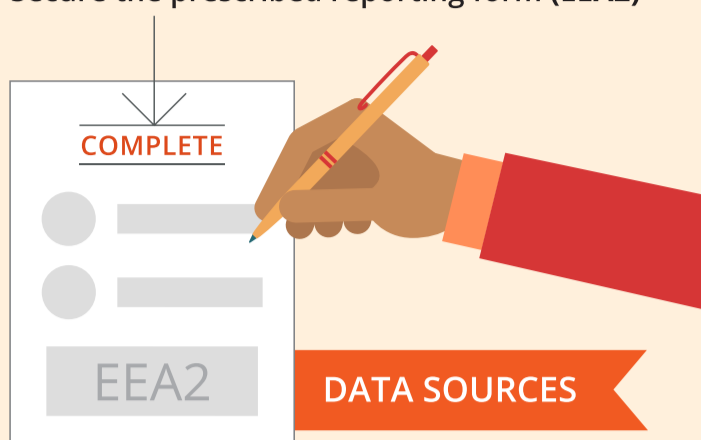


Guide to: REPORT EE PROGRESS TO THE DEPARTMENT OF LABOUR

1 COMPILE

Secure the prescribed reporting form (EEA2)



TO ASSIST WITH FORM EEA2 COMPLETION:

- EE Plan (form EEA13)
- Internal progress reports
- HR system(s)
- Minutes of EE Committee meetings



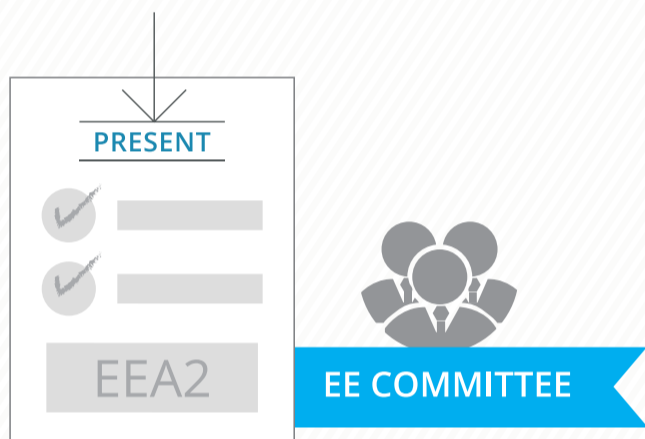
Submit the completed EEA2 form to EE Committee members



Schedule EE Committee meeting to consult on form EEA2

Form EEA2 is a matter for consultation in terms of Section 17 of the EE Act, as amended

2 CONSULT



- Engage contents of form EEA2
- Secure inputs & comments
- Update form EEA2 (if necessary)

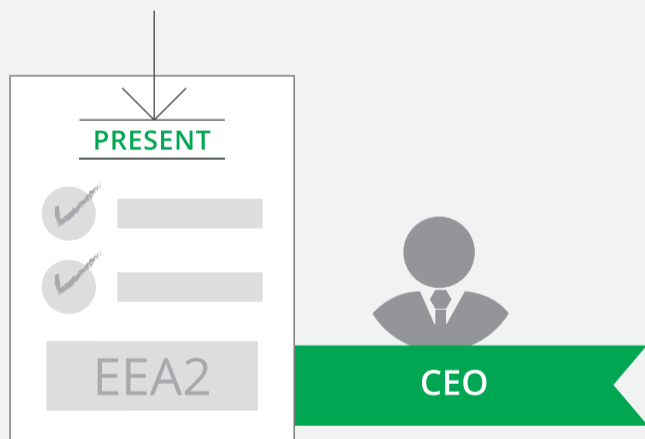


Submit EEA2 form to CEO



Schedule meeting with the CEO for signing of form EEA2

3 REPORT



- Engage contents of form EEA2
- Secure inputs & comments
- Update form EEA2 (if necessary)



Submit EEA2 form to CEO



CEO signs EEA2

ARE YOU ? REPORTING

MANUALLY



Submit form EEA2 to the Department of labour by 1st working day of October

ELECTRONICALLY



Submit form EEA2 to the Department of Labour by 15th January, using their website (<https://ee.labour.gov.za/dmiso/>)

