



PLEASE READ THIS FIRST

SECTION A: EMPLOYER DETAILS

PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998.

This form contains the format for employment equity reporting by employers to the Department of Labour. Both small employers (i.e. employers employing fewer than 150 employees) and large employers (i.e. employers employing 150 or more employees) are required to use this form. Those employers who are not designated, but wish to voluntarily comply, must also use this reporting form.

Although all sections of this form apply to large employers, only certain sections of this form should be completed by small employers. Employers who report for the first time are not required to complete the progress report section of this form.

WHO SHOULD COMPLETE THIS FORM?

All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

- Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October; and
Small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.

ESSENTIAL REQUIREMENTS

Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. All relevant areas of the form must be fully and accurately completed by employers. Designated employers who fail to observe this provision will be deemed not to have reported. Guidance to overcome difficulties on how to complete the form properly must be obtained from the Department prior to completing and submitting the report.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001
Telephone: 012 3094000
Facsimile: 012 3094737 / 3094188
e-mail: ee@labour.gov.za

Table with 2 columns: Field Name and Value. Fields include Trade name, DTI registration name, DTI registration number, PAYE/SARS number, UIF reference number, EE reference number, Seta classification, Industry/Sector, Telephone number, Fax number, Email address, Postal address, City/Town, Postal code, Province, Physical address, Details of CEO at the time of submitting this report, Details of Employment Equity Manager at the time of submitting this report, Information about the organization at the time of submitting this report.

Please indicate below the period the report covers (in the case of large employers the preceding twelve months and for small employers twenty-four months, except for first time reporting where the period may be shorter):

From (date): 01/09/2010

To (date): 30/09/2011

Please indicate below the duration of your current employment equity plan:

From (date): 01/01/2011

To (date): 31/12/2015

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- a. The method of reporting should remain for the period of the plan, and must be consistent from reporting period to reporting period.
- b. Employers must refrain from leaving blank spaces or using a dash (-) when referring to the value "0" (Zero) or the word "No". All relevant areas of the form must be fully and accurately completed by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- c. "Temporary employees" mean workers who are employed to work for three consecutive months or less.
- d. The Numerical goal is the workforce profile the employer projects to achieve at the end of the employer's current employment equity plan (EE Plan). The numerical goals of the employer must be the same for the entire duration of the EE Plan.
- e. The Numerical target is the workforce profile the employer projects to achieve by the end of the next reporting period.
- f. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Areas that only apply to small employers shall be made available by the Department of Labour in a separate form as well.
- g. 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.

## SECTION B: WORKFORCE PROFILE AND CORE &amp; SUPPORT FUNCTIONS

## 1. Occupational levels

1.1 Please report the total number of employees (including employees with disabilities) 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   | 3    | 0  | 0  | 1    | 1      | 0  | 0  | 0    | 0                 | 0      | 5     |
| Senior management  | 29   | 1  | 3  | 9    | 4      | 0  | 0  | 5    | 0                 | 0      | 51    |
| Professionally qualified and experienced specialists and mid-management  | 345  | 9  | 19 | 278  | 194    | 8  | 20 | 254  | 4                 | 1      | 1132  |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 323  | 4  | 0  | 58   | 267    | 12 | 11 | 219  | 0                 | 0      | 894   |
| Semi-skilled and discretionary decision making   | 180  | 1  | 0  | 3    | 157    | 1  | 1  | 2    | 0                 | 0      | 345   |
| Unskilled and defined decision making  | 1    | 0  | 0  | 1    | 14     | 0  | 0  | 0    | 0                 | 0      | 16    |
| TOTAL PERMANENT  | 881  | 15 | 22 | 350  | 637    | 21 | 32 | 480  | 4                 | 1      | 2443  |
| Temporary employees  | 2038 | 11 | 40 | 890  | 1684   | 11 | 27 | 811  | 1                 | 0      | 5513  |
| GRAND TOTAL  | 2919 | 26 | 62 | 1240 | 2321   | 32 | 59 | 1291 | 5                 | 1      | 7956  |

