



## PLEASE READ THIS FIRST

## SECTION A: EMPLOYER DETAILS &amp; INSTRUCTIONS

## PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.

This form contains the format for employment equity reporting by designated employers to the Department of Employment and Labour.

## WHO COMPLETES THIS FORM?

All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.

## WHEN SHOULD EMPLOYERS REPORT?

Designated employers must submit their report annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.

Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.

## SEND TO:

Employment Equity Registry  
The Department of Employment and Labour  
Private Bag X117  
Pretoria 0001

Online Reporting:  
[www.labour.gov.za](http://www.labour.gov.za)  
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

Trade name	STELLENBOSCH UNIVERSITY
DTI registration name	
DTI registration number	
PAYE/SARS number	1274073020
UIF reference number	136891/0
EE reference number	762312
Seta classification	EDUCATION, TRAINING AND DEVELOPMENT PRACTICES
Industry/Sector	EDUCATION
Industry Sub Sector	Higher education
Bargaining Council	Education Labour Relations
Telephone number	0218084648
Postal address	Stellenbosch &#19975;&#21338;&#20307;&#3 Private Bag X1 STELLENBOSCH
City/Town	STELLENBOSCH
Postal code	7600
Province	WESTERN CAPE
Physical address	Rector and Vice Chancellor PRIVATE BAG X1 STELLENBOSCH
City/Town	STELLENBOSCH
Postal code	7600
Province	WESTERN CAPE
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	Prof Wim de Villiers
Telephone number	0218084490
Fax number	0218083714
Email address	vc@sun.ac.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	Mr Sello Molapo
Telephone number	0218084648
Fax number	0218082484
Email address	sdm@sun.ac.za
Information about the organization at the time of submitting this report	
Business type	Educational Institution
Number of employees in the organization	150 or more
Is your organization an organ of State?	No
Is your organisation part of a group / holding company? If yes, please provide the name.	No
Year for which this report is submitted	2019

Please indicate below the preceding twelve month period the report covers (except for first time reporting where the period may be shorter):

From (date): 01/10/2018

To (date): 30/09/2019

Please indicate below the duration of your current employment equity plan:

From (date): 01/10/2016

To (date): 30/09/2020

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- a. The report should cover a twelve month period, except for first time reporting where this may not be possible and the months covered should be consistent from year to year for the duration of the plan.
- b. Employers must complete the EEA2 and the EEA4 forms and submit them together to the Department of Employment and Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online by the first working day of October or by 15 January of the following year only in the case of electronic reporting.
- c. An employer who becomes designated on or after the first working day of April, but before the first working day of October, must only submit its first report on the first working day of October in the following year.
- d. "Designated groups" mean Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalization (i) before 27 April 1994 or (ii) after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.
- g. Guidelines on occupational levels are provided in the EEA9 Annexure of these regulations.
- h. Numerical goals must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve at the end of its employment equity plan (EE Plan).
- i. Numerical targets must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve by the next reporting period.
- j. All areas of the form must be fully and accurately completed and submitted by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- k. Employers must not leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".

## SECTION B: WORKFORCE PROFILE

## 1. WORKFORCE PROFILE

1.1 Please report the total number of employees (including employees with disabilities) in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	1	0	4	0	0	0	1	0	0	6
Senior management	1	8	1	25	2	1	1	16	7	0	62
Professionally qualified and experienced specialists and mid-management	21	56	15	385	15	63	8	308	51	26	948
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	62	268	14	210	88	431	15	588	11	21	1708
Semi-skilled and discretionary decision making	25	188	0	9	28	161	0	30	1	0	442
Unskilled and defined decision making	2	26	0	0	5	29	0	1	0	0	63
TOTAL PERMANENT	111	547	30	633	138	685	24	944	70	47	3229
Temporary employees	65	124	17	213	127	239	22	453	73	63	1396
GRAND TOTAL	176	671	47	846	265	924	46	1397	143	110	4625

1.2 Please report the total number of employees with disabilities only in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	1	0	0	1
Senior management	0	0	0	1	0	0	0	1	0	0	2
Professionally qualified and experienced specialists and mid-management	0	0	1	7	1	1	0	4	0	0	14
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	4	1	1	0	3	0	0	9
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	1	12	2	2	0	9	0	0	26
Temporary employees	0	0	0	3	0	1	0	4	0	0	8
GRAND TOTAL	0	0	1	15	2	3	0	13	0	0	34

