

**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, small employers are not required to complete Section F of the 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.

Guidance to overcome difficulties in order 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

Online reporting: [www.labour.gov.za](http://www.labour.gov.za)  
Helpline: 0860101018

**SECTION A: EMPLOYER DETAILS & INSTRUCTIONS**

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	051 4013533
Fax number	051 4013075
Email address	roosl@ufs.ac.za
Postal address	PO Box339
	Bloemfontein
Postal code	9300
City/Town	Bloemfontein
Province	Free State
Physical address	205 Nelson Mandela Drive
	Bloemfontein
Postal code	9300
City/Town	Bloemfontein
Province	Free State
<b>Details of CEO at the time of submitting this report</b>	
Name and surname	Prof Jonathan David Jansen
Telephone number	0514017000
Fax number	0514013669
Email address	rector@ufs.ac.za
<b>Details of Employment Equity Senior Manager at the time of submitting this report</b>	
Name and Surname	Dr Choice (KC) Makhetha
Telephone number	0514013632
Fax number	0514012283
Email address	makhetsk@ufs.ac.za
<b>Business type</b>	
<input type="checkbox"/> Private Sector	<input type="checkbox"/> Parastatal
<input type="checkbox"/> National Government	<input type="checkbox"/> Provincial Government
<input type="checkbox"/> Local Government	<input checked="" type="checkbox"/> Educational Institution
<input type="checkbox"/> Non-profit Organization	
<b>Information about the organization at the time of submitting this report</b>	
Number of employees in the organization	<input type="checkbox"/> 0 to 49 <input type="checkbox"/> 50 to 149 <input checked="" type="checkbox"/> 150 or more
Is your organization an organ of State?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is your organisation part of a group / holding company? If yes, please provide the name.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No _____
Date of submitting this report	15 September 2011 DD / MM / YYYY

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 / 2010 To (date): 31 / 07 / 2011  
DD / MM / YYYY DD / MM / YYYY

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

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

### 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 Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	2	0	2	0	0	0	1	0	0	5
Senior management	4	2	1	13	1	0	0	2	0	0	23
Professionally qualified and experienced specialists and mid-management	20	1	1	202	3	0	1	108	10	1	347
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	75	20	4	215	71	21	5	400	11	2	824
Semi-skilled and discretionary decision making	151	11	0	150	152	62	2	473	24	14	1039
Unskilled and defined decision making	162	15	0	7	151	13	0	1	0	0	349
<b>TOTAL PERMANENT</b>	412	51	6	589	378	96	8	985	45	17	2587
Temporary employees	287	23	7	403	195	28	3	418	95	55	1514
<b>GRAND TOTAL</b>	699	74	13	992	573	124	11	1403	140	72	4101

1.2 Please report the total number of **employees with disabilities only** 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	0	6
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	1	0	2	0	0	0	5	0	0	8
Semi-skilled and discretionary decision making	2	0	0	2	1	0	1	7	0	0	13
Unskilled and defined decision making	0	0	0	1	2	0	0	1	0	0	4
<b>TOTAL PERMANENT</b>	3	1	0	10	3	0	1	13	0	0	31
Temporary employees	0	0	0	1	0	0	0	0	0	0	1
<b>GRAND TOTAL</b>	3	1	0	11	3	0	1	13	0	0	32

## 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 Operation Function** positions at each level in your organization only. 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	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	20	0	1	183	1	0	1	103	10	1	320
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	45	13	3	101	41	10	3	188	10	2	416
Semi-skilled and discretionary decision making	5	0	0	10	2	1	0	16	3	0	37
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	70	16	5	301	44	11	4	308	23	3	785
Temporary employees	202	13	5	306	127	8	1	272	75	40	1049
<b>GRAND TOTAL</b>	272	29	10	607	171	19	5	580	98	43	1834

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	4	1	0	8	1	0	0	2	0	0	16
Professionally qualified and experienced specialists and mid-management	0	1	0	19	2	0	0	5	0	0	27
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	30	7	1	114	30	11	2	212	1	0	408
Semi-skilled and discretionary decision making	146	11	0	140	150	61	2	457	21	14	1002
Unskilled and defined decision making	162	15	0	7	151	13	0	1	0	0	349
<b>TOTAL PERMANENT</b>	342	35	1	288	334	85	4	677	22	14	1802
Temporary employees	85	10	2	97	68	20	2	146	20	15	465
<b>GRAND TOTAL</b>	427	45	3	385	402	105	6	823	42	29	2267

## 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	1	0	1	0	0	0	0	0	0	2
Senior management	0	0	0	2	0	0	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management	0	1	1	9	1	0	1	3	3	0	19
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	7	1	1	19	13	3	2	29	1	2	78
Semi-skilled and discretionary decision making	54	5	0	41	34	11	0	76	15	2	238
Unskilled and defined decision making	9	2	0	0	4	1	0	0	0	0	16
<b>TOTAL PERMANENT</b>	70	10	2	72	52	15	3	108	19	4	355
Temporary employees	150	12	4	174	118	17	0	260	29	20	784
<b>GRAND TOTAL</b>	220	22	6	246	170	32	3	368	48	24	1139

### 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	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	3	0	0	8
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	1	0	10	4	2	0	26	0	0	44
Semi-skilled and discretionary decision making	4	0	0	6	5	1	0	16	0	0	32
Unskilled and defined decision making	1	1	0	0	0	0	0	0	0	0	2
<b>TOTAL PERMANENT</b>	7	2	0	20	9	3	0	45	0	1	86
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	7	2	0	20	9	3	0	45	0	0	86



