



Employment Equity

1. POLICY

Rustenburg Girls Junior School (Hereinafter referred to as the School) strives to achieve equity in employment in the medium-term by eliminating and prohibiting unfair discrimination and adopting affirmative action measures.

This policy outlines the School's approach and commitment to affirmative action.

2. PRINCIPLES

2.1. Scope

This Policy applies to all employees of THE SCHOOL (SGB and WCED).

2.2. References

Labour Relations Act (LRA), 1995

Employment Equity Act (EEA), 1998

Promotion of Equality and Prevention of Unfair Discrimination Act, 2000

Broad-based Black Economic Empowerment Act, 2003

2.3. Unfair Discrimination Prohibited

2.3.1. In the application of this policy, THE SCHOOL prohibits any direct or indirect unfair discrimination against an employee on one or more grounds including race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language, birth or on any other arbitrary ground. [Refer to section 6 (1) of the Employment Equity Act ("EEA")]. This prohibition extends to the employment relationship or within any employment policies or practices of THE SCHOOL.

2.3.2. The SCHOOL employs a diverse group of people, from all walks of life and of all race, cultural and gender groups. All employees shall enjoy an environment completely free from unfair discrimination, and all employees shall continue to endeavour to maintain and enhance this environment. Any employee found not to be sensitive to the needs, or respectful of the differences of others, shall be dealt with in line with the LRA.

2.4. Employment Equity

2.4.1. Employment Equity is about rectifying the social and economic effects of past discrimination that resulted in the underdevelopment and underutilization of a section of the population. The empowerment and advancement of previously disadvantaged individuals is based on the premise that they are equal partners in THE SCHOOL, and that their contribution can be a valuable one.

2.5. Affirmative Action

2.5.1. THE SCHOOL will voluntarily adopt affirmative action measures aimed at redressing past racial, gender and disability imbalances in order to promote broad representivity in the levels and occupational categories of the SCHOOL workforce, and in so doing, providing persons previously disadvantaged by



unfair discrimination and social practices, with adequate advancement from a disadvantaged position to the same position a previously advantaged person might enjoy.

2.5.1.1. Measures

The following affirmative action measures have been formulated to address any barriers identified during the analysis and to improve the under-representation of designated groups highlighted in the Employment Equity Plan. They are designed to ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational categories and levels:

- 2.5.1.1.1. Training and development of designated employees.
- 2.5.1.1.2. Promotion of designated employees.
- 2.5.1.1.3. Recruitment of designated people.
- 2.5.1.1.4. Community investment to increase the pool of available designated people.
- 2.5.1.1.5. Retention of designated employees.
- 2.5.1.1.6. Reasonable accommodation of designated people.
- 2.5.1.1.7. Transformation of corporate culture that reaffirms diversity in the workplace.
- 2.5.1.1.8. Identification and elimination of employment barriers.

2.6. Under Representation

An analysis of THE SCHOOL'S Workforce Profile and a comparison with the relevant demographics from time to time will be used to establish under-representation in the occupational categories and levels. THE SCHOOL'S medium term aim is to improve the under-representation of designated groups in order to more closely match the regional demographic profile of the economically active population.

2.7. Numerical Goals

The SCHOOL's numerical goals have been established for the medium term and can be found in the SCHOOL's Employment Equity Plan.

- 2.8. The measures adopted will be temporary in nature and will be informed by the Employment Equity plan, which will be reviewed every three years..
- 2.9. Nothing in this policy is intended to imply the derogation of sound educational business practice for the well-being and competitiveness of THE SCHOOL.
- 2.10. THE SCHOOL will not indulge in window dressing by appointing people previously excluded into positions simply because of their colour. THE SCHOOL will not pay premiums on the normal market related salaries solely in order to attract persons previously excluded.
- 2.11. THE SCHOOL does, however, recognize that proactive steps are needed to achieve our objectives. These are:



2.11.1. Recruitment

The SCHOOL will give preference at recruitment to persons previously excluded by unfair discrimination provided that such persons have the necessary skills to succeed in the job.

Where there is more than one suitably qualified candidate, and where those candidates are comparable in terms of their abilities and prerequisites, then the SCHOOL will elect to recruit the candidate who is from a designated group or from a group that has been identified as under-represented in the SCHOOL's structure.

2.11.2. Disabled Employment

The SCHOOL will endeavour to identify employment opportunities for persons who are disabled and the SCHOOL will endeavor to put in place the infrastructure to accommodate persons with disabilities. Certain job categories are ideally suited to disabled people and every effort will be made to fill such categories from disabled candidates.

2.11.3. Training

Provide employees previously excluded by unfair discrimination, who display potential but lack training or experience, with additional training and, if appropriate, education so that they may develop and progress equally and reach their potential.

3. The Governing Body will monitor the implementation of this policy regularly.
4. Progress against this policy will be monitored in the recruitment achievements of all managers as part of their annual performance appraisal.

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