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Basic Guide to Employment Equity Studies

Employers must study their policies, practices, procedures and working environment. They must use these studies to better conditions for black people, women and people with disabilities.

Application

The Employment Equity Act applies to all employers, workers and job applicants, but not members of the

- o National Defence Force;
- o National Intelligence Agency; and
- o South African Secret Service.

The provisions for affirmative action apply to

- o employers with 50 or more workers, or whose annual income is more than the amount specified in Schedule 4 of the Act;
- o municipalities;
- o organs of State;
- o employers ordered to comply by a bargaining council agreement;
- o any employers who volunteer to comply.

See

- o [Employment Equity Act](#)

Applies to all employers and workers and protects workers and job seekers from unfair discrimination, and also provides a framework for implementing affirmative action

What Must Employers Study?

Employers must gather information and study their

- o policies;
- o practices;
- o procedures; and
- o working environment.

The study must include a profile of the workers in every job category and level.

To obtain the required information, employers must ask workers to complete form EEA1.

Based on Legislation in Section 19, of the Employment Equity Act

How Must Employers Use the Studies?

Employers must find things that have a negative effect on black people, women and people with disabilities.

They must use the profile to find out how black people, women and people with disabilities are represented in different job categories and levels.

Related Links

- o [Basic Guide to Employment Equity Managers](#)
Under the Employment Equity Act, employers must select a senior manager to be responsible for the employment equity plan
- o [Basic Guide to Employment Equity Pay Gaps](#)
Under the Employment Equity Act, employers must submit statements of their workers' pay and reduce any unfair gaps
- o [Basic Guide to Employment Equity Plans](#)
Under the Employment Equity Act, employers must draw up a plan to address equity imbalances
- o [Basic Guide to Employment Equity Reports](#)
Under the Employment Equity Act, employers must submit reports of their equity figures
- o [Form EEA1 - Employment Equity Declaration by Worker](#)
Workers can voluntarily complete this form to assist employers with compiling their workplace profile.
- o [Codes of Good Practice](#)
Codes of Good Practices issued by the Minister

