



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

EMPLOYMENT EQUITY POLICY

2026

EMPLOYMENT EQUITY POLICY 2026

Departmental Contact Details	
Physical Address	Tyamzashe Building Phalo Avenue Bhisho 5605
Postal Address	Department of Cooperative Governance and Traditional Affairs Private Bag X 0035 Bhisho 5605
Document Number	1
Document Name	Employment Equity Policy
Custodian	Mr S. M. Ned
Designation	Director
Component	Human Resource Utilization and Development
Telephone No.	040 940 7675
Cell Phone No.	064 964 6909
Fax No.	N/A
E-mail Address	samora.ned@eccogta.gov.za
Date Completed	March 2026
Date of Approval	April 2026
Date Last Amended	April 2026
Date for next review	April 2031
Related Policies	Recruitment and Selection Policy, Labor Relations Policy, Training and Development, Internship, Career Path and Development Management Policy.

TABLE OF CONTENTS

Contents	Page
Sign Off	
i) Head of Department	3
ii) Executive Authority	3
1. Preamble	4
2. Purpose of the Policy	4
3. Scope and Application	4
4. Objectives of the Policy	4
5. Legislative Framework	4-5
6. Definitions	5-7
7. Policy Statement	7
8. Consultation with Stakeholders	8
9. Guiding Principles	8
10. Affirmative Action	8
11. Training and Development	9
12. Recruitment and Selection	9
13. Promotion and Career Advancement	9
14. Discrimination and Harassment	10
15. Roles and Responsibilities	10-12
16. Monitoring and Evaluation of the implementation process	12
17. Communication/Education of the Policy	12
18. Approval of the Policy	12
19. Review of the Policy	12
20. Version Control and Change History	13

SIGN OFF**I. Head of Department**

This Employment Equity Policy has been recommended by Mr V. Mlokothe in my capacity as the Head of Department for the Department Cooperative Governance and Traditional Affairs. I am satisfied and concur with the contents of this Policy.

The development of the Employment Equity Policy will ensure the department is able to exercise its powers in compliance with the law and guide decision- making in the department.

Signed:	
Designation:	Head of Department
Date:	17/05/2026

II. Executive Authority

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the livelihoods of the people by effectively rendering the many services that it is expected to provide. We have envisaged the Department that has the required capacity to respond adequately to challenges of its people.

I therefore trust that guidance from this Employment Equity Policy will contribute to the effective employment equity practices in the Department.

Signed: Z.A. Williams	
Designation: MEC	MEC: Z.A. Williams of Cooperative Governance and Traditional Affairs
Date: 08-06-2026.	

1. PREAMBLE

The Department of Cooperative Governance and Traditional Affairs commits itself in its endeavour to create a workforce that reflects diversity in terms of race, gender and disability in order to redress the inequalities, imbalances of the past and building social justice through conscious intervention to return dignity to the formally historically disadvantaged. The Department also commits to introduce measures to prevent and eliminate discrimination by initiating affirmative action measures to bring about equitable representation in all occupational levels of the workforce.

2. PURPOSE OF THE POLICY

- 2.1 To promote a diverse and inclusive workplace free from unfair discrimination
- 2.2 To ensure equal opportunities for all employees and job applicants in compliance with the EE Act No 55 of 1998.

3. SCOPE AND APPLICATION

The Employment Equity Policy will be applicable to all the employees, job applicants, contract workers and temporary employees of the Department of Cooperative Governance and Traditional Affairs.

4. OBJECTIVES OF THE POLICY

- 4.1 To promote equal opportunities and fair treatment for all employees and job applicants
- 4.2 To eliminate unfair discrimination and harassment in the workplace
- 4.3 To achieve a diverse and representative workforce that reflects the demographics of South Africa.
- 4.4 To ensure compliance with the EE Act No 55 of 1998.

5. LEGISLATIVE FRAMEWORK

- 5.1. The Constitution of the Republic of South Africa, 1996.
- 5.2. The Employment Equity Act 55 of 1998 as amended, Employment Equity Regulations of 2025 and the Employment Codes of Good Practice as amended.

- 5.3. Public Service Act, as amended.
- 5.4. Public Service Regulations, 2016, as amended.
- 5.5. Basic Conditions of Employment Act 75 of 1997.
- 5.6. Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000.
- 5.7. Skills Development Act No 97 of 1998
- 5.8. Determination of Sectoral Targets 2025
- 5.9. All other relevant legislation and policies such as the Recruitment and Selection Policy and Procedure.

6. DEFINITIONS

Terms and definitions that will be used throughout the procedure that need clarification for the reader, can also include any key words; and also, technical terms and/ abbreviations that may be used in this document.

