



UNIVERSITY OF VENDA

POLICY ON EMPLOYMENT EQUITY

TITLE AND COPYRIGHT

Title	Policy on Employment Equity
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1. DEFINITIONS AND APPLICATION

Designated employers are in terms of the Employment Equity Act required to implement equity in the workplace. The University of Venda as designated employer is required to comply with this national imperative. This policy therefore outlines the procedure and processes which must be followed on the implementation of employment equity within the University. The institution reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

1.1 DEFINITIONS

Any expression of words used in this document which is defined in the Employment Equity Act, shall have the same meaning as in the Act unless defined otherwise.

- 1.1.1 “the Act” means the Employment Equity Act
- 1.1.2 “affirmative action” means a designed plan and strategy and processes aimed at redressing the past imbalances experienced by those persons who belong to designated groups as a result of past discriminatory practices.
- 1.1.3 “designated groups” means black people, women and people with disabilities.
- 1.1.4 “disability” means a long-term or recurring physical or mental impairment which substantially limits the prospects of entry into or advancement in employment.
- 1.1.5 “discrimination” means preferential treatment of employees on the basis of gender, race or disability.
- 1.1.6 “diversity” means any way in which individuals or groups are different from one another. Diversity may include, but is not limited to: cultural values, interests, traditions, languages, beliefs and preferences.
- 1.1.7 “economic empowerment” means active steps taken to award tenders and contracts to emerging enterprises established by designated groups.
- 1.1.8 “employee” means a person employed by the employer and includes an applicant for employment.
- 1.1.9 “employer” means the University of Venda.

1.1.10 “employment equity” means the right of every individual to be treated in their employment on the basis of personal merit, ability and suitability for the job.

1.1.11 “fair discrimination” refers to any steps resulting in differential treatment taken in line with this policy to redress past imbalances.

1.1.12 “Executive Management” means employees in management positions, including Vice Chancellor and Principal, Deputy Vice Chancellors and Registrar.

1.1.13 “Senior Management” means Deans/Directors, Deputy Registrar, Legal Advisor to the Office of the Vice Chancellor and Principal.

1.1.14 “numerical goals” means targets set reflecting the proportion of employees in designated groups who must be employed in all operational units as prescribed in the employment equity plans.

1.1.15 ‘suitably qualified person” means a person who is suitably qualified for a job, as a result of any one of, or combination of the following attributes:

- formal qualifications;
- prior learning;
- relevant experience ;or
- potential to do the job within a reasonable time.

1.1.16 “unfair discrimination” means differential treatment of any person or group in a specific context, on one or more grounds, including, but not limited to race, gender and sexual orientation, pregnancy, marital status, ethnic or social origin.

1.2 APPLICATION

This policy applies to all staff appointed on permanent, fixed term, contract, donor funded posts and Part Time staff as well as job applicants. This policy will focus on the following among other things:

1.2.1 Human Resource Management,

1.2.2 Training, education and development of employees

1.2.3 The management of diversity, and

1.2.4 Promotion and advancement of economic empowerment of members of the designated groups.

2. PURPOSE

The purpose of this policy is to provide a framework for implementing the provisions of the Employment Equity Act and the monitoring of equity issues within the University.

3. POLICY STATEMENT

The University of Venda is committed to ensuring that blacks, women, and disabled people are represented in the workplace in order to redress the past imbalances created by discriminatory legislations through affirmative action.

4. POLICY GUIDELINES

The University of Venda acknowledges that there is underrepresentation of designated groups such as women, blacks and disabled persons in senior positions of various categories of its workforce. This policy is therefore designed to rectify the past imbalances by consciously developing and implementing an Employment Equity plan and targets to achieve equity within the University. The University will undertake the following activities in order to achieve equity:

- 4.1 Conduct situational analysis to identify, and introduce measures to eliminate all institutional policies, practices, procedures and strategies resulting in unfair discrimination;
- 4.2 Actively recruit employees from designated groups;
- 4.3 Give preference to employees from designated groups in all selections, appointments, transfers and promotions, according to the relevant hierarchy of preference as determined in the employment equity plans;
- 4.4 Institute measures to create an environment conducive to the retention of current employees from designated groups;
- 4.5 Create opportunities for promotion of current employees from designated groups who meet the requirements;
- 4.6 Implement numerical goals determined for all departments/ centres/ institutes in the employment equity plans;
- 4.7 Develop relevant criteria for selecting suitably qualified persons for appointment, transfer and promotions;
- 4.8 Create opportunities for intellectual and skills development of current employees;
- 4.9 Develop partnership with private and other institutions to promote scholarships and other forms of funding for education and training of current employees.
- 4.10 Offer internships to appoint graduate and post-graduate students on learnership, internship and workplace programmes.
- 4.11 Provide current employees with internal in-service training so that they can gain professional experiences.
- 4.12 Use part of the training budget, as set out in the Skills Development Act, 1998, for the purpose of training and development of current employees in designated groups.
- 4.13 Promote participation of all employees/structures in decision-making processes and management.

- 4.14 Ensure transparency and accountability in decision-making processes.
- 4.15 Promote representativity and inclusivity in the composition of committees and decision-making processes.
- 4.16 Support and encourage emerging enterprises established by members of the designated groups by applying a tendering procedure in which such enterprises are given preferences;
- 4.17 Give priority to such enterprises when awarding tenders
- 4.18 Support programmes to develop economic empowerment of members of the designated groups.

