|  |  |
| --- | --- |
| **PLEASE READ THIS FIRST** | **DEPARTMENT OF LABOUR** |
| **PURPOSE OF THIS FORM**  Designated employers are expected to complete this template in order to comply with Section 19, which must include an analysis of their workforce profile, policies, procedures, practices and environment.  Section 19(1) of the EEA requires a designated employer to conduct an analysis as prescribed, of its employment policies, practices, procedures and the working environment in order to identify employment barriers which adversely affect people from designated groups.  Section 19(2) indicates that the analysis must include a profile to determine the under-representation of people from the designated groups in the various occupational levels in the workforce. | **TEMPLATE FOR REPORTING ON ANALYSIS**  **(Section 19)**  **Employer Details**  Trade name……………………………………………………………………..  DTI Registration name………………………………-……………………….  PAYE/SARS No………………………………………………………………..  EE Ref No………………………………………………………………………  Industry/Sector…………………………………………………………………  Province………………………………………………………………………...  Tel No……………………………………………………………………………  Fax No…………………………………………………………………………..  Postal address………………………………………………………………….  ……………………………………………………………………………………  Physical address……………………………………………………………….  ……………………………………………………………………………………  **Province** ……………………………………………………………………….  Name & Surname of the CEO/Accounting Officer  ……………………………………………….................................................  Email address………………………………………………………………….. |

**2 of 2 EEA9**

**3 of 4 EEA3**

**2 of 9 EEA12**

**5 of 12 EEA2**

**ANALYSIS: SECTION 19**

**2 of 2 EEA9**

**3 of 4 EEA3**

|  |
| --- |
|  |
| A designated employer is required to conduct an analysis of their workplaces.  According to section 19(1) of the Employment Equity Act, a designated employer must conduct an analysis as prescribed, of its employment policies, practices, procedures and the working environment in order to identify employment barriers, which adversely affect people from designated groups;  In order for a designated employer to comply with this provision, the following template should be utilized to furnish the required information. |
|  |

1. **QUALITATIVE ANALYSIS**

**3 of 9 EEA12**

**5 of 12 EEA2**

* 1. **BARRIERS AND AFFIRMATIVE ACTION MEASURES (*policies, procedures and/or practice)***

In order to conduct an analysis of policies, procedures and/or practice, barriers are identified and proposed affirmative action measurers established to respond to such barriers. Please note that the information below serves as a baseline to inform the ‘Barriers and Affirmative Action measures (non-numerical goals) in the Employment Equity Plan (EE Plan).

| **CATEGORIES** | **BARRIERS AND AFFIRMATIVE ACTION MEASURES** | | | | |
| --- | --- | --- | --- | --- | --- |
| **Tick (√) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice** | | | **BARRIERS**  **(PLEASE PROVIDE NARRATION)**  **(briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)** | **PROPOSED AFFIRMATIVE ACTION MEASURES**  **(PLEASE PROVIDE NARRATION)**  **(briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)** |
| **POLICY** | **PROCEDURE** | **PRACTICE** |
| Recruitment |  |  |  |  |  |
| Advertising positions |  |  |  |  |  |
| Selection criteria |  |  |  |  |  |
| Appointments |  |  |  |  |  |
| Job classification and grading |  |  |  |  |  |
| Remuneration and benefits |  |  |  |  |  |
| Terms & conditions of employment |  |  |  |  |  |
| Work environment and facilities |  |  |  |  |  |
| Training and development |  |  |  |  |  |
| Performance and evaluation |  |  |  |  |  |
| Succession & experience planning |  |  |  |  | **4 of 9 EEA12**  **5 of 12 EEA2** |
| Disciplinary measures |  |  |  |  |  |
| Retention of designated groups |  |  |  |  |  |
| Corporate culture |  |  |  |  |  |
| Reasonable accommodation |  |  |  |  |  |
| 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 |  |  |  |  |  |

**5 of 9 EEA12**

**5 of 12 EEA2**

1. **QUANTITATIVE ANALYSIS**

Section 19(2) of the EEA requires that a designated employer must include a profile, as prescribed of the designated employer’s workforce within each occupational level in order to determine the degree of under-representation of people from designated groups in various occupational levels in that employer’s workforce.

In order for a designated employer to comply with this provision, the following template should be utilised to furnish the required information.

**2.1 SNAPSHOT OF WORKFORCE PROFILE**

Workforce profile Information contained in the two tables below in terms of race, gender and disability is as at -------------------------------------- (dd/ mm/ yyyy). The first table contains information on all employees, including people with disabilities, and the second table only contains information on people with disabilities.