## SECTION C: WORKFORCE MOVEMENT

## 2. Recruitment

2.1 Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	1	1	0	0	0	0	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management	1	0	1	4	1	3	1	4	2	1	18
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	14	22	3	19	17	50	2	27	2	7	163
Semi-skilled and discretionary decision making	1	5	0	0	0	4	0	0	0	0	10
Unskilled and defined decision making	0	0	0	0	1	0	0	0	0	0	1
TOTAL PERMANENT	17	28	4	23	19	57	3	31	4	8	194
Temporary employees	67	121	15	204	136	222	18	465	55	52	1355
GRAND TOTAL	84	149	19	227	155	279	21	496	59	60	1549

## 3. Promotion

3.1 Please report the total number of promotions into each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	3	2	0	12	0	2	0	19	4	2	44
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	8	16	1	19	4	36	0	28	2	3	117
Semi-skilled and discretionary decision making	0	2	0	0	0	0	0	0	0	0	2
Unskilled and defined decision making	0	2	0	0	0	0	0	0	0	0	2
TOTAL PERMANENT	11	22	1	31	4	38	0	47	6	5	165
Temporary employees	0	0	0	0	1	0	0	1	0	0	2
GRAND TOTAL	11	22	1	31	5	38	0	48	6	5	167

## 4. Termination

4.1 Please report the total number of terminations in each occupational level, including people with disabilities.  
Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	1	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	1	3	19	0	2	1	2	3	0	31
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	8	19	0	15	11	28	2	48	5	3	139
Semi-skilled and discretionary decision making	2	6	0	0	1	2	0	0	0	0	11
Unskilled and defined decision making	5	5	0	0	0	0	0	0	0	0	10
TOTAL PERMANENT	15	31	3	35	12	32	3	50	8	3	192
Temporary employees	79	145	10	252	146	234	22	483	51	53	1475
GRAND TOTAL	94	176	13	287	158	266	25	533	59	56	1667

## SECTION D: SKILLS DEVELOPMENT

## 5. Skills Development

5.1 Please report the total number of people including people with disabilities, who received training ONLY for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	0	0	0	0	0	0	0	0	0
Senior management	0	1	0	5	0	3	0	5	14
Professionally qualified and experienced specialists and mid-management	5	10	2	58	3	18	2	57	155
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	47	146	8	144	70	287	14	361	1077
Semi-skilled and discretionary decision making	4	27	0	1	3	17	0	2	54
Unskilled and defined decision making	2	12	0	0	2	3	0	0	19
TOTAL PERMANENT	58	196	10	208	78	328	16	425	1319
Temporary employees	15	28	3	31	28	54	2	70	231
GRAND TOTAL	73	224	13	239	106	382	18	495	1550

## SECTION E: NUMERICAL GOALS &amp; TARGETS

## 6. Numerical Goals

6.1 Please indicate the numerical goals as contained in the EE Plan (i.e. the entire workforce profile including people with disabilities) you project to achieve at the end of your current Employment Equity Plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	1	0	0	0	0	0	0	1
Senior management	3	3	0	7	1	1	0	6	0	0	21
Professionally qualified and experienced specialists and mid-management	28	46	18	381	17	40	7	239	37	11	824
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	160	269	10	282	177	427	19	750	15	28	2137
Semi-skilled and discretionary decision making	44	208	0	11	51	175	1	50	3	1	544
Unskilled and defined decision making	14	35	0	0	13	38	0	1	0	0	101
TOTAL PERMANENT	249	561	28	682	259	681	27	1046	55	40	3628
Temporary employees	146	92	8	213	299	197	14	318	48	33	1368
GRAND TOTAL	395	653	36	895	558	878	41	1364	103	73	4996

## 7. Numerical Targets

7.1 Please indicate the numerical targets as contained in the EE Plan (i.e. the workforce profile including people with disabilities) you project to achieve at the end of the next reporting cycle, in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	1	1	4	1	0	0	0	0	0	8
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	1	0	9	1	2	1	4	0	0	19
Semi-skilled and discretionary decision making	1	1	0	0	1	0	1	0	0	0	4
Unskilled and defined decision making	0	0	0	0	0	0	0	1	0	0	1
TOTAL PERMANENT	3	3	1	13	3	2	2	5	0	0	32
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	3	3	1	13	3	2	2	5	0	0	32

## SECTION F: MONITORING &amp; EVALUATION

## 8. Consultation

8.1 Please indicate below the stakeholders that were involved in the consultation process when developing and implementing your Employment Equity Plan and the preparation of this Employment Equity Report.

