group to have access to or participate or advance in employment'.

## Suitably qualified person

This means that 'a person may be suitably qualified for a job as a result of one, or any combination of that person's :

- Formal qualifications
- Prior learning
- Relevant experience
- Capacity to acquire, within a reasonable time, the ability to do the job.

When determining whether a person is suitably qualified for a job, an employer must:

- Review all the factors listed above
- Determine whether that person has the ability to do the job in terms of any one of, or any combination of these factors.

In making such a determination, an employer may not unfairly discriminate against a person solely on the grounds of that person's lack of relevant experience.

# How to report on Employment Equity

## When should designated employers report?

Designated employers are required to report by the legislative reporting deadline, which is the first working day of October.

## Who are designated employers?

Designated employers include the following:

- Employers who employ 50 or more workers
- Employers who employ less than 50 workers, but has a total annual turnover that is equal to or above the applicable annual turnover of a small business in terms of Schedule 4 of the Employment Equity Act

- An employer bound by a collective agreement, appointed as a designated employer in terms of the Employment Equity Act
- Municipalities
- Organs of State.



### **Who must report?**

- Employers that employ 150 or more workers
- Employers who have become newly designated employers that is, either reaching the 50 workers mark or meeting the requirements of the income threshold.

### **What if workers' numbers vary from time to time and only occasionally reach the 150 mark?**

Employers who are designated and have been reporting, or should report, must continue to submit their reports until advised otherwise by the Department. Should employers avoid reporting requirements by manipulating workers' numbers around these dates, they may be subjected to a Director-General' review.

### **Which forms to use?**

Designated employers must complete and submit the Employment Equity Report on:

**Form EEA 2**

**Form EEA 4**

Copies of all the forms can be accessed from our website **www.labour.gov.za** and at the Department's provincial offices and labour centres.

**NB. Do not submit Employment Equity Plans, but Employment Equity Reports.**

### **Where to submit reports?**

Reports should be posted to:

Department of Labour  
Employment Equity Registry  
Private Bag X117  
Pretoria  
0001

**Helpline: 0860 10 10 18**

Alternatively reports should be handed in at the Department's provincial office or labour centre in an envelope **clearly marked "Employment Equity Registry"**.

## **Frequently asked questions**

### **Do foreign nationals qualify as members of designated groups?**

Foreign nationals do not qualify as members of designated groups. Although foreign nationals may be included in the various reports submitted by employers, it would be unacceptable to use these workers as members of designated groups or as the basis of setting numerical goals.

### **What about workers from temporary employment services?**

Temporary workers who have worked for three continuous months or more must be included in all reports to the Department of Labour even where they have been

procured through an employment agency.

Temporary employment services who employ 50 or more workers or whose turnover exceeds the threshold specified in Schedule 4 of the Act are required to report to the Department of Labour, and must therefore submit a report.

### **What should public companies publish?**

A summary of their report (Form EEA 2) to the Department of Labour, excluding the income differentials statement. It is recommended that companies utilise the format provided in EEA10 of the New EE Regulations.

### **Organs of State and other related entities**

Any State organ and related entities, statutory bodies and/or any other constitutional entities, must also submit, annually, their employment equity reports on the first working day of October.

### **Remember:**

**You are also required to display a copy of your most recent report in your workplace.**

## **Employ people with disabilities**

It's time to give people with disabilities an equal opportunity.

Many barriers such as widespread ignorance, fear and stereotypes have caused people with disabilities to be unfairly discriminated against in society and in employment. For these reasons they are a designated group in terms of the Employment Equity Act, 1998.

The Minister of Labour has therefore approved a Code of Good Practice on the Employment of People with Disabilities in terms of the Employment Equity Act, 1998.

### **Aim of the Code**

The Code is a guide for employers and workers to encourage equal opportunities and fair treatment of people with disabilities as required by the Act. The Code is intended to educate and inform employers and workers to understand their rights and obligations, to promote certainty and to reduce disputes so that people with disabilities can effectively enjoy and exercise their rights at work.

