



PLEASE READ THIS FIRST

SECTION A: EMPLOYER DETAILS

PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998.

This form contains the format for employment equity reporting by employers to the Department of Labour. Both small employers (i.e. employers employing fewer than 150 employees) and large employers (i.e. employers employing 150 or more employees) are required to use this form. Those employers who are not designated, but wish to voluntarily comply, must also use this reporting form.

Although all sections of this form apply to large employers, only certain sections of this form should be completed by small employers. Employers who report for the first time are not required to complete the progress report section of this form.

WHO SHOULD COMPLETE THIS FORM?

All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

- Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October; and
Small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.

ESSENTIAL REQUIREMENTS

Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. All relevant areas of the form must be fully and accurately completed by employers. Designated employers who fail to observe this provision will be deemed not to have reported. Guidance to overcome difficulties on how to complete the form properly must be obtained from the Department prior to completing and submitting the report.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001
Telephone: 012 3094000
Facsimile: 012 3094737 / 3094188
e-mail: ee@labour.gov.za

Table with 2 columns: Field Name and Value. Fields include Trade name, DTI registration name, DTI registration number, PAYE/SARS number, UIF reference number, EE reference number, Seta classification, Industry/Sector, Telephone number, Fax number, Email address, Postal address, City/Town, Postal code, Province, Physical address, City/Town, Postal code, Province, Details of CEO at the time of submitting this report, Name and surname, Telephone number, Fax number, Email address, Details of Employment Equity Manager at the time of submitting this report, Name and surname, Telephone number, Fax number, Email address, Information about the organization at the time of submitting this report, Business type, Number of employees in the organization, Is your organization an organ of State?, Is your organisation part of a group / holding company?, Date of submitting this report.

Please indicate below the period the report covers (in the case of large employers the preceding twelve months and for small employers twenty-four months, except for first time reporting where the period may be shorter):

From (date): 01/10/2012

To (date): 30/09/2013

Please indicate below the duration of your current employment equity plan:

From (date): 01/04/2013

To (date): 31/03/2018

#### PLEASE READ THIS FIRST

- a. The method of reporting should remain for the period of the plan, and must be consistent from reporting period to reporting period.
- b. Employers must refrain from leaving blank spaces or using a dash (-) when referring to the value "0" (Zero) or the word "No". All relevant areas of the form must be fully and accurately completed by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- c. "Temporary employees" mean workers who are employed to work for three consecutive months or less.
- d. The Numerical goal is the workforce profile the employer projects to achieve at the end of the employer's current employment equity plan (EE Plan). The numerical goals of the employer must be the same for the entire duration of the EE Plan.
- e. The Numerical target is the workforce profile the employer projects to achieve by the end of the next reporting period.
- f. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Areas that only apply to small employers shall be made available by the Department of Labour in a separate form as well.
- g. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.

## SECTION B: WORKFORCE PROFILE AND CORE &amp; SUPPORT FUNCTIONS

## 1. Occupational levels

1.1 Please report the total number of employees (including employees with disabilities) in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	3	0	0	0	1	0	0	0	0	0	4
Senior management	25	0	0	3	16	0	1	0	1	0	46
Professionally qualified and experienced specialists and mid-management	112	1	2	9	52	1	0	5	0	0	182
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	199	0	0	30	105	0	0	6	0	0	340
Semi-skilled and discretionary decision making	575	1	0	55	436	2	0	15	2	0	1086
Unskilled and defined decision making	1258	2	0	1	881	0	0	0	1	0	2143
TOTAL PERMANENT	2172	4	2	98	1491	3	1	26	4	0	3801
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	2172	4	2	98	1491	3	1	26	4	0	3801

1.2 Please report the total number of employees with disabilities in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	1	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0	1	0	0	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	3	0	0	1	0	0	4
Semi-skilled and discretionary decision making	26	0	0	2	27	0	0	1	0	0	56
Unskilled and defined decision making	14	1	0	0	4	0	0	0	0	0	19
TOTAL PERMANENT	40	1	0	3	35	0	0	2	0	0	81
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	40	1	0	3	35	0	0	2	0	0	81

## 2. Core operation functions and Support functions by occupational level

A job could either be a Core operation function or a Support function. Core operation Function positions are those that directly relate to the core business of an organization and may lead to revenue generation e.g. sales production, etc. Support Function positions provide infrastructure and other enabling conditions for revenue generation e.g. human resources corporate services etc.

