LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

POLICY TITLE:	DIVERSITY MANAGEMENT POLICY
POLICY REFERENCE NUMBER:	OT/SPEC/02
COMPILED BY:	SBU: ORGANISATIONAL TRANSFORMATION
ACCEPTED BY: SENIOR MANAGER-OT	_Thidau 24/08/2012_
RECOMMENDED BY: HOD	_Marunda 9/09/2012_
ADOPTED BY: (Executive Management Chairperson) MEC	
APPROVED BY: MEC	_19/09/12_
DATE INITIATED:	

1. PREAMBLE

The Department of Co-operative Governance, Human Settlements and Traditional affairs is committed to achieve the qualified workforce that reflects the diverse communities it serves and a work environment of inclusion and respect. For the Department of Co-operative Governance Human Settlements and Traditional affairs (CoGHSTA) to reach its Diversity Management goal, it has to implement a comprehensive and strategic approach to diversity management to achieve its employment equity goals and a working environment of respect. To adopt the affirmative action approach to recruit, hire and promote underrepresented groups to implement practices to ensure that all employees and job applicants are treated without prejudice and discrimination.

2. PURPOSE

The purpose of this policy is to provide guidelines and regulate diversity management issues in the workplace.

3. OBJECTIVES

3.1 To create an environment where job incumbent, training or career advancement opportunities within the Department will not be disadvantaged or discouraged by attitudinal or systematic barriers;

3.2 To ensure the process of affirmative action in all the processes dealing with employees and applicants for positions within CoGHSTA;

3.3 To create the environment of inclusion and respect through support for positive race relations, cross cultural understanding and appreciation for human rights amongst employees;

3.4 To develop, implement and support a comprehensive and strategic approach to diversity management (planning, programs, resources, communications, training and development, reporting, monitoring and evaluation) to achieve employment equity goals.

4. Definitions:

4.1 "Diversity" means

Diversity refers to the differences between individuals. People differ in all respects, both visible and non-visible. The examples of those differences are gender, age, sexual preferences, skills, tenure and learning styles. All these differences are found in the workplace, although not all differences are always recognized or seen as relevant.

Differences between people influence how they behave, feel, do and are perceived. These differences influence the way people work. Taking these differences into account helps the organization to make optimal use of all capabilities and capacities in the workforce .These has a positive influence on both the quality and quantity of work done.
Diversity can manifest itself in the following aspects;

"Affirmative Action" means
A program or a plan designed to remove barriers including but not limited to women and people with disability.

"Discrimination" means
Unfavorable treatment based on the following indicator, not limited to race, color, age physical characteristics, ability, ancestry, class, education, ethnicity and sexual orientation.

"Employment Equity" means
A comprehensive planning process designed to identify and eliminate discrimination in employment practices, policies, procedure and remedy the effects of conscious or unconscious systemic barriers.

"Employment Systems" means
Policies and practices used to attract, select, train, promote and compensate employees to establish, define jobs and to determine the conditions of employment.

"Ethno-cultural People" means
Any individual or group of individuals who differ from the majority because of their racial, linguistic or cultural characteristics, their systems of beliefs and their will to protect cultural identity.

"Persons with Disabilities" means
People who suffer permanent physical, psychological and / or learning impairment or defects

"Sexual Orientation" means
Personal attraction and/or relationship, including but not limited to bisexual, gay, heterosexual, lesbian, transgender and transsexual.

"System Barriers" means
Conscious or unconscious hindrance or obstruction in the formal or informal policies, practices and procedures that result in exclusion of individuals.

"Underrepresented Group" means
People who are numerically in minority at the workplace e.g. People with Disabilities

4.2 "Diversity management" means

Diversity management refers to all activities in an organization aimed at dealing with, and making optimal use of, the diversity in its labour force. Diversity Management is a comprehensive managerial process for developing an environment that works for all employees.

This encourages managers to enable, empower and influence employees to reach their full potential. It ensures that organizational systems, policies and practices do not benefit one group more than the other.

The idea of inclusiveness is central to Diversity management and it addresses workplace behaviors and understanding differences while focusing on an organization's culture and climate.

5. REGULATORY FRAMEWORK

5.1   Constitution of the Republic of South Africa, Act 108 of 1996
5.2   Public Service Act, 1994 as amended
5.3   Employment Equity Act 55, of 1998 Chapter 2
5.3   Chapter 2 of the Bill of Rights
5.5   Public Service Law Amendment Act 86, of 1998
5.6   Municipal Systems Act No. 32 of 2000

5.7 Provincial Policy on Sexual Harassment

5.8 Labour Relations Act 12 of 2000(as amended)

6. SCOPE OF APPLICATION

6.1 This policy applies to the employer, employees, interns and all people employed on contractual basis.

6.2 All sections of this policy will be applied in a manner subject to the terms and conditions of all relevant Collective Agreements.