1.2 Please report the total number of employees with disabilities 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   | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| Senior management  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| Professionally qualified and experienced specialists and mid-management  | 1    | 0 | 0 | 3 | 0      | 0 | 0 | 1 | 0                 | 0      | 5     |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 4    | 0 | 0 | 1 | 2      | 0 | 0 | 2 | 0                 | 0      | 9     |
| Semi-skilled and discretionary decision making   | 1    | 0 | 0 | 0 | 0      | 0 | 0 | 1 | 0                 | 0      | 2     |
| Unskilled and defined decision making  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| TOTAL PERMANENT  | 6    | 0 | 0 | 4 | 2      | 0 | 0 | 4 | 0                 | 0      | 16    |
| Temporary employees  | 1    | 0 | 0 | 0 | 0      | 0 | 0 | 1 | 0                 | 0      | 2     |
| GRAND TOTAL  | 7    | 0 | 0 | 4 | 2      | 0 | 0 | 5 | 0                 | 0      | 18    |

## 2. Core operation functions and Support functions by occupational level

A job could either be a Core operation function or a Support function. Core operation Function positions are those that directly relate to the core business of an organization and may lead to revenue generation e.g. sales production, etc. Support Function positions provide infrastructure and other enabling conditions for revenue generation e.g. human resources corporate services etc.

2.1 Please indicate the total number of employees (including people with disabilities), that are involved in /Core Operational Function positions at each level in your organization. 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   | 0    | 0  | 0  | 0   | 0      | 0 | 0  | 0   | 0                 | 0      | 0     |
| Senior management  | 2    | 0  | 0  | 1   | 0      | 0 | 0  | 0   | 0                 | 0      | 3     |
| Professionally qualified and experienced specialists and mid-management  | 206  | 7  | 18 | 209 | 95     | 5 | 16 | 163 | 4                 | 1      | 724   |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 37   | 0  | 0  | 14  | 22     | 1 | 2  | 18  | 0                 | 0      | 94    |
| Semi-skilled and discretionary decision making   | 1    | 0  | 0  | 0   | 0      | 0 | 0  | 0   | 0                 | 0      | 1     |
| Unskilled and defined decision making  | 0    | 0  | 0  | 0   | 0      | 0 | 0  | 0   | 0                 | 0      | 0     |
| TOTAL PERMANENT  | 246  | 7  | 18 | 224 | 117    | 6 | 18 | 181 | 4                 | 1      | 822   |
| Temporary employees  | 327  | 5  | 9  | 285 | 145    | 2 | 8  | 242 | 1                 | 0      | 1024  |
| GRAND TOTAL  | 573  | 12 | 27 | 509 | 262    | 8 | 26 | 423 | 5                 | 1      | 1846  |

2.2 Please indicate the total number of employees (including people with disabilities), that are involved in Support Function positions at each level in your organization. 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   | 3    | 0  | 0  | 1   | 1      | 0  | 0  | 0   | 0                 | 0      | 5     |
| Senior management  | 27   | 1  | 3  | 8   | 4      | 0  | 0  | 5   | 0                 | 0      | 48    |
| Professionally qualified and experienced specialists and mid-management  | 139  | 2  | 1  | 69  | 99     | 3  | 4  | 91  | 0                 | 0      | 408   |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 286  | 4  | 0  | 44  | 245    | 11 | 9  | 201 | 0                 | 0      | 800   |
| Semi-skilled and discretionary decision making   | 179  | 1  | 0  | 3   | 157    | 1  | 1  | 2   | 0                 | 0      | 344   |
| Unskilled and defined decision making  | 1    | 0  | 0  | 1   | 14     | 0  | 0  | 0   | 0                 | 0      | 16    |
| TOTAL PERMANENT  | 635  | 8  | 4  | 126 | 520    | 15 | 14 | 299 | 0                 | 0      | 1621  |
| Temporary employees  | 1711 | 6  | 31 | 605 | 1539   | 9  | 19 | 569 | 0                 | 0      | 4489  |
| GRAND TOTAL  | 2346 | 14 | 35 | 731 | 2059   | 24 | 33 | 868 | 0                 | 0      | 6110  |

