



| Policy Title | | Policy Version | Role & Process | Responsible Individual | Name and/or Date | Responsible Signature | Accepted |
|------------------------------|--|-----------------|----------------|------------------------|------------------|-----------------------|----------|
| EMPLOYMENT EQUITY POLICY | | | | | | | |
| Corporate Services HOD | | | | | | | |
| Policy Custodian | | | | | | | |
| Policy Author | | | | | | | |
| LLF Consultation Date | | | | | | | |
| LLF Consultation Reference | | | | | | | |
| Council Approval Date | | 30 May 2023 | | | | | |
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| Corporate Services HOD | | | | | | | |
| Policy Approved | | | | | | | |
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| Pre-implementation Checklist | | | | | | | |
| Completed | | | | | | | |
| Policy Maintenance | | | | | | | |
| Review Cycle Period | | Annually | | | | | |
| Review Start Date | | | | | | | |
| Review Completion Date | | | | | | | |
| Legislative References | | | | | | | |
| Policy Review "Triggers" | | Periodic Review | | | | | |
| Comments | | | | | | | |





EMPLOYMENT EQUITY POLICY

1. OBJECTIVE

Employment equity is designed to address the inequalities of the past. If it is correctly implemented and with due sensitivity, it can unearth untapped potential of previously unrecognized people. It can be a very positive initiative that may increase productivity and staff morale significantly.

The employment Equity act is an attempt at social re-alignment in the workplace. It attempts to establish equal opportunities for all employees and job applicants by firstly prohibiting unfair discrimination against them by employers. Secondly, the Act requires designated employers (Local Municipalities included) to develop and implement employment equity measures to achieve a diverse workforce broadly representative of the South African population. Those who stand to benefit from these measures (referred to as designated groups) will be black people (i.e. African, coloureds and Indians), women and the disability.

The objective of this policy is to continuously create an environment that permits equal opportunity for advancement, in order to redress past imbalances and to ameliorate the conditions of individuals and groups who have been previously disadvantaged on the grounds of race, gender and disability.

LEGISLATIVE FRAMEWORK

- Municipal Systems Act, No 32 of 2000
- Municipal Structures Act, No 117 of 1998
- Basic Conditions of Employment Act No 75 of 1997
- Labour Relations Act No 66 of 1995
- The Employment Equity act, No 55 of 1998
- The Skills Development Act, No 97 of 1998
- SAQA Act
- White Paper of Local Government Transformation
- Collective Agreements as stipulated in the LRA
- Local Government : Municipal Planning and Performance Management Regulations, 2001

- Develop and introduce measures that support these employees advancement; and
- Inculcate a culture that values diversity and supports the affirmation of those who have previously been unfairly disadvantaged within our society and also as a result within the Municipality.

➤ Develop numeric targets annually for hiring, training, promoting and retaining employees who are the prime beneficiaries for this policy as set out in the Employment Equity Act;

7. Municipality endeavours to:
 6. Introduce positive action plans to accelerate the advancement of employees from designated groups.
 5. Transform the demographic profile of the workforce to reflect better the local and national profile.
 4. Ensure that employees are allowed to realise their full potential, within the capacity of the Municipality, and are advanced and rewarded on merit;
 3. Ensure that employees at all levels are suitably qualified or have the potential to meet the intrinsic requirements of the job;
 2. Remove any potentially discriminatory practices that may be identified;
 1. Ensure fair, non-discriminatory practices which respect the rights and dignity of all its employees irrespective of colour, race, gender or disability;

Municipality will take active steps to:

The goal of employment equity action in the Municipality is to create an equitable organisation and to build an environment that supports and enables those who have been historically disadvantaged by unfair discrimination to fulfil their maximum potential and to enhance organisational performance. In keeping with its policy of fair and equitable employment practices, Municipality reaffirms its commitment to comply fully with the spirit and requirements of the Employment Equity Act to the strategic advantage of our business.

