

**PLEASE READ THIS FIRST****PURPOSE OF THIS FORM**

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998.

This form contains the format for employment equity reporting by employers to the Department of Labour. Both small employers (i.e. employers employing fewer than 150 employees) and large employers (i.e. employers employing 150 or more employees) are required to use this form. Those employers who are not designated, but wish to voluntarily comply, must also use this reporting form.

Although all sections of this form apply to large employers, only certain sections of this form should be completed by small employers. Employers who report for the first time are not required to complete the progress report section of this form.

**WHO SHOULD COMPLETE THIS FORM?**

All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.

**WHEN SHOULD EMPLOYERS REPORT?**

- Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October; and
- Small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.

**ESSENTIAL REQUIREMENTS**

Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. All relevant areas of the form must be fully and accurately completed by employers. **Designated employers who fail to observe this provision will be deemed not to have reported.** Guidance to overcome difficulties on how to complete the form properly must be obtained from the Department prior to completing and submitting the report.

**SEND TO:**

Employment Equity Registry  
The Department of Labour

**SECTION A: EMPLOYER DETAILS**

Trade name	UNIVERSITY OF THE FREE STATE
DTI registration name	UNIVERSITY OF THE FREE STATE
DTI registration number	not applicable
PAYE/SARS number	7120710266
UIF reference number	1368922
EE reference number	1690
Seta classification	EDUCATION, TRAINING AND DEVELOPMENT PRACTICES
Industry/Sector	COMMUNITY, SOCIAL AND PERSONAL SERVICES
Telephone number	0514013533
Fax number	0514013075
Email address	roosl.rd@ufs.ac.za
<b>Postal address</b>	P O BOX 339
	BLOEMFONTEIN
	FREE STATE
Postal code	9300
City/Town	BLOEMFONTEIN
Province	FREE STATE
<b>Physical address</b>	205 NELSON MANDELA DRIVE
	BLOEMFONTEIN
	FREE STATE
Postal code	9300
City/Town	BLOEMFONTEIN
Province	FREE STATE

**Details of CEO at the time of submitting this report**

Name and surname	Prof Jonathan David Jansen
Telephone number	0514017000
Fax number	0514013669
Email address	rector@ufs.ac.za

**Details of Employment Equity Manager at the time of submitting this report**

Name and surname	Prof DA Viljoen
Telephone number	0514013735
Fax number	0514013738
Email address	viljoenn@ufs.ac.za

**Business type**

Private Sector <input type="checkbox"/>	Parastatal <input type="checkbox"/>
National Government <input type="checkbox"/>	Provincial Government <input type="checkbox"/>
Local Government <input type="checkbox"/>	Educational Institution <input type="checkbox"/>
Non-profit Organization <input type="checkbox"/>	

**Information about the organization at the time of submitting this report**

Number of employees in the organization	0 to 49 <input type="checkbox"/> 50 to 149 <input type="checkbox"/> 150 or more <input type="checkbox"/>
Is your organization an organ of State?	No
Is your organisation part of a group / holding company? If yes, please provide the	No

Private Bag X117

Pretoria 0001

Telephone: 012 3094000

Facsimile: 012 3094737 / 3094188

e-mail: [ee@labour.gov.za](mailto:ee@labour.gov.za)

name.

Date of submitting this report



Please indicate below the period the report covers (in the case of large employers the preceding twelve months and for small employers twenty-four months, except for first time reporting where the period may be shorter):

From (date): 2009/08/01 To (date): 2010/07/31

Please indicate below the duration of your current employment equity plan:

From (date): 2010/10/01 To (date): 2013/09/30

### PLEASE READ THIS FIRST

- a. The method of reporting should remain for the period of the plan, and must be consistent from reporting period to reporting period.
- b. Employers must refrain from leaving blank spaces or using a dash (-) when referring to the value "0" (Zero) or the word "No". All relevant areas of the form must be fully and accurately completed by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- c. "Temporary employees" mean workers who are employed to work for three consecutive months or less.
- d. The **Numerical goal** is the workforce profile the employer projects to achieve at the end of the employer's current employment equity plan (EE Plan). The numerical goals of the employer must be the same for the entire duration of the EE Plan.
- e. The **Numerical target** is the workforce profile the employer projects to achieve by the end of the next reporting period.
- f. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Areas that only apply to small employers shall be made available by the Department of Labour in a separate form as well.
- g. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.