## 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	1	1	0	1	0	0	0	0	0	0	3
Senior management	1	0	0	2	0	0	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	3	2	1	25	0	0	0	15	2	0	48
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	15	3	0	41	20	7	1	112	1	4	204
Semi-skilled and discretionary decision making	130	6	6	83	121	13	3	191	23	10	586
Unskilled and defined decision making	21	6	0	4	12	1	0	0	0	0	44
<b>TOTAL PERMANENT</b>	171	18	7	156	153	21	4	318	26	14	888
Temporary employees	201	12	2	137	130	16	0	161	36	25	720
<b>GRAND TOTAL</b>	372	30	9	293	283	37	4	479	62	39	1608

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	36	4	0	22	31	5	2	50	6	2	158
Non-renewal of contract	117	9	7	110	109	15	2	254	18	12	653
retrenchment – Operational requirements	0	0	0	0	0	0	0	0	0	0	0
Dismissal - misconduct	10	5	0	3	1	0	0	0	1	0	20
Dismissal - incapacity	0	0	0	1	0	0	0	1	0	0	2
Retirement	6	0	0	18	9	0	0	11	1	0	45
Death	2	0	0	2	3	1	0	2	0	0	10
<b>TOTAL</b>	171	18	7	156	153	21	4	318	26	14	888

## 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	0	0	0	0	2
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	0	0	0	0	0	0	0	0	0
Temporary employees	3	0	0	0	7	0	0	0	10
<b>GRAND TOTAL</b>	5	0	0	0	7	0	0	0	12

- 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

[illegible]

## 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 Nationals		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 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	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 Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	2	0	2	1	0	0	1	0	0	6
Senior management	4	2	2	13	0	0	0	3	0	0	24
Professionally qualified and experienced specialists and mid-management	22	2	2	198	4	1	1	108	10	1	349
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	75	20	4	215	72	21	5	400	11	2	825
Semi-skilled and discretionary decision making	152	11	0	150	154	62	2	473	24	14	1042
Unskilled and defined decision making	162	15	0	7	151	13	0	1	0	0	349
<b>TOTAL PERMANENT</b>	<b>415</b>	<b>52</b>	<b>8</b>	<b>585</b>	<b>382</b>	<b>97</b>	<b>8</b>	<b>986</b>	<b>45</b>	<b>17</b>	<b>2595</b>
Temporary employees	287	23	7	403	195	28	3	418	95	55	1514
<b>GRAND TOTAL</b>	<b>702</b>	<b>75</b>	<b>15</b>	<b>988</b>	<b>577</b>	<b>125</b>	<b>11</b>	<b>1404</b>	<b>140</b>	<b>72</b>	<b>4109</b>

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	1	0	0	5	0	0	0	0	0	0	6
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	1	0	2	0	0	0	5	0	0	8
Semi-skilled and discretionary decision making	2	0	0	2	2	0	1	7	0	0	14
Unskilled and defined decision making	0	0	0	1	2	0	0	1	0	0	4
<b>TOTAL PERMANENT</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>32</b>
Temporary employees	0	0	0	1	0	0	0	0	0	0	1
<b>GRAND TOTAL</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>33</b>

**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). Report on formal outcomes only. 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	
	49	14	1	12	20	4	1	18	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		4101
Policy statement includes reference to employment equity	yes		4101
Summary of the Act displayed	yes		4101
Employment Equity training	yes		114
Diversity management programmes	yes		32
Discrimination awareness programmes	yes		116

**11. Consultation**

11.1 Please indicate which stakeholders were involved in the consultation process when developing and implementing your employment equity plan and when preparing this Employment Equity Report:

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

## 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	
	YES	NO	YES	NO	START DATE	END DATE
Recruitment procedures		no		No		
Advertising positions		no		No		
Selection criteria	yes		yes		1 Oct 2010	30 Sept 2012
Appointments	yes		yes		1 Oct 2011	30 Sept 2012
Job classification and grading		no		No		
Remuneration and benefits		no		no		
Terms & conditions of employment		no		No		
Job assignments	yes			No		
Work environment and facilities	yes			No		
Training and development	yes			no		
Performance and evaluation		no				
Promotions		no		no		
Transfers		no		no		
Succession & experience planning		no		no		
Disciplinary measures		no		no		
Dismissals		no		no		
Retention of designated groups	yes		yes		1 Jan 2010	31 Des 2012
Corporate culture	yes		yes		1 Jan 2010	31 Des 2012
Reasonable accommodation	yes			No		
HIV&AIDS prevention and wellness programmes		no		No		
Appointed senior manage(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		

## 12. 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
		x	

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

Yes	No	Please explain
	X	Numerical targets were no reached in all occupational levels. For example the target set for an African Female in Top Management has not yet been met. However, the position is to be advertised very soon and will be filled by the next reporting date.



		Scarce academic skills, the language policy and salaries of university staff not being able to compete with especially the public sector are also reasons why all targets were not met. The UFS also strives to be acknowledged as an International University and the EEA does not make provision for this. However, most of the targets set for people with disabilities were met.
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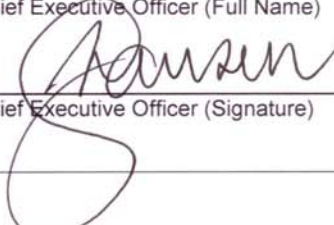
**SECTION G: Signature of the Chief Executive Officer****Chief Executive Officer**

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

Signed on this 13<sup>th</sup> day of September \_\_\_\_\_ year 2011 \_\_\_\_\_

At place: Bloemfontein \_\_\_\_\_

\_\_\_\_\_  
Professor Jonathan David Jansen  
Chief Executive Officer (Full Name) JONATHAN D JANSSEN

  
Chief Executive Officer (Signature)