The Code is intended to help create awareness of the contributions people with disabilities can make and to encourage employers to fully use the skills of such people.

### Definition of “People with disabilities”

In terms of the Act the focus is on the effect of a disability on the person in relation to the working environment, and not on the diagnosis or the impairment.

People are considered as “People with disabilities” who satisfy all the criteria in the definition:

- having a physical or mental impairment
- which is long term or recurring, and
- which substantially limits their prospects of entry into, or advancement in employment.



## **Reasonably accommodate the needs of people with disabilities**

Employers should adopt the most cost-effective means that is consistent with effectively removing the barriers to perform the job, and to enjoy equal access to the benefits and opportunities of employment. Reasonable accommodation applies to applicants and staff members with disabilities who are suitably qualified for the job and may be required:

- during the recruitment and selection processes
- in the working environment
- in the way work is usually done, evaluated and rewarded
- in the benefits and privileges of employment.

## **Recruitment and selection of people with disabilities**

Employers should make job advertisements accessible to people with disabilities by identifying the inherent requirements of the post, clearly describing the skills and capabilities required and setting reasonable criteria for selection.

## **Medical and psychological testing**

Tests should comply with the requirements of the Act and must be relevant and appropriate to the work for which the person is being tested. Employers should ensure that tests do not unfairly exclude conditions and should not be biased in how or when they are applied, assessed or interpreted.

Testing to determine the health status of a person should only be carried out after the employer has established that the person is in fact competent to perform the essential job functions or duties and after a job offer has been made.

## **Training and career advancement**

People with disabilities should be consulted on their career advancement and possible needs, and so facilities and materials for training should be accessible to them. Evaluation of work performance should clearly identify and fairly measure and reward performance of the essential functions of the job.

## **Retaining people with disabilities**

Workers who became disabled during employment should, where reasonably possible, be re-integrated into the work force. If reasonable, employers should explore the possibility of offering alternative work, reduced work or flexible work placement, so that workers are not compelled or encouraged to terminate their employment.

## Compensation for people with disabilities

When workers become disabled because of work-related illnesses or accidents, the employer should assist that worker to receive the relevant assistance in terms of the Compensation for Occupational Injuries and Diseases Act from the Compensation Fund and to receive the appropriate benefits in terms of the Unemployment Insurance Act.

## Confidentiality

Employers must protect the confidentiality of information that has been disclosed by a worker or job applicant with a disability. They must take care to keep records of private information relating to the disability confidential and separate from general personnel records.

Employers may not disclose any information relating to a person's disability without the written consent of the person concerned, unless required to do so by law.

## Benefits for staff members

Employers who provide or arrange for occupational insurance or other benefit plans for workers, must ensure that the benefits do not unfairly discriminate, either directly or indirectly against people with disabilities.

## Employment equity planning

If people with disabilities are under-represented in all occupational levels and categories in the workplace, the employer should seek guidance from organisations that represent people with disabilities or relevant experts, for example in vocational rehabilitation and occupational therapy to bring those vacancies to the attention of possible work-seekers with disabilities.

## Education and awareness

Employers, employer organisations and trade unions should include the Code in orientation, education and training programmes of workers.

## Information

For more information consult the Employment Equity Act, 1998 and the Code of Good Practice on the Employment of People with Disabilities on the Website of the Department of Labour at [www.labour.gov.za](http://www.labour.gov.za) or contact the CCMA helpline at **086 16 16 16** or the nearest office of the Department of Labour.

