

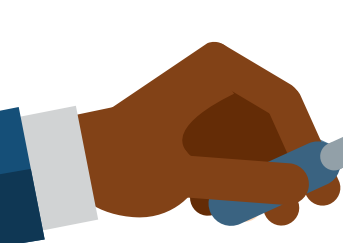
# Guide to: IMPLEMENT EMPLOYMENT EQUITY

## 1 CREATE A SOUND FOUNDATION



- Develop Employment Equity **Implementation Strategy**
- Develop Employment Equity **Policy**
- Set up & manage Employment Equity **Committee(s)**

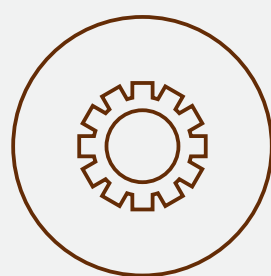
## 2 CONDUCT A BARRIER ANALYSIS



- Set up Project Team
- Launch Barrier Analysis
- Collect information
- Data analysis
- Produce Barrier Analysis Report (Form EEA12)
- Consult with EE Committee(s)

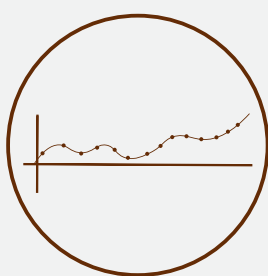
## 3 DEVELOP AN EE PLAN

FORMULATE



Affirmative Action Measures

SET



Numerical Goals

COMPILE



EE Plan (Form EEA13)

CONSULT



EE Committee(s)  
*EE Plan signed by MD/CEO*

## 4 IMPLEMENT EE PLAN



Launch EE Plan



Set up monitoring & evaluation mechanisms

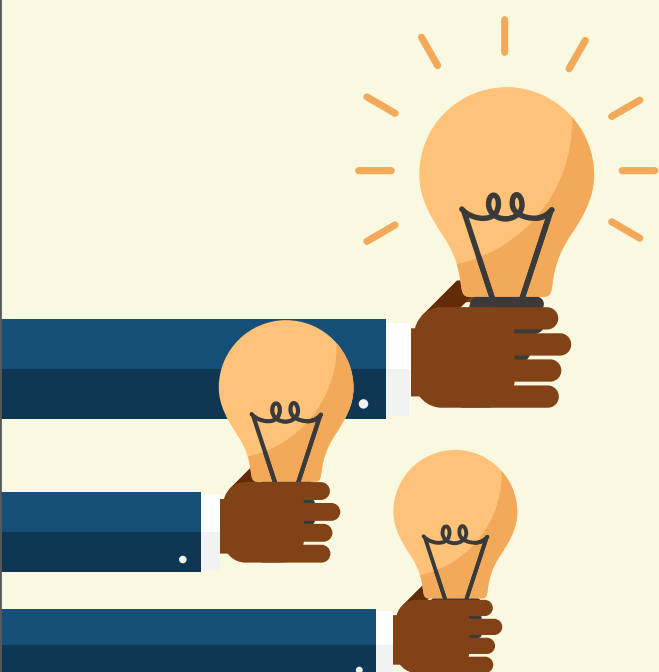


Align business processes to the EE Plan



Report progress

## 5 STAKEHOLDER MANAGEMENT



- Identify EE Stakeholders
- Understand stakeholders in terms of their power and interest
- Develop stakeholder engagement strategy
- Implement stakeholder engagement strategy

## 6 ENSURE FAIRNESS IN THE WORKPLACE

- Ensure there are processes in place to manage discrimination in the work place
- Ensure remuneration policy is aligned to the principle of equal pay for work of equal value
- Manage diversity in the workplace

