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| **PLEASE READ THIS FIRST** | **SECTION A: EMPLOYER DETAILS & INSTRUCTIONS** |
| **PURPOSE OF THIS FORM**This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.This form contains the format for employment equity reporting by designated employers to the Department of Employment and Labour. **WHO COMPLETES THIS FORM?** Designated employers are required to complete this form. Designated employers are those who employ 50 or more employees. **(NB: Employers with 1 to 49 employees are designated if they are an organ of state or if they are appointed as a designated employer by a collective agreement to comply with Chapter 3 of the EEA)****WHEN SHOULD EMPLOYERS REPORT?**Designated employers must complete the EEA2 and EEA4 forms and submit them together to the Department of Employment and Labour from 1 September to 15 January of the following year. Hand delivered reports must only be submitted from 1 September to the first working day of October of the same year to the Department of Employment and Labour (Head Office).**Online submission visit:** [www.labour.gov.za](http://www.labour.gov.za)**NO FAXED OR E-MAILED OR REGISTERED MAILED REPORTS WIIL BE ACCEPTED** | Trade name  |  |
| DTI registration name |  |
| DTI registration number |  |
| PAYE/SARS number |  |
| UIF reference number |  |
| EE reference number |  |
| National or Provincial EAP |  |
| Industry/Sector |  |
| Seta classification |  |
| Bargaining Council |  |
| Telephone number |  |
| **Postal address** |  |
|  |
| Postal code |  |
| City/Town |  |
| Province |  |
| **Physical address** |  |
|  |
| Postal code |  |
| City/Town |  |
| Province |  |
| **Details of CEO/Accounting Officer** |
| Name and surname  |  |
| Telephone number |  |
| Email address |  |
| **Details of Employment Equity Senior Manager** |
| Name and Surname |  |
| Telephone number |  |
| Email address |  |
| **Business type (Mark with an X)** |
| Private Sector  National Government Local Government Non-profit Organisation | State Owned EnterpriseProvincial GovernmentEducational Institution |
| **Information about the organization (Mark with an X)** |
| Is your organisation an organ of State or designated in terms of a collective agreement? |

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

 |
| Number of employees in your organisation. **(NB: Employers with 1 to 49 employees are designated if they are an organ of state or if they are appointed as a designated employer by collective agreement to comply with Chapter 3 of the EEA)** |

|  |  |
| --- | --- |
| **EMPLOYEES** | **x** |
| **1 to 49** |  |
| **50 to 149** |  |
| **150 or more** |  |

 |
| Is your organisation part of a group / holding company?If yes, please provide the name. |

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Year for which this report is submitted | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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**Please indicate below the preceding 12-month period that the report covers (Except for first time reporting, where the period may be shorter):**

**From (date): \_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ to (date): \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_**

 DD / MM / YYYY DD / MM / YYYY

**Please indicate below the duration of your current Employment Equity Plan, which must be aligned to the relevant sector EE targets timeframes:**

**From (date): \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ to (date): \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_**