Word/Term	Definition
Affirmative Action	refers to policies and practices aimed at increasing opportunities for historically marginalized groups in areas such as education and employment, addressing systemic discrimination and promoting diversity.
Affirmative Action Measures	refers to measures designed to ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational levels in the workforce of the department.
Barriers	any obstacle to the implementation of EE and Affirmative action as identified by the department barrier analysis and set out in the objectives of the departmental current EE plan
Black People	Is a generic term which means Africans, Coloureds and Indians.
Broad Based Black Economic Empowerment	Integrated and coherent socio- economic process that will directly contribute to the economic transformation in South Africa and will bring about significant increase in the lives of Black people that manage, own and control the country's economy as well as significant decreases in income inequalities

EMPLOYMENT EQUITY POLICY 2026

Contract Employee	is an individual hired for a specific project or time period under a formal agreement, often without the benefits of permanent employment
Designated groups	Refer to Black people, women and persons with disabilities as defined in the Employment Equity Act
Employee	a permanent, temporary or contract employee or an apprentice receiving pay or entitled to it but excluding a student, subsidies labour, and an independent contractor.
Employment Equity Committee	a forum for consultation on Employment Equity as required by the Act and it advises the Accounting Officer and Directors on Employment Equity matters
Employment Policies, practices and procedures	Includes, but is not limited to: a) Recruitment procedures, advertising and selection criteria b) Appointments and the appointment process c) Job classification and grading d) Remuneration, employment benefits and terms and conditions of employment e) Job assignment f) The working environment and facilities
Impairment	a) Physical impairment means a partial or total loss of bodily function or part of the body. It includes sensory impairment such as being deaf, hearing or visually impaired b) Mentally impairment means a clinically recognised condition or illness that affects a person's thought process, judgement or emotions c) Long term impairment has lasted or likely to persist for at least twelve months. d) Recurring impairment is one that is likely to happen again and to be substantially limiting, includes a constant chronic condition.
Occupational Level	Refers to occupational levels within the department as determined using different job evaluation or grading systems.
Persons with disabilities	Are people with physical or mental impairment which is long term (i.e. the impairment that is likely to persist for at least twelve months)

	or recurring which substantially limits their prospects of entry into or advance in employment.
Reasonable Accommodation	Means any modification or adjustment to a job or to the working environment that will enable a person from a designated group to have access to or to participate or advance in employment “unless this would impose unjustifiable hardship on the employer” in terms of clause 6.11 of the code of Good Practice on the Employment of Persons with Disabilities.
Substantial Limiting	a) In its nature, duration of effects, it substantially limits the person’s ability to perform the essential functions of the job for which they are being considered, b) If not easily controlled, corrected, or lessened such as use of spectacles or contact lenses.
Suitably Qualified Person	Means a person may be suitably qualified based on the formal qualification, prior learning, relevant experience, or capacity to acquire , within a reasonable time, the ability (attributes , skills and competences necessary) to perform the job . A person may be deemed to be suitably qualified for a job as a result of any one of or a combination of the aforementioned

6.2 ACRONYMS

6.2.1 EE - Employment Equity

6.2.2 EEC - Employment Equity Committee

7. POLICY STATEMENT

The Department of Cooperative Governance and Traditional Affairs is committed to the values that bring about an open and democratic society based on Human dignity, equality and freedom. It endorses the principle of equal opportunity which requires that all individuals should be treated fairly, equal and with dignity in the workplace, in recruitment processes, training, promotion and advancement regardless of race, gender and disability status. The Department, however, acknowledges affirmative action measures as a means of overcoming barriers to equal opportunity and redressing the imbalances of the past.

8. CONSULTATION WITH STAKEHOLDERS

All affected stakeholders including employees at all levels have been consulted, their inputs and comments have been incorporated into this Policy. Management of the Department has been consulted for inputs, buy-in and adoption. Legal Services was also consulted for their legal opinion and soundness.

9. GUIDING PRINCIPLES TO BE ADHERED TO:

9.1 EQUITY AND FAIRNESS

The provision of access to information and opportunity shall promote the achievement of employment equity in the Department. Treatment for all employees and job applicants must be fair and equitable.

9.2 TRANSPARENCY AND ACCOUNTABILITY

Communicate Employment Equity Goals and Targets and hold the Department accountable for not achieving the Targets.

9.3 COMMUNICATION

There must be open communication with employees throughout the Employment Equity development and implementation processes.

9.4 CONTINUOUS IMPROVEMENT

Regularly review and update the Employment Equity Strategies to ensure on-going improvement through Employment Equity Committee.

10. AFFIRMATIVE ACTION

The Department is committed to implement affirmative action measures to address historical inequalities and promote equal opportunities for designated groups. Affirmative Action measures include:

- 10.1 The setting of Employment Equity Targets and Numerical Goals as per the approved Employment Equity Plan. Numerical Goals shall not constitute quotas.
- 10.2 Implementing Recruitment and Selection strategies to attract diverse candidates
- 10.3 Providing training and development opportunities to support career advancement
- 10.4 Ensuring fair and equitable treatment in promotions and career development

11. TRAINING AND DEVELOPMENT

The Department is dedicated to providing training and development opportunities to support the growth and advancement of all employees, particularly designated groups. Training and development programs aim to enhance skills and knowledge, support career advancement & succession planning.