## SECTION C: WORKFORCE MOVEMENT

## 3. Recruitment

3.1 Please report the total number of new recruits, including people 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   | 1    | 0 | 0  | 0   | 0      | 0 | 0  | 0   | 0                 | 0      | 1     |
| Senior management  | 2    | 0 | 0  | 0   | 0      | 0 | 0  | 0   | 0                 | 0      | 2     |
| Professionally qualified and experienced specialists and mid-management  | 18   | 0 | 2  | 6   | 12     | 0 | 0  | 3   | 0                 | 0      | 41    |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 20   | 0 | 0  | 1   | 10     | 0 | 0  | 1   | 0                 | 0      | 32    |
| Semi-skilled and discretionary decision making   | 3    | 0 | 0  | 0   | 1      | 0 | 0  | 0   | 0                 | 0      | 4     |
| Unskilled and defined decision making  | 0    | 0 | 0  | 0   | 0      | 0 | 0  | 0   | 0                 | 0      | 0     |
| TOTAL PERMANENT  | 44   | 0 | 2  | 7   | 23     | 0 | 0  | 4   | 0                 | 0      | 80    |
| Temporary employees  | 1032 | 3 | 13 | 322 | 859    | 5 | 12 | 223 | 0                 | 0      | 2469  |
| GRAND TOTAL  | 1076 | 3 | 15 | 329 | 882    | 5 | 12 | 227 | 0                 | 0      | 2549  |

## 4. Promotion

4.1 Please report the total number of promotions into each occupational level, including people 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   | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| Senior management  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| Professionally qualified and experienced specialists and mid-management  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| Semi-skilled and discretionary decision making   | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| Unskilled and defined decision making  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| TOTAL PERMANENT  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| Temporary employees  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| GRAND TOTAL  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |

## 5. Termination

5.1 Please report the total number of terminations in each occupational level, including people 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   | 0    | 0 | 0 | 0  | 1      | 0 | 0 | 0  | 0                 | 0      | 1     |
| Senior management  | 0    | 0 | 0 | 1  | 0      | 0 | 0 | 1  | 0                 | 0      | 2     |
| Professionally qualified and experienced specialists and mid-management  | 9    | 0 | 1 | 9  | 4      | 1 | 0 | 7  | 0                 | 0      | 31    |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 12   | 0 | 0 | 2  | 4      | 0 | 0 | 6  | 0                 | 0      | 24    |
| Semi-skilled and discretionary decision making   | 9    | 0 | 0 | 0  | 3      | 0 | 1 | 0  | 0                 | 0      | 13    |
| Unskilled and defined decision making  | 0    | 0 | 0 | 0  | 8      | 0 | 0 | 0  | 0                 | 0      | 8     |
| TOTAL PERMANENT  | 30   | 0 | 1 | 12 | 20     | 1 | 1 | 14 | 0                 | 0      | 79    |
| Temporary employees  | 11   | 0 | 0 | 4  | 7      | 0 | 1 | 3  | 0                 | 0      | 26    |
| GRAND TOTAL  | 41   | 0 | 1 | 16 | 27     | 1 | 2 | 17 | 0                 | 0      | 105   |

5.2 Please report the total number of terminations, including people with disabilities, in each termination category below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

