

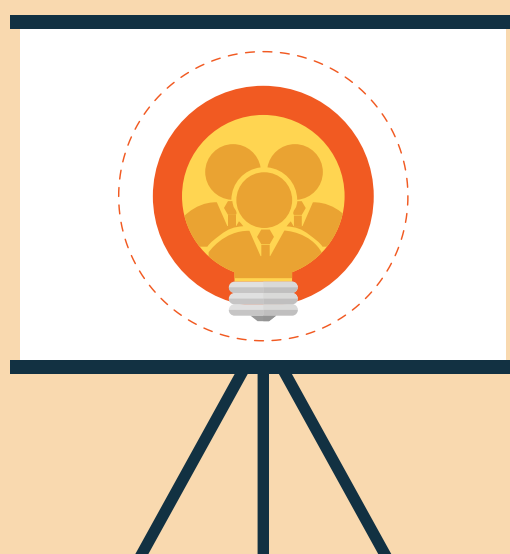
Guide to:

# SET UP EMPLOYMENT EQUITY COMMITTEE

## 1 SET UP PROJECT TEAM



SELECT MEMBERS OF THE PROJECT TEAM



BRIEF THE PROJECT TEAM

As a minimum, include Senior Manager for EE, Human Resources Business Partner(s), Training & Development Manager(s), Identified line managers.

## 2 DEVELOP CONSTITUTION & NOMINATION GUIDELINES

Develop draft constitution for approval by management



Elements of the constitution include: Scope, Membership of the committee, Roles and responsibilities, Meetings, Communication, Sub-committees, Confidentiality and Interpretation.



MANAGEMENT APPROVES

Develop nomination guidelines

Nomination guidelines must include Nomination eligibility requirements, The desired composition of the committee as stipulated in the constitution, Nomination lists to enable employees to choose individuals who should represent their interests in the committee, Detailed instructions as to how the nomination process will take place (including the filling in of nomination forms). The commencement date and end date of the nomination process.



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## MANAGE NOMINATION PROCESS

The communication must preferably be sent by an organisation's leader (e.g CEO, MD, Plant Manager, etc), thus sending a strong message to employees about the leadership's commitment to the success of the employment equity consultation process.

MANUAL

ELECTRONIC

- Place nomination lists and nomination forms at agreed points (normally notice boards)
- Employees complete nomination forms and place these in boxes designated for this purpose

- Set up the electronic nomination process
- Employees nominate electronically



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Count nominations and produce Nomination Results

Set up Nomination Committee

Nomination Committee signs off Nomination Results

## 4 APPOINT COMMITTEE MEMBERS LAUNCH COMMITTEE CONDUCT TRAINING



INFORM SUCCESSFUL NOMINEES OF THEIR APPOINTMENT INTO THE COMMITTEE

Should an employee decline the appointment, the next successful nominee should be appointed



INFORM THE MANAGERS TO WHOM THE APPOINTED EMPLOYEES REPORT TO, OF THEIR APPOINTMENT INTO THE COMMITTEE



LAUNCH COMMITTEE IN THE ORGANISATION

The organisation leader ( e.g. CEO, MD, Plant Manager, etc) sends out a communication to the rest of the organisation, informing them of the EE committee members and thanking them for their participation in the nomination process. Additional communication could include an article in the organisation's internal magazine



THE OBJECTIVE OF THE TRAINING MUST INCLUDE:

- Empowering committee members with knowledge on the Employment Equity Act
- Equipping committee members with skills to enable them to fulfil their consultation role
- Facilitating a Work Plan to guide the activities of the committee for the year