2.1 Please indicate the total number of employees (including people with disabilities), that are involved in /Core Operational Function positions at each level in your organization. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	0	0	0	0	0	0	0	0	1
Senior management	14	0	0	2	8	0	1	0	1	0	26
Professionally qualified and experienced specialists and mid-management	85	0	2	8	32	1	0	2	0	0	130
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	149	0	0	20	59	0	0	3	0	0	231
Semi-skilled and discretionary decision making	503	1	0	49	335	2	0	13	2	0	905
Unskilled and defined decision making	1209	2	0	1	863	0	0	0	1	0	2076
<b>TOTAL PERMANENT</b>	<b>1961</b>	<b>3</b>	<b>2</b>	<b>80</b>	<b>1297</b>	<b>3</b>	<b>1</b>	<b>18</b>	<b>4</b>	<b>0</b>	<b>3369</b>
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>1961</b>	<b>3</b>	<b>2</b>	<b>80</b>	<b>1297</b>	<b>3</b>	<b>1</b>	<b>18</b>	<b>4</b>	<b>0</b>	<b>3369</b>

2.2 Please indicate the total number of employees (including people with disabilities), that are involved in Support Function positions at each level in your organization. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	2	0	0	0	1	0	0	0	0	0	3
Senior management	11	0	0	1	8	0	0	0	0	0	20
Professionally qualified and experienced specialists and mid-management	27	1	0	1	20	0	0	3	0	0	52
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	50	0	0	10	46	0	0	3	0	0	109
Semi-skilled and discretionary decision making	72	0	0	6	101	0	0	2	0	0	181
Unskilled and defined decision making	49	0	0	0	18	0	0	0	0	0	67
<b>TOTAL PERMANENT</b>	<b>211</b>	<b>1</b>	<b>0</b>	<b>18</b>	<b>194</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>432</b>
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>211</b>	<b>1</b>	<b>0</b>	<b>18</b>	<b>194</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>432</b>

## SECTION C: WORKFORCE MOVEMENT

## 3. Recruitment

3.1 Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	1	0	0	0	1	0	0	0	1	0	3
Professionally qualified and experienced specialists and mid-management	0	0	1	0	4	0	0	0	0	0	5
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	0	0	0	1	0	0	0	0	0	4
Semi-skilled and discretionary decision making	7	0	0	0	17	0	0	0	0	0	24
Unskilled and defined decision making	0	0	0	0	3	0	0	0	0	0	3
TOTAL PERMANENT	11	0	1	0	26	0	0	0	1	0	39
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	11	0	1	0	26	0	0	0	1	0	39

## 4. Promotion

4.1 Please report the total number of promotions into each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	1	0	0	0	2	0	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	7	0	1	0	8	0	0	1	0	0	17
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	8	0	0	1	2	0	0	0	0	0	11
Semi-skilled and discretionary decision making	11	0	0	0	13	0	0	1	0	0	25
Unskilled and defined decision making	62	0	0	0	117	0	0	0	0	0	179
TOTAL PERMANENT	89	0	1	1	142	0	0	2	0	0	235
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	89	0	1	1	142	0	0	2	0	0	235

## 5. Termination

5.1 Please report the total number of terminations in each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	3	0	0	0	0	0	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	2	0	0	1	1	0	0	0	0	0	4
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	8	0	0	1	3	0	0	1	0	0	13
Semi-skilled and discretionary decision making	50	0	0	3	17	0	0	2	0	0	72
Unskilled and defined decision making	97	0	0	2	54	0	0	0	0	0	153
TOTAL PERMANENT	160	0	0	7	75	0	0	3	0	0	245
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	160	0	0	7	75	0	0	3	0	0	245