 DD / MM / YYYY DD / MM / YYYY

|  |
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| **INSTRUCTIONS** |
| 1. A designated employer must comply to Sections 16 and 17 of the Employment Equity Act, as amended, by consulting with employees, when conducting an EE Analysis, preparing and implementing an EE Plan and reporting annually to the Department of Employment and Labour.
2. Designated employers must complete the EEA2 and EEA4 forms and submit them together to the Department of Employment and Labour from 1 September to 15 January of the following year when submitting online. Hand delivered reports must only be submitted from 1 September to the first working day of October of the same year to the Department of Employment and Labour (Head Office).
3. Designated employers must prepare an Employment Equity Plan (EE Plan) (EEA13 template) that outlines annual targets for the purpose of addressing the 5-year sector specific targets regulated in terms of Section 15A of the Employment Equity Act as amended.
4. Employers who become designated during the sector target period must prepare an Employment Equity Plan (EE Plan) with annual targets for the remainder of the period regulated in terms of Section 15A of the Employment Equity Act as amended.
5. Numerical goals and targets in the EE Plan must include the entire workforce profile for that occupational level in terms of population group and gender, and NOT the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve.
6. Please note that designated employers who submit their first report or report for the first time for the 5-year sector target period will not be measured on their annual EE targets for the first year of reporting. A designated employer may not be issued with a certificate in terms of section 53(2) of the Act unless it has submitted a compliant report in the preceding year.
7. Designated groups mean black people (i.e., Africans, Coloureds and Indians), women and persons with disabilities who are citizens of the Republic of South Africa by birth or descent, or became citizens of the Republic of South Africa by naturalization: before 27 April 1994 or after 26 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date but were precluded by apartheid policies.
8. The alphabets “A”, “C”, “I”, W”, “M” and “F” used in the tables have the following corresponding meanings and must be interpreted as “Africans”, “Coloureds”, “Indians”, “Whites”, “Males” and “Females” respectively.
9. “Temporary employees” are those employees employed for less than three months.
10. Guidelines and descriptions of occupational levels are provided in the EEA9 form of these regulations**.**
11. All areas of the form must be fully and accurately completed and submitted by designated employers.
12. Designated employers must **not** leave blank spaces, use ‘not applicable’ (NA) or a ‘dash’ (-) when referring to the value “0” (Zero) or the word “No”.
13. Areas highlighted in grey in the EEA2 form will be automatically populated using data contained in this report and from the previous report.
14. The information contained in a report must be authorised and verified by the Chief Executive Officer; or the Accounting Officer in the case of an employer falling under the Public Finance Management Act, 1999(Act No.1 of 1999) or the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
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**SECTION B: WORKFORCE PROFILE AND NUMERICAL TARGETS**

* + - 1. **WORKFORCE PROFILE AND NUMERICAL TARGETS**
	1. Please report the total number of **employees** (including employees with disabilities) and annual EE targets in each of the following **occupational levels**: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupational Levels** | **Male** | **Female** | **Foreign Nationals** | **Total** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **Male** | **Female** |
| Top management – Workforce profile | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **Top management target – current year** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Senior management – Workforce profile | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **Senior management target – current year** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Professionally qualified – Workforce profile | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **Professionally qualified target – current year** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Skilled technical – Workforce profile | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **Skilled technical target – current year** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Semi-skilled – Workforce Profile  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Semi-skilled target – current year | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Unskilled – Workforce profile  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Unskilled target – current year | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Total employees (excluding temporary employees) | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Temporary employees | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |

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* 1. Please report the total number of **employees with disabilities only** in each of the following occupational levels and the annual EE target of the total workforce: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupational Levels** | **Male** | **Female** | **Foreign Nationals** | **Total** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **Male** | **Female** |
| Top management | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Senior management | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Professionally qualified  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Skilled technical  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Semi-skilled  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Unskilled | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL PERMANENT** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Temporary employees | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **ANNUAL EE TARGET FOR EMPLOYEES WITH DISABILITIES**  |
| **Workforce Profile of Employees with Disabilities of total Workforce** | % |  |  |
| **Annual target for employees with Disabilities of the total workforce– current year** | % |  |  |

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| **PAGE 5 OF 13 EEA2** |

* 1. Please indicate whether your organisation achieved all the annual numerical targets for the current year:

|  |  |
| --- | --- |
| YES | NO |
|  |  |

* 1. Please indicate with an (X) a key Justifiable Reason for each of the occupational levels and for employees with disabilities where your organisation did not achieve any of the numerical targets for the current year in the table below.

|  |  |
| --- | --- |
|  **OCCUPATIONAL LEVELS AND DISABILITY** | **Justifiable reasons for not meeting EE Sector Targets** |
| **Insufficient recruitment opportunities** | **Insufficient promotion opportunities** | **Insufficient target individuals with relevant qualification, prior learning, experience or capacity to acquire ability to do job** | **CCMA Award/ Court Order** | **Transfer of business** | **Mergers/ Acquisitions** | **Impact of Economic Conditions on Business**  |
| **Top management** |  |  |  |  |  |  |  |
| **Senior management** |  |  |  |  |  |  |  |
| **Professionally qualified** |  |  |  |  |  |  |  |
| **Skilled technical** |  |  |  |  |  |  |  |
| **Semi-Skilled** |  |  |  |  |  |  |  |
| **Unskilled**  |  |  |  |  |  |  |  |
| **Employees with disabilities** |  |  |  |  |  |  |  |