7. DIVERSITY MANAGEMENT PROCESSS

The following process will be followed in managing diversity in the department:

7.1 **Workforce Survey using current and accurate data to develop workforce profiles for the department**

The Workforce Survey would be provided to newly appointed employees by the Human Resource Division (Attached work force survey forms as annexure A). The Departmental Diversity Management Coordinator will maintain that the survey results are kept confidential. This Workforce Survey information will be forwarded to Special programme Division for analysis and to enable them to develop Workforce profiles for each SBU.

7.2. **Employment Systems Review**

The Diversity Management Coordinator will conduct comprehensive review for the employment systems every five years

Its purpose is to identify and remove the barriers to employment, retention and advancement for employees of designated group and to identify priorities for improvement.

7.3. **Strategic Planning and Management**

The Strategic Management unit will develop a five year plan using information from the Workforce Profile.

The plan will identify goals and strategies designed to improve implementation of underrepresented group and to encourage workplace culture that is inclusive and respectful.

7.4. Regular Reporting and Monitoring

The Diversity Management Coordinator will submit a workforce profile to each SBU annually. The Senior Manager Organizational Transformation will submit the annual progress report to the General Manager Strategic HRM, who will eventually submit the report to the Executive Management.

7.5. Communication

Special Programmes Division will work with all SBU's to assist in the development, implementation of communication plans and department level diversity Management goals. Senior Managers will provide timely communication and professional development to employees as required.

7.6. On-going Training and Development

Diversity management Coordinator will provide professional development sessions as required. Senior Managers will provide opportunities for employees as required to participate in professional development related to Special Programs and Diversity Management goals.

8. ADMINISTRATION OF THE POLICY

8.1 The Head of Department will ensure that the Senior General Manager has an effective support structure which is, the Organizational Transformation, to fulfill functions in terms of the policy.

8.2 The Senior General Manager: Corporate Services as the custodian of this policy, may delegate responsibility to the General Manager: Strategic Human Resources Management

9. DESIGNATED STRUCTURES – AUTHORITATIVE BODY

9.1 The Member of the Executive Council (MEC) has the power to approve and ament the policy.

9.2 The Accounting Officer (HOD) bears the responsibility to recommend to the Member of the executive Council.

10. IMPLEMENTATION/ EFFECTIVE DATE OF THE POLICY

10.1 The policy shall come into effect upon the approval by the Member of the Executive Council.

11. MONITORING AND EVALUATION

11.1 Collation of data and the assessment of Diversity Management must be done annually.

12. POLICY REVIEW

12.1 The policy must be reviewed annually.

WORKFORCE SURVEY

a) Persal Number _____ Position _____

b) Department _____ Division _____

c) SBU _____

d) · Casual · Term · Permanent · Shift Worker

Mark with an × in the appropriate box.

For the purposes of this survey, Aboriginal people are people who consider themselves to be First Nations.

Are you an Aboriginal person? · Yes · No

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a) Do you consider yourself to be South African (e.g. White, Black, Indian)

  · Yes · No

For the purposes of this survey, racial visibility is defined by race or colour (non-white) only, not citizenship, place of birth, religion, language, or cultural background.

b) Do you consider yourself to be a racially visible person? · Yes · No

c) Do you consider yourself to be white? · Yes · No

For the purposes of this survey "persons with disabilities" means persons who for the purposes of employment identify themselves or believe that an employer is likely to consider them to be disadvantaged due to a long-term or recurring physical, mental, sensory, psychiatric, or learning impairment.

Do you have a disability? · Yes · No

Are you?	Are you?
· Female	· Lesbian
· Male	· Bisexual
	· Gay

What language(s) do you speak?

· Afrikaans	· French	· N.Sotho
· Chinese	· Tsonga	· Setswana
· English	· Vhenda	· Ndebele
· Other (Please specify): _____		

· Click here if you wish to be contacted to participate in future surveys or events related to diversity

Management (e.g. focus groups, committees, training).

If you checked the box above, please provide a phone number or e-mail address that you would like us to

use to contact you: E-mail _____   Cell No: _____

· Click here if you do **not** wish to complete sections 2, 3, 4, 5, 6 and/or 7 of the Workforce Survey.

SIGNATURE: _____

- To create the environment of inclusion and respect through support for positive race relations, cross cultural understanding and appreciation for human rights amongst employees;

- To develop, implement and support a comprehensive and strategic approach to diversity management (planning, programs, resources, communications, training and development, reporting, monitoring and evaluation) to achieve employment equity goals.

4. RECOMMENDATION

In view of the above, it is therefore recommended that the diversity management policy be approved.

_____   23 | 04 | 2012
SENIOR MANAGER   DATE
ORGANISATIONAL TRANSFORMATION

COMMENTS

Diversity Management Policy is supported for approval

_____   02 | 05 | 2012
GENERAL MANAGER   DATE
STRATEGIC HRM

COMMENTS

Supported

_____   03 / 05 / 2012
SENIOR GENERAL MANAGER   DATE
SHARED SERVICES

RECOMMENDED/NOT RECOMMENDED

Supported for approval.

_____

HEAD OF DEPARTMENT   30/05/2012
COGHSTA   DATE

APPROVED/NOT APPROVED

_____

MEMBER OF EXECUTIVE COUNCIL   03/06/12
COGHSTA   DATE