

EMPLOYMENT EQUITY POLICY

1 PURPOSE

- 1.1 To continuously create and support an environment that permits equal opportunity for advancement, in order to redress past imbalances and to ameliorate the conditions of individuals and groups who have been previously disadvantaged on the grounds of race, gender and disability;
- 1.2 To regulate the implementation of the Employment Equity Plan and strategies in Greater Giyani Municipality;
- 1.3 To comply fully with the requirements of the Employment Equity Act to the strategic advantage of the Municipality and its employees;
- 1.4 Implement comprehensive affirmative action, education, training and development strategies to redress historic and existing inequalities, imbalances, prejudices and injustices in the workplace;
- 1.5 Consistent with the Municipality's Employment Equity Policy, ensure equal employment opportunity practices in Greater Giyani Municipality;
- 1.6 Enforce the fundamental right of equality and equal opportunity between men and women in our employment as well as the right of every person to be protected against employment discrimination on the grounds of race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, culture or political affiliation;
- 1.7 To further advance transformation within Greater Giyani Municipality in order to realise a truly non-racial and non-sexist institution and provide redress to the disadvantaged people;
- 1.8 To state the broad principles of Employment Equity to which Greater Giyani Municipality is committed and to describe in general how the Municipality seeks to realise these principles.
- 1.9 To create an equitable organisation and to build an environment that supports and enables those who have been historically disadvantaged by unfair discrimination to fulfil their maximum potential and to enhance organisational performance.

- 1.10 This policy document does not constitute the Employment Equity Plan of the Municipality. It simply sets out the framework and guiding philosophy that will govern an Employment Equity Plan.

2. SCOPE AND DURATION

This policy applies to the whole Municipality and shall remain in force until amended.

3. PURSUANT TO THE PURPOSE OF THE POLICY, THE MUNICIPALITY WILL TAKE ACTIVE STEPS TO:

- 3.1 Ensure fair, non-discriminatory practices with respect to the rights and dignity of all its employees irrespective of colour, race, gender or disability.
- 3.2 Remove any potentially discriminatory practices and barriers that may be identified.
- 3.3 Ensure that employees at all levels are suitably qualified or have the potential to meet the intrinsic requirements of the job.
- 3.4 Ensure that employees are allowed to realise their full potential and are advanced and rewarded on merit.
- 3.5 Transform the demographic profile of the workforce to better reflect the local and national profile.
- 3.6 Introduce positive action plans to accelerate the advancement of employees from designated groups.
- 3.7 The Municipality endeavours to:
 - (a) Develop numeric targets annually for hiring, training, promoting and retaining employees who are the prime beneficiaries for this policy as set out in the Employment Equity Act;
 - (b) Develop and introduce measures that support these employees' advancement; and inculcate a culture that values diversity and supports the affirmation of those who have previously been unfairly disadvantaged within our society and as a result also within the Municipality.

4. AWARENESS, COMMUNICATION AND CONSULTATION

In compliance with the Employment Equity Act, the Municipality will:

- 4.1 Communicate this policy to all employees;
- 4.2 Ensure optimum understanding of the Employment Equity Act amongst all employees;

- 4.3 Establish a representative Employment Equity Committee/Project Team to manage and facilitate conducting of audits, and the drawing and implementation of the EE Plan; and
- 4.4 Consult and communicate throughout the process as required by the Act.

5. ROLES, RESPONSIBILITIES AND ACCOUNTABILITY

5.1. Municipal Manager

The Municipal Manager of Greater Giyani Municipality shall be responsible for ensuring that the provisions of the Employment Equity Act are complied with, and for the effective implementation of the Municipality's Employment Equity Policy and Plan. S/He shall also be responsible for the following:

- 5.1.1. The appointment of a Senior Manager responsible for the Employment Equity who will assume the responsibility of the Employment Equity process in the Municipality, inclusive of the development, implementation and monitoring of the Employment Equity Plan;
- 5.1.2. Providing such a manager with the necessary authority and means to perform the above functions;
- 5.1.3. The Municipality's reporting obligations in terms of the Employment Equity Act.

5.2. Employment Equity Committee

Employment Equity Committee comprising of the following key stakeholders need to be established:

- Corporate Services Manager: Chairman of the Employment Equity Committee
- Heads of Department
- Department Assistant Managers
- Trade Union Representative -or
- Employees' Representative (if no trade union representative)

5.3. Functions of the Committee:

The Employment Equity Committee has the following responsibilities:

- 5.3.1. To educate the employees concerning equity and the elimination of unfair discrimination
- 5.3.2. To identify all forms of unfair discrimination which may be perceived to exist within the municipality.
- 5.3.3. To conduct regular audits of policies, procedures and working practices to identify employment barriers, which prevent equal opportunities for all employees.
- 5.3.4. To develop an action plan aimed at addressing any unfair discriminatory practices and the identified employment barriers.
- 5.3.5. To ensure the development and implementation of Affirmative Action measures
- 5.3.6. To determine appropriate timeframes for affirmative action measures
- 5.3.7. To be instrumental in the preparation of reports as required by the Employment Equity Act.
- 5.3.8. To co-ordinate the establishment of goals and setting up of mechanisms for monitoring and reporting on Affirmative Action progress including AA targets and measures.

6. APPROVAL AND MAINTENANCE OF THIS POLICY

- 6.1 The Policy and major changes are to be approved by the Council.
- 6.2 Maintenance of the policy is the responsibility of the Municipal Manager or the appointed Senior Manager.
- 6.3 This policy document will be subject to periodic review, at least on a yearly basis or more frequently if required, to ensure that it remains relevant to changed circumstances and will be revoked at such time as its objectives have been realised.