



HUMAN RESOURCE POLICY EMPLOYMENT EQUITY

Policy No: NLMHREI002	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time as approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

This policy should, where applicable, be read with the Skills Development, Black Economic Empowerment and Recruitment policies of Ngwathe.

2. PREAMBLE

This policy has been developed to continuously create and support an environment that permits equal opportunity for advancement, in order to redress past employee establishment imbalances and to ameliorate the conditions of individuals and groups who have been previously disadvantaged as defined in the Employment Equity Act 55 of 1998.

3. POLICY

- 3.1 Ngwathe will create an equitable work environment that supports and enables designated groups to be accommodated in its recruitment, training, succession and promotion practises. In keeping with its policy of fair and equitable employment practices, Ngwathe reaffirms its commitment to comply fully with the spirit and requirements of the Employment Equity Act.
- 3.2 The policy will amongst others seek to address the following:
 - 3.2.1 The establishment of internal goals and targets towards the achievement of employment equity by encouraging the recruitment, training and promotion of suitably qualified persons from the designated groups.
 - 3.2.2 The improvement in the quality of the participation of designated groups in the Ngwathe through appropriate recruitment, training, development and promotion.
 - 3.2.3 Through an Employment Equity Plan, Ngwathe will reasonably accommodate people from designated groups in order to ensure that they enjoy equal opportunities and are equitably represented at the Ngwathe workplace.

4. ELIMINATION OF UNFAIR DISCRIMINATION

- 4.1 Apart from measures taken in terms of this policy and in terms of any requirements of a particular job, Ngwathe will not be a party to any unwarranted discrimination committed by any of its employees.
- 4.2 For purposes of this policy, employment policies and procedures including all workplace policies arising out of an employment relationship between Ngwathe and its employees including work environment and facilities.

- 4.3 For the purposes of this policy, “suitably qualified” means suitably qualified as a result of one of, or any combination of:
 - 4.3.1 Formal qualifications;
 - 4.3.2 Prior learning;
 - 4.3.3 Relevant experience; or
 - 4.3.4 Capable of acquiring, within a reasonable time, the ability to do the job.

- 4.4 Ngwathe will take active steps to:
 - 4.4.1 Remove any potentially unfair discriminatory practices that may be identified.
 - 4.4.2 Ensure that employees at all levels are suitably qualified.
 - 4.4.3 Ensure that all employees are allowed to realise their full potential and are advanced and rewarded on merit.
 - 4.4.4 Transform the demographic profile of the workforce to reflect the local and national profile.
 - 4.4.5 Introduce positive action plans to accelerate the advancement of employees from designated groups.
 - 4.4.6 Ngwathe endeavours to install a culture that values diversity and supports the affirmation of those who have previously been unfairly disadvantaged within our society and the Ngwathe
 - 4.4.7 Ngwathe will contribute to the integration of people with disabilities into its employment establishment and the implementation of their employment opportunities.

5. APPOINTMENT OF EMPLOYMENT EQUITY OFFICER

5.1 Ngwathe will designate a permanent, full-time management position as an employment equity officer, reporting to the Municipal Manager. The Employment Equity Officer will implement and monitor the Employment Equity Policy and ensure that all operational units are involved in the development and implementation of suitable Employment Equity plans.

5.2 The Key Performance deliverables of the Employment Equity Officer will be in accordance with the letter and spirit of the Employment Equity Act.

6. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services