



GLOBAL BUSINESS SOLUTIONS

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Employment Equity Reporting

One last shot at perfect reporting!



One of the procedural requirements of the Employment Equity Act, is the annual submission of the Employment Equity reports by Designated Employers in the form of the prescribed EEA2 and the EEA4 forms.

Electronic submissions must be submitted on the Department of Employment and Labour (DEL) online portal on or before 15 January 2026.

If an employer fails to submit a report, fails to notify and give reasons for being unable to submit the report or such reasons are false or invalid, the Director-General may apply to the Labour Court to impose a fine.

Course Outline:

- Employer registration with DEL for purposes of reporting
- Activation of user account online for registered employers
- Unpacking reporting requirements of form EEA2
- Unpacking reporting requirements of form EEA4
- Other considerations and dependencies to submit complete, accurate and valid reports

About the Presenter:

Thembi Chagonda, Joint CEO of Global Business Solutions and Employment Equity Commissioner brings unmatched insight into the practical implementation of EE compliance.

DATE: 3 December 2025

PLATFORM: Zoom

TIME: 10H00 - 12H00

PRICE: R 950 excl. VAT

All workshops are offered as customised In-house training that can be presented virtually or on-site. Contact us for more information.

All online courses are subject to minimum delegate numbers