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SECTION A: EMPLOYER DETAILS

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
Private Bag X117
Pretoria 0001
Telephone: 012 3094000
Facsimile: 012 3094737 / 3094188
e-mail: ee@labour.gov.za

Table with employer details including Trade name (UNIVERSITY OF THE FREE STATE), DTI registration name, 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@ufs.ac.za), Postal address (P O BOX 339 BLOEMFONTEIN FREE STATE BLOEMFONTEIN), City/Town (BLOEMFONTEIN), Postal code (9300), Province (FREE STATE), Physical address (205 NELSON MANDELA DRIVE BLOEMFONTEIN FREE STATE EAST END), City/Town (BLOEMFONTEIN), Postal code (9300), Province (FREE STATE). Includes sections for CEO and Employment Equity Manager details, and organization information (Business type: Educational Institution, Number of employees: 150 or more, Is your organization an organ of State? No, Is your organisation part of a group / holding company? No, Date of submitting this report: 12/09/2013).

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): 01/08/2012

To (date): 31/07/2013

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

From (date): 01/10/2013

To (date): 30/09/2016

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- 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 &amp; SUPPORT FUNCTIONS

## 1. Occupational levels

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 Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	2	0	1	1	0	0	2	0	0	6
Senior management	3	2	2	13	0	0	0	4	0	0	24
Professionally qualified and experienced specialists and mid-management	18	3	0	192	6	0	1	109	18	6	353
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	89	19	2	234	81	25	6	444	19	9	928
Semi-skilled and discretionary decision making	155	23	0	143	179	80	4	449	24	14	1071
Unskilled and defined decision making	150	16	0	6	140	13	0	2	0	0	327
TOTAL PERMANENT	415	65	4	589	407	118	11	1010	61	29	2709
Temporary employees	138	18	6	364	156	27	0	383	123	58	1273
GRAND TOTAL	553	83	10	953	563	145	11	1393	184	87	3982

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 Nationals		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	5	0	0	0	0	0	1	7
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	1	0	3	0	0	0	4	0	0	8
Semi-skilled and discretionary decision making	1	0	0	2	1	0	0	6	0	0	10
Unskilled and defined decision making	0	0	0	1	2	0	0	1	0	0	4
TOTAL PERMANENT	2	1	0	11	3	0	0	11	0	1	29
Temporary employees	0	0	0	1	0	0	0	0	0	0	1
GRAND TOTAL	2	1	0	12	3	0	0	11	0	1	30

## 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 Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	2	0	1	1	0	0	2	0	0	6
Senior management	0	1	1	5	0	0	0	0	0	0	7
Professionally qualified and experienced specialists and mid-management	16	2	0	171	3	0	1	100	17	4	314
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	50	11	2	111	43	11	4	212	15	9	468
Semi-skilled and discretionary decision making	2	0	0	2	1	1	0	6	0	0	12
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	68	16	3	290	48	12	5	320	32	13	807
Temporary employees	62	6	6	262	47	8	0	254	99	40	784
GRAND TOTAL	130	22	9	552	95	20	5	574	131	53	1591

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 Nationals		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	3	1	1	8	0	0	0	4	0	0	17
Professionally qualified and experienced specialists and mid-management	2	1	0	21	3	0	0	9	1	2	39
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	39	8	0	123	38	14	2	232	4	0	460
Semi-skilled and discretionary decision making	153	23	0	141	178	79	4	443	24	14	1059
Unskilled and defined decision making	150	16	0	6	140	13	0	2	0	0	327
TOTAL PERMANENT	347	49	1	299	359	106	6	690	29	16	1902
Temporary employees	76	12	0	102	109	19	0	129	24	18	489
GRAND TOTAL	423	61	1	401	468	125	6	819	53	34	2391

## 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 Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	1	0	0	1
Senior management	0	0	1	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	1	0	0	4	1	0	0	4	1	1	12
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	5	4	0	19	11	3	1	21	3	1	68
Semi-skilled and discretionary decision making	53	4	0	31	55	11	3	88	11	7	263
Unskilled and defined decision making	8	1	0	0	5	0	0	0	0	0	14
TOTAL PERMANENT	67	9	1	54	72	14	4	114	15	9	359
Temporary employees	92	11	4	138	103	28	0	253	43	31	703
GRAND TOTAL	159	20	5	192	175	42	4	367	58	40	1062

## 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 Nationals		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	1	0	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	2	0	0	9	0	0	0	4	2	0	17
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	1	0	13	0	2	0	24	0	0	42
Semi-skilled and discretionary decision making	5	0	0	5	3	3	0	12	0	0	28
Unskilled and defined decision making	0	0	0	0	1	0	0	0	0	0	1
TOTAL PERMANENT	9	2	0	27	4	5	0	40	2	0	89
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	9	2	0	27	4	5	0	40	2	0	89

## 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 Nationals		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	2	0	0	12	0	0	0	6	2	0	22
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	7	1	2	10	2	3	0	26	0	1	52
Semi-skilled and discretionary decision making	8	0	0	2	3	4	0	15	0	0	32
Unskilled and defined decision making	17	0	0	1	4	1	0	0	0	0	23
TOTAL PERMANENT	34	1	2	25	9	8	0	47	2	1	129
Temporary employees	104	10	2	102	90	23	0	115	14	24	484
GRAND TOTAL	138	11	4	127	99	31	0	162	16	25	613