## Contact details

### Provincial Offices of the Department of Labour

#### Eastern Cape

East London Tel: (043) 701 3000

#### Free State

Bloemfontein Tel: (051) 505 6200

#### Gauteng North

Pretoria Tel: (012) 309 5000

#### Gauteng South

Johannesburg Tel: (011) 497 3222

#### KwaZulu-Natal

Durban Tel: (031) 366 2000

#### Limpopo

Polokwane Tel: (015) 290 1744

#### Mpumalanga

Witbank Tel: (013) 655 8700

#### North West

Mmabatho Tel: (018) 387 8100

#### Northern Cape

Kimberley Tel: (053) 838 1500

#### Western Cape

Cape Town Tel: (021) 441 8000

### Labour Centres of the Department of Labour

#### Eastern Cape

Aliwal North Tel: (051) 633 2633

Butterworth Tel: (047) 491 0656

Cradock Tel: (048) 881 3010

East London Tel: (043) 702 7500

Fort Beaufort Tel: (046) 645 4686

Graaf-Reinet Tel: (049) 892 2142

Grahamstown Tel: (046) 622 2104

King William's  
Town Tel: (043) 643 4756

Lusikisiki Tel: (039) 253 1996

Maclear Tel: (045) 932 1424

Mdantsane Tel: (043) 761 3151

Mount Ayliff Tel: (039) 254 0282

Mthatha Tel: (047) 501 5600

Port Elizabeth Tel: (041) 506 5000

Queenstown Tel: (045) 807 5400

Uitenhage Tel: (041) 992 4627

#### Free State

Bethlehem Tel: (058) 303 5293

Bloemfontein Tel: (051) 505 6215

Botshabelo Tel: (051) 534 3789

Ficksburg Tel: (051) 933 2299

Harrismith Tel: (058) 623 2977

Kroonstad Tel: (056) 215 1812

Petrusburg Tel: (053) 574 0932

Phuthaditjhaba Tel: (058) 713 0373

Sasolburg Tel: (016) 970 3200

Welkom Tel: (057) 391 0200

Zastron Tel: (051) 673 1471

#### Gauteng North

Atteridgeville Tel: (012) 386 5116

Bronkhorstspuit Tel: (013) 932 0197

Garankuwa Tel: (012) 702 4525

|             |                     |
|-------------|---------------------|
| Krugersdorp | Tel: (011) 955 4420 |
| Mamelodi    | Tel: (012) 805 5090 |
| Pretoria    | Tel: (012) 309 5050 |
| Randfontein | Tel: (011) 693 3618 |
| Soshanguve  | Tel: (012) 799 7400 |
| Temba       | Tel: (012) 717 9500 |

### **Gauteng South**

|                |                     |
|----------------|---------------------|
| Alberton       | Tel: (011) 861 6130 |
| Benoni         | Tel: (011) 747 9601 |
| Boksburg       | Tel: (011) 898 3340 |
| Brakpan        | Tel: (011) 744 9000 |
| Carletonville  | Tel: (018) 788 3281 |
| Germiston      | Tel: (011) 345 6300 |
| Johannesburg   | Tel: (011) 497 3000 |
| Kempton Park   | Tel: (011) 975 9301 |
| Nigel          | Tel: (011) 814 7095 |
| Randburg       | Tel: (011) 781 8144 |
| Roodepoort     | Tel: (011) 766 2000 |
| Sandton        | Tel: (011) 444 7631 |
| Sebokeng       | Tel: (016) 988 2626 |
| Soweto         | Tel: (011) 939 1200 |
| Springs        | Tel: (011) 365 3700 |
| Vanderbijlpark | Tel: (016) 981 0280 |
| Vereeniging    | Tel: (016) 430 0000 |

