



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
ROADS AND TRANSPORT**

AFFIRMATIVE ACTION POLICY

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GLOSSARY

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

Affirmative Action means all actions and interventions to eliminate past racial and gender imbalances, overcome barriers to equal employment opportunity, mobilize latent human resources and to offer opportunities for advancement to the previously disadvantaged in a planned and accelerated way.

Designated group refers to Blacks, Coloured, Indian male and all women and persons with disabilities.

Persons with disabilities are people who have a long-term or recurring physical or mental impairment which substantially limit the entry into employment.

Discrimination means any actions/decisions based on bias, prejudice or stereotyping that are taken against a person or group, resulting in their being treated differently or less favourably.

1. PREAMBLE

The department is committed towards providing democratic and accountable governance and therefore acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups all occupational levels and categories. This Affirmative Action Policy serves as a testimony of the Limpopo Department of Roads and Transport's commitment to transform its services into an institution where employment practices are underpinned by equity. It is very important that the interpretation and understanding of this Affirmative Action Policy should be within the framework of Employment Equity Act 55 of 1998.

2. PURPOSE

To serve as a basis and guidance for the drafting, completion and continued review of the Limpopo Department of Roads and Transport Employment Equity Plan.

3. LEGAL FRAMEWORK

- 3.1 The Constitution of the Republic of South Africa Act 108 1996
- 3.2 Employment Equity Act 55 of 1998
- 3.3 White Paper on Affirmative Action, 1998
- 3.4 Labour Relation Act 66 of 1995
- 3.5 Public Service Regulation 2001

4. SCOPE OF APPLICATION

This policy applies to all employees employed in terms of the Public Service Act in the Limpopo Department of Roads and Transport

5. POLICY PRINCIPLES

The implementation of Employment Equity in Limpopo Department of Roads and Transport will be underpinned by the following core principles.

5.1 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.

5.2 Productivity and improved service delivery

Affirmative action programmes must promote development of more innovative work practices, which maximize productivity and increase customer-responsiveness.

5.3 Cost effectiveness

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

5.4 Communication

The purpose of affirmative action policies and programmes must be fully communicated to all public servants in the Limpopo Department of Roads and Transport.

5.5 Participation

Affirmative action programmes must be developed by various directorates with the active participation of employees at all levels, and with representatives of the recognized organized Labour. These programmes will be coordinated and monitored by Sub Directorate: Human Resource Planning and Equity.

5.6 Transparency

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

5.7 Accountability

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

5.8 Reasonable accommodation

Affirmative action programmes must strive to eradicate barriers to employment and advancement in the physical and organizational environment and provide support of all members of the target group.

5.9. Relative disadvantage

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

6. ROLES AND RESPONSIBILITIES

6.1 EXECUTING AUTHORITY

The Executing Authority should take a leadership role in promoting understanding of and support affirmative action programme by including references in the public statements and speeches. The Executing Authority must take personal interest in affirmative action within the department by ensuring that affirmative action measures are given priority and resources.

6.2 ACCOUNTING OFFICER

6.2.1 He or she should demonstrate personal commitment and support for affirmative action programme.

6.2.2 It is also important for Accounting Officer to take responsibility of ensuring that affirmative action is integrated into departmental strategic plan; operational plans and its management practices.

6.3 HEAD OF HUMAN RESOURCE MANAGEMENT

The Head of Human Resource Management must ensure that Affirmative Action is integrated into Human Resource Management practices not excluding the following:

6.3.1 Ensuring that during recruitment process numerical goals set out in the Employment Equity Plan are achieved.

6.3.2 Ensure that advertisement of posts also reaches and attracts people from the designated group.

6.3.3 Ensure that selection panel is well represented and free from bias.

6.4 HEAD OF HUMAN RESOURCE DEVELOPMENT

6.4.1 Ensuring the development and enhancement of induction, training, mentoring and other human resource development programmes for members from designated group.

6.4.2 Ensure that managers are trained to undertake their responsibilities for career development of members of their staff from designated group and also ensure that training provided is related to competencies required.

6.5 MANAGER OF HUMAN RESOURCE PLANNING AND EQUITY

The Manager of Human Resource Planning and Equity will have to develop the Affirmative Action programme, monitor it, report to management and other relevant structures and also play a facilitating and coordinating role across the entire programme.

6.6 MEMBERS FROM DESIGNATED GROUP

- 6.6.1 Designated groups should see themselves as active partners with the department in the process.
- 6.6.2 They must respond positively to training and development opportunities.
- 6.6.3 They should be open and positive about their values and avoid an apologetic approach of being members of the designated group.

6.7 EMPLOYEES OUTSIDE THE DESIGNATED GROUP

The success of affirmative action programme is the responsibility of every employee in the department, it is therefore important that the non-designated group show commitment by active participation in the programme. They should guard against undermining the process of Affirmative Action. It is very important for them to understand the values and concerns of the designated group and also make sure that they are accommodated and supported.

6.8 LINE MANAGERS

- 6.8.1 To ensure that they adhere to the recruitment and selection procedures outlined in this policy.
- 6.8.2 Determine Employment Equity targets for their components linked to the departmental Employment Equity Plan.
- 6.8.3 Develop career development plans for their subordinates as regulated by the Performance Management System policy.

7. MONITORING AND EVALUATION

The implementation of this policy and the Employment Equity Plan will be monitored by the parties as indicated in this policy with particular emphasis on:

- 7.1 Ensuring the realization of the purpose and principles as stated;
- 7.2 Awareness, consultation and communication taking place as stated;
- 7.3 The employment equity objectives being actively pursued;
- 7.4 The workplace profile being correctly applied and progress of its implied percentages monitored; and reporting to the Department of Labour taking place as prescribed

8. POLICY IMPLEMENTATION

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

9. POLICY REVIEW

This policy shall be reviewed as and when need arise and shall follow the initial process of policy development.

RECOMMENDED / ~~NOT RECOMMENDED~~

Subhale

ACCOUNTING OFFICER

18/02/2011

DATE

APPROVED/ ~~NOT APPROVED~~

Approved

Rakana

EXECUTING AUTHORITY

06/03/2011

DATE