12. RECRUITMENT AND SELECTION

Recruitment and Selection is an important mechanism to achieve the Departmental Numerical Goals and Targets by increasing the representation of Designated Groups and shall be fairly conducted. The Department strives to attract and appoint the best candidates while promoting equal opportunities and addressing historical inequalities.

The Recruitment and Selection secretaries shall present and advise the Selection Committee on Employment Equity Targets.

The Department must provide reasonable accommodation for candidates with disabilities “unless this would impose unjustifiable hardship on the employer” in terms of clause 6.11 of the code of Good Practice on the Employment of Persons with Disabilities.

13. PROMOTION AND CAREER ADVANCEMENT

The Department strives to create opportunities for all employees to grow and develop particularly Designated Groups. Promotion and Career advancement process includes advertising vacancies internally and externally considering all eligible candidates with a focus on Designated Groups.

14. DISCRIMINATION AND HARASSMENT

The Department has zero tolerance for harassment and discrimination. It strives to create a workplace that is respectful, inclusive and free from all forms of harassment and discrimination.

15. ROLES AND RESPONSIBILITIES

15.1 Head of Department

- 15.1.1 Implementation of the EE Plan and the EE Policy.
- 15.1.2 Provide resources, leads by example and ensures accountability.
- 15.1.3 Shall appoint an Employment Equity Manager in terms of section 24 of the EEA as amended.
- 15.1.4 Provide the managers with authority and the means to perform their functions.
- 15.1.5 Ensure that the managers performs their functions.

15.2 Managers

- 15.2.1 Promoting diversity and inclusion in their teams.
- 15.2.2 Addressing incidents of harassment and discrimination.
- 15.2.3 Implementation of the EE Policy and the EE Plan.
- 15.2.4 Identifying and developing talent particularly from Designated Groups.

15.3 Human Resource Management and Development

- 15.3.1 Providing training and Development.
- 15.3.2 Developing and updating Employment Equity policies.
- 15.3.3 Monitoring progress and reporting on Employment Equity Numerical Goals and Targets to all relevant structures.

15.4 Human Resource Administration

- 15.4.1 Advise and advocate to the Recruitment and Selection panels that all appointments shall be made in line with the approved Departmental Employment Equity Plan.
- 15.4.2 Advise committee members on Employment Equity Targets for the post to be filled.

- 15.4.3 Supports the EE Manager and report to him/her any Recruitment and Selection processes that are contrary to the Employment Equity Plan.
- 15.4.4 Capture and update Disability Disclosure received by the Department.

15.5 Strategic Management and Planning (Special Programmes Unit)

- 15.5.1 Promote, advocate and monitor women's empowerment and gender equality.
- 15.5.2 Promote, advocate and monitor the rights of people with disabilities.
- 15.5.3 Manage gender and disability mainstreaming in the Department.
- 15.5.4 Encourage employees to disclose their disability status.

15.6 Employees

- 15.6.1 Treating colleagues with respect and dignity
- 15.6.2 Reporting incidents of harassment and discrimination
- 15.6.3 Participating in equity initiatives and training programs
- 15.6.4 Complying and adhering to the approved EE Policy and EE Plan.

15.7 Employment Equity Committee

- 15.7.1 To consult in respect of the Employment Equity Policies, procedures and practices including preparation and implementation of an Employment Equity Plan which inter alia must set out its numerical Goals and Affirmative Action measures to achieve EE.
- 15.7.2 Create procedures that will be used to monitor and evaluate the implementation of the Plan to check whether reasonable progress is being made towards implementing EE.
- 15.7.3 To recommend to the Accounting Officer matters that will assist in the implementation of EE Plan.
- 15.7.4 Monitor EE Compliance and enforce implementation of Employment Equity in the Department.
- 15.7.5 Advise the Head of Department in writing as well as the Directors: Human Resource Management and Human Resource Utilisation and Capacity Building on Employment matters around recruitment and training opportunities.

- 15.7.6 Participate in the review of employment policies, practices, procedures and working environment to identify barriers that directly or indirectly impede one or more of the designated group's equitable representations in the workplace.

16. MONITORING AND EVALUATION OF THE IMPLEMENTATION OF THE POLICY

The HR Planning and Human Resource Utilization and Development must vigorously monitor the implementation of this Policy and will submit quarterly reports to the Chief Director: Human Resource Management and Development for submission to the Head of Department

17. COMMUNICATION / EDUCATION OF THE POLICY

The Employment Equity Policy must be communicated to the Department employees through Departmental communication channels.

18. APPROVAL OF THE POLICY

The Policy shall be recommended by the Head of Department (HoD) and must be approved by the Member of Executive Council (MEC) as per the updated departmental Delegations and the Policy will become official on the date it is signed by the Executive Authority (MEC for Cooperative Governance and Traditional Affairs).

19. REVIEW OF THE POLICY

The Policy will be reviewed once in five years and in line with future legislative and collective agreements promulgations. The development of this policy is a dynamic process, and it may require revision from time to time.

EMPLOYMENT EQUITY POLICY 2026

20. VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
Start from	YYMMDD (The date the Policy takes effect.	Contact person – full name & title	
2026	April 2026	Z.A. Williams (Hon. MEC)	