



# IMSIMBI

## TRAINING

# UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents

## Employment Equity Committee Training – 2 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

This course is accredited by the Services Seta and the material covers unit standard 116927 at NQF level 5 with 10 credits.



## COURSE OBJECTIVES

This course investigates the Employment Equity Act and all of its ramifications for organisations. The training ensures that Employment Equity Committees understand their role and function. The course looks at the legal reporting requirements of organisations as per the affirmative action reports.

## COURSE OUTLINE

### Part 1

#### Overview of the Employment Equity Act

- Understanding the Employment Equity Act
- Designated groups: African, Coloured, Indian, women, and disabled
- New amendments to the Employment Equity Act 2023
- National statistics of Economically active population by race, gender and province
- Legislative requirements
- African foreigners
- Fines and penalties for non-compliance
- Fronting and penalties
- Consultation
- Disclosure of information
- Understand the implications of the Employment Equity Act 2023 changes
- Targets per sector and penalties as per the Employment Equity Act 2023
- Compliance certificate to work with the state



## Part 2

### Prohibition of unfair discrimination

- Understanding unfair discrimination
- Discrimination
- Direct and indirect discrimination
- Grounds for discrimination
- Employment applicants, work analysis and inherent requirements of the job
- Recruitment and selection
- How the Employment Equity legislation attempts to eliminate and prohibit unfair discrimination
- Medical and Psychological assessments
- Maternity leave
- Case studies on religious, ethnic, cultural, sexual orientation discrimination
- Pregnancy and the workplace
- Disability in the workplace
- Harassment, victimisation and labour law
- Labour court case studies

## Part 3

### Employment Equity and Affirmative action

- Understanding Affirmative Action
- Understanding Black Empowerment
- National or regional demographics
- BBBEE scorecard and how it links to employment equity
- Understanding the BBBEE scorecard as per management control
- Detailed analysis of the organisation per race, gender and disability per level
- The duties of designated employers regarding EEA





- The requirements of disclosure of information
- Employment Equity Plans and the requirements for keeping records
- EEA2 Report
- Preparing your EEA2 Report
- One-year and three-year goals and targets
- Compliance certificate re: sectoral and regional targets

## Part 4

### Roles, responsibilities and functions of the Employment Equity Committee

- Election criteria for Employment Equity Committee
- Roles, responsibilities and functions of the Employment Equity Committee
- Oversight of EE committee vs HR department responsibilities
- Frequency and content of Committee Meetings
- Consultation and communication with the workforce
- Drawing up your employment equity policy and plan
- Monitoring Employment Policies, Procedures & Practices
- Templates to assist your EE Committee reporting
- Monitoring the Implementation of your EE Plan
- Identification of EE Barriers
- Recruitment barriers
- Promotion barriers
- Qualification barriers and skills development
- Succession planning barriers
- Developing EE Measures
- Benchmarking Best Practices – fast tracking, succession planning, culture change, diversity practices, language
- Practical analysis of EE plans and EE reports



## Part 5

### HR Practices and employment equity

- HR practises that support transformation
- HR best practise and employment equity
- Training
- Performance management
- Succession planning
- HR best practise and disability

## Part 6

### Organisational Salary analyses – EEA4

- Wage gaps based on race, gender and disability
- Wage discrimination - pay discrepancies per race and gender in the same occupation
- Fines and penalties for non-compliance
- Case studies
- Compiling the EEA4 report – remuneration per level, race and gender
- Calculating the Gini co-efficient – between the highest and lowest paid in the organisation

## Part 7

### A brief overview of the Skills Development role

- Workplace Skills Plan and Annual Training Report
- Integrating EEA committee and Skills Development Committee
- The BBBEE scorecard and skills development
- The way forward and planning for the employment equity committee

