



CAPE TOWN
Tel: 021 551 2066
Fax: 021 552 7792

PORT ELIZABETH
Tel: 041 365 1890
Fax: 041 365 1901

JOHANNESBURG
Tel: 011 334 6263
Fax: 011 334 6947

DURBAN
Tel: 031 303 5402
Fax: 031 303 5403

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002	31.10.2021	31.10.2022	CAMI EADES	SHARON EADES

Employment Equity Policy Document

1. PURPOSE

This policy confirms the manner in which the Cape Precious Metals (Pty) Ltd. (CPM) embraces and complies with Employment Equity.

2. GUIDING PRINCIPLES

- a. Policy defines CPM's decision on what it will and will not do in the course of its action to deliver on its articulated strategies and to ensure good governance.
- b. Policies are developed and applied where it is necessary for consistency of approach.

3. EMPLOYMENT EQUITY VISION

- a. CPM is committed to equity in the workplace, equal opportunity and fair treatment in employment.
- b. The consultative aspect of Employment Equity processes create a positive platform for meaningful employee engagement whereby the following is achieved:
 - i. The adoption of affirmative action measures in areas where required;
 - ii. The elimination of any employment barriers, including unfair discrimination;
 - iii. The furtherance of diversity by equitable representation;
 - iv. The development of people and;
 - v. The accommodation of people with disabilities.

4. APPLICATION

- a. The principle of a workplace free from discrimination, creating equal opportunities and valuing diversity is applicable across the entire business irrespective of the country in which CPM operates.

5. REGULATORY FRAMEWORK

- Employment Equity Act ,55 of 1998
- Employment Equity Amendment Act No 47 of 2013
- Employment Equity Regulations of 2014 as amended
- Labour Relations Act No 66 of 1995 as amended
- Basic Conditions of Employment Act No 75 of 1997 as amended
- Skills Development Act,97 of 1998 as amended
- Skills Development Levies Act, No 9 of 1999 as amended
- Employment Services Act No 4 of 2014
- The South African Constitution 1996
- The Promotion of Equality and Prevention of Unfair Discrimination Act 2000
- Broad Based Black Economic Empowerment Act No 53 of 2003 as amended



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6. STAKEHOLDERS

- a. Line Management
- b. Executive Management
- c. Human Resources Management
- d. Departments of Labour
- e. Prospective and current employees

7. POLICY STATEMENT

The spirit of the Employment Equity Act is to ensure that the workplace is free from discrimination in relation, but not limited to the following: an employee's race, gender, sex, pregnancy, marital status, family responsibility, disability, religion, HIV status, conscience, belief, political opinion, culture, language, birth or any other arbitrary ground.

The Employment Equity Committee is representative of all races, genders and occupational levels and fulfills a role in executing the legislative requirements in terms of the Employment Equity Act. This includes partaking in the required workplace and practice analysis, monitoring that employment equity training and awareness is conducted and that active consultation with all constituencies takes place on a regular basis.

The benefits of diversity, equal opportunity and fair treatment of all employees are directly linked to the CPM's efforts to grow market share and maximize productivity.

Equal opportunities and fair treatment in the employment relationship refers to, but is not limited to, the following:

- Recruitment, selection, pre-employment testing and Induction;
- Succession and experience planning;
- Training methodologies and developmental opportunities;
- Employee benefits arrangements;
- Remuneration structures and practices taking cognizance of "equal pay for work of equal value";
- Disciplinary practices;
- Working conditions and;
- Reasonable accommodation for people with disabilities.

CPM encourages an environment in which employees embrace diversity and understand that effective diversity management is crucial to any business' success. As a business imperative, preference is given to the appointment of people from designated groups as defined in the Employment Equity Act as African, Indian and Coloured males, all women and people with disabilities, where an underrepresentation exists within the specific occupational level. However, it does not prohibit the appointment or advancement of people from non-designated groups at an underrepresented occupational level.

8. THE SUCCESSFUL APPLICATION OF EMPLOYMENT IS UNDERPINNED BY:

- a. Business Strategy - Employment equity is not a stand-alone process but is part of our business strategy.
- b. Accountability - Line managers are held accountable for the implementation of the employment equity programme and for the subsequent management and development of their people.



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- c. Human Resources Practices - Equitable human resources practices are in place to ensure the implementation of acceptable practices.
- d. Respect, Dignity and Equal Opportunity - All employees are treated with trust and respect, upholding human dignity and ensuring fair treatment and equal opportunity.
- e. Participation and Empowerment - All stakeholders participate in problem solving and decision making processes through effective individual and team empowerment.
- f. Communication and Consultation - Consistent, open, honest and respectful communication and freedom of expression.
- g. Employee Development - Creating the environment for all individuals to develop to their full potential for their own benefit and that of the company.
- h. Health and Safety - Ensuring a safe and healthy work environment.
- i. Community and Environment Commitment - Active involvement and improvement of the environment and quality of life in the community in which we operate.

9. THE EMPLOYMENT EQUITY PLAN

- a. The plan is to achieve the equitable representation and fair treatment for all groups across all occupational levels. The Employment Equity Plan reflects the occupational levels where groups are underrepresented and provides the direction for the appointment of suitable candidates from designated groups over suitable candidates from non-designated groups where opportunities exist. Designated groups refer to African, Colored and Indian men, all woman and people with disabilities.
- b. Top Management in consultation with the EE Committee reviews the company's Employment Equity Plan regularly. Affirmative action measures are put in place where perceived barriers to employment equity are identified.

10. LEGAL COMPLIANCE

- a. CPM will annually submit an Employment Equity Progress Report to the Department of Labour.

11. DISPUTE RESOLUTION

- a. Disputes resulting from any of the Employment Equity processes or actions are dealt with through the provisions in the Grievance Policy and Procedure.

12. COMMUNICATION AND AVAILABILITY OF THIS POLICY

- a. All employment equity related documentation and procedures are available on the Company Server and hard copy at HR Office for all employees to view. This includes but is not limited to the:
 - i. Employment Equity Plans
 - ii. Employment Equity Reports submitted to the Department of Labour
 - iii. Acknowledgement Letters of the Department of Labour confirming compliance.
 - iv. Minutes of meetings of the consultative forums.

13. IMPLEMENTATION OF THIS POLICY

- a. Line Management is accountable for the implementation of this policy.

14. MONITORING AND ENFORCEMENT

- a. The EE Manager appointed by the Director of CPM is responsible for the overall co-ordination of Employment Equity Activities in the drive to ensure full compliance.