

Quick Guide: Set up an Employment Equity Committee

1 FORM YOUR PROJECT TEAM

Identify a small core group to drive the EE Committee setup.

Include key people such as the HR/EE manager, training manager, and line managers.

Brief the team on their role: coordinating nominations, ensuring compliance, and supporting transformation.



If there is a recognition agreement with a registered trade union in your workplace, a designated employer must consult with that union's representative on any/all EE matters. If there is no recognition agreement, then the employer must consult with a representative employment equity committee.

However, best practice is to consult with a fully representative committee at all times.

2 MANAGE THE NOMINATION PROCESS

Communicate openly - leadership (e.g. CEO/MD/Plant Manager) should announce the process to show commitment.

Define nomination guidelines: eligibility, terms of office, nomination and election process, and start/end dates.

Choose nomination methods:

- **Manual:** nomination forms and collection boxes.
- **Electronic:** online forms and voting tools.

Publish/share results of nominations for transparency, and store records.

Count and verify nominations. Record results in writing, signed off by at least one management and one employee representative for credibility.

Announce nominations are open, and keep them open for a fair period (typically 1–2 weeks) to ensure all shifts/teams can participate.

3 APPOINT & TRAIN THE COMMITTEE



Confirm appointments and inform both successful nominees and their line managers.



Launch the EE Committee officially with visible leadership support.



Provide training so members understand the EE Act and their consultation duties and role in building an inclusive workplace culture.



The objective of this process is to establish a legitimate, well-trained EE Committee that can consult meaningfully, support compliance, and drive transformation in the organisation.