5.2 Please report the total number of terminations, including people with disabilities, in each termination category below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Terminations	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Resignation	29	0	0	1	22	0	0	1	0	0	53
Non-Renewal Of Contract	15	0	0	0	16	0	0	0	0	0	31
Dismissal – Operational Requirements(Retrenchment)	0	0	0	0	0	0	0	0	0	0	0
Dismissal - Misconduct	1	0	0	0	0	0	0	0	0	0	1
Dismissal - Incapacity	1	0	0	0	0	0	0	0	0	0	1
Retirement	63	0	0	6	24	0	0	2	0	0	95
Death	51	0	0	0	13	0	0	0	0	0	64
TOTAL	160	0	0	7	75	0	0	3	0	0	245

## SECTION D: SKILLS DEVELOPMENT

## 6. Skills Development

6.1 Please report the total number of people from the designated groups, including people with disabilities, who received training solely for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	0	0	0	0	0	0	0	0	0
Senior management	9	0	0	1	15	0	0	2	27
Professionally qualified and experienced specialists and mid-management	25	0	0	0	24	0	0	0	49
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	61	0	0	0	53	0	0	0	114
Semi-skilled and discretionary decision making	23	0	0	0	58	0	0	0	81
Unskilled and defined decision making	21	0	0	0	82	0	0	0	103
TOTAL PERMANENT	139	0	0	1	232	0	0	2	374
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	139	0	0	1	232	0	0	2	374

6.2 Please report the total number of people with disabilities only who received training solely for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	1	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	1	0	0	0	1
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	0	2	0	0	0	2
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	0	2	0	0	0	2

## SECTION E: NUMERICAL GOALS & TARGETS

### 7. Numerical Goals

7.1 Please indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of employees, including people with disabilities, at the end of your current employment equity plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	2	0	0	0	2	0	0	0	0	0	4
Senior management	22	2	1	2	22	2	1	2	1	0	55
Professionally qualified and experienced specialists and mid-management	102	14	5	16	86	12	3	12	0	0	250
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	178	25	8	28	150	22	5	22	0	0	438
Semi-skilled and discretionary decision making	532	75	25	83	447	65	14	64	2	0	1307
Unskilled and defined decision making	941	134	44	148	791	116	25	113	1	0	2313
TOTAL PERMANENT	1777	250	83	277	1498	217	48	213	4	0	4367
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1777	250	83	277	1498	217	48	213	4	0	4367

7.2 Please indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of employees with disabilities only at the end of your current employment equity plan in terms of occupational levels.

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	1	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	1	0	0	0	1	0	0	0	0	0	2
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	1	1	1	1	1	1	1	0	0	8
Semi-skilled and discretionary decision making	9	3	2	3	5	3	2	3	0	0	30
Unskilled and defined decision making	12	5	1	6	12	3	1	5	1	0	46
TOTAL PERMANENT	23	9	4	10	20	7	4	9	1	0	87
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	23	9	4	10	20	7	4	9	1	0	87

## 8. Numerical Targets

8.1 Please indicate the numerical targets (i.e. the workforce profile) you project to achieve for the total number of employees, including people with disabilities, at the end of the next reporting in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	2	0	0	0	2	0	0	0	0	0	4
Senior management	26	0	0	3	18	0	1	0	1	0	49
Professionally qualified and experienced specialists and mid-management	112	6	3	13	64	1	0	6	0	0	205
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	198	9	2	28	4	6	1	11	0	0	259
Semi-skilled and discretionary decision making	585	6	5	61	437	4	3	22	2	0	1125
Unskilled and defined decision making	1271	5	1	4	884	2	3	6	1	0	2177
TOTAL PERMANENT	2194	26	11	109	1409	13	8	45	4	0	3819
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	2194	26	11	109	1409	13	8	45	4	0	3819