### **KwaZulu-Natal**

|                  |                     |
|------------------|---------------------|
| Dundee           | Tel: (034) 212 3147 |
| Durban           | Tel: (031) 336 1500 |
| Estcourt         | Tel: (036) 352 2161 |
| Kokstad          | Tel: (039) 727 2140 |
| Ladysmith        | Tel: (036) 638 1900 |
| Newcastle        | Tel: (034) 312 6038 |
| Pietermaritzburg | Tel: (033) 341 5300 |
| Pinetown         | Tel: (031) 701 7740 |

|                |                     |
|----------------|---------------------|
| Port Shepstone | Tel: (039) 682 2406 |
| Prospecton     | Tel: (031) 913 9700 |
| Richards Bay   | Tel: (035) 780 8700 |
| Richmond       | Tel: (033) 212 2768 |
| Stanger        | Tel: (032) 551 4291 |
| Ulundi         | Tel: (035) 879 1439 |
| Verulam        | Tel: (032) 541 5600 |
| Vryheid        | Tel: (034) 980 8820 |

### **Limpopo**

|             |                     |
|-------------|---------------------|
| Giyani      | Tel: (015) 812 9041 |
| Jane Furse  | Tel: (013) 265 7210 |
| Lebowakgomo | Tel: (015) 633 9360 |
| Lephalale   | Tel: (014) 763 2162 |
| Makhado     | Tel: (015) 516 0207 |
| Modimolle   | Tel: (014) 717 1046 |
| Mokopani    | Tel: (015) 491 5973 |
| Phalaborwa  | Tel: (015) 781 5114 |
| Polokwane   | Tel: (015) 299 5000 |
| Seshego     | Tel: (015) 223 7020 |
| Thohoyandou | Tel: (015) 960 1300 |
| Tzaneen     | Tel: (015) 306 2600 |

### **Mpumalanga**

|                         |                     |
|-------------------------|---------------------|
| Baberton                | Tel: (013) 712 3066 |
| Bethal                  | Tel: (017) 647 5212 |
| Carolina                | Tel: (017) 843 1077 |
| Eerstehoek              | Tel: (017) 883 2414 |
| eMalahleni<br>/ Witbank | Tel: (013) 653 3800 |
| Ermelo                  | Tel: (017) 819 7632 |
| Groblersdal             | Tel: (013) 262 3150 |
| Kwamhlanga              | Tel: (013) 947 3173 |
| KaMhlushwa              | Tel: (013) 785 0010 |
| Lydenburg               | Tel: (013) 235 2368 |

Middelburg Tel: (013) 283 3600  
 Nelspruit Tel: (013) 753 2844  
 Piet Retief Tel: (017) 826 1883  
 Sabie Tel: (013) 764 2105  
 Secunda Tel: (017) 631 2594  
 Standerton Tel: (017) 712 1351  
 Volksrust Tel: (017) 735 2994

### Northern Cape

Calvinia Tel: (027) 341 1280  
 De Aar Tel: (053) 631 0952  
 Kimberley Tel: (053) 838 1500  
 Kuruman Tel: (053) 712 3952  
 Postmasburg Tel: (053) 313 0641  
 Springbok Tel: (027) 718 1058  
 Upington Tel: (054) 331 1752

### North West

Brits Tel: (012) 252 3068  
 Christiana Tel: (053) 441 2120  
 Klerksdorp Tel: (018) 464 8700

Lichtenburg Tel: (018) 632 4323  
 Mafikeng Tel: (018) 381 1010  
 Mogwase Tel: (014) 555 5693  
 Potchefstroom Tel: (018) 297 5100  
 Rustenburg Tel: (014) 592 8214  
 Taung Tel: (053) 994 1710  
 Vryburg Tel: (053) 927 5221

### Western Cape

Beaufort West Tel: (023) 414 3427  
 Bellville Tel: (021) 941 7000  
 Cape Town Tel: (021) 468 5500  
 George Tel: (044) 801 1201  
 Knysna Tel: (044) 382 3150  
 Mitchell's Plain Tel: (021) 376 1771  
 Mossel Bay Tel: (044) 691 1140  
 Oudtshoorn Tel: (044) 272 4370  
 Paarl Tel: (021) 872 2020  
 Somerset West Tel: (021) 852 2535  
 Vredenburg Tel: (022) 715 1627  
 Worcester Tel: (023) 347 0152



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