2. POLICY

- Municipal Finance Management Act No 56 of 2003

3. EMPLOYMENT EQUITY PLAN

THE PLAN MUST

- Address under-representation discovered through the organisational analysis;
- Eliminate obstacle that block the employment or advancement of people from designated groups within the organisation;
- Accommodate employees from designated groups, especially the disabled, in the work environment.
- Retain, train and develop people from designated groups.

THE PLAN MUST SPELL OUT

- The objectives to be achieved for each year of the plan.
- Details of the proposed affirmative action measures (refer section 15 of the Act) Where under-representation of people from designated groups has been identified by the analysis, the numerical goals (not quotas) to achieve the equitable representation of suitable qualified people from designated groups within each occupational category and level in the workforce, the timing within which this is to be achieved and the strategies intended to achieve these goals.
- The annual timetable for the achievement of goals and objectives other than numerical goals;
- The procedure to monitor and evaluate the implementation of the plan and whether reasonable progress has been made in implementing employment equity.
- The internal procedures to resolve disputes over implementation of the plan.
- The staff, including senior managers, responsible for implementing and monitoring the plan.

4. THE ROLE OF THE EMPLOYER

The employer should promote equal opportunity in the workplace by eliminating unfair discrimination in any employment policy or practice policy.

The employer must:

- Establish through an analysis of their organisation whether people from designated groups are fairly represented at all levels and in all job categories.
- Audit their organisation's human resource policies and procedures to establish what obstacles people from designated groups face in getting access to jobs or advancing in the organisation
- Develop an affirmative action plan
- Report to the Department of Labour on annually basis on progress made in the elimination of discrimination in the workplace and development of affirmative action measures
- Take steps to narrow wages between employees where differentials are "disproportionate".

- Recruitment and Selection criteria should not exclude job applicants for any reason except their suitability for a job (or in order to comply with an affirmative action plan)
- Job advertisements must generally be written in non-discriminatory language and should reach as many potential suitable candidates as possible
- The process of appointment must be free of discriminatory practices
- Job grading systems and remuneration practices should not distinguish between employees on the basis of race, sex, religion or one of the other discriminatory grounds mentioned in the act.
- Depending on their seniority and length of service, employees who do the same job or whose jobs are of equal value to the organisation should be treated equally with regards to employment benefits and terms and conditions of employment.
- The working environment should be free of discriminatory practices, including sexual and other forms of harassment.
- Facilities at work should be available to employees regardless of race, sex etc.
- There should be no discrimination in regard to the promotion or transfer of employees
- Training opportunities should not be withheld from employees on any discriminatory ground.

5. THE ROLE OF TRADE UNIONS

The act requires employers to work closely with trade unions and other employer representatives in formulating and implementing employment equity. To ensure that the consultation is all inclusive the act says that employee or their representatives, taken as a whole, must reflect the interest of all employees from across all occupational categories and levels including employees who are not from designated groups.

Trade unions and other employee-representatives must be given all relevant information to enable them to participate effectively in the consultation process. After the union and other employee representatives have had an opportunity to consider the proposals they are entitled to make representations or counter proposals. They must give reasons, and, if an agreement cannot be reached after a fair consultation process, the employer would be entitled to its own proposals.

6. COMMUNICATION AND CONSULTATION

In compliance with the Employment Equity Act, the Municipality will:

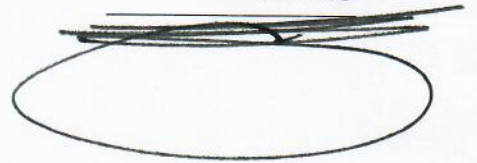
- Communicate this policy to all employees; Ensure optimum understanding;
- Establish a representative Employment Equity Committee to manage and facilitate conducting of audits, and the drawing and implementation of the EE Plan;
- Consult and communicate throughout the process as required by the Act.

Reviewal of the Policy

The policy will be reviewed as and when required.

Approval of the Policy

This policy was signed by _____ in his capacity as the Municipal Manager of the Dipaleseng Local Municipality on the _____ and the policy takes effect as from 01 July 2023



Signature

Date of Council Approval

30 May 2003