

CORPORATE SERVICES DEPARTMENT EMPLOYMENT EQUITY POLICY	Doc Nr	
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EMPLOYMENT EQUITY POLICY

Signatories

The signatories hereof, confirm acceptance of the contents, recommendation, and adoption hereof.

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1. DEFINITIONS AND ACRONYMS

1.1 Statutory and Regulatory

This Procedure applies to the following meanings and interpretations:

#	TERM	DESCRIPTION
1.1	Black people	is a generic term meaning African, Asian, Coloured and Indian persons
1.2	Candidate	means an applicant for a post
1.3	Designated group	means Black people, women and people with disabilities.
1.4	Disadvantaged persons	means persons or categories of persons disadvantaged by past or present unfair discrimination.
1.5	People with disabilities	means people who have a long term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment.
1.6	Suitably qualified person	means a person who has the abilities, formal qualifications, relevant experience or potential to acquire, within a reasonable time, the skills and competencies necessary to perform a particular job.

1.2 ACRONYMS

#	TERM	DESCRIPTION
2.1	EE	Employment Equity

2. PREAMBLE

- 2.1 The Municipality is committed to a process to implement the Employment Equity Act to address the past inequalities to balance the workforce profile. The Municipality will do so by developing a comprehensive EE Plan that commits the municipality to implement it over a three year's period.
- 2.2 The EE plan is necessary to move towards a human and representative labour market underpinned by equity, redress, and affirmative action.
- 2.3 Furthermore, the municipality commits itself to the noble ideals of the Act and believe that resources shall be mobilized towards the attainment of this act.

3. PURPOSE

- 3.1 The purpose of this policy is to provide with guiding principles, institutional frameworks and basic strategies for the development and implementation of the Municipal Employment Equity Programmes.

4. OBJECTIVES

- 4.1 To achieve equitable representation of suitably qualified people from designated groups within each occupational category and level in the workforce. To comply with section 20 of Employment Equity Act, (Act No of 1988).
- 4.2 To ensure accessibility and availability of facilities for physically challenged people.
- 4.3 Addressing under-representation of designated groups in all occupational categories and levels in the workforce. Specifically, under-representation of black people, as defined in the Act and people with disabilities.
- 4.4 Identifying and developing strategies for the elimination of employment barriers in the Employment Policies and Practices of the Municipality.
- 4.5 Developing business-orientated strategies for the achievement of numerical goals and timeframes for the implementation of affirmative action measures.
- 4.6 Establishing procedures for the monitoring and enforcement of the EE implementation process.

- 4.7 Establishing procedures to address and resolve disputes regarding the Implementation and enforcement of Employment Equity.

5. RATIONAL OF THE POLICY

- 5.1 This policy aims to address the past imbalances through a programme of affirmative action in order to improve standardisation in recruitment practices and processes within the municipality. Furthermore, this policy aims to ensure equality and transparency in relation to the recruitment processes in the municipality.

6. SCOPE

- 6.1 The policy shall apply to all candidates who apply to the Municipality for employment and all employees of the Municipality including designated groups as well as non-designated groups.

7. LEGAL FRAMEWORK

- 7.1 Constitution of the Republic of South Africa, 1996.
- 7.2 Employment Equity Act 55 of 1999.
- 7.3 Skills Development Act 97 of 1998.
- 7.4 Labour Relations Act 66 of 1995.
- 7.5 Basic condition OF Employment Act, (Act No.75 of 1997) as amended.
- 7.6 SALGBC resolution .
- 7.7 Local Government: Municipal Systems Act (32/2000): Local Government: Municipal Staff Regulations, Government Gazette 45181.
- 7.8 Promotion of Equality and Prevention of Unfair Discrimination Act, No 4 of 2000 (as amended).
- 7.9 Integrated National Disability Strategy of the Government of Unity (Notice 299 of 1996).
- 7.10 Integrated National Disability Strategy 1997.

8. KEY PRINCIPLES

- 8.1 The municipality regards Employment Equity as a business imperative which will be integrated into the strategic plans of the Municipality
- 8.2 Those targeted by the EE will be African (that is black, coloured and Indians), women and the people with disabilities.
- 8.3 In order to realise the objective of creating an equitable work environment for all the officials, this policy must be interpreted and implemented in accordance with the following principles:
 - 8.4 Fairness
 - 8.4.1 Ensure equal representation of designed groups in all employment categories and levels in a fair manner and equitable manner.
 - 8.5 Transparency
 - 8.5.1 All employment equity measures and decisions will be taken in a transparent manner.
 - 8.6 Accountability
 - 8.6.1 Final accountability for the successful implementation of this policy lies with the Municipal Manager as the Accounting Officer
 - 8.7 Consistency
 - 8.7.1 The employment equity programmes must be implemented to balance with other policies within the municipality
 - 8.8 A culture of respect for human dignity, sensitivity and a sense of belonging
 - 8.8.1 The employment equity must be implemented to promote a culture of respect for the dignity of all officials, irrespective of different backgrounds, traditions, disability to create an overall sense of belonging
 - 8.9 Non-marginalisation
 - 8.9.1 Opportunity for the contribution for all must be enhanced. No staff member must be treated in a way that will sideline and marginalise him/her.

