



Employment Equity Act  
55 of 1998, Section 21

**PLEASE READ THIS FIRST**

**WHAT IS THE PURPOSE OF THIS FORM?**

This form contains the format for employment equity reporting to the Department of Labour. The form incorporates the reporting requirements for designated employers, both smaller (less than 150 employees) and larger (150 or more employees). The form also contains the progress report to be completed after the first round of reporting.

**WHO COMPLETES THIS FORM?**

All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Any employer completing the Employment Equity Report voluntarily.

**INSTRUCTIONS**

**A designated employer that employs 150 or more employees must:**

- Submit the first report by 1 June 2000, and thereafter annually on the first working day of October, starting in 2001.
- Complete all sections of this form, except for section G (progress) in the first report.
- Complete all sections of this form, including section G, in **subsequent** reports.

**A designated employer that employs less than 150 employees must:**

- Submit its first report by 1 December 2000, and thereafter every second year on the first working day of October, starting in 2002.
- Complete sections A, B, F and H in the **first** report.
- Complete sections A, B, F, G and H in **subsequent** reports.
- Complete question 8.2 (termination categories) in **all** reports.
- Optionally complete sections C, D and E in all reports.

**SEND TO:**

Employment Equity Registry  
The Department of Labour  
Private Bag X117  
Pretoria 0001  
Telephone: 012 3094000  
Facsimile: 012 3202059 / 3220413  
e-mail: [ee@labour.gov.za](mailto:ee@labour.gov.za)

**Section A: Employer Details**

Employer:	
Registration No:	
SARS Registration No:	
UIF Number:	
Industry Sector:	
Contact Person:	
Address:	
Town/City	
Postal Code	
Telephone No:	
Fax No:	
E-Mail Address:	
Date of Submission:	

Organ of state:

Yes	No
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Are you voluntarily complying with this Act as specified in section 14:

Yes	No
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**Section B: Workforce Profile**

<p><b>Please read instructions first</b></p> <div style="text-align: center; margin-top: 20px;"> </div>	<ul style="list-style-type: none"> <li>(a) Include persons with disabilities in question 2 and 4 as well as separately in questions 3 and 5.</li> <li>(b) The totals for questions 2 and 4 should tally exactly.</li> <li>(c) The totals for questions 3 and 5 should tally exactly.</li> <li>(d) The summary of the occupational categories is available in EEA 10 of the Regulations. The complete classification system is available from Statistics South Africa.</li> <li>(e) Occupational levels appear in EEA 9 of the Regulations.</li> <li>(f) When completing question 3 and 5 only include permanent employees in the occupational categories and levels.</li> <li>(g) For reporting purposes, non-permanent employees refer to those who are employed to work for less than 24 hours per month, or those engaged to work for less than 3 continuous months.</li> <li>(h) In section C (Employee Movements) only permanent employees should be reported.</li> </ul>
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1. Date of workforce profile: \_\_\_\_\_
2. Please report the total number of **employees** (including employees with disabilities) in each of the following **occupational categories**:

Occupational Categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers									
Professionals									
Technicians and associate professionals									
Clerks									
Service and sales workers									
Skilled agricultural and fishery workers									
Craft and related trades workers									
Plant and machine operators and assemblers									
Elementary occupations									
<b>TOTAL PERMANENT</b>									
Non – permanent employees									
<b>TOTAL</b>									



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3. Please report the total number of **employees with disabilities** in each of the following occupational categories:

<b>Occupational Categories</b>	<b>Male</b>				<b>Female</b>				<b>TOTAL</b>
	<b>African</b>	<b>Coloured</b>	<b>Indian</b>	<b>White</b>	<b>African</b>	<b>Coloured</b>	<b>Indian</b>	<b>White</b>	
Legislators, senior officials and managers									
Professionals									
Technicians and associate professionals									
Clerks									
Service and sales workers									
Skilled agricultural and fishery workers									
Craft and related trades workers									
Plant and machine operators and assemblers									
Elementary occupations									
<b>TOTAL PERMANENT</b>									
Non – permanent employees									
<b>TOTAL</b>									

4. Please report the total number of **employees** (including employees with disabilities) in each of the following **occupational levels**:

<b>Occupational Levels</b>	<b>Male</b>				<b>Female</b>				<b>TOTAL</b>
	<b>African</b>	<b>Coloured</b>	<b>Indian</b>	<b>White</b>	<b>African</b>	<b>Coloured</b>	<b>Indian</b>	<b>White</b>	
Top management									
Senior management									
Professionally qualified and experienced specialists and mid-management									
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents									
Semi-skilled and discretionary decision making									
Unskilled and defined decision making									
<b>TOTAL PERMANENT</b>									
Non – permanent employees									
<b>TOTAL</b>									

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5. Please report the total number of **employees with disabilities** in each of the following occupational levels:

Occupational Levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management									
Senior management									
Professionally qualified and experienced specialists and mid-management									
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents									
Semi-skilled and discretionary decision making									
Unskilled and defined decision making									
<b>TOTAL PERMANENT</b>									
Non – permanent employees									
<b>TOTAL</b>									



