



# Code of Good Practise on the Preparation, Implementation and Monitoring of the Employment Equity Plan

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In Weekly Advocacy Alerts 34/2016 and 17/2017 CAIA alerted members to the publication of the Department of Labour's Code of Good Practice on the Preparation, Implementation and Monitoring of the Employment Equity (EE) Plan.

## Application of the Code

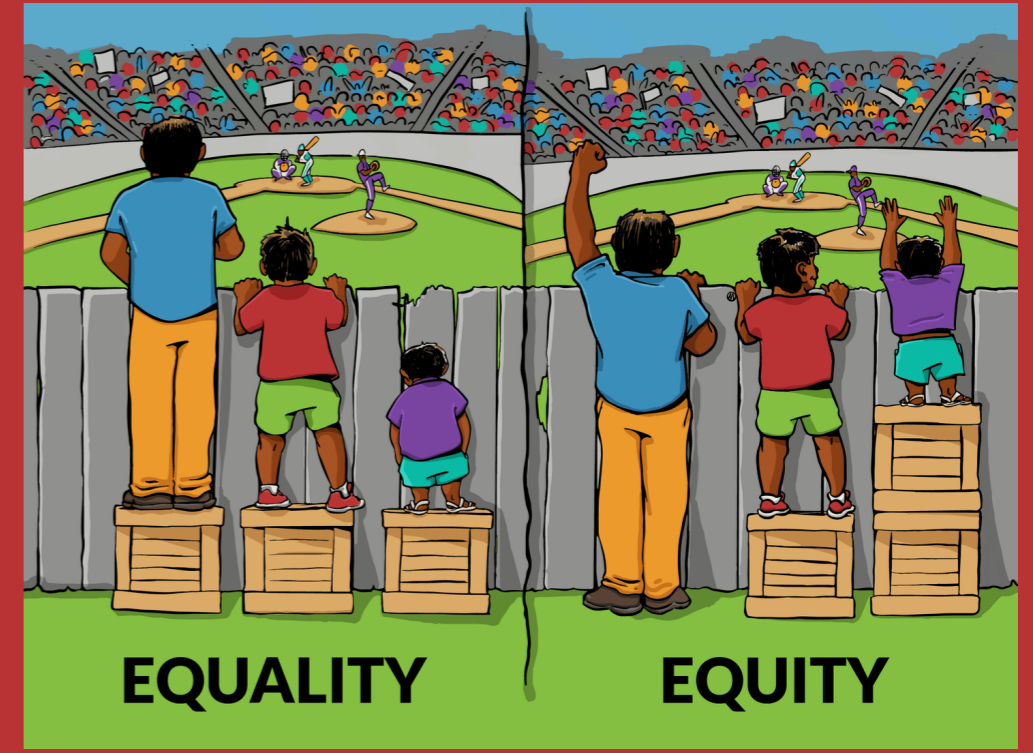
The Code applies to all employers that are regarded as designated employers and to all employers that are required to prepare and implement an EE Plan in terms of the Employment Equity Act (the Act).

## Objective of the Code

The objective of the Code is to provide guidelines on good practice for the preparation, implementation and monitoring of an employment equity plan.

## Scope and Legal Framework

The Code is issued in terms of Section 54 of the Act (which deals with Codes of Good Practice) and must be read in conjunction with the Act and other codes issued in terms of the Act. The Employers and their employees should apply the guidelines set out in the Code to prepare, implement and monitor their EE Plans, taking into consideration the specific circumstances of their organisations. EE Plans must meet the requirements of Section 20 of the Act. Employers must consult with employees, both from designated and non-designated groups at all occupational levels, when conducting an analysis, preparing and implementing a plan and when submitting EE reports to the Department of Labour.



## Purpose and Rationale of the EE Plan

The EE Plan is an implementation programme to achieve equitable representation and fair treatment of the designated groups in the workplace across all occupational levels. The EE Plan addresses the barriers to fair employment practices, i.e. access and treatment in the policies and procedures identified in the consultation and the employment equity analysis process through remedial measures in terms of policies, procedures and practices and the working environment to ensure the equitable representation of the designated groups in the workplace within set timeframes.

## Reporting

A designated employer is expected to submit their EE report to the Department of Labour annually on the first working day of October or by a prescribed date for online reporting.