8.10 Communication and Consultation

8.10.1 In line with commitment to transparency, the municipality will ensure that all policies, programmes relating to EE are developed on a consultative basis with all the relevant stakeholders

9. POLICY CONTENT

The municipality has put the following EE Measures in place to ensure equal accommodation to all:

9.1 People with disability and designated group

OBJECTIVES	ACTION	RESPONSIBLE PERSON	TARGET DATE
To ensure accessibility and availability of facilities for physically challenged people.	Maintain database of persons with disability	All senior and divisional managers	Annually
To ensure external and internal training for employees by services providers to accommodate people with disabilities	To ensure compliance to the employment equity plan. ensure conference facilities are disabled friendly (SDF) Ensure the use correct accessories during training (SDF).	Senior manager corporate services HR Manager	Annually
	Ensure links with other structures such as the disability desks and other external disability structure in district.	Special programmer manger	Annually
Representativity of designed group.	Ensure representativity of designed groups in all occupational classes, at all levels during appointments and in decision making forums. To encourage people with disabilities to apply for posts in the Municipality through advert.	Senior Manager: Corporate Services. Human Resource Manager	Annually

9.2 Communication strategies

OBJECTIVES	ACTION STEP	RESPONSIBLE PERSON	TARGET DATE
To ensure that communication plans popularized both within municipality and forms	Ensure the posters and all relevant employment equity information is displayed at prominent	Communication unit Communication Manager	Annually

part of the communication strategy.	places in the municipality and distributed to individual staff. Ensure that information is published in the municipality staff newsletter. Ensure communication is on website.	Employment Equity committee Communication unit Communication Unit Information Technology	
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9.3 Employee Wellness Management Strategies

OBJECTIVES	ACTION STEP	RESPONSIBLE PERSON	TARGET DATE
To reduce application for discharge on ill health due to HIV and other related diseases	Ensure that all staff goes through change management course. Communicate the objectives of the Municipality all staff up to the lower level in simple terms Managers to be proactive on any staff behaviour that warrant attention, for instance identifying the root cause of the problem, counselling of staff and close monitoring Encourage supervisor to report adverse behavior changes to HR manager Cultivating a conducive environment for disclosure by people living with HIV/AIDS, COVID19 and Social illness. Encourage voluntary testing, counselling, and healthy lifestyle.	Training and Development (SDF) Supervisors EE Committee Employee Wellness Management Employee Wellness Management Employee Wellness	Annually

Continuous awareness and educational campaigns on HIV/AIDS	Presentation of workshops on HIV/AIDS. Distribution of pamphlets and condoms.	HIV/AIDS Co-Ordinator's Employee Wellness	Annually and Ongoing
Provision of dispensers	Usage of staff newsletter HIV/AIDS news update. Training of HIV/AIDS peer educators. Establish HIV/AIDS Committee Condom cans are to be available in various departments	Employee Wellness HIV/AIDS Coordinator's. Employee Wellness. HIV/AIDS Coordinator Employee Wellness HIV/AIDS Co-Ordinator's	
Establishment of Employee Wellness Programme (EWP)			

9.4 Staff Retention

OBJECTIVES	ACTION STEP	RESPONSIBLE PERSON	TARGET DATE
Staff Retention	To put in place a succession plan programme To develop retention strategy. To encourage internal promotion and career pathing within the municipality	Training and Development (SDF) Supervisors EE Committee Employee Wellness Management Employee Wellness Management Employee Wellness	Annually Annually Annually

10 IMPLEMENTATION: ROLES AND RESPONSIBILITY

10.1 Municipal Manager

10.1.1 Appoint members of the EE Committee

10.1.2 The Municipal Manager or his/her delegate assignee accepts overall responsibility for the implementation and monitoring of the policy.

10.2 Line Manager

10.2.1 Implement Affirmative Action Programmes by ensuring the targets are met in relation to EE.

10.2.2 Ensure the recruitment plans are complying with the EE guidelines.

10.3 Human Resource- Resource Benefits and Funds section

10.3.1 Ensure adherence to this policy

10.3.2 Provide ongoing advice on issues of racial and gender sensitivity

10.3.3 Facilitate the discussion of EE matters

10.3.4 Ensure the adequate management of the EE Committee

10.3.5 Advise management structure on EE related matters and legislative requirements

10.3.6 Coordinate and ensure reporting of EE related matters to the relevant committees and structures

10.4 EE Committee

10.4.1 Monitor the implementation and progress of EE Plans.

10.4.2 Attend quarterly EE meetings.

10.4.3 Develop Terms of reference.

10.5 EE Manager

10.5.1 facilitate the chairing of EE committee meetings.

10.6 Human Resource- Resource Benefits and Funds section is responsible for enforcing this policy and continuously ensuring monitoring, compliance and ensure that the corrective steps are taken where necessary.

10.7 On a quarterly basis, management meetings will also evaluate the progress is the regard also Labour forum meetings will also monitor and evaluate the plan.

10.8 The municipality will also ensure that there is integration of the EE Plan into the municipal strategies and plans on an annual basis. Furthermore, Training committee must also integrate the strategy into their ordinary business.

10.9 Legislative reporting requirement in terms of Municipal Systems Act as well as during strategic session.

11 MONITORING AND EVALUATION

11.1 On a continuous basis this policy will be assessed to determine its relevance and effectiveness and to assess whether it has achieved the intended objectives.

12 CONCLUSION

12.1 This policy must be adhered to and fully implemented by all the municipal staff. Non-Compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code procedure.

13 REVISION DATE

13.1 This policy shall be reviewed every 3 years or as and when the needs arises.

14 ANNEXURES

14.1 Business process map.

14.2 Standard operating procedure.