| Terminations                                       | Male |   |   |    | Female |   |   |    | Foreign Nationals |        | Total |
|--|------|---|---|----|--------|---|---|----|-------------------|--------|-------|
|  | A    | C | I | W  | A      | C | I | W  | Male              | Female |       |
| Resignation  | 18   | 0 | 1 | 5  | 8      | 1 | 1 | 12 | 0                 | 0      | 46    |
| Non-Renewal Of Contract                            | 10   | 0 | 0 | 4  | 6      | 0 | 1 | 1  | 0                 | 0      | 22    |
| Dismissal – Operational Requirements(Retrenchment) | 0    | 0 | 0 | 0  | 0      | 0 | 0 | 0  | 0                 | 0      | 0     |
| Dismissal - Misconduct                             | 1    | 0 | 0 | 1  | 2      | 0 | 0 | 0  | 0                 | 0      | 4     |
| Dismissal - Incapacity                             | 0    | 0 | 0 | 0  | 0      | 0 | 0 | 0  | 0                 | 0      | 0     |
| Retirement   | 9    | 0 | 0 | 5  | 8      | 0 | 0 | 3  | 0                 | 0      | 25    |
| Death  | 3    | 0 | 0 | 1  | 3      | 0 | 0 | 1  | 0                 | 0      | 8     |
| TOTAL  | 41   | 0 | 1 | 16 | 27     | 1 | 2 | 17 | 0                 | 0      | 105   |

## SECTION D: SKILLS DEVELOPMENT

## 6. Skills Development

6.1 Please report the total number of people from the designated groups, including people with disabilities, who received training solely for the purpose of achieving the 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   | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0     |
| Senior management  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0     |
| Professionally qualified and experienced specialists and mid-management  | 3    | 1 | 0 | 2 | 2      | 0 | 0 | 0 | 8     |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 8    | 0 | 0 | 0 | 6      | 0 | 0 | 0 | 14    |
| Semi-skilled and discretionary decision making   | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0     |
| Unskilled and defined decision making  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0     |
| TOTAL PERMANENT  | 11   | 1 | 0 | 2 | 8      | 0 | 0 | 0 | 22    |
| Temporary employees  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0     |
| GRAND TOTAL  | 11   | 1 | 0 | 2 | 8      | 0 | 0 | 0 | 22    |

6.2 Please report the total number of people with disabilities only who received training solely for the purpose of achieving the 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   | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0     |
| Senior management  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0     |
| Professionally qualified and experienced specialists and mid-management  | 1    | 0 | 0 | 2 | 1      | 0 | 0 | 0 | 4     |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 3    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 3     |
| Semi-skilled and discretionary decision making   | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0     |
| Unskilled and defined decision making  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0     |
| TOTAL PERMANENT  | 4    | 0 | 0 | 2 | 1      | 0 | 0 | 0 | 7     |
| Temporary employees  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0     |
| GRAND TOTAL  | 4    | 0 | 0 | 2 | 1      | 0 | 0 | 0 | 7     |

## SECTION E: NUMERICAL GOALS &amp; TARGETS

## 7. Numerical Goals

7.1 Please indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of employees, including people with disabilities, at the end of your current employment equity plan in terms of 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   | 1    | 0  | 0  | 0  | 2      | 0  | 0 | 1  | 0                 | 0      | 4     |
| Senior management  | 4    | 1  | 1  | 2  | 3      | 2  | 1 | 1  | 0                 | 0      | 15    |
| Professionally qualified and experienced specialists and mid-management  | 25   | 5  | 3  | 12 | 36     | 4  | 2 | 5  | 0                 | 0      | 92    |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 15   | 3  | 2  | 5  | 10     | 2  | 1 | 2  | 0                 | 0      | 40    |
| Semi-skilled and discretionary decision making   | 5    | 5  | 4  | 22 | 5      | 5  | 1 | 2  | 0                 | 0      | 49    |
| Unskilled and defined decision making  | 0    | 0  | 0  | 0  | 0      | 0  | 0 | 0  | 0                 | 0      | 0     |
| TOTAL PERMANENT  | 50   | 14 | 10 | 41 | 56     | 13 | 5 | 11 | 0                 | 0      | 200   |
| Temporary employees  | 0    | 0  | 0  | 0  | 0      | 0  | 0 | 0  | 0                 | 0      | 0     |
| GRAND TOTAL  | 50   | 14 | 10 | 41 | 56     | 13 | 5 | 11 | 0                 | 0      | 200   |

7.2 Please indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of employees with disabilities only at the end of your current employment equity plan in terms of occupational levels.