Consultation	Yes	No
Consultative body or employment equity forum	Yes	
Registered trade union (s)	Yes	
Employees	Yes	



## 9. Barriers and affirmative action measures

9.1 Please indicate which categories of employment policy or practice barriers to employment equity were identified. If your answer is 'Yes' to barriers in any of the categories, please indicate whether or not there are affirmative action measures developed and the time-frames to overcome them.

Categories	Barriers	Affirmative Action Measures	Timeframe for Implementation of AA Measures	
			Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)
Recruitment Procedures	Yes	Yes	01/10/2016	30/09/2020
Advertising Positions	Yes	Yes	01/10/2016	30/09/2020
Selection criteria	Yes	Yes	01/10/2016	30/09/2020
Appointments	Yes	Yes	01/10/2016	30/09/2020
Job classification and grading	Yes	Yes	01/01/2017	01/01/2018
Remuneration and benefits	Yes	Yes	01/01/2017	01/01/2018
Terms and conditions of employment	Yes	Yes	01/01/2016	30/09/2017
Job assignments	No	No		
Work environment and facilities	Yes	Yes	01/10/2016	30/09/2020
Training and development	Yes	Yes	01/10/2016	30/09/2020
Performance and evaluation systems	Yes	Yes	01/01/2017	01/01/2018
Promotions	No	No		
Transfers	No	No		
Succession and experience planning	Yes	Yes	01/10/2016	30/09/2020
Disciplinary measures	Yes	Yes	01/10/2016	30/09/2017
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/10/2016	30/09/2020
Corporate culture	Yes	Yes	01/10/2016	30/09/2020
Reasonable accommodation	Yes	Yes	01/10/2016	30/09/2020
HIV and AIDS education and prevention programmes	No	No		
Assigned senior manager(s) to manage EE implementation	Yes	Yes	01/10/2016	01/01/2017
Budget allocation in support of employment equity goals	Yes	Yes	01/10/2016	30/09/2020
Time off for employment equity consultative committee to meet	Yes	Yes	01/10/2016	30/09/2020

## 10. Monitoring and evaluation of implementation:

10.1 How regularly do you monitor progress on the implementation of the Employment Equity Plan? Please choose one.

Monthly	Quarterly
Monthly	

10.2 Did you achieve the annual objectives as set out in your Employment Equity Plan for this period?

Yes	No	Please explain
		In order to promote Employment Equity and diversity, the Rectorate recently approved the Code for Management Practices for Employment Equity. The Code provides guidelines for management practices and will advance employment equity and reasonable accommodation of people with disabilities. Prior to approval, the Code was extensively discussed with all environments and their inputs had been considered and appropriately integrated into the document. It is important to note that the Code is not a comprehensive

Yes	<p>human resources manual but will serve as an instrument to identify aspects of human resources that are key to employment equity and that can advance employment equity objectives. Training workshops are being conducted with all university environments to ensure smooth transition and implementation. Some of the objectives of the Code are to eliminate unfair discrimination and advance employment equity, complement various SU policies and procedures that are related to employment equity, assist SU environments with the practical aspects of advancing employment equity and reasonable accommodation of people with disabilities and to establish norms and standards for reasonable accommodation measures, assistive technologies and devices for the benefit of people with disabilities. Some of the highlights of the code include the explicit formulation of the advertisements to advance diversity. One of the following formulations may be used, the &amp;#19975; &amp;#21338; &amp;#20307; &amp;#32946; &amp;#23448; &amp;#32593; is committed to employment equity (EE), and ap for the specific environment as well as SUâ€™s institutional EE Plan or the &amp;#19975; &amp;#21338; &amp;#20307; &amp;# employment equity (EE). In accordance with SUâ€™s institutional EE Plan and that for the specific environment, only South African citizens from the designated groups will be considered for appointment.</p>
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EEA2 Section G: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I Prof Wim de Villiers (full Name) CEO/Accounting Officer of STELLENBOSCH UNIVERSITY hereby declare that I have read, approved and authorized this information.</p> <p>Signed on this 13<sup>th</sup> day of December (month) year 2019</p> <p>At (place) : Stellenbosch</p> <p>Chief Executive Officer/Accounting Officer</p>