

# Quick Guide: Implement Employment Equity

## STEP 1

### Understand Your Workforce

Analyse your staff profile to identify gaps in representation and use data to see where barriers or inequities exist.



## STEP 2

### Set Clear Equity Goals

Define realistic 5-year targets aligned to legislation and prioritise changes that will shift equity in your workplace.



## STEP 4

### Put the Plan into Action

Implement affirmative action measures in recruitment, promotions, and training. Embed fairness into everyday workplace practices.



## STEP 3

### Build the EE Plan

Map strategies to close representation gaps and remove barriers. Ensure the plan is practical, time-bound, and measurable.



## STEP 5

### Track & Review Progress

Monitor outcomes regularly and engage employees in feedback. Adjust strategies where progress is too slow or targets are missed.



## STEP 6

### Report & Stay Compliant

Submit annual EEA2 & EEA4 reports to the DoEL and keep compliance records updated for inspections.



### End Result: Transformation

A workplace that reflects South Africa's diversity. Employees feel included, barriers are reduced, and equity is achieved.

Transformation is not just compliance - it is **cultural change**.