8.2 Please indicate the numerical targets (i.e. the workforce profile) you project to achieve for the total number of employees with disabilities only at the end of the next reporting period in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	1	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0	1	0	0	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	0	0	0	7	0	0	1	0	0	10
Semi-skilled and discretionary decision making	36	0	0	2	28	0	0	1	0	0	67
Unskilled and defined decision making	7	0	0	0	0	0	0	0	0	0	7
TOTAL PERMANENT	45	0	0	3	36	0	0	2	0	0	86
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	45	0	0	3	36	0	0	2	0	0	86

**SECTION F: MONITORING & EVALUATION** (This section is not applicable to small employers)

**9. Disciplinary Action**

9.1 Disciplinary action: (report the total number of disciplinary actions during the twelve months preceding this report). Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Disciplinary Action	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
	7	0	0	0	1	0	0	0	0	0	

**10. Awareness of Employment Equity**

10.1 Please indicate which of the following awareness measures were implemented by your organization:

	Yes	No	No. of Employees Covered
Formal written communication		No	3801
Policy statement includes reference to employment equity		No	3801
Summary of the Act displayed	Yes		3801
Employment Equity training	Yes		102
Diversity Management Programmes		No	0
Discrimination awareness programmes		No	0

**11. Consultation**

11.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan:

	Yes	No
Consultative body or employment equity forum	Yes	
Registered trade union (s)	Yes	
Employees	Yes	

12. Barriers and affirmative action measures

12.1 Please indicate in which categories of employment policy or practice barriers to employment equity were identified. If your answer is 'Yes' to barriers in any of the categories, please indicate whether you have developed affirmative action measures and the timeframes to overcome them.

Categories	Barriers	Affirmative Action Measures	Timeframe for Implementation of AA Measures	
			Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)
Recruitment Procedures	Yes	Yes	01/10/2013	31/03/2014
Advertising Positions	Yes	Yes	01/10/2013	31/03/2014
Selection criteria	Yes	Yes	01/10/2013	31/03/2014
Appointments	Yes	Yes	01/10/2013	31/03/2014
Job classification and grading	No	No		
Remuneration and benefits	No	No		
Terms and conditions of employment	No	No		
Job assignments	No	No		
Work environment and facilities	Yes	Yes	01/10/2013	31/03/2014
training and development	Yes	Yes	01/10/2013	31/01/2014
Performance and evaluation systems	Yes	Yes	01/10/2013	31/03/2014
Promotions	Yes	Yes	01/10/2013	31/03/2014
transfers	Yes	Yes	01/10/2013	31/03/2014
Succession and experience planning	Yes	Yes	01/10/2013	31/03/2014
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/10/2013	31/03/2018
Corporate culture	Yes	Yes	01/10/2013	31/03/2018
Reasonable accommodation	Yes	Yes	01/10/2013	31/03/2014
HIV and AIDS education and prevention programmes	Yes	Yes	01/10/2013	31/03/2014
Appointed senior manager(s) to manage EE implementation	No	No		
Budget allocation in support of employment equity goals	Yes	Yes	01/10/2013	31/12/2013
Time off for employment equity consultative committee to meet	No	No		

13. Monitoring and evaluation of implementation:

13.1 How regularly do you monitor progress on the implementation of the employment equity plan? Please choose one.

Weekly	Monthly	Quarterly	Yearly
		Quarterly	

13.2 Did you achieve the annual objectives as set out in your employment equity plan for this period?

Yes	No	Please explain
	No	1. Slow Recruitment process, 2. Cost Curtailment or rechallenging of resources to other priority projects, 3. Insufficient budget to support the EE plans in particular Affirmative Action Measures, 5. Organisational Structure still under review.

## SECTION G: Signature of the Chief Executive Officer

Chief Executive Officer	
I hereby declare that I have read, approved and authorized this report.	
Signed on this 20 <sup>th</sup> Day of December Year 2013	
At Place : NELSPRUIT	
	<u>KGOPANA MOHLESEDI</u>
Signature Chief Executive Officer	Full Name