



EE Navigator Tool – User Guide

Purpose

The EE Navigator Tool helps designated employers manage the full Employment Equity compliance cycle in one place, from workforce data capture through to DG Review readiness.

It supports you in benchmarking your workforce against sectoral EAP targets, identifying and addressing barriers to equity, and tracking compliance against Sections 15–27 of the Employment Equity Act.

This is a must-use tool for HR, EE committees and management teams who want to turn Employment Equity obligations into a clear, auditable, and defensible annual plan.

Step by Step

1. Log In & Select Your Organisation
2. Complete Your Company Details
3. Run the Quantitative (GAP) Analysis
4. Complete the Qualitative Analysis
5. Review Your Compliance Checklist Score
6. Export Reports for DG Review

Tips

- Keep Company Details and headcount figures current whenever your workforce changes, so your GAP analysis and EAP benchmarking stay accurate.
- Involve your EE consultative committee when completing the Qualitative Analysis barriers register, so recorded measures reflect what's actually happening on the ground.
- Revisit your Compliance Checklist score regularly ahead of DG Review and annual EEA2/EEA4 submission deadlines, not just once a year.