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**SECTION C: WORKFORCE MOVEMENTS**

* + - 1. **Recruitment**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupational Levels** | **Male** | **Female** | **Foreign Nationals** | **Total** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **Male** | **Female** |
| Top management | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Senior management | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Professionally qualified  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Skilled technical  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Semi-skilled  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Unskilled  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL PERMANENT** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Temporary employees | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |

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* + - 1. **Promotion**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupational Levels** | **Male** | **Female** | **Foreign Nationals** | **Total** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **Male** | **Female** |
| Top management | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Senior management | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Professionally qualified  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Skilled technical | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Semi-skilled  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Unskilled  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL PERMANENT** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Temporary employees | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |

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* + - 1. **Termination**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupational Levels** | **Male** | **Female** | **Foreign Nationals** | **Total** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **Male** | **Female** |
| Top management | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Senior management | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Professionally qualified  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Skilled technical  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Semi-skilled  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Unskilled  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL PERMANENT** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Temporary employees | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |

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**SECTION D: SKILLS DEVELOPMENT**

* + - 1. **Skills Development**

5.1 Please report the total number of employees, **including employees with disabilities**, who received training **ONLY** for the purpose of achieving the sector targets/ numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

|  |  |  |  |
| --- | --- | --- | --- |
| **Occupational Levels** | **Male** | **Female** | **Total** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** |
| Top management | value |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Senior management | value |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Professionally qualified  | value |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |
| Skilled technical  | value |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |
| Semi-skilled  | value |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |
| Unskilled  | value |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |
| **TOTAL PERMANENT** | value |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |
| Temporary employees | value |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** | value |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |

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**SECTION E: 5-YEAR SECTOR TARGETS, NUMERICAL GOALS AND ANNUAL NUMERICAL TARGETS**

* + - 1. **5-YEAR SECTOR TARGETS AND NUMERICAL GOALS**

6.1 The 5-year sector targets for designated groups for the economic sector selected in **Section A** of this form must be recorded in this Table for the four upper occupational levels (Top Management, Senior Management, Professionally Qualified & Middle Management and Skilled Technical occupational levels), including for employees with disabilities.

 Employers must, in addition, set numerical goals for the lower occupational levels (Semi-skilled and Unskilled levels) guided by the national or regional EAP that they are applying.

|  |
| --- |
| **5-YEAR SECTOR TARGETS AND NUMERICAL GOALS FOR SEMI-SKILLED AND UNSKILLED LEVEL (2025-2030)**  |
| **OCCUPATIONAL LEVELS AND DISABILITY** | **GENDER** | **DESIGNATED GROUPS SECTOR TARGET %** |
| **TOP MANAGEMENT** | **Male** |  |
| **Female** |  |
| **TOTAL** |  |
| **SENIOR MANAGEMENT** | **Male** |  |
| **Female** |  |
| **TOTAL** |  |
| **PROFESSIONALLY QUALIFIED** | **Male** |  |
| **Female** |  |
| **TOTAL** |  |
| **SKILLED TECHNICAL** | **Male** |  |
| **Female** |  |
| **TOTAL** |  |
|  | **EMPLOYER’S NUMERICAL GOAL**  |
| **SEMI-SKILLED** | **Male** |  |
| **Female** |  |
| **TOTAL** |  |
| **UNSKILLED** | **Male** |  |
| **Female** |  |
| **TOTAL** |  |
| **5-YEAR NUMERICAL TARGET FOR EMPLOYEES WITH DISABILITIES** |
| **5-Year Sector Target for Employees with disabilities (%)** |  |

|  |
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* + - 1. **ANNUAL NUMERICAL TARGETS FOR NEXT YEAR**

