

Procedure	:	Contacting an Employment Equity Committee Member
Section	:	Section 2.4
Manual	:	Employment Equity Committee Manual

1. Contacting a member of the Employment Equity Committee

To contact a member of the Employment Equity Committee, go to the Committee Member's profile, and you may either email, telephone or set up an appointment to meet the relevant member.

2. What is the role of the Employment Equity Committee?

The purpose and scope of the Employment Equity Committee shall be to **consult on**:

- The conduct of an analysis of its employment policies, practices, procedures and the working environment, in order to identify employment barriers which adversely affect people from designated groups.
- Preparing and implementing an employment equity plan which will achieve reasonable progress towards employment equity in the Company's workforce.
- The preparation and compilation of the report required to be submitted to the Director-General of the Department of Labour.
- The internal procedures to resolve any dispute about the interpretation or implementation of the employment equity plan.

The committee shall at all times have regard to the provisions of the Act, and any regulations, codes of good practice, directives and administrative guidelines published in terms of the Act.

3. What queries may I send to the Committee?

If you feel that you have been discriminated against or subject to harassment you may forward your query or complaint to the Employment Equity Manager. Other grievances or complaints which are not founded on grounds of discrimination or harassment must be lodged in terms of the Grievance Procedure.

No employee may unfairly discriminate, directly or indirectly, against an employee, in any employment policy or practice, on one or more grounds, including race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language and birth.

It is not unfair discrimination to--

- a. take affirmative action measures consistent with the purpose of this Act; or
- b. distinguish, exclude or prefer any person on the basis of an inherent requirement of a job.

Harassment of an employee is a form of unfair discrimination and is prohibited on any one, or a combination of grounds of unfair discrimination.

4. In what format must I lodge a query or complaint?

To ensure that we are able to address your query or complaint, please use the following format:-

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Contacting an Employment Equity Committee Member

To : _____

From

Name : _____

Position : _____

Department: _____

Nature of query:

This query relates to discrimination / harassment on grounds of:-

- | | |
|---|--|
| <input type="checkbox"/> An employment policy or practice | <input type="checkbox"/> Race |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Marital status |
| <input type="checkbox"/> Family responsibility | <input type="checkbox"/> Ethnic or social origin |
| <input type="checkbox"/> Colour | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Age | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Religion | <input type="checkbox"/> HIV status |
| <input type="checkbox"/> Conscience | <input type="checkbox"/> Belief |
| <input type="checkbox"/> Political opinion | <input type="checkbox"/> Culture |
| <input type="checkbox"/> Language and | <input type="checkbox"/> Birth |
| <input type="checkbox"/> Medical testing | <input type="checkbox"/> Psychometric testing |
| <input type="checkbox"/> Other: _____ | |

Desired outcome:

Date : _____

Signature: _____

Please ensure that the recipient acknowledges receipt of your query or complaint.