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EMPLOYMENT EQUITY COMPLIANCE



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Voluntary Legal Compliance Audits

The Employment Equity (EE) Legal Compliance Audit is one way in which we can pro-actively assist you to ensure that you are meeting minimum compliance requirements.

WHY VOLUNTEER FOR AN AUDIT?



Typically, companies make avoidable mistakes when it comes to EE compliance, for example:

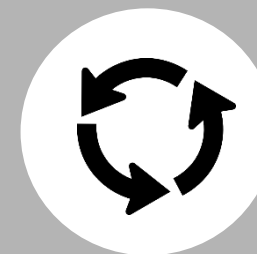
- EE Committee meetings take place but there is no agenda that speaks to legislative requirements;
- EE Committee meetings take place but minutes are never sent out to members and thus leads to no feedback to the constituencies;
- No feedback to the constituencies means the company has not consulted with employees as required by legislation;
- Required audits have not been done
- EE Plans are in place but do not meet legislative requirements
- Recordkeeping of minutes and reports is often kept by HR and not circulated to constituencies and when the person responsible for recordkeeping leaves, they destroy or take all the necessary documentation leaving no track record.
- Committees are not trained

WHAT DOES THE AUDIT ENTAIL?



- The audit is holistic and involves a review of the EE committee’s constitution, fixed agenda items, minutes, constituency feedback reports, the WSP contents and the disclosure of EE information
- A review of the analysis of the workplace environments; policies and procedures and workforce profiles vs EEA1 statistics
- Analysis is done on the EEA2 and EEA4 reports to date and compared to the WSP’s to assess the level of achievement of targets
- EE Committee meeting to assess understanding of role and responsibility
- Written feedback is provided on shortcomings
- Recommendations are made for remedial steps and areas to improve

BRIEF OUTLINE OF THE PROCESS



PHASE 1

- A checklist of required documents are sent to the client
- Client compiles a file with all necessary documents
- A meeting date is agreed to do verification

PHASE 2

- A gap analysis is conducted
- A report is prepared on findings
- The report is presented to the client with recommendations
- An action list is agreed upon

PHASE 3

- We assist the client with the drafting of EE documentation that may be required (such as EE plans, Constitutions, etc) to achieve compliance

For more information about this service, or for an initial appointment, please contact

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