| Occupational Levels  | Male |   |   |   | Female |   |   |    | Foreign Nationals |        | Total |
|--|------|---|---|---|--------|---|---|----|-------------------|--------|-------|
|  | A    | C | I | W | A      | C | I | W  | Male              | Female |       |
| Top management   | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0  | 0                 | 0      | 0     |
| Senior management  | 2    | 0 | 0 | 1 | 2      | 0 | 0 | 0  | 0                 | 0      | 5     |
| Professionally qualified and experienced specialists and mid-management  | 2    | 0 | 2 | 3 | 4      | 0 | 1 | 4  | 0                 | 0      | 16    |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 1    | 0 | 0 | 2 | 4      | 1 | 0 | 5  | 0                 | 0      | 13    |
| Semi-skilled and discretionary decision making   | 3    | 1 | 1 | 1 | 3      | 0 | 0 | 1  | 0                 | 0      | 10    |
| Unskilled and defined decision making  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0  | 0                 | 0      | 0     |
| TOTAL PERMANENT  | 8    | 1 | 3 | 7 | 13     | 1 | 1 | 10 | 0                 | 0      | 44    |
| Temporary employees  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0  | 0                 | 0      | 0     |
| GRAND TOTAL  | 8    | 1 | 3 | 7 | 13     | 1 | 1 | 10 | 0                 | 0      | 44    |

## 8. Numerical Targets

8.1 Please indicate the numerical targets (i.e. the workforce profile) you project to achieve for the total number of employees, including people with disabilities, at the end of the next reporting in terms of 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   | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0  | 0                 | 0      | 0     |
| Senior management  | 2    | 0 | 0 | 1 | 2      | 0 | 0 | 0  | 0                 | 0      | 5     |
| Professionally qualified and experienced specialists and mid-management  | 2    | 0 | 2 | 3 | 4      | 0 | 1 | 4  | 0                 | 0      | 16    |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 1    | 0 | 0 | 2 | 4      | 1 | 0 | 5  | 0                 | 0      | 13    |
| Semi-skilled and discretionary decision making   | 3    | 1 | 1 | 1 | 3      | 0 | 0 | 1  | 0                 | 0      | 10    |
| Unskilled and defined decision making  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0  | 0                 | 0      | 0     |
| TOTAL PERMANENT  | 8    | 1 | 3 | 7 | 13     | 1 | 1 | 10 | 0                 | 0      | 44    |
| Temporary employees  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0  | 0                 | 0      | 0     |
| GRAND TOTAL  | 8    | 1 | 3 | 7 | 13     | 1 | 1 | 10 | 0                 | 0      | 44    |

8.2 Please indicate the numerical targets (i.e. the workforce profile) you project to achieve for the total number of employees with disabilities only at the end of the next reporting period in terms of 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   | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| Senior management  | 2    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 2     |
| Professionally qualified and experienced specialists and mid-management  | 2    | 1 | 0 | 2 | 2      | 0 | 0 | 0 | 0                 | 0      | 7     |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 1    | 0 | 0 | 0 | 6      | 0 | 0 | 0 | 0                 | 0      | 7     |
| Semi-skilled and discretionary decision making   | 3    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 3     |
| Unskilled and defined decision making  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| TOTAL PERMANENT  | 8    | 1 | 0 | 2 | 8      | 0 | 0 | 0 | 0                 | 0      | 19    |
| Temporary employees  | 0    | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0                 | 0      | 0     |
| GRAND TOTAL  | 8    | 1 | 0 | 2 | 8      | 0 | 0 | 0 | 0                 | 0      | 19    |

**SECTION F: MONITORING & EVALUATION** (This section is not applicable to small employers)

## 9. Disciplinary Action

9.1 Disciplinary action: (report the total number of disciplinary actions during the twelve months preceding this report). Note: A=Africans, C=Coloureds, I=Indians and W=Whites

| Disciplinary Action | Male |   |   |   | Female |   |   |   | Foreign Nationals |        | Total |
|---------------------|------|---|---|---|--------|---|---|---|-------------------|--------|-------|
|                     | A    | C | I | W | A      | C | I | W | Male              | Female |       |
|                     | 12   | 0 | 0 | 5 | 0      | 0 | 0 | 1 | 0                 | 0      |       |

