



SAGAN CENTRE EMPLOYMENT EQUITY POLICY

1. PREAMBLE

- 1.1 Sagan Centre School acknowledges that due to apartheid and other discriminatory laws and practices there are disparities in the employment arena.
- 1.2 The disparities referred to in 1.1. above are reflected in the following forms:
- 1.3 Persons from previously disadvantaged groups are under-represented in the managerial and skilled occupational categories and levels in the workplace.
- 1.4 There are vestiges of direct and indirect discrimination in the employment policies and practices of employers that limit equal opportunity and the advancement of persons from previously disadvantaged groups in the workplace.
- 1.5 Sagan Centre in terms of this policy will comply with the relevant statutory provisions of the Employment Equity Act, No 55 of 1998 that has been promulgated by the Department of Labour to deal with employment equity.

2. SCOPE OF EMPLOYMENT EQUITY POLICY

- 2.1 On growth of student numbers Sagan Centre will opt to reduce independent contractors in positions of lectureship, and will be a designated employer in terms of the Employment Equity Act, No 55 of 1998.
- 2.2 Subject to 2.1 above Sagan Centre will comply with the obligations of chapter 2 of the Employment Equity Act, No 55 of 1998.
- 2.3 This policy confers and upholds all the obligations of the Employment Equity Act, No 55 of 1998. [This will include the contracting of Independent Contractors]
- 2.4 The non-compliance of any staff member with the provisions of this policy will result in disciplinary action being taken against the said employee/independent contractor.

3. DEFINITIONS

- 3.1 "Affirmative Action" in terms of this policy refers to the process whereby preference is given to suitably qualified persons from previously disadvantaged groups in the recruitment, selection and appointment process.
- 3.2 "Designated Employer" is defined in this policy with reference to chapter 1 section 1 (a and b) of the Employment Equity Act 55 of 1998.
- 3.3 "Designated Groups" refer to Black, Coloured and Indian, women and disabled people.
- 3.4 "Employee" is defined in this Employment Equity Policy with reference to section 200A "Presumption as to who is an employee" in the Labour Relations Act 66 of 1995 and chapter section 1 of the Employment Equity Act 55 of 1995.
- 3.5 "Manager" is a person designated by the employer to control and direct the operations of a business or a department or business unit within the organisation and as such has the authority to make certain decisions on the employer's behalf.



3.6 “Discrimination” in terms of this policy refers to the practice where one employee, or group or category of employees is treated less favourably than another or is not given the same opportunities as another.

3.7 “Previously disadvantaged groups” refer to Black, Coloured and Indian, women and disabled people.

3.8 “Selection” in terms of this policy refers to process whereby applicants are screened to determine their suitability for a position.

3.9 “Suitably Qualified” in terms of this policy refers to an applicant who must have the ability to do the job based on one or a combination of the following applicable attributes, namely: formal qualifications; prior learning; relevant experience; capacity or potential to acquire, within a reasonable time the ability to do the job.

3.10 “Recruitment” in terms of this policy refers to the process of sourcing applicants for a vacant position.

3.11 “Recruitment Agency” in terms of this policy refers to an external body that undertakes on behalf of a client (business) for an agreed fee or commissions the recruitment and selection of applicants for a vacant position.

4. OBJECTIVES OF EMPLOYMENT EQUITY POLICY

4.1 The objectives of this policy are to facilitate the promotion of employment equity at Sagan Centre through the following activities:

4.1.1 The identification and elimination of any vestiges of unfair discrimination from all Sagan Centre’s independent contractor and/or employment policies and procedures

4.1.2 The establishment of affirmative action measures that will ensure that suitably qualified persons from previously disadvantaged groups have equal employment opportunities in all the occupational categories and levels in the workplace of Sagan Centre.

5. PROTECTION AGAINST DISCRIMINATION

5.1 Sagan Centre undertakes not to discriminate in its employment policies and practices against any person employed by the School on the basis of race, sex, gender, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language and birth and as such promotes the concept of employment justice.

5.2 Furthermore, Sagan Centre undertakes not to discriminate against any applicant for employment on the grounds mentioned in 1 above.

6. PROTECTION AGAINST UNFAIR DISCRIMINATION OF NON DESIGNATED GROUPS

6.1 Whilst Sagan Centre will endeavour to uphold the principles of the Employment Equity Act no employment policies will contain provisions that create absolute barriers to the prospective or continued employment and advancement of people from designated groups.

6.2 Furthermore employment practices that create an absolute barrier to the prospective or continued employment and advancement of people from designated groups will be



prohibited.

6.3 Whilst affirmative action criterion will be applied in all employment policies

and practices, the inherent requirements of the job shall always remain our primary focus to maintain a high level of excellence in the service that Sagan Centre offers to its clients.

7. AFFIRMATIVE ACTION MEASURES

7.1 Suitably qualified applicants from previously disadvantaged groups will be targeted in the recruitment process, unless the occupational and or job category or level where the position is being sought already adequately represents people from previously disadvantaged groups.

7.2 Subject to 7.1 above an equal opportunity policy whereby all applicants regardless of their race, sex and or disability status are given equal access and opportunity to apply for a position.

7.3 To provide the opportunity for some black staff member(s) with potential to be developed and advanced (promoted) through the transfer of meaningful skills and competencies to the black staff members of Sagan Centre, that will promote their self-development and increase their prospects for career advancement within the Sagan Centre working environment.

7.4 The Employer will specifically invite applicants from previously disadvantaged groups to apply for the position unless the occupational and or job category or level where the position is being sought already adequately represents people from previously disadvantaged groups.

7.5 Job advertisements must be placed in media that is accessible to people from previously disadvantaged groups to allow them equal opportunity to apply for a position.

7.6 The school does not consider affirmative action selection criteria or the advancement of previously disadvantaged groups as defined in the Employment Equity Act) in the staff selection process to be unfair discrimination.

7.7 Sagan Centre does not consider it unfair discrimination to prefer or exclude any person in the staff selection process based on the inherent requirements of a job.

7.8 Suitably qualified applicants from previously disadvantaged groups will be given preference in the selection and appointment process, unless the occupational and or job category or level where the position is being sought already adequately represents people from previously disadvantaged groups.

7.9 Subject to 7.7 above an equal opportunity policy, whereby all applicants regardless of their race, sex and or disability status will be applied in the selection and appointment process.

8. BARRIERS TO THE IMPLEMENTATION OF AFFIRMATIVE ACTION

8.1 Even though South Africa is more than ten years into democracy, it must be acknowledged that there still remains a legacy of Apartheid that partially limits the effective implementation of affirmative action in the Sagan Centre workplace. The most common barriers towards affirmative action experienced in the educational sector are:



Research has shown that the negative impact of HIV/AIDS decreases the availability of skilled professionals from designated groups in the educational sector.

Research has shown that the negative impact of HIV/AIDS has and will continue to increase The turnover of skilled staff from designated groups in the educational sector.

8.2 The numerical targets established by Sagan Centre have taken into account the fact that major disparities exist in the skills and educational levels of people in South Africa, based on past disadvantage experienced by designated groups in terms of education and employment prospects. This means that in the near future numerical goals can never absolutely reflect regional demographic trends.