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 Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Resignation	11	1	1	5	5	6	0	15	0	1	45
Non-Renewal Of Contract	105	10	2	105	89	23	0	123	14	24	495
Dismissal – Operational Requirements(Retrenchment)	0	0	0	1	1	0	0	0	0	0	2
Dismissal - Misconduct	6	0	0	1	1	0	0	0	0	0	8
Dismissal - Incapacity	0	0	0	0	2	0	0	0	0	0	2
Retirement	13	0	1	14	0	2	0	22	1	0	53
Death	3	0	0	1	1	0	0	2	1	0	8
TOTAL	138	11	4	127	99	31	0	162	16	25	613

## 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	2	0	0	0	1	1	0	7	11
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	1	0	0	1	2	0	4	9
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
TOTAL PERMANENT	3	1	0	0	3	3	0	11	21
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	3	1	0	0	3	3	0	11	21

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	1	0	0	1	0	0	0	2
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	1	0	0	1	0	0	0	2
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	1	0	0	1	0	0	0	2

## SECTION E: NUMERICAL GOALS &amp; 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 Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	2	0	1	1	0	0	1	0	0	6
Senior management	3	2	2	11	1	1	0	4	0	0	24
Professionally qualified and experienced specialists and mid-management	38	3	0	158	26	0	1	104	17	6	353
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	111	19	2	219	104	25	6	414	19	9	928
Semi-skilled and discretionary decision making	172	23	0	134	196	80	4	424	24	14	1071
Unskilled and defined decision making	150	16	0	6	140	13	0	2	0	0	327
TOTAL PERMANENT	475	65	4	529	468	119	11	949	60	29	2709
Temporary employees	138	18	6	364	156	27	0	383	123	58	1273
GRAND TOTAL	613	83	10	893	624	146	11	1332	183	87	3982

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 Nationals		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	4	0	0	5	3	0	0	0	0	1	13
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	1	0	3	3	0	0	4	0	0	14
Semi-skilled and discretionary decision making	4	0	0	2	4	0	0	6	0	0	16
Unskilled and defined decision making	3	1	0	1	5	1	0	1	0	0	12
TOTAL PERMANENT	14	2	0	11	15	1	0	11	0	1	55
Temporary employees	0	0	0	1	0	0	0	0	0	0	1
GRAND TOTAL	14	2	0	12	15	1	0	11	0	1	56



## 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 Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	2	0	1	1	0	0	2	0	0	6
Senior management	3	2	2	12	1	0	0	4	0	0	24
Professionally qualified and experienced specialists and mid-management	23	3	0	180	16	0	1	107	17	6	353
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	97	19	2	228	89	25	6	434	19	9	928
Semi-skilled and discretionary decision making	161	23	0	139	185	80	4	441	24	14	1071
Unskilled and defined decision making	150	16	0	6	140	13	0	2	0	0	327
TOTAL PERMANENT	434	65	4	566	432	118	11	990	60	29	2709
Temporary employees	138	18	6	364	156	27	0	383	123	58	1273
GRAND TOTAL	572	83	10	930	588	145	11	1373	183	87	3982

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 Nationals		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	4	0	0	5	3	0	0	0	0	1	13
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	1	0	3	3	0	0	4	0	0	14
Semi-skilled and discretionary decision making	4	0	0	2	4	0	0	6	0	0	16
Unskilled and defined decision making	3	1	0	1	5	1	0	1	0	0	12
TOTAL PERMANENT	14	2	0	11	15	1	0	11	0	1	55
Temporary employees	0	0	0	1	0	0	0	0	0	0	1
GRAND TOTAL	14	2	0	12	15	1	0	11	0	1	56

**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 Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
	25	2	2	6	18	3	0	16	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		3 982
Policy statement includes reference to employment equity	Yes		3 982
Summary of the Act displayed	Yes		3 982
Employment Equity training	Yes		94
Diversity Management Programmes	Yes		32
Discrimination awareness programmes	Yes		32

**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 Implementation of AA Measures	
			Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)
Recruitment Procedures	No	No		
Advertising Positions	Yes	Yes	26/08/2013	30/09/2014
Selection criteria	Yes	Yes	26/08/2013	30/09/2014
Appointments	Yes	Yes	26/08/2013	30/09/2014
Job classification and grading	No	No		
Remuneration and benefits	No	No		
Terms and conditions of employment	No	No		
Job assignments	No	No		
Work environment and facilities	Yes	Yes	26/08/2013	30/09/2016
training and development	No	No		
Performance and evaluation systems	No	No		
Promotions	No	No		
transfers	No	No		
Succession and experience planning	Yes			
Disciplinary measures	Yes	Yes	27/08/2013	30/09/2014
Dismissals	No	No		
Retention of designated groups	No	No		
Corporate culture	Yes	Yes	26/08/2013	30/09/2016
Reasonable accommodation	Yes	Yes	01/10/2013	30/09/2014
HIV and AIDS education and prevention programmes	No	No		
Appointed senior manager(s) to manage EE implementation	No	No		
Budget allocation in support of employment equity goals	No	No		
Time off for employment equity consultative committee to meet	No	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	Most targets were reached except the targets set for the professionally qualified and experienced specialists and mid-management level. All the senior academics of the UFS are included in this level and it is also the level with the scarcest skills. The targets set for persons with disabilities had a setback due to an early retirement.

## 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 29 <sup>th</sup> Day of August Year 2013	
At Place : Bloemfontein	
Signature Chief Executive Officer	<u>Prof Jonathan David Jansen</u>
	Full Name