## 10. Awareness of Employment Equity

10.1 Please indicate which of the following awareness measures were implemented by your organization:

|  | Yes | No | No. of Employees Covered |
|--|-----|----|--------------------------|
| Formal written communication                             | Yes |    | 2247                     |
| Policy statement includes reference to employment equity | Yes |    | 2247                     |
| Summary of the Act displayed                             | Yes |    | 2247                     |
| Employment Equity training                               |     | No | 0                        |
| Diversity Management Programmes                          | Yes |    | 1680                     |
| Discrimination awareness programmes                      |     | No | 0                        |

## 11. Consultation

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

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

## 12. Barriers and affirmative action measures

12.1 Please indicate in 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 you have developed affirmative action measures and the timeframes to overcome them.

| Categories  | Barriers | Affirmative Action Measures | Timeframe for Implementation of AA Measures |                       |
|---|----------|-----------------------------|---|-----------------------|
|   |          |                             | Start Date (DD/MM/YYYY)                     | End Date (DD/MM/YYYY) |
| Recruitment Procedures  | Yes      | Yes                         | 01/01/2011                                  | 31/12/2015            |
| Advertising Positions   | No       | No                          |   |                       |
| Selection criteria  | No       | No                          |   |                       |
| Appointments  | No       | No                          |   |                       |
| Job classification and grading                                | No       | No                          |   |                       |
| Remuneration and benefits                                     | No       | No                          |   |                       |
| Terms and conditions of employment                            | No       | No                          |   |                       |
| Job assignments   | No       | No                          |   |                       |
| Work environment and facilities                               | Yes      | Yes                         | 01/01/2011                                  | 31/12/2011            |
| training and development                                      | Yes      | Yes                         | 01/01/2011                                  | 31/12/2011            |
| Performance and evaluation systems                            | No       | No                          |   |                       |
| Promotions  | No       | No                          |   |                       |
| transfers   | No       | No                          |   |                       |
| Succession and experience planning                            | No       | No                          |   |                       |
| Disciplinary measures   | No       | No                          |   |                       |
| Dismissals  | No       | No                          |   |                       |
| Retention of designated groups                                | No       | No                          |   |                       |
| Corporate culture   | No       | No                          |   |                       |
| Reasonable accommodation                                      | No       | No                          |   |                       |
| HIV and AIDS education and prevention programmes              | Yes      | Yes                         | 01/01/2011                                  | 31/12/2015            |
| Appointed senior manager(s) to manage EE implementation       | Yes      | Yes                         | 01/01/2011                                  | 31/12/2015            |
| Budget allocation in support of employment equity goals       | Yes      | Yes                         | 01/01/2011                                  | 31/12/2015            |
| Time off for employment equity consultative committee to meet | Yes      | Yes                         | 01/01/2011                                  | 31/12/2015            |

## 13. Monitoring and evaluation of implementation:

13.1 How regularly do you monitor progress on the implementation of the employment equity plan? Please choose one.

|        |         |           |        |
|--------|---------|-----------|--------|
| Weekly | Monthly | Quarterly | Yearly |
|        |         | Quarterly |        |

13.2 Did you achieve the annual objectives as set out in your employment equity plan for this period?

|     |    |  |
|-----|----|--|
| Yes | No | Please explain   |
|     | No | Progress has been made in relation to recruitment for 2009/2010, although in some instances categories are not sufficiently represented. |

SECTION G: Signature of the Chief Executive Officer

| Chief Executive Officer   |  |
|---|--|
| I hereby declare that I have read, approved and authorized this report. |  |
| Signed on this 31 <sup>st</sup> Day of October Year 2011                |  |
| At Place : TUT Campus Pretoria  |  |
| Signature Chief Executive Officer                                       | <u>Prof NT Mosia ( Administrator/VC)</u> |
|   | Full Name                                |