7.1Please indicate the annual numerical targets as contained in the EE Plan (i.e., the entire workforce profile **including employees with disabilities**) for each of the occupational levels in the table below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupational Levels** | **Male** | **Female** | **Foreign Nationals** | **Total** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **Male** | **Female** |
| Top management | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Senior management | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Professionally qualified  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Skilled technical  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Semi-skilled  | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| Unskilled | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL PERMANENT** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **Temporary employees** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** | value |  |  |  |  |  |  |  |  |  |  |  |
| % |  |  |  |  |  |  |  |  |  |  |  |
| **ANNUAL NUMERICAL TARGET FOR NEXT YEAR FOR EMPLOYEES WITH DISABILITIES**  |
| **Annual Target for Employees with disabilities (value)**  |  |
| **Annual Target for Employees with disabilities (% of total workforce)**  |  |

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**SECTION F: CONSULTATION AND AFFIRMATIVE ACTION MEASURES**

* + - 1. **Consultation**

8.1 Please indicate below the stakeholders that were involved in the consultation process when developing and implementing your Employment Equity Plan and the preparation of this Employment Equity Report.

|  |  |  |
| --- | --- | --- |
| **Consultation** | **Yes** | **No** |
| Consultative body or employment equity forum |  |  |
| Representative trade union(s) |  |  |
| Employees |  |  |

* + - 1. **Barriers and affirmative action measures**

9.1 Please indicate which categories of employment policy or practice barriers to employment equity were identified. If your answer is ‘**Yes**’ to barriers in any of the categories, please indicate whether or not there are affirmative action measures developed and the time-frames to overcome them.

|  |  |  |  |
| --- | --- | --- | --- |
| **Categories** | **BARRIERS** | **AA MEASURES** | **TIME-FRAME TO IMPLEMENT AA MEASURES** |
| **YES** | **NO** | **YES** | **NO** | **START DATE** | **END DATE** |
| Recruitment |  |  |  |  |  |  |
| Advertisement of positions |  |  |  |  |  |  |
| Selection criteria |  |  |  |  |  |  |
| Appointments |  |  |  |  |  |  |
| Job classification and grading |  |  |  |  |  |  |
| Remuneration and benefits |  |  |  |  |  |  |
| Terms & conditions of employment |  |  |  |  |  |  |
| Job assignments |  |  |  |  |  |  |
| Work environment and facilities |  |  |  |  |  |  |
| Training and development |  |  |  |  |  |  |
| Performance and evaluation  |  |  |  |  |  |  |
| Promotions |  |  |  |  |  |  |
| Transfers |  |  |  |  |  |  |
| Succession & experience planning |  |  |  |  |  |  |
| Disciplinary measures |  |  |  |  |  |  |
| Dismissals |  |  |  |  |  |  |
| Retention of designated groups |  |  |  |  |  |  |
| Corporate culture |  |  |  |  |  |  |
| Reasonable accommodation |  |  |  |  |  |  |
| Harassment |  |  |  |  |  |  |
| HIV&AIDS prevention and wellness programmes |  |  |  |  |  |  |
| Assigned senior manager(s) to manage EE implementation |  |  |  |  |  |  |
| Budget allocation in support of employment equity goals |  |  |  |  |  |  |
| Time off for employment equity consultative committee to meet  |  |  |  |  |  |  |

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**SECTION G: MONITORING AND EVALUATION**

* + - 1. **Monitoring of progress**

10.1 How regularly do you monitor progress on the implementation of the Employment Equity Plan? Please choose one.

|  |  |
| --- | --- |
| **Monthly** | **Quarterly** |
|  |  |

* + - 1. **Achievement of annual objectives**

11.1 Did you achieve the annual objectives as set out in your Employment Equity Plan for this reporting period?

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Please explain** |
|  |  |  |

**SECTION H: Signature of the Chief Executive Officer/ Accounting Officer**

The information contained in a report must be authorised and verified by the Chief Executive Officer; or the Accounting Officer in the case of an employer falling under the Public Finance Management Act, 1999(Act No.1 of 1999) or the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

|  |
| --- |
| **Chief Executive Officer/ Accounting Officer** **I ---------------------------------------------------------------------------------(Full Name) CEO/ Accounting Officer of (Organisation)****--------------------------------------------------------------------------------------------------------------------------------------****hereby declare that I have read, approved and authorized this information.****Signed on this --------------------------day of ------------------------------------------------- (month) year --------****At (place): -----------------------------------------------------------------------------------------------------------****-------------------------------------------------------------****Chief Executive Officer/ Accounting Officer**  |