10-Step Employment Equity Implementation Framework

A structured 10-step process to help your organisation achieve compliance and build a more inclusive, capable and future-ready workforce.

PHASE 1: Preparation

1 Assign Responsibility

- Appoint a senior responsible person with authority, accountability, resources and support.

2 Communication and Awareness

- Communicate the EE process and build awareness through employee and management training.

PHASE 2: Implementation

3 Establish a Consultative Forum

- Establish or review the EE Committee, representation, roles and consultation structures.

4 Workplace and Workforce Analysis

- Analyse policies, practices, barriers, workforce profile, EAP data and sector targets.

5 Formulate Affirmative Action Measures

- Develop measures to address identified barriers and improve equitable representation.

6 Set Timeframes and Numerical Targets

- Establish implementation periods, numerical goals and annual targets.

7 Allocate Resources and Budgets

- Allocate the people, funding, development and operational resources needed.

8 Communicate the Employment Equity Plan

- Communicate the approved plan, responsibilities and internal dispute-resolution procedures.

PHASE 3: Monitoring & Reporting

9 Monitor and Evaluate Progress

- Track implementation, progress, consultation outcomes and required adjustments.

10 Report to the Department of Employment and Labour

- Prepare and submit the prescribed EEA2 and EEA4 annual reports.

From Compliance to Capability

As a QCTO-accredited training provider, Knowledge Mining Academy helps organisations turn Employment Equity insights into practical skills development, learnerships and workforce capability-building interventions.