**Table 1: Snapshot of all employees, including people with disabilities**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Occupational Levels** | **Male** | | | | **Female** | | | | **Foreign Nationals** | | **Total** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **Male** | **Female** |
| 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** |  |  |  |  |  |  |  |  |  |  |  |
| Temporary employees |  |  |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |  |  |  |  |  |  |

**6 of 9 EEA12**

**5 of 12 EEA2**

**Table 2: Snapshot of people with disabilities ONLY**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Occupational Levels** | **Male** | | | | **Female** | | | | **Foreign Nationals** | | **Total** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **Male** | **Female** |
| 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** |  |  |  |  |  |  |  |  |  |  |  |
| Temporary employees |  |  |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |  |  |  |  |  |  |

**2.2 ANALYSIS OF WORKFORCE PROFILE BY OCCUPATIONAL LEVEL**

**7 of 9 EEA12**

**5 of 12 EEA2**

The analysis is done separately for each occupational level and for each race and gender intersection in terms of African male, Coloured male, Indian male, White male, African female, Coloured female, Indian female, White male, Foreign National male and Foreign National female.

A similar analysis is done pertaining to the representation of people with disabilities (PWDs) without the Economically Active Population (EAP). The degree of under representation of the designated groups is determined by taking into account the Economically Active Population as outlined in the EEA8 of these regulations.

**TOP MANAGEMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **MALE** | | | | **FEMALE** | | | | **FOREIGN NATIONAL** | | **TOTAL** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **MALE** | **FEMALE** |
| **EAP** |  |  |  |  |  |  |  |  |  |  |  |
| **ACTUAL** |  |  |  |  |  |  |  |  |  |  |  |
| **%** |  |  |  |  |  |  |  |  |  |  |  |
| **COMMENTS: Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.** | | | | | | | | | | | |

**SENIOR MANAGEMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **MALE** | | | | **FEMALE** | | | | **FOREIGN NATIONAL** | | **TOTAL** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **MALE** | **FEMALE** |
| **EAP** |  |  |  |  |  |  |  |  |  |  |  |
| **ACTUAL** |  |  |  |  |  |  |  |  |  |  |  |
| **%** |  |  |  |  |  |  |  |  |  |  |  |
| **COMMENTS: Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.** | | | | | | | | | | | |

**PROFESSIONALLY QUALIFIED**

**8 of 9 EEA12**

**5 of 12 EEA2**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **MALE** | | | | **FEMALE** | | | | **FOREIGN NATIONAL** | | **TOTAL** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **MALE** | **FEMALE** |
| **EAP** |  |  |  |  |  |  |  |  |  |  |  |
| **ACTUAL** |  |  |  |  |  |  |  |  |  |  |  |
| **%** |  |  |  |  |  |  |  |  |  |  |  |
| **COMMENTS: Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.** | | | | | | | | | | | |

**SKILLED TECHNICAL**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **MALE** | | | | **FEMALE** | | | | **FOREIGN NATIONAL** | | **TOTAL** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **MALE** | **FEMALE** |
| **EAP** |  |  |  |  |  |  |  |  |  |  |  |
| **ACTUAL** |  |  |  |  |  |  |  |  |  |  |  |
| **%** |  |  |  |  |  |  |  |  |  |  |  |
| **COMMENTS: Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.** | | | | | | | | | | | |

**SEMI-SKILLED**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **MALE** | | | | **FEMALE** | | | | **FOREIGN NATIONAL** | | **TOTAL** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **MALE** | **FEMALE** |
| **EAP** |  |  |  |  |  |  |  |  |  |  |  |
| **ACTUAL** |  |  |  |  |  |  |  |  |  |  |  |
| **%** |  |  |  |  |  |  |  |  |  |  |  |
| **COMMENTS: Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.** | | | | | | | | | | | |

**UNSKILLED**

**9 of 9 EEA12**

**5 of 12 EEA2**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **MALE** | | | | **FEMALE** | | | | **FOREIGN NATIONAL** | | **TOTAL** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **MALE** | **FEMALE** |
| **EAP** |  |  |  |  |  |  |  |  |  |  |  |
| **ACTUAL** |  |  |  |  |  |  |  |  |  |  |  |
| **%** |  |  |  |  |  |  |  |  |  |  |  |
| **COMMENTS: Underneath each table, furnish the findings, including proposed strategies on how under-representation will be addressed.** | | | | | | | | | | | |