

Employment Equity Legislation Masterclass

Course benefits

- **Understand** the background and history of discrimination in South Africa,
- **Demonstrating** knowledge and understanding of diversity in the workplace. Understand what is meant by diversity, different cultures and values.
- **Delegates** will be able to describe **transformation legislation**
- **Understand the Employment Equity Act**, including the recent amendments and their relevance to companies.
- **Understand the rights, functions, and responsibilities** of Employment Equity Consultation Committees.
- **Know how to** draw up an Employment Plan, implement, monitor, evaluate and report on employment plan implementations.

Our Presenter(s)



NAOMI BREHM

HR Consulting & Social and Labor Plans

1 - Day Masterclass

Accreditations and affiliations



Introduction

Today, South Africa's workforce is made up of individuals from diverse backgrounds and cultures. The ability to understand and manage all types of people is critical to achieving organisational goals and objectives. Employment Equity Act is one of the HRD legislation that seeks to eliminate unfair discrimination (policy and practice) in the workplace, and to achieve equitable representation of employees from designated groups. Businesses are expected to comply and meet targets and are subjected to penalties which according to the new amendment to the Employment Equity Act will target the turnover and force non-compliant businesses to close their doors and result in more unemployment and economic downturn. Thus, the Employment Equity Act requires that designated employers design and implement an Employment Equity plan in order to achieve reasonable advancement in employment equity

Who Should Attend

This course is for all persons, both individuals and employees who need to know what employment equity is. These could be members of Employment Equity Committees, Workplace Forums or Consultation Committees, senior managers, HR staff and anyone involved in the development and/or implementation of Employment Equity Plans.

Presenter's Profile(s)

FACILITATOR: NAOMI BREHM

HR Consulting & Social and Labor Plans

With over thirty years' experience in the field, Naomi Brehm has extensive experience in designing, managing, and implementing appropriate and sustainable systems for transformation and ensuring the alignment of organizational strategy with practices. She is extensively known in the mining industry for her work and involvement in all areas of SLP compilation, implementation, and management. She has worked with mining companies across South Africa and has presented workshops at several local and international conferences. Both as a Consultant and as a Director of Human Resources within a corporate environment, she has focused on designing and implementing strategic systems centering on ensuring compliance with legislation designed to ensure companies transform themselves and the workplace. Her breadth of experience in a wide variety of industries makes her ideally placed to understand the challenges facing organizations in impending transformation systems.

Course Outcomes

Module 1: HRD, Empowerment and transformation Business Case and Legislation in the SA context

- Social and Business Imperatives of EE and BBBEE Legislation.
- Employment Equity and Workforce Diversity Management.
- EE Act in relation to other employment legislations: The constitution of SA, BBBEE Act, SAQA and The NQF Framework, Skills Development Act, Skills Development Levies Act.
- Understanding the Employment Equity Act and April 2020 Amendment Bill.
- Making sense of terminology and business requirements.
- Obligations of Designated Employers.

Module 2: Employment Equity Act of 1998

- Background of EE Act.
- Designated Groups / Historically Disadvantage
- Purpose of EE Act.
- Individuals/Previously Disadvantaged Individuals.
- Requirements of the EE Act.
- People with Disabilities.
- Definitions of key terms:
- Affirmative Action Measures.
- Employer.
- EE Forum
- Employee.
- Representation Criteria Suitably qualified Individuals
- Roles and Responsibilities
- The requirements of medical testing, psychological testing and similar assessment tests as set out in the EEA

Module 3: Discrimination

Meaning of 'Fairness', 'Equality' and 'Equity'

- Discrimination vs Fairness in Wages and Job Possible areas of allegations of Requirements discrimination
- Income Differential - Equal Pay for Work of Equal Value Fair and Unfair Discrimination Reducing Discrimination in Recruitment and Selection Direct and Indirect Discrimination

Module 4: EE Planning, Implementation, Monitoring and Reporting Process

- Development of an EE Plan and Blueprint for the Organisation
- Stakeholder Communication and Consultation Process.
- Employee Records and HRIS.
- Workforce Data Analysis, Profiling and Benchmarking Exercise (EEA1 Forms - Employee Declaration & EEA8 Form – Employer Information, workforce profile, movement, etc.
- Income Differential Analysis and Reporting (EEA4 Forms).
- EE and Employment Policy and Procedure Review.
- EE Barrier Analysis - Employment Practices (Filling-In of EEA 12 Forms).
- Setting of EE Numerical Goals and Determination of Affirmative Action Measures (EEA13 Form).
- EE Plan Implementation, Monitoring and Progress reporting (Internal).
- EE Statutory Reporting (External).

Module 5: DoL Compliance Processes

- Requirements for the DoL Audits and preparation.
- Procedure for the lodging of disputes pertaining to unfair discrimination.
- The meaning of burden proof in disputes
- pertaining to alleged unfair discrimination
- Enforcement mechanisms and Legal Proceedings.

HR Consulting Solutions

Prospen Africa offers a comprehensive labour and industrial relations services for business. We guide, assist and support organisations with regard to compliance requirements and to provide safeguards against labour relations related risks to which the business is exposed to in their everyday activities. Our team of experienced and qualified Industrial Relations Consultants decisively apply themselves on your behalf with relevant labour legislation and to guide the company out of the most common labour relations pitfalls that businesses encounter. We work towards attainment of these objectives by implementing practical solutions that support management in dealing with labour legislation requirements. Our comprehensive approach to consultative legislative implementation entails amongst others, legislations such as:

- Basic Conditions of Employment Act (BCEA)
- Labour Relations Act (LRA)
- Unemployment Insurance Act (UIA)
- Compensation for Occupational Injuries and Diseases Act (COIDA)
- National Minimum Wage Act
- Employment Equity ACT (EEA)
- Skills Development Act (SDA)
- Occupational Health and Safety Act (OHSA)

Training Interventions listed as follows:

- **Shop Steward Training**
- **HR Processes, Culture & Change Management Workshop**
- **Strategies for leading successful Change Initiatives**
- **Chairing Disciplinary Hearings**
- **Employment Equity Committee Training**
- **Equity, Diversity and Inclusion in the workplace**
- **Advanced Employee Relations Training**
- **Ethics in the Workplace**
- **Balanced Score card (BSC) Training**
- **Managing poor Performance**
- **Strategic HRM and Business Partnering**
- **Human Resources Training: HR Skills for Non HR professionals**
- **Labour Relations & Labour Law Management**