**SECTION B: WORKFORCE PROFILE AND CORE & SUPPORT FUNCTIONS****1. WORKFORCE PROFILE**

1.1 Please report the total number of **employees** (including employees with disabilities) in each of the following **occupational levels**: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	1	0	2	0	0	0	1	0	0	5
Senior management	5	3	1	13	1	0	0	1	0	0	24
Professionally qualified and experienced specialists and mid-management	18	2	1	214	3	0	0	115	8	1	362
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	73	21	3	200	64	22	5	388	8	7	791
Semi-skilled and discretionary decision making	152	11	2	148	156	56	2	465	20	15	1027
Unskilled and defined decision making	176	18	0	11	158	13	0	1	0	0	377
<b>TOTAL PERMANENT</b>	425	56	7	588	382	91	7	971	36	23	2586
Temporary employees	301	18	8	388	201	24	4	442	97	50	1533
<b>GRAND TOTAL</b>	726	74	15	976	583	115	11	1413	133	73	4119

1.2 Please report the total number of **employees with disabilities** in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	0	0	4	0	0	0	0	0	0	5
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	1	0	0	0	5	0	0	6
Semi-skilled and discretionary decision making	1	0	0	2	2	0	1	6	0	0	12
Unskilled and defined decision making	0	0	0	1	1	0	0	1	0	0	3
<b>TOTAL PERMANENT</b>	2	0	0	8	3	0	1	12	0	0	26
Temporary employees	0	0	0	1	1	0	0	0	0	0	2
<b>GRAND TOTAL</b>	2	0	0	9	4	0	1	12	0	0	28

## 2. Core operation functions and Support functions by occupational level

A job could either be a **Core operation** function or a **Support** function. **Core operation Function** positions are those that directly relate to the core business of an organization and may lead to revenue generation e.g. sales production, etc. **Support Function** positions provide infrastructure and other enabling conditions for revenue generation e.g. human resources corporate services etc.

2.1 Please indicate the total number of employees (including people with disabilities), that are involved in **/Core Operational Function** positions at each level in your organization. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	1	0	2	0	0	0	1	0	0	5
Senior management	0	1	1	5	0	0	0	0	0	0	7
Professionally qualified and experienced specialists and mid-management	18	2	1	200	2	0	0	110	8	1	342
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	45	15	3	94	38	12	3	178	8	7	403
Semi-skilled and discretionary decision making	7	0	1	14	6	1	0	9	3	1	42
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	71	19	6	315	46	13	3	298	19	9	799
Temporary employees	235	13	5	295	131	13	1	278	78	35	1084
<b>GRAND TOTAL</b>	306	32	11	610	177	26	4	576	97	44	1883

2.2 Please indicate the total number of employees (including people with disabilities), that are involved in **Support Function** positions at each level in your organization. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	5	2	0	8	1	0	0	1	0	0	17
Professionally qualified and experienced specialists and mid-management	0	0	0	14	1	0	0	5	0	0	20
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	28	6	0	106	26	10	2	210	0	0	388
Semi-skilled and discretionary decision making	145	11	1	134	150	55	2	456	17	14	985
Unskilled and defined decision making	176	18	0	11	158	13	0	1	0	0	377
<b>TOTAL PERMANENT</b>	354	37	1	273	336	78	4	673	17	14	1787
Temporary employees	66	5	3	93	70	11	3	164	19	15	449
<b>GRAND TOTAL</b>	420	42	4	366	406	89	7	837	36	29	2236

**SECTION C: WORKFORCE MOVEMENT****3. Recruitment**

3.1 Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	1	0	0	0	0	0	0	0	0	1
Senior management	0	0	1	1	0	0	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management	3	1	0	9	0	0	0	4	0	0	17
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	10	4	0	18	4	5	2	34	3	1	81
Semi-skilled and discretionary decision making	46	5	1	58	55	11	3	87	16	8	290
Unskilled and defined decision making	16	4	0	2	5	0	0	1	0	0	28
<b>TOTAL PERMANENT</b>	75	15	2	88	64	16	5	126	19	9	419
Temporary employees	254	14	8	181	162	19	0	309	52	34	1033
<b>GRAND TOTAL</b>	329	29	10	269	226	35	5	435	71	43	1452

**4. Promotion**

4.1 Please report the total number of promotions into each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	0	0	7	0	0	0	10	0	0	18
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	1	0	13	1	0	0	23	0	1	42
Semi-skilled and discretionary decision making	6	0	0	3	1	1	0	11	0	0	22
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	10	1	0	23	2	1	0	44	0	1	82
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	10	1	0	23	2	1	0	44	0	1	82

