



PLEASE READ THIS FIRST

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, UIF reference number, EE reference number, Seta classification, Industry/Sector, Telephone number, Fax number, Email address, Postal address, City/Town, Postal code, Province, Physical address, and contact details for CEO and Employment Equity Manager.

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): 01/08/2011

To (date): 31/07/2012

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

From (date): 01/10/2010

To (date): 30/09/2013

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. 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	2	1	0	0	1	0	0	6
Senior management	4	2	1	12	1	0	0	4	0	0	24
Professionally qualified and experienced specialists and mid-management	21	2	1	204	4	0	1	107	9	3	352
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	89	18	4	225	77	23	5	432	12	5	890
Semi-skilled and discretionary decision making	159	18	0	154	172	74	2	488	27	13	1107
Unskilled and defined decision making	167	16	0	7	146	15	0	2	0	0	353
TOTAL PERMANENT	440	58	6	604	401	112	8	1034	48	21	2732
Temporary employees	171	19	7	386	161	22	6	384	96	47	1299
GRAND TOTAL	611	77	13	990	562	134	14	1418	144	68	4031

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	0	6
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	1	0	3	1	0	0	4	0	0	9
Semi-skilled and discretionary decision making	2	0	0	2	1	0	0	6	0	0	11
Unskilled and defined decision making	0	0	0	1	2	0	0	1	0	0	4
TOTAL PERMANENT	3	1	0	11	4	0	0	11	0	0	30
Temporary employees	0	0	0	1	0	0	0	0	0	0	1
GRAND TOTAL	3	1	0	12	4	0	0	11	0	0	31

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	2	1	0	0	1	0	0	6
Senior management	0	1	1	5	1	0	0	2	0	0	10
Professionally qualified and experienced specialists and mid-management	20	1	1	181	1	0	1	102	9	3	319
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	55	12	3	110	41	10	3	209	10	5	458
Semi-skilled and discretionary decision making	2	1	0	9	4	1	0	18	1	0	36
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	77	17	5	307	48	11	4	332	20	8	829
Temporary employees	94	8	7	277	77	5	2	245	74	33	822
GRAND TOTAL	171	25	12	584	125	16	6	577	94	41	1651

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	7	0	0	0	2	0	0	14
Professionally qualified and experienced specialists and mid-management	1	1	0	23	3	0	0	5	0	0	33
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	34	6	1	115	36	13	2	223	2	0	432
Semi-skilled and discretionary decision making	157	17	0	145	168	73	2	470	26	13	1071
Unskilled and defined decision making	167	16	0	7	146	15	0	2	0	0	353
TOTAL PERMANENT	363	41	1	297	353	101	4	702	28	13	1903
Temporary employees	77	11	0	109	84	17	4	139	22	14	477
GRAND TOTAL	440	52	1	406	437	118	8	841	50	27	2380

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	1	0	0	0	0	0	1
Senior management	0	0	0	1	1	0	0	2	0	0	4
Professionally qualified and experienced specialists and mid-management	1	1	0	7	1	0	0	2	0	2	14
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	13	2	0	12	11	3	0	30	6	2	79
Semi-skilled and discretionary decision making	59	8	0	36	53	19	2	87	17	13	294
Unskilled and defined decision making	16	3	0	0	9	2	0	1	0	0	31
TOTAL PERMANENT	89	14	0	56	76	24	2	122	23	17	423
Temporary employees	95	13	3	146	111	18	5	240	37	27	695
GRAND TOTAL	184	27	3	202	187	42	7	362	60	44	1118

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	1	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	5	1	0	9	0	0	0	4	0	0	19
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	0	0	8	6	3	0	17	0	0	37
Semi-skilled and discretionary decision making	5	2	0	1	6	2	0	15	0	0	31
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	13	3	0	19	12	5	0	36	0	0	88
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	13	3	0	19	12	5	0	36	0	0	88

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	1	0	0	0	0	0	0	0	0	1
Senior management	0	0	0	3	0	0	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	1	0	0	29	0	0	0	13	3	0	46
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	12	4	0	37	17	2	0	92	5	3	172
Semi-skilled and discretionary decision making	132	4	2	88	114	18	5	199	28	28	618
Unskilled and defined decision making	12	2	0	0	11	2	0	0	0	0	27
TOTAL PERMANENT	157	11	2	157	142	22	5	304	36	31	867
Temporary employees	165	17	0	127	116	18	0	134	31	24	632
GRAND TOTAL	322	28	2	284	258	40	5	438	67	55	1499

