

INTERNAL NOTICE INFORMING STAFF OF EE ACT AND SEC COMMITTEE

To: All Staff
From: Elaine O’Gorman
Date: 31 October 2012
Re: Skills and Employment Equity (SEC) Committee

The Employment Equity Act

The Employment Equity Act requires that all employers eliminate any discrimination or barriers in its employment policies and practices towards people from previously disadvantaged groups, namely African, Coloured, Indian, Women and disabled people and establish measures to ensure that previously disadvantaged groups are more equitably represented in the workplace.

All employers are designated in terms of the Employment Equity Act are required to do the following:

1. Identify if there are any barriers or discrimination towards previously disadvantaged (designated) groups in the organization’s employment policies, practices and working conditions.
2. Prepare an Employment Equity Plan that sets out objectives and measures to eliminate any barriers or discriminatory employment practices towards previously disadvantaged (designated) employees.
3. Prepare and submit a report to the Department of Labour discussing the progress of the implementation of the Employment Equity Plan.
4. The Act also requires that the employer consult with staff regarding the activities described in 1-3 above.

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Associates: Werner de Beer | Gareth Cremen | **Consultant:** Tony Newell | Russell Loftus

Ramsay Webber Incorporated: 1996/002565/21

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We have completed the documentation referred to in 1 -3 above. Should you wish to obtain a more comprehensive understanding of the Employment Equity Policies and Practices audit and the Employment Equity Plan, you can request a copy from Elaine O’Gorman.

The Skills Development Act

Furthermore, the Skills Development Funding Regulations requires that all employers with more than 50 staff members appoints a training committee that provides a forum for staff to consult with management regarding the development and implementation of a Workplace Skills Training Plan.

Skills and Employment Equity Committee

A Skills and Employment Equity Committee has therefore been appointed to provide a forum in which Ramsay Webber Attorneys can consult with its staff regarding employment equity. The members appointed onto this committee will represent your interests in the employment equity process.

Skills & Equity Committee:

SEC Member	Department
Elaine O’Gorman	H.R.
Helen Marks	Senior Secretarial
Phineas Matsoso	Admin Management