## 5. Termination

5.1 Please report the total number of terminations in each occupational level, including people with disabilities.

Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	1	0	0	0	0	0	0	0	0	1
Senior management	1	1	0	4	1	0	0	0	0	0	7
Professionally qualified and experienced specialists and mid-management	1	0	0	28	1	0	0	10	1	0	41
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	17	2	1	45	19	3	2	112	2	3	206
Semi-skilled and discretionary decision making	117	9	4	117	113	11	4	197	29	17	618
Unskilled and defined decision making	18	1	0	1	14	0	0	0	0	0	34
<b>TOTAL PERMANENT</b>	154	14	5	195	148	14	6	319	32	20	907
Temporary employees	225	4	3	135	123	4	5	169	27	14	709
<b>GRAND TOTAL</b>	379	18	8	330	271	18	11	488	59	34	1616

5.2 Please report the total number of terminations, including people with disabilities, in each **termination category** below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Terminations	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Resignation	17	1	1	23	24	3	4	42	5	3	123
Non-renewal of contract	341	15	7	289	228	15	7	424	54	31	1411
Dismissal – Operational requirements (retrenchment)	0	0	0	0	0	0	0	0	0	0	0
Dismissal - misconduct	10	0	0	1	4	0	0	0	0	0	15
Dismissal - incapacity	1	0	0	0	2	0	0	3	0	0	6
Retirement	7	1	0	17	7	0	0	17	0	0	49
Death	3	1	0	0	6	0	0	2	0	0	12
<b>TOTAL</b>	379	18	8	330	271	18	11	488	59	34	1616

**SECTION D: SKILLS DEVELOPMENT****6. Skills Development**

6.1 Please report the total number of people from the designated groups, including people with disabilities, who received training **solely** for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				TOTAL
	A	C	I	W	A	C	I	W	
Top management	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	2	0	0	0	1	0	0	0	3
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	2	0	0	0	1	0	0	0	3
Temporary employees	3	0	0	0	7	0	0	0	10
<b>GRAND TOTAL</b>	5	0	0	0	8	0	0	0	13

6.2 Please report the total number of **people with disabilities** only who received training **solely** for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				TOTAL
	A	C	I	W	A	C	I	W	
Top management	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	1	0	0	0	1
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	0	0	0	0	1	0	0	0	1
Temporary employees	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	0	0	0	0	1	0	0	0	1



**SECTION E: NUMERICAL GOALS & TARGETS****7. Numerical Goals**

7.1 Please indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of employees, including people with disabilities, at the end of your current employment equity plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	1	0	2	1	0	0	1	0	0	6
Senior management	5	3	1	12	1	0	0	2	0	0	24
Professionally qualified and experienced specialists and mid-management	27	3	2	193	11	1	1	115	8	1	362
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	73	21	3	200	64	22	5	388	8	7	791
Semi-skilled and discretionary decision making	152	12	3	148	156	57	2	462	20	15	1027
Unskilled and defined decision making	176	18	0	11	158	13	0	1	0	0	377
<b>TOTAL PERMANENT</b>	434	58	9	566	391	93	8	969	36	23	2587
Temporary employees	301	18	8	388	201	24	4	442	97	50	1533
<b>GRAND TOTAL</b>	735	76	17	954	592	117	12	1411	133	73	4120

7.2 Please indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of **employees with disabilities only** at the end of your current employment equity plan in terms of occupational levels.

Occupational Levels	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	0	0	4	0	0	0	0	0	0	5
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	1	0	0	0	5	0	0	6
Semi-skilled and discretionary decision making	1	1	1	2	2	1	1	6	0	0	15
Unskilled and defined decision making	0	0	0	1	1	0	0	1	0	0	3
<b>TOTAL PERMANENT</b>	2	1	1	8	3	1	1	12	0	0	29
Temporary employees	0	0	0	1	1	0	0	0	0	0	2
<b>GRAND TOTAL</b>	2	1	1	9	4	1	1	12	0	0	31