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	34	3	0	23	32	4	1	57	4	1	159
Non-Renewal Of Contract	283	25	2	245	214	32	4	360	60	54	1279
Dismissal – Operational Requirements(Retrenchment)	0	0	0	0	1	0	0	0	0	0	1
Dismissal - Misconduct	0	0	0	0	0	1	0	0	2	0	3
Dismissal - Incapacity	1	0	0	0	1	0	0	1	0	0	3
Retirement	3	0	0	13	7	1	0	18	1	0	43
Death	1	0	0	3	3	2	0	2	0	0	11
TOTAL	322	28	2	284	258	40	5	438	67	55	1499

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	1	0	0	0	1
Senior management	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	7	1	0	0	3	0	0	0	11
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	0	0	0	0	0	0	1	2
Semi-skilled and discretionary decision making	1	0	0	0	1	1	0	0	3
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	9	1	0	0	5	1	0	1	17
Temporary employees	0	0	0	0	0	1	0	1	2
GRAND TOTAL	9	1	0	0	5	2	0	2	19

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	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	0	0	0	0	0	0
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	0	0	0	0	0	0

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	0	2	0	2	1	0	0	1	0	0	6
Senior management	4	2	1	12	1	0	0	4	0	0	24
Professionally qualified and experienced specialists and mid-management	36	5	2	165	28	5	2	97	9	3	352
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	89	18	4	225	78	23	5	431	12	5	890
Semi-skilled and discretionary decision making	159	18	0	154	172	74	2	488	27	13	1107
Unskilled and defined decision making	167	16	0	7	146	15	0	2	0	0	353
TOTAL PERMANENT	455	61	7	565	426	117	9	1023	48	21	2732
Temporary employees	171	19	7	386	161	22	6	384	96	47	1299
GRAND TOTAL	626	80	14	951	587	139	15	1407	144	68	4031

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
TOTAL PERMANENT	2	1	1	8	3	1	1	12	0	0	29
Temporary employees	0	0	0	1	1	0	0	0	0	0	2
GRAND TOTAL	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	1	12	1	0	0	4	0	0	24
Professionally qualified and experienced specialists and mid-management	36	5	2	165	28	5	2	97	9	3	352
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	89	18	4	225	78	23	5	431	12	5	890
Semi-skilled and discretionary decision making	159	18	0	154	172	74	2	488	27	13	1107
Unskilled and defined decision making	167	16	0	7	146	15	0	2	0	0	353
TOTAL PERMANENT	455	61	7	565	426	117	9	1023	48	21	2732
Temporary employees	171	19	7	386	161	22	6	384	96	47	1299
GRAND TOTAL	626	80	14	951	587	139	15	1407	144	68	4031

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	3	1	0	0	4	0	0	9
Semi-skilled and discretionary decision making	2	0	0	2	1	0	0	6	0	0	11
Unskilled and defined decision making	0	0	0	1	2	0	0	1	0	0	4
TOTAL PERMANENT	3	1	0	11	4	0	0	11	0	0	30
Temporary employees	0	0	0	1	0	0	0	0	0	0	1
GRAND TOTAL	3	1	0	12	4	0	0	11	0	0	31

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	
	24	0	1	6	17	1	1	10	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		4031
Policy statement includes reference to employment equity	Yes		4310
Summary of the Act displayed	Yes		4031
Employment Equity training	Yes		211
Diversity Management Programmes	Yes		123
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 Implementation of AA Measures	
			Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)
Recruitment Procedures	No	No		
Advertising Positions	Yes			
Selection criteria	Yes	Yes	01/03/2012	30/09/2013
Appointments	Yes	Yes	01/03/2012	30/09/2013
Job classification and grading	No	No		
Remuneration and benefits	No	No		
Terms and conditions of employment	No	No		
Job assignments	Yes			
Work environment and facilities	Yes			
training and development	Yes			
Performance and evaluation systems	No	No		
Promotions	No	No		
transfers	No	No		
Succession and experience planning	Yes			
Disciplinary measures	Yes	Yes	27/08/2012	26/08/2013
Dismissals	No	No		
Retention of designated groups	Yes			
Corporate culture	Yes			
Reasonable accommodation	Yes			
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. This level includes all the University's senior academics from senior lectures to senior professors and is also the level with the scarcest skills

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 10 th Day of September Year 2012	
At Place : Bloemfontein	
Signature Chief Executive Officer	<u>Prof Jonathan David Jansen</u>
	Full Name