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# LIMPOPO

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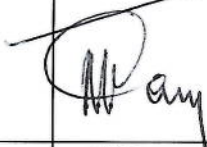

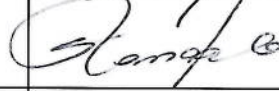

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

**OFFICE OF THE PREMIER**

**EMPLOYMENT EQUITY POLICY**

Document Approval Page

EMPLOYMENT EQUITY POLICY

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## Table of Contents

1. ACRONYMS AND ABBREVIATIONS .....	2
2. INTRODUCTION .....	2
3. PURPOSE AND OBJECTIVES .....	2
3.1 Purpose .....	2
4. AUTHORITY OF POLICY .....	2
5. LEGAL FRAMEWORK.....	2
6. SCOPE OF APPLICATION.....	3
7. DEFINITIONS .....	3
8. POLICY PRONOUNCEMENTS .....	3
9. DEFAULT .....	4
10. INCEPTION DATE .....	4
11. TERMINATION AND REVIEW CONDITIONS.....	4
12. ENQUIRIES .....	4

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## **1. ACRONYMS AND ABBREVIATIONS**

- 1.1 EE: Employment Equity
- 1.2 EEA: Employment Equity Act
- 1.3 DG: Director General
- 1.4 EA: Executing Authority
- 1.5 SMS: Senior Management Service
- 1.6 OtP: Office of the Premier
- 1.7 EAP: Economically Active Population

## **2. INTRODUCTION**

- 2.1 The Employment Equity Act, No. 55 of 1998 as amended, brought about the creation of a workplace that is diverse in nature and promotes equality and the protection of human rights and dignity of each employee, that is a workplace that takes into consideration the interests and differences of all employees, creating an environment that allows them to reach for their full potential for the social and economic benefit of the country.
- 2.2 The Office of the Premier is committed to promote equal opportunity and fair treatment in employment through the elimination of unfair discrimination; and implement affirmative action measures to redress the disadvantages in employment experienced by designated groups, in order to ensure their equitable representation in all occupational categories and levels in the workplace.

## **3. PURPOSE AND OBJECTIVES**

### **3.1 Purpose**

The purpose of this policy is to guide the Office in the implementation of the Employment Equity Act, No. 55 of 1998 as amended in its endeavour to ensure attainment of Equity. In an endeavour to achieve this purpose the Objectives of this policy are to:-

- 3.1.1 Promote equal opportunities, fair and just treatment in employment practices.
- 3.1.2 Implement affirmative action measures to redress the disadvantages in employment experienced by designated groups in order to ensure the equitable representation in all occupational levels in the workforce.

## **4. AUTHORITY OF POLICY**

This policy shall be issued under the authority of the Director General as the Accounting Officer for the Limpopo Office of the Premier.

## **5. LEGAL FRAMEWORK**

- 5.1 Constitution of the Republic of South Africa, 108 of 1996
- 5.2 Employment Equity Act, No.55 of 1998 as amended

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- 5.3 Public Service Act, 1994 as amended
  - 5.4 Public Service Regulations, 2001 as amended
  - 5.5 Basic Condition of Employment Act, No. 75 of 1997
  - 5.6 Labour Relations Act, No. 66 of 1995
  - 5.7 Skills Development Act, No. 97 of 1998
  - 5.8 Promotion of Equality and Prevention of Unfair Discrimination Act, No. 4 of 2000

## **6. SCOPE OF APPLICATION**

This policy shall apply to all employees in the Office of the Premier.

## **7. DEFINITIONS**

**7.1 "Designated groups"** means black people (Africans, Coloureds and Indians), women and people with disabilities.

**7.2 Employment Equity Plan"** means a plan drawn in compliance with the Employment Equity Act as a framework for proactive elimination of unfair discrimination and implementation of affirmative action measures to advance people from designated groups in response to barriers identified through an Employment Equity Audit and to ensure their equitable representation.

**7.3" Affirmative Action** "means special measures or corrective actions designated to give preference in the workplace to those who were previously disadvantaged.

**7.4 Employee"** means any person other than an independent contractor who:

- is employed for the Office and who receives or is entitled to receive any remuneration.

**7.5 Reasonable accommodation** means any modification or adjustment to a job or the working environment that will enable a person from a designated group to have access to or participate or advance in employment."

**7.6 People with disabilities"** means people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment.

## **8. POLICY PRONOUNCEMENTS**

The Office of the Premier shall:-

- 8.1 Develop an Employment Equity Plan as per section 20 of the Employment Equity Act that will assist in the recruitment of suitably qualified people from designated groups.
- 8.2 Ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational levels in the workplace.
- 8.3 Provide an enabling environment for people from designated groups.
- 8.4 Identify and eliminate barriers that adversely affect the employment opportunities and advancement of people from designated groups.
- 8.5 Conduct an organisational climate assessment to test the perceptions of employees with regard to discrimination, barriers of advancement, the accommodation and advancement of diversity.
- 8.6 Conduct a demographic profile of its workforce in each occupational category and level to determine the level of representation as per provincial demographics
- 8.7 Train and retain employees from designated groups.

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- 8.8 Consult with the employees as per section 16 of the Employment Equity Act in the development process of the Employment Equity plan and establishment of the Employment Equity Consultative Forum.
  - 8.9 Conduct an analysis on its employment policies, procedures and the working environment in order to identify employment barriers.
  - 8.10 Determine the level of underrepresentation using the EAP of the province.
  - 8.11 Conduct a demographic profile of its workforce in each occupational level to determine the level of representation in relation to the EAP.

## **9. DEFAULT**

Any contravention of the contents of this policy shall be handled in terms of the provisions of the Employment Equity Act, No. 55 of 1998.

## **10. INCEPTION DATE**

The inception date for this policy shall be thirty (30) days after the approval by the Accounting Officer.

## **11. MONITORING AND EVALUATION**

Monitoring and evaluation shall be done through quarterly reports presented and discussed at the Employment Equity Consultative Forum meetings. The reports shall further be presented and discussed at the management and executive management meetings.

## **12. TERMINATION AND REVIEW CONDITIONS**

This policy shall be reviewed or terminated as and when a need arise from the Executing Authority and Accounting Officer.

## **13. ENQUIRIES**

The enquiries shall be forwarded to the Human Resource Management Division within Office of the Premier.