## 8. Numerical Targets

8.1 Please indicate the numerical targets (i.e. the workforce profile) you project to achieve for the total number of employees, including people with disabilities, at the end of the next reporting in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	1	0	2	1	0	0	1	0	0	6
Senior management	5	3	1	13	1	0	0	1	0	0	24
Professionally qualified and experienced specialists and mid-management	21	2	1	207	6	1	0	115	8	1	362
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	73	21	3	200	64	22	5	388	8	7	791
Semi-skilled and discretionary decision making	152	12	2	148	156	56	2	464	20	15	1027
Unskilled and defined decision making	176	18	0	11	158	13	0	1	0	0	377
<b>TOTAL PERMANENT</b>	428	57	7	581	386	92	7	970	36	23	2587
Temporary employees	301	18	8	388	201	24	4	442	97	50	1533
<b>GRAND TOTAL</b>	729	75	15	969	587	116	11	1412	133	73	4120

8.2 Please indicate the numerical targets (i.e. the workforce profile) you project to achieve for the total number of **employees with disabilities only** at the end of the next reporting period in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	0	0	4	0	0	0	0	0	0	5
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	1	0	0	0	5	0	0	6
Semi-skilled and discretionary decision making	1	1	0	2	2	0	1	6	0	0	13
Unskilled and defined decision making	0	0	0	1	1	0	0	1	0	0	3
<b>TOTAL PERMANENT</b>	2	1	0	8	3	0	1	12	0	0	27
Temporary employees	0	0	0	1	1	0	0	0	0	0	2
<b>GRAND TOTAL</b>	2	1	0	9	4	0	1	12	0	0	29

**SECTION F: MONITORING & EVALUATION** (THIS SECTION IS NOT APPLICABLE TO SMALL EMPLOYERS)

**9. Disciplinary Action**

9.1 Disciplinary action: (report the total number of disciplinary actions during the twelve months preceding this report). Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Disciplinary Action	Male				Female				Foreign National		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
	29	0	0	7	9	0	1	6	0	0	

**10. Awareness of Employment Equity**

10.1 Please indicate which of the following awareness measures were implemented by your organization:

	Yes	No	No. of employees covered
Formal written communication	Yes		4119
Policy statement includes reference to employment equity	Yes		4119
Summary of the Act displayed	Yes		4119
Employment Equity training	Yes		168
Diversity management programmes	Yes		35
Discrimination awareness programmes		No	0

**11. Consultation**

11.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan:

	Yes	No
Consultative body or employment equity forum	Yes	
Registered trade union (s)	Yes	
Employees		No

**12. Barriers and affirmative action measures**

12.1 Please indicate in which categories of employment policy or practice barriers to employment equity were identified. If your answer is 'Yes' to barriers in any of the categories, please indicate whether you have developed affirmative action measures and the timeframes to overcome them.

Categories	BARRIERS		AFFIRMATIVE ACTION MEASURES		TIMEFRAME FOR IMPLEMENTING OF AA MEASURES	
	Yes	No	Yes	No	START DATE	END DATE
Recruitment procedures		No				
Advertising positions		No				
Selection criteria	Yes		Yes		2010/10/01	2013/09/30
Appointments		No				
Job classification and grading		No				
Remuneration and benefits	Yes		Yes		2010/10/01	2013/09/30
Terms and conditions of employment		No				
Job assignments		No				
Work environment and facilities	Yes		Yes		2010/10/01	2013/09/30
Training and development		No				
Performance and evaluation systems		No				
Promotions		No				
Transfers		No				
Succession and experience planning		No				
Disciplinary measures		No				
Dismissals		No				
Retention of designated groups	Yes		Yes		2010/10/01	2013/09/30
Corporate culture	Yes		Yes		2010/10/01	2013/09/30
Reasonable accommodation		No				
HIV and AIDS education and prevention programmes		No				
Appointed senior manager(s) to manage EE implementation		No				
Budget allocation in support of employment equity goals		No				
Time off for employment equity consultative committee to meet		No				

**13. Monitoring and evaluation of implementation:**

13.1 How regularly do you monitor progress on the implementation of the employment equity plan? Please choose one.

Weekly	Monthly	Quarterly	Yearly
		Quarterly	

13.2 Did you achieve the annual objectives as set out in your employment equity plan for this period?

Yes	No	Please explain
	No	Scarce Academic Skills. The Language policy of the University which requires that some staff members be fluent in both English and Afrikaans. (Classes are given in both languages) The culture of the University also still seen as a traditionally Afrikaans University. Negative publicity that the UFS had could also have played a

		role
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**SECTION G: SIGNATURE OF THE CHIEF EXECUTIVE OFFICER****Chief Executive Officer**

I hereby declare that I have read, approved and authorized this report.

Signed on this 9 day of September year 2010

At place: Bloemfontein

Signature Chief Executive Officer

Prof Jonathan David Jansen  
Full Name