

Tel : +27 (0)53 313 1651
Fax : +27 (0)53 313 2081
Email : info@rufco.co.za

P.O. Box 50
Postmasburg
8420

Web : www.rufco.co.za



EMPLOYMENT EQUITY POLICY

Policy statement

Equity is an essential and integral component of the future of the business. In order to achieve the objective of creating an equitable work environment for all employees, the policy must be interpreted and implemented with the following principles: fairness; a culture of respect for human dignity, sensitivity and a sense of belonging; empowerment; transparency; accountability, consistency, communication and consultation. Every employee contributes to the success of the equity initiative by the Company. Each Employee should contribute to an environment that is welcoming and supportive to new Members.

Nobody should be unfairly discriminated against based on race, gender, religion, sexual orientation, ethnic status, language, religion, conscience, belief, political opinion, culture and HIV status. Everyone should take responsibility, commitment and accountability to ensure the success of this initiative. Gender equity is important, and no form of sexual harassment will be tolerated. Affirmative action forms part of the broader objective of training and developing all Employees in the Company to fulfil their potential.

Scope

This policy forms part of the general Human Resources Policies and Procedures pack of Rufco Construction. It is applicable to all Employees (permanent, temporary and contractual) and job applicants.

Application

1. Purpose of the Policy

- The purpose of this policy is to provide the guiding principles, framework and basic strategies for the development and implementation of the Company's equity program.
- To identify and eliminate all barriers and policies including unfair discrimination.
- To serve as a basis for the drafting, completion and continued review of the Company's employment equity plan.
- Through the implementation of Employment Equity and affirmative action measures, the Company will create an environment of sustainable diversity in order to achieve broad representation of the South African people.

Directors: J Titus, C Ruffini, O Ruffini, T Ruffini van der Merwe, O Ruffini



2. Structures for implementation

- Employment Equity Committee
- Assignment of responsibility to senior management
- Human Resources Manager

3. Implementation

- 3.1. Rufco Construction is a designated employer in terms of the Employment Equity Act. As such, the Company has a duty to report on its progress in achieving equity in the workplace.
- 3.2. Rufco Construction submits Equity reports to the Department of Labour every year.
- 3.3. The Company's employment equity plans will run for 5 years and covers the following:
- 3.3.1. Measures and clearly defined activities that must be undertaken to achieve employment equity and affirmative action in the workplace.
- 3.3.2. Time frames for implementing the stated objectives.
- 3.3.3. Measures to eliminate barriers to achieving employment equity in the workplace.
- 3.4. Rufco Construction will endeavor to ensure that all human resource policies, practices and procedures are in accordance with and supportive of the objectives of the employment equity plan by introducing, among other things, the following positive measures:
- 3.4.1. The Company will go through a consultation and analysis process whereby all its policies, procedures and practices in the workplace will be investigated to seek discriminatory practices. This entails an investigation of documents, practices and employment environment, consulting with Employees to obtain participation and input and educating Employees on their right to equity and equality in the workplace.
- 3.4.2. The Company will also analyse its profile to determine to which extent designated Employees are underrepresented in its workplace and implement numerical goals in the employment equity plans.
- 3.4.3. Actively recruiting Employees from designated groups.
- 3.4.4. Creating an environment conducive to the retention of current Employees from designated groups.
- 3.4.5. Accelerating promotion for current Employees from designated groups.
- 3.4.6. Giving preference to Employees from designated groups in all selections, appointments and promotions.
- 3.5. For persons who form part of designated groups, Rufco Construction does:
- 3.5.1. Create opportunities for the intellectual and skills development of current Members.
- 3.5.2. Use part of the training budget, as set out in the *Skills Development Act, 1998*, for the training and development of current Employees in designated groups.
- 3.5.3. Provide current Employees with internal in-service training so that they can gain professional experience.

Tel : +27 (0)53 313 1651
Fax : +27 (0)53 313 2081
Email : info@rufco.co.za

P.O. Box 50
Postmasburg
8420

Web : www.rufco.co.za



- 3.5.4. Apply informal mentoring by peers for current Employees and social functions to encourage a diverse organizational culture.
- 3.6. The specific powers and responsibilities of the employment equity representative includes the following:
- 3.6.1. Creating awareness of and advocating the employment equity policy within the institution.
- 3.6.2. Proving guidance to Management on how to formulate and implement employment equity plans.
- 3.6.3. Managing and monitoring the implementation of this policy through the assistance of an employment equity committee.
- 3.6.4. Evaluating and reporting to the General Manager on the implementation of this policy.
- 3.6.5. Advising Employees on any problems that may arise in the implementation of this policy.
- 3.6.6. Investigating on an ongoing basis discriminatory conditions or practices and reporting the findings to the General Manager.

4. **Preamble of Employment Equity**

Chapter 2 of the Bill of Rights, as contained in the Constitution of South Africa, enshrines the rights of all people in South Africa and affirms the democratic values of human dignity, equality and freedom. Section 9 of the Bill of Rights deals with equality. In terms of Section 9(1) everyone is equal before the law and has the right to equal protection and benefit of the law. Equality includes the full and equal enjoyment of all rights and freedoms and promotes the achievement of equality. It provides for legislative and other measures designed to protect or advance persons or categories of persons disadvantaged by unfair discrimination. Therefore, people who have been previously disadvantaged by unfair discrimination have a constitutional right to be treated equally and fairly.

Furthermore, Section 9 determines that no person may unfairly discriminate, directly or indirectly, against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, color, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth. Discrimination on one or more of these grounds is unfair, unless it is established that the discrimination is fair. Subsequent to these sections of the Constitutions being enacted, the legislature enacted the *Employment Equity Act*, No 55 of 1998 (the Act), the *Promotion of Equality and Prevention of Unfair Discrimination Act*, No 4 of 2000 as well as the *Broad-Based Black Economic Empowerment Act*, No 53 of 2003.

Therefore, the Act aims at promoting the constitutional rights of equality by eliminating unfair discrimination and ensuring the implementation of employment equity to redress the effects of discrimination. The aim is to achieve a diverse workforce broadly representative of our people, which in

Directors: J Titus, C Ruffini, O Ruffini, T Ruffini van der Merwe, O Ruffini

Tel : +27 (0)53 313 1651
Fax : +27 (0)53 313 2081
Email : info@rufco.co.za

P.O. Box 50
Postmasburg
8420

Web : www.rufco.co.za



turn will promote economic development and efficiency in the workplace and give effect to the obligations of the Republic as a employee of the International Labor Organization.

The Act is therefore mainly divided into two main sections, one dealing with affirmative action, and the other with unfair discrimination, within a working environment. Various codes of good practices have been published in order to assist employers and Employees with the interpretation of the Act.

5. Prohibition of Unfair Discrimination

Section 5 of Chapter 2 of the Act places an obligation on every employer to take steps to promote equal opportunity in the workplace by eliminating unfair discrimination in any employment policy or practice.

"Employment Policy or Practice" is defined to include, but not limited to, procurement procedures, advertising and selection criteria, appointment and appointment processes, job classification and grading, remuneration, employment benefits and terms and conditions of employment, job assignments, the working environment and facilities, training and development, performance and evaluation systems, promotion, transfer, demotion and disciplinary measures other than dismissal and dismissal.

The discrimination clause of the Act, section 6, prohibits unfair discrimination in that no person may unfairly discriminate directly or indirectly against an Employee in any employment policy or practice on one or more grounds, including race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language, birth or on any other arbitrary ground.

Directors: J Titus, C Ruffini, O Ruffini, T Ruffini van der Merwe, O Ruffini