




DEPARTMENT OF LABOUR

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 for employers with between 50 and 150 employees or those with less than 50 employees who meet the turnover criteria of Schedule 4 of the Act.

Employers with less than 150 employees may either use this form (EEA 2A) or EEA2 to report to the Department of Labour.

WHO COMPLETES THIS FORM?

All designated employers who employ less than 150 employees and have to submit a report in terms of the Employment Equity Act, 55 of 1998. Any employer completing the Employment Equity Report voluntarily.

INSTRUCTIONS

- Submit this report by 1 December 2000.
- Please fill in Employer Details as accurately and completely as possible.
- Complete all sections of this form
- The signature of the CEO must be completed in section H

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
website: www.labour.gov.za

Section A: Employer Details

Employer:	
Registration No:	
SARS Registration No:	
UIF Number:	
Contact Person:	
Address:	
Town/City:	
Province:	
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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Please select the SETA (Sector Education and Training Authority) that your organisation belong to:

SETA			
No	Name	No	Name
01	FASSET – Financial and Accounting Services	14	LGWSETA – Local Government, Water and Related Services Sector
02	BANKSETA – Banking sector	15	MAPP – Media, Advertising, Publishing, Printing and Packaging
03	CHETA – Chemical Industries	16	MQA – Mining Qualifications Authority
04	TEXTILES – Clothing Textiles, Footwear and Leather	18	MERSETA – Manufacturing, Engineering and Related Services
05	CETA – Construction sector	19	POLSECSETA – Police, Private Security, Legal and Correctional Services
06	DIDTETA – Diplomacy, Intelligence, Defense and Trade sector	20	PAETA – Primary Agriculture
07	ETDP SETA – Education, Training and Development Practices	21	PSETA – Public Services
08	ESETA – Energy Sector	22	SETASA – Secondary Agriculture
09	FOODBEV – Food and Beverages Manufacturing	23	SERVICES – Services Sector
10	FIETA – Forest Industries Sector	25	THETA – Tourism and Hospitality
11	HWSETA – Health and Welfare Sector	26	TETA – Transport
12	ISETT – Information Systems, Electronics and Telecommunications Technologies	27	W&RSETA – Wholesale and Retail
13	INSETA – Insurance Sector		



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Section B: Workforce Profile

<p>Please read instructions first</p> <div style="text-align: center; margin-top: 20px;"> </div>	<p>(a) The totals for questions 2 and 3 should tally exactly.</p> <p>(b) The summary of the occupational categories is available in EEA 10 of the Regulations. The complete classification system is available from Statistics South Africa.</p> <p>(c) Occupational levels appear in EEA9 of the Regulations.</p> <p>(d) When completing question 3 and 3 only include permanent employees in the occupational categories and levels.</p> <p>(e) 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.</p>
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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									
TOTAL PERMANENT									
Non – permanent employees									
TOTAL									

Persons with disabilities									
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3. Please report the total number of **employees** (including 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									
TOTAL PERMANENT									
Non – permanent employees									
TOTAL									

Persons with disabilities									
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4. 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									
Total									



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Section C: Qualitative Assessment

5. Awareness of Employment Equity

5.1 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):		

6. Consultation

6.1 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):		

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

Total	Sufficient	Some	None
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6.3 How regularly do you meet with the stakeholders mentioned in 6.1:

Weekly	Monthly	Quarterly	Yearly	Other
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Section C: Qualitative Assessment - continued

7. Analysis

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

Categories	Yes	No
Recruitment and Selection procedures		
Job classification and grading		
Work environment and facilities		
Training and development		
Performance and evaluation systems		
Succession and experience planning		
Corporate culture		
HIV/Aids education and prevention		
Skills Availability		
Low staff turnover		
Other (please specify):		

8. Employment Equity Plan:

Please indicate in which categories **affirmative action measures** have been implemented. These measures should be formulated to overcome the employment equity barriers identified in your organisation.

Categories	Yes	No	Describe measures implemented
Recruitment and selection procedures			
Job classification and grading			
Remuneration and benefits			
Terms and conditions of employment			
Training and development			
Performance and evaluation systems			
Succession and experience planning			
Diversity programs and sensitisation			
Community investment and bridging programs			
Retention measures			
Reasonable accommodation			
Other (please specify):			



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Section C: Qualitative Assessment – continued

9. Numerical goals:

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

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									
TOTAL PERMANENT									
Non – permanent employees									
TOTAL									

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

10. 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)		

11. 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 D: Signature of Chief Executive Officer

Signed on this _____ day of _____ at: _____

Signature

Full Name