



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

**EMPLOYMENT EQUITY POLICY
DEPARTMENT OF SPORT, ARTS & CULTURE**

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EMPLOYMENT EQUITY POLICY

1. PREAMBLE

The Department acknowledges the importance of Affirmative Action (AA). This policy outlines the Affirmative Action implementation plan for the department and will serve as a guide for all managers in the implementation of the policy. The general implementation of the policy and plan will form part of the line manager's responsibility.

2. PURPOSE

To provide guidance on the development and management of the Employment Equity plan.

3. LEGAL FRAMEWORK

- Employment Equity Act No 55 of 1998.
- Labour Relation Act No 66 of 1995.
- Basic Conditions of Employment Act No 75 of 1997.
- The Constitution of the Republic of South Africa Act 108 of 1996.
- White Paper on Human Resource Management in Public Service of 1997

4. SCOPE OF APPLICATION

This policy applies to all employees in the department employed in terms of the Public Service Act.

5. DEFINITION

Employment Equity is defined as additional corrective measures, which must be taken in order to ensure that those who have been historically disadvantaged by unfair discrimination, are able to derive full benefit from an equitable employment environment.

6. PRINCIPLES

The implementation of Employment Equity in the department will be underpinned by the following core principles:

6.1 Integration with human resource management and development

Affirmative action programmes must be integrated with other human resource management and development practices, especially the management of diversity through equal dignity and respect to all.

6.2 Productivity and improved service delivery

Affirmative action programmes must promote development of more innovative work practices, which maximize productivity and increase customer responsiveness. The employer should strive to retain and develop designated groups.

6.3 Cost effectiveness

Affirmative action programmes must focus on steps which optimize the Public Service's human and financial resources.

6.4 Communication

The purpose of affirmative action policies and programmes must be fully communicated to all employees of the department.

6.5 Participation

Affirmative action programmes must be developed with the active participation of employees at all levels, and with representatives of organized labour.

6.6 Transparency

Affirmative action programmes and practices must be open to scrutiny within and outside the department within reasonable limits.

6.7 Accountability

Accountability for the delivery of the affirmative action programmes must be vested at the highest level of the organization, with all line function managers being vested with the responsibility of driving the process.

6.8 Reasonable accommodation

Affirmative action programmes must strive to eradicate barriers to employment and advancement in the physical and organizational environment and provide support to all members of the target group. The employer should ensure equal representation of designated groups in all job categories and levels in the workplace.

6.9 Relative disadvantage

Affirmative action programmes must take into account the relative disadvantaged status of groups, their needs within the target group and the needs of the organization.

6.10 Role of Executing Authority and Accounting Officers Office

- 6.10.1 Ensure that the Employment Equity Consultative Committee is established in the Department.
- 6.10.2 Ensure that the committee is representative, and it comprises of people who have the mandate to make decisions within the Department.
- 6.10.3 Ensure that all Senior Managers achieve Employment Equity (EE) targets in their respective components.
- 6.10.4 Ensure that implementation of EE is directly linked to Senior Managers' performance instruments, especially in managing further training and development of their human resources.
- 6.10.5 Ensure that EE reports are linked to Senior Manager's performance contracts and complied with.
- 6.10.6 Promote the EE policy.

6.11 Role of Heads of Human Resource Components

- 6.11.1 To provide support to managers regarding career plans and succession plans for their components.
- 6.11.2 To ensure that line managers are trained to undertake their responsibilities for career development of their staff from the target group.
- 6.11.3 To develop EE plan, monitor and play a supporting role.
- 6.11.4 To facilitate and coordinate the implementation EE plan across the department.
- 6.11.5 To ensure that the department does achieve the set EE targets.
- 6.11.6 To include the above (6.11.1-6.11.4) responsibilities in their performance contracts regarding their support to EE.
- 6.11.7 To maintain personnel records which enable progress in implementing the affirmative action programme to be accurately tracked over time.

6.12 Role of Line Managers

- 6.12.1 To ensure adherence to recruitment and selection procedures.
- 6.12.2 To determine EE targets for their components linked to the departmental EE plan.
- 6.12.3 To develop career development plans for their subordinates.
- 6.12.4 To allocate financial resources for training and development of EE candidates.
- 6.12.5 To ensure communication between drivers of the affirmative action programme and the intended beneficiaries.

6.13 Role of Employment Equity Committee

- 6.13.1 The Committee should at least meet quarterly to plan and review progress made on the implementation of the Employment Equity plan.
- 6.13.2 The committee must ensure that the EE plan is non discriminatory and benefits the EE target group.

7. Monitoring, Evaluation and Reporting

The sub-branch Human Resource Management & Development will be responsible for monitoring the implementation of this policy and providing support service to management and to produce reports as and when required.

8. Policy Implementation

The policy shall come into effect on the first date of the month following the month which the Executing Authority approved it.

9. Amendment of Policy

This policy shall be reviewed annually and as and when necessary and it shall follow the initial process of policy development.

~~Recommended/Not Recommended.~~




HEAD OF DEPARTMENT



DATE

Approved /Not Approved:--



MEMBER OF EXECUTIVE COUNCIL



DATE