

# EMPLOYMENT EQUITY

## Compliance, Accountability, and Impact

Non-Credit Bearing

***“A practical guide to understanding and implementing Employment Equity Legislation”***

Employment Equity (EE) is a critical component of workplace transformation, ensuring fair representation and equal opportunities for all employees. This session provides an overview of the EE Act, its purpose, and its impact on businesses and employees.

This practical, one-day course is designed to help Employment Equity (EE) Committee members, HR professionals, managers, and business leaders understand their responsibilities under the Employment Equity Act and apply them effectively.

By the end of this course, participants will be fully equipped with the knowledge and practical skills to implement and oversee Employment Equity compliance effectively - ensuring a fair, inclusive and legally compliant workplace.

### **WHO SHOULD ATTEND**

- CEOs, Directors, and Business Owners overseeing Employment Equity compliance
- EE Managers, HR Professionals and Line Managers responsible for implementation
- Employment Equity Committee Members, whose responsibility is to oversee the planning, implementing, and monitoring of EE Plans
- Any employees seeking a better understanding of Employment Equity in the workplace

### **HOW YOU WILL BENEFIT**

- Confidently implement Employment Equity (EE) legislation in your workplace
- Ensure legal compliance and avoid costly penalties
- Assist management in educating the workforce on EE principles
- Understand the latest amendments and how they impact your business
- Prepare for Department of Labour inspections to ensure compliance

## **WHAT WILL BE COVERED**

### **The purpose and importance of Employment Equity**

- The background and objectives of the Employment Equity Act
- Key insights from the 24th Commission for Employment Equity Report
- Understanding the current landscape of EE compliance in South Africa

### **Key Provisions of the Employment Equity Act 55 of 1998**

- Chapter 1: Definitions, purpose, interpretation and application
- Chapter 2: Prohibition of unfair discrimination
- Chapter 3: Affirmative action
- Chapter 4: Monitoring, enforcement, and legal proceedings
- Chapter 5: General provisions
- Schedule 1: Maximum permissible fines

### **Employment Equity Amendment Act 2022 and Regulation amendments: Key issues**

- Key amendments
- Definitions of designated employers
- Sectoral targets - how they impact different industries
- Certificates of compliance - how to qualify and what it means for business
- The concept of justifiable reasons for non-compliance

### **Employment Equity Plan: Preparation using the Code of Good practice**

- How to develop and structure an EE Plan
- Process and steps for constructing a legally compliant EE Plan using the EE Analysis

### **Employment Equity Reporting**

- EE Reporting - when, how, and which forms to use (EEA2 & EEA4)
- Hints and tips about the EE online reporting system
- How to apply for a EE certificate of compliance

### **Practical Application: Employment Equity Documentation and Compliance Tools**

- Reviewing and understanding EEA1, EEA9, EEA12, EEA13 and EEA2 forms
- How to prepare for Department of Labour inspections
- Ensuring compliance in your organisation - next steps for EE Committees and HR

*One-day course 08:30 -16:00*

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