**Date**

**EE Manager details**

Dear

**Re: Statutory appointment of a designated Senior Manager in terms of Section 24 of the Employment Equity Act 55 of 1998.**

You are hereby appointed in terms of section 24(1) of the Employment Equity Act, 55 of 1998 as the Designated Employment Equity Manager, to report directly to the **Chief Executive Officer** on all matters relating to, or emanating from **Company** as a designated employer in terms of the Act.

As a designated employer in order to achieve Employment Equity, **Company** must implement affirmative action measures for people from designated groups in terms of the EE Act. For this reason, as designated Senior Manager you will ensure that the following actions are implemented:

* 1. Consultation with all **Company**  employees as required by Section 16;
  2. An analysis as required by Section 19;
  3. Prepare an Employment Equity plan as required by Section 20; and
  4. Report to the Director-General on progress made in implementing its employment equity plan as required by Section 21

In this regard your duties shall include the development, implementation and monitoring of the Employment Equity plan.

With the full cooperation of the CEO & Executive members you will further:

* Drive implementation of the relevant policies that relate to eliminating unfair discrimination and harassment and dealing with complaints of this nature;
* Investigate into barriers to the advancement and promotion of staff from designated groups;
* Deal with employees grievances related to Employment Equity issues;
* Identify any areas of non-compliance;
* Representing the company externally with regards to labour legislative issues e.g. at the CCMA, in response to reports about Employment Equity;
* Deal with management concerns with regards to the implementation of Employment Equity;
* Provide particular statistics and analyses for Employment Equity reporting purposes.

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As required by the Act, section 24(1) (b), you are herby provided with the authority to act and perform your functions as set out herein and any deviation should be reported to me directly.

Kindly note that your responsibility, as outlined above, will become part of your key performance indicators, which will be annually measured and reviewed.

The period of appointment is from the date of signature hereof, until such time of your resignation or termination of your employment with **Company**

Please acknowledge acceptance of your appointment by signing this addendum to your current employment contract.

Yours Sincerely

Chief Executive Officer

**Name**

I hereby accept the assignment as detailed above.

**Name** Date