**Section C: Workforce movement**

**Reporting period for workforce movement (past 12 months):** From: \_\_\_\_\_ To: \_\_\_\_\_

**6. Recruitment** (report the total number of new recruits during the twelve months preceding this report):

Occupational Levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management									
Senior management									
Professionally qualified and experienced specialists and mid-management									
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents									
Semi-skilled and discretionary decision making									
Unskilled and defined decision making									
<b>TOTAL PERMANENT</b>									

People with disabilities									
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**7. Promotion:** (report the total number of promotions into each occupational level during the twelve months preceding this report)

Occupational Levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management									
Senior management									
Professionally qualified and experienced specialists and mid-management									
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents									
Semi-skilled and discretionary decision making									
Unskilled and defined decision making									
<b>TOTAL PERMANENT</b>									

People with disabilities									
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**Section C: Workforce movement – continued**

**8. Termination**

**8.1 Termination:** (report the total number of terminations in each occupational level during the twelve months preceding this report)

Occupational Levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management									
Senior management									
Professionally qualified and experienced specialists and mid-management									
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents									
Semi-skilled and discretionary decision making									
Unskilled and defined decision making									
<b>TOTAL PERMANENT</b>									

People with disabilities									
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**8.2 Termination categories:** (report the total number of terminations in each category during the twelve months preceding this report)

Terminations	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Resignation									
Non-renewal of contract									
Dismissal – Operational requirements (retrenchment)									
Dismissal - misconduct									
Dismissal - incapacity									
Other									
<b>Total</b>									

**Section D: Disciplinary Action**

**9. Disciplinary action:** (report the total number of disciplinary actions during the twelve months preceding this report)

	Male				Female			
	African	Coloured	Indian	White	African	Coloured	Indian	White
<b>Disciplinary Action</b>								

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**Section E: Skills Development**

**10. Training:** (report the total number of people who received training in each occupational category during the twelve months preceding this report)

Occupational Categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers									
Professionals									
Technicians and associate professionals									
Clerks									
Service and sales workers									
Skilled agricultural and fishery workers									
Craft and related trades workers									
Plant and machine operators and assemblers									
Elementary occupations									
<b>TOTAL PERMANENT</b>									
Non – permanent employees									
<b>TOTAL</b>									

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**Section F: Qualitative Assessment**

**11. Awareness of Employment Equity**

11.1 Please indicate which of the following awareness measures were implemented by your organisation:

	Yes	No
Formal written communication		
Policy statement includes reference to employment equity		
Summary of the Act displayed		
Employment Equity training		
Diversity management programmes		
Discrimination awareness programmes		
Other (please specify):		

11.2 Please indicate how many employees received employment equity/non-discrimination training during the past year:

Number of employees trained	
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**12. Consultation**

12.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan:

	Yes	No
Workplace forum		
Consultative body or forum		
Registered trade union (s)		
Employees		
Other (Please specify):		

12.2 What was the level of agreement reached in the formulation of the plan:

Total	Sufficient	Some	None
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12.3 How regularly do you meet with the stakeholders mentioned in 12.1:

Weekly	Monthly	Quarterly	Yearly	Other
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**Section F: Qualitative Assessment - continued**

**13. Analysis**

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

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



**Section F: Qualitative Assessment - continued**

**14. Employment Equity Plan:**

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

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



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**Section F: Qualitative Assessment – continued**

**15. Numerical goals:**

15.1 Please use the table below to indicate the numerical goals you have set for your current employment equity plan:

Occupational Categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers									
Professionals									
Technicians and associate professionals									
Clerks									
Service and sales workers									
Skilled agricultural and fishery workers									
Craft and related trades workers									
Plant and machine operators and assemblers									
Elementary occupations									
<b>TOTAL PERMANENT</b>									
Non – permanent employees									
<b>TOTAL</b>									

15.2 By which year do you plan to achieve the above numerical goals:

**16. Resources:**

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

Allocation of Resources	Yes	No
Appointed a designated officer to manage the implementation		
Allocated a budget to support the implementation goals of employment equity		
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis		
Other (Please specify)		

**17. Monitoring and evaluation of implementation:**

How regularly do you monitor progress on the implementation of the employment equity plan:

Weekly	Monthly	Quarterly	Yearly	Other
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**Section G: Progress Report**

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

18. Reporting period: From \_\_\_\_\_ to \_\_\_\_\_

19. Did you achieve the numerical goals as set out in your employment equity plan for this period:

Yes	No
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20. Did you achieve the affirmative action objectives as set out in your employment equity plan for this period:

Yes	No
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20.1 If not, what were the obstacles you experienced:

<b>Obstacles to the employment equity goals and objectives during the past year</b>

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

<b>Factors contributing to the accomplishment of the employment equity goals and objectives during the past year</b>

**Section H: Signature of Chief Executive Officer**

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_ at place: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name