

Employment Equity Program

1. Phase 1

Steps	Activity	Comments	Timelines/Status
Step 1	Assigning responsibility		
	The Act requires the University to assign authority and mandate, budget, time and resources to initiate the process of compiling the institutional plan.	The Rectorate hereby confirms that, under the leadership of the VR:SITP and Chief Director: Human Resources, the Director: Employment Equity has been assigned the authority and mandate, budget, time and resources to initiate the process of compiling the institutional plan for the period 01 October 2020 to 30 September 2025.	Completed
Step 2	Communication, awareness and training		
	All employees should be informed of the content and application of the EEA and understand the importance of their participation in the process. Managers should be offered training in diversity and related skills.	The Rectorate confirms that training on employment equity and promotion of diversity is already been offered through Siyakhula Capacity Development Programme.	Sep 2020
Step 3	Consultation		
	A consultative forum which includes all stakeholders should be established, or an existing forum used if applicable. Interaction with stakeholders at all levels is required to establish if there are any areas of discrimination, and surface barriers to improved representation of designated groups.	The Rectorate confirms that the following stakeholders will be initially consulted and informed regarding the EE plan programme and at a later stage regarding the draft EE plan to be submitted for approval: <ul style="list-style-type: none"> • Rectorate • General Management Meeting (GMM) • Employment Equity Advisory Committee (EEAC) • Institutional Forum (IF) • Institutional Transformation Committee (ITC) • Appointments Committee of Senate (ACS) • Senate • Human Resources Committee (HRC). 	<ul style="list-style-type: none"> • ACS, 28 May 2020. • EEAC. 28 May 2020. • HRManCo/HR Practitioner, 01 June 2020. • Rectorate, 18 June 2020. • Council, 27 June 2020. • ITC, 30 July 2020. • IF, 6 August 2020. • GMM, 17 August 2020. • HRC 19 Aug 2020.

		<p>All stakeholders will be requested to provide their inputs to the plan during step 4 below and where possible after each consultation meeting.</p> <p>The Director EE will consolidate all inputs from stakeholders and prepare the institutional plan for further consultation (as per step 8) prior to submission to Rectorate/Council for final approval.</p> <p><i>N.B. due to strict timelines consultation may include both the EE programme and or the draft EE plan.</i></p>	<ul style="list-style-type: none"> • Senate 28 August 2020.
Step 4	Analysis:		
	<p>Firstly: The university is required to assess all employment policies, practices, procedures and the working environment to identify barriers that may:</p> <ul style="list-style-type: none"> • contribute to the lack of affirmation of diversity in the workplace; • adversely affect designated groups; and • Identify practices or factors that positively promote employment equity and diversity in the workplace. <p>Secondly: The university is required do a workplace profile to determine the extent of under-representation of employees from the designated groups in the different occupational categories and levels of the employer's workforce</p>	<p>The university will consult with employees/employee representatives on barrier analysis.</p> <p>Employees/employee representatives will be required to complete an EE analysis questionnaire (attached) to indicate their perception on barriers to employment equity and promotion of diversity. The questionnaire will also be available on http://www.sun.ac.za/english/human-resources/employment-equity-and-diversity.</p> <p>A workforce profile analysis will be made available on the University Employment Equity website: http://www.sun.ac.za/english/human-resources/employment-equity-and-diversity.</p> <p>N.B. The workforce analysis will be done based on both the provincial and national economically active population (EAP).</p>	<p>26 June 2020 - send EE analysis questionnaire to all stakeholders</p> <p>26 June 2020 – publish the workforce profile on EE website</p>

2. Phase 2

Steps	Activity	Comments	Timelines/Status
Step 5	Affirmative Action measures and objectives		
	The university is required to formulate and develop affirmative action measures to address the employment policies, practices, and working conditions that were identified in Step 4 as having an adverse effect on the employment and advancement of members of designated groups.	<p>The Rectorate confirms that new and additional affirmative action measures will be formulated and included in the EE plan. Time frames will be allocated to address the barriers identified.</p> <p>The Code for Employment Equity and Diversity (approved by Rectorate) has already been developed to address barriers in policies and procedures identified in the current EE plan. The code will be continuously enhanced to address any new or additional barriers.</p>	30 September 2020
Step 6	Timeframes:		
	The EEA requires that the duration of an EE plan should be between one and five years. Employers should decide on the duration of their plans given their circumstances and the timeframe in which they can make meaningful progress.	The Rectorate confirms that new EE plan will be for five years, commencing from 01 October 2020 until 30 September 2025.	<ul style="list-style-type: none"> • 30 September 2020
Step 7	Resources:		
	The EEA requires that there should be adequate resources including budgets, people, time off for stakeholders, infrastructure, training and information sharing.	As mandated by the Rectorate, the Director Employment Equity is responsible for ensuring that there are adequate resources including budgets, people, time off for stakeholders, infrastructure, training and information sharing.	<ul style="list-style-type: none"> • Ongoing
Step 8	Consultation and approval of the EE plan		

	The EE plan must be consulted with stakeholders prior to approval by Rectorate and Council prior to submission to the Department of Employment and Labour.	All relevant stakeholders will be consulted as per these timeframes.	<ul style="list-style-type: none"> As per step 3.
	Approval of the EE plan by Rectorate and Council prior to submission to the Department of Employment and Labour	Rectorate and Council will be consulted as per these timeframes.	<ul style="list-style-type: none"> Rectorate, 16 September 2020. Council, 21 September 2020.
Step 9	Communicate the plan:		
	<p>The EEA requires that communication of the EE plan should inform stakeholders of:</p> <ul style="list-style-type: none"> who is responsible for the implementation of the plan; where information regarding the plan can be obtained. the objectives and duration of the plan; dispute resolution procedures; and roles and responsibilities. 	<p>A copy of the five year plan with all information required as per step 8 will be communicated to all employees on the following channels:</p> <ul style="list-style-type: none"> Direct mail to heads of responsibility centers and general announcement to all staff. Human Resources newsletter. University formal communication channels. Published on University Employment Equity website: http://www.sun.ac.za/english/human-resources/employment-equity-and-diversity. 	<ul style="list-style-type: none"> 30 September 2020 or as soon as the EE plan is approved.
Step 10	Monitoring and evaluating the plan.		
	<p>The EEA requires the University to:</p> <ul style="list-style-type: none"> keep records of the plan; implement mechanisms to monitor and evaluate the implementation of the plan; evaluate progress at structured and regular intervals; report on progress to the consultative forum and all stakeholders; and 	<ul style="list-style-type: none"> Records of Employment Equity plan will be published and available on the University Employment Equity website: http://www.sun.ac.za/english/human-resources/employment-equity-and-diversity. The employment equity committee meet four times per year to evaluate progress of implementation of the 	<ul style="list-style-type: none"> Ongoing

	<ul style="list-style-type: none"> review and revise the plan through the consultation process. 	<p>plan. The minutes of the meetings will be made available on the Employment Equity website: http://www.sun.ac.za/english/human-resources/employment-equity-and-diversity.</p> <ul style="list-style-type: none"> The Director EE will report to all stakeholders regularly on the implementation of the plan and promotion of diversity. 	
Step 11	Reporting		
	<ul style="list-style-type: none"> The University is required to report annually to the Department of Employment and Labour. 	<ul style="list-style-type: none"> Copies of employment Equity reports and related documents are published and available on the University Employment Equity website: http://www.sun.ac.za/english/human-resources/employment-equity-and-diversity. 	<ul style="list-style-type: none"> On or before 15 January of every year.