5. IMPLEMENTATION

The following officials/structures have specific responsibilities for the implementation of the Employment Equity policy.

- 5.1 The Council has a responsibility for overall governance and decision-making powers at the University. The Council of the University is responsible for providing the necessary resources for the successful implementation of the Employment Equity.
- 5.2 A Senior Manager appointed in terms of section 24(1) of the Act will monitor the implementation of employment equity at the University.
- 5.3 Line Managers are responsible for the completion and implementation of equity in their respective schools/departments.
- 5.4 Line Managers are responsible for ensuring that departments / schools / centres institutes reporting to them have complied with the principles and requirements of the Employment Equity policy.
- 5.5 The Vice Chancellor and Principal as a CEO is responsible for ensuring that equity plans and reports are submitted to the Department of Labour.
- 5.6 The Employment Equity forum will be comprised of the representatives of internal and external stakeholders who shall be elected from time to time to serve in the Employment Equity Forum. Such Forum will be approved by Council.

6. EMPLOYMENT EQUITY FORUM

An Employment Equity Forum shall be established by the Vice-Chancellor and Principal;

The Forum will meet at least two (2) times per year;

Composition of the Forum is as follows:

Vice-Chancellor and Principal (Chair) if not available, one of the DVC's will chair

Deputy Vice-Chancellor Academic

Deputy Vice-Chancellor Operations

University Registrar

One member of Council (not employee of the University)

Director Human Resources

Director Finance

One NEHAWU representative

One Academic Staff Association representative

One Administration Staff Association representative

One Service Staff Association representative

One Senate representative (elected by Senate)

One Institutional forum representative

One Physically Challenged representative

One Gender Forum representative

One SRA representative

Resource Persons:

Head: Staff Training and Development

Head: Employee Relations

Deans of Academic Schools or their representatives

Director Student Affairs or his/her representative

7. THE POWERS AND DUTIES OF THE FORUM

- 7.1 Evaluating the implementation of this policy on an ongoing basis;
- 7.2 Responsibility for the employment equity plan of the University of Venda which must be a consolidation of the employment equity plans of all operational units within the University;
- 7.3 Approval of the employment equity plans of all schools / departments / centres / institutes;
- 7.4 Approval of the University of Venda's employment equity plan that must be forwarded to the Department of Labour;
- 7.5 Monitoring the implementation of this policy and employment equity plans in all departments / centres / institutes at the University;
- 7.6 Evaluating and reporting to Council on the implementation of this policy and the employment equity plans within the

- University through the Human Resources Committee;
- 7.7 Recommending to management appropriate measures to be taken for departments / centres / institutes in which the employment equity plan is not being adequately implemented.
 - 7.8 Intervening and resolving any disagreements or problems arising as a result of the implementation of this policy which cannot be solved by the Employment Equity Manager or designated person.
 - 7.9 The power to co-opt experts to the Forum when necessary.

8. EMPLOYMENT EQUITY PLAN

8.1 The Employment Equity Plan must include:

- 8.1.1 The objectives and numerical goals based on the audit to be achieved for each year;
- 8.1.2 Actions that must be taken to achieve the plan;
- 8.1.3 Identifying any barriers to achieving employment equity at the University of Venda and outlining the measures needed to overcome such barriers;
- 8.1.4 Monitoring of timeframes required for achieving the goals set out in this policy and the plans;
- 8.1.5 Outlining the procedures that will be followed in monitoring and evaluating the implementation of the plan;
- 8.1.6 Providing intervention measures to be taken against those departments/centres/institutes which do not comply with the policy;
- 8.1.7 The Director of Human Resources will be responsible for arranging the election of representatives of designated groups to the Employment Equity Forum. Such representatives shall be elected by all members of the designated groups;

9. RELATED POLICIES AND DOCUMENTATIONS

- 9.1 Recruitment, selection and placement of staff policy
- 9.2 Staff Development policy
- 9.3 Procurement policy

10. REGULATORY FRAMEWORK

This policy should be read in conjunction with the Constitution of the RSA and all relevant legislations, including the following:

- 10.1 Skills Development Act
- 10.2 Employment Equity Act
- 10.3 Basic Conditions of Employment Act

- 10.4 Labour Relations Act
- 10.5 Code of good practice on Handling Sexual Harassment cases
- 10.6 The code of good practice on the preparation, implementation and monitoring of employment equity plans
- 10.7 The code of good practice on the employment of people with disabilities and code of good practice on key aspects of HIV/Aids and employment
- 10.8 The Skills Development Levies Act
- 10.9 Promotion of Equality and Prevention of Unfair discrimination Act

11. REVIEW DATE

The policy will be reviewed after three years or as and when the need arises.

12. RECORD OF CHANGES

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
<div data-bbox="225 972 472 1155" data-label="Image"> </div> <p data-bbox="188 1211 638 1290">Date stamp and signature by the Secretary of Council</p> <div data-bbox="188 1384 438 1512" data-label="Text"> </div>	Mr T J Manenzhe	27 November 2012

13. LIST OF ABBREVIATIONS AND ACRONYMS

- HR.....Human Resources
- WWW.....World Wide Web
- UNIVEN.....University of Venda

01 December 2009

Vice Chancellor & Principal

Date

