

VUNANI

LIMITED

EMPLOYMENT EQUITY POLICY

1. Purpose

- 1.1 Promote equal opportunities and fair treatment in employment through the elimination of unfair discrimination; and implementing affirmative action measures to redress the disadvantages in employment experienced by designated groups, to ensure their equitable representation in all occupational categories.
- 1.2 Ensure that no person may unfairly discriminate, directly or indirectly, against an employee in any employment policy or practice, on one or more grounds including race, gender, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language and birth.

2. Scope

This policy is applicable to all employees of the Company.

3. Legislation reference

Employment Equity Act, 1998

4. Underlying principles of the policy

- 4.1 The Company upholds the objectives of the Employment Equity Act and subscribes to a policy of Employment Equity, which takes cognisance of the diversity which exists in the broader South African society, and which is based on equal dignity and respect of all people.
- 4.2 The Company is also mindful of its obligation to its clients and customers to be a centre of excellence and maintain appropriate standards of efficiency and productivity and to this end, will endeavour to continue to attract and retain suitably qualified persons from designated & non-designated groups.
- 4.3 The Company is opposed to tokenism, and an objective of the Company's Employment Equity Policy is to ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational levels in the workplace.
- 4.4 In so doing, the Company will take cognisance inter-alia of the composition of the labour pool of suitably qualified persons from which it may reasonably be expected to promote or appoint employees.

4.5 The Company will endeavour to identify and eliminate any unfair discrimination, which may exist in its employment policies and practices. In doing so, the Company will increase the potential for appointment and promotion of designated persons. All staff will be trained as far as possible, on the fair and practical implementation of new and / or amended policies and procedures.

4.6 There is no requirement in this policy that the Company has to take any decision concerning an employment policy or practice that would establish a barrier to the prospective or continued employment or advancement of people who are not from designated groups.

4.7 There is no requirement that the Company is required to retrench any existing employee solely to facilitate compliance with this policy.

4.8 It is the Company's policy to ensure transformation takes place effectively by providing an environment that is attractive and welcoming to designated persons, while maintaining the high morale, productivity and confidence of existing non-designated persons.

4.9 It is Company policy to promote equal opportunities in the workplace, and prohibit unfair discrimination in relation to all Company policies and procedures including:

- recruitment procedures, advertising and selection criteria;
- appointments and the appointment process;
- job classification and grading;
- remuneration, employment benefits and terms and conditions of employment;
- job assignments;
- the working environment and facilities;
- training and development;
- performance and evaluation systems;
- promotion;
- transfer;
- demotion;
- disciplinary measures short of dismissal and
- dismissal

4.10 It is not unfair discrimination to take appropriate affirmative action measures in accordance with this code, or to distinguish, exclude or prefer any person on the basis of an inherent requirement of the job.

4.11 Salary scales, payment systems and wage rates shall be non-discriminatory, but shall vary according to job grade and the hierarchical nature of the organisation.

4.12 The provisions of employment facilities, working areas, rest and other facilities shall not be determined by actions, which are inherently discriminatory.

6. Consultation

6.1. As a component of the Company's Employment Equity policy, the Company has engaged in a consultation process with all employees or their representatives from all levels in the workplace, from designated and non-designated groups.

6.2. These consultations will take place with employees from across all occupational levels of the division's workforce, including employees from designated as well as non-designated groups, who are employed in that division.

6.3. The consultation process will involve discussion of:

- the reviewing of the analysis at regular intervals;
- the development, implementation and monitoring of the Employment Equity Plan;
- the submission of the Employment Equity Report.

7. The Employment Equity Plan

The Company, in consultation with the employee's representatives, will review and implement the employment equity plan.

8. Report

8.1. The Company submitted its Employment Equity report to the Director-General of the Department of Labour in 2012.

8.2. The Company shall continue to submit a report as above every second year, on the first working day of October.

8.3. The report shall be signed by the Company's Chief Executive Officer.

8.4. The information to be contained in the report shall be determined in due course with reference to regulations issued in terms of the Employment Equity Act.

9. Information

9.1. In accordance with requirements received from the Department of Labour regarding the provisions of the Employment Equity Act, a copy shall be displayed in an area to which all employees have access.

9.2. The latest report submitted by the Company to the Department of Labour on an annual basis, shall be displayed as above, along with any other relevant documentation pertaining to Employment Equity which management is required or wishes to display.

9.3. A copy of the Company's Consolidated Employment Equity Plan will be displayed as above to be used as reference by employees, management and the Employment Equity Forum.

10. Record Keeping

Company management shall ensure the keeping of the necessary records relevant to the Employment Equity Plan for a period of 3 years.

11. Interpretation

The terms contained in this document will, where applicable, have the meaning ascribed to them in the Employment Equity Act.