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Employment Equity Plan Template

Prepared by RK Corporate Consulting (RKCC) | July 2025

Introduction

From **1 September 2025**, designated employers must comply with the [Employment Equity Amendment Act \(EEAA\)](#), which introduced **new sectoral targets** and a mandatory **Employment Equity Plan (EEP)**. Failure to comply may result in fines, reputational damage, and disqualification from public sector contracts.

This template provides a structured outline to help employers draft a compliant Employment Equity Plan. While RKCC does not offer Employment Equity Plan completion services yet, we support your broader transformation goals through our **BEE consulting services**.

Employment Equity Plan Template Structure

☐ Cover Page

- Company name
- Contact details
- Industry and sector
- Effective date and duration of the plan (**maximum 5 years**)

☐ Table of Contents



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☐ **Section 1: Company Profile**

- Company registration number
- Number of employees (total and per occupational level)
- Description of operations and locations
- Employment Equity history (if any)

☐ **Section 2: Workforce Profile Analysis**

- Current workforce breakdown by **race, gender, and disability** across occupational levels
- Employment barriers identified
- Designated groups underrepresented

☐ **Section 3: Objectives and Numerical Goals**

- Target dates and percentages for each occupational level
- Alignment with the **sectoral targets** published by the **Minister of Employment and Labour**
- Justification for any variances from targets

☐ **Section 4: Affirmative Action Measures**

- Planned recruitment and promotion strategies
 - Skills development interventions
 - Succession planning and retention strategies
 - Reasonable accommodation for employees with disabilities
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☐ **Section 5: Consultation Process**

- Details of consultative forums (e.g. **EE Committees**)
- Meeting records and employee input
- Communication plan

☐ **Section 6: Monitoring and Evaluation**

- Timelines for review and evaluation
- Indicators of progress
- Responsibilities of senior management

☐ **Section 7: Resources and Responsibility**

- Budget allocated for implementation
- Responsible persons for each component of the plan

☐ **Section 8: Dispute Resolution Procedures**

- Internal grievance mechanisms related to employment equity

☐ **Section 9: Sign-Offs and Declaration**

- Signature of **CEO/Accounting Officer**
 - Declaration of commitment to the plan
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Legal Framework

- **Employment Equity Act, No. 55 of 1998:** The principal Act regulating employment equity in South Africa.
 - **Employment Equity Amendment Act, No. 4 of 2022:** Introduced sectoral numerical targets and expanded enforcement provisions.
 - **Section 20(1):** Requires designated employers to prepare and implement an Employment Equity Plan.
 - **Section 21:** Requires employers to submit reports (**EEA2** and **EEA4**) to the Department of Employment and Labour.
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Case Law

In Solidarity v Department of Correctional Services [2016] ZACC 18

The Constitutional Court upheld the use of national demographic targets but stressed the importance of **regional representation** and **individual fairness** in Employment Equity implementation.

Why Employment Equity Planning Matters

A properly structured **Employment Equity Plan** is not only a **legal requirement** — it signals your organisation's commitment to **transformation, inclusion, and compliance**. It safeguards access to **state tenders**, avoids **hefty non-compliance penalties**, and strengthens internal **culture and trust**.



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How RKCC Supports You

At RKCC, we help businesses understand and meet their transformation obligations through:

- **Broad-Based Black Economic Empowerment (B-BBEE)** advisory
- **BEE compliance strategy** and readiness assessments
- Support with **Sector Codes** and scorecard optimisation
- **Supplier and enterprise development** planning

While we currently do not provide direct assistance with **Employment Equity Plan submissions** or **EEA reporting**, our **BEE and corporate compliance services** can support your broader equity and transformation roadmap.

Navigating with Confidence

Crafting a compliant Employment Equity Plan can be complex, but it doesn't have to be overwhelming. Use this template as your foundation, ensure accurate workforce data, and engage your internal stakeholders meaningfully. Be transparent in setting targets and pragmatic in implementing them. When in doubt, consult legal or HR compliance professionals to avoid unintended risks.

Your Employment Equity Plan is more than a **tick-box exercise**, it is a **strategic document** that reflects your values and unlocks long-term opportunities.



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Need clarity on how Employment Equity aligns with your **B-BBEE strategy** or **public sector eligibility**?

Book your free 30-minute consultation today and take the next step toward confident compliance.

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Navigating compliance with confidence, we handle the red tape so you can focus on growth.
