

EMPLOYMENT EQUITY

PURPOSE

The purpose of this policy is to provide guidelines for the implementation of Employment Equity principles and practices at Rand Refinery.

CONTEXT

The South African Constitution promotes the fundamental rights of equality and the exercise of true democracy and Rand Refinery acknowledges the principle of prohibition and elimination of unfair discrimination.

The primary purpose of Employment Equity as described in the Act is to achieve employment equity through:

- The elimination of unfair discrimination based on race, gender and disability
- The implementation of affirmative action measures to advance persons from "designated groups" (black people, women and people with disabilities). The Act recognises that the mere removal of discrimination will not lead to advancement, rectifying the past and development of groups that have previously been denied such opportunities. Employment equity measures, including affirmative action are needed to ensure that equality does not just remain a formality, but is achieved in a substantive way.

POLICY CONTENT

Guiding Principles:

- Rand Refinery subscribes to a policy of employment equity, which takes cognisance of the diversity which exists in the broader society and which is based on equal dignity and respect of all people.
- The company is committed to fair and non-discriminatory employment policies and is committed to identifying and eliminating any unfair discrimination which may exist in its employment policies and practices.
- The company is also mindful of its obligation to be a centre of excellence and maintain appropriate standards of efficiency and productivity and to this end will endeavour to continue to attract and retain high calibre talent
- The Company is opposed to tokenism and the objective is to ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably represented in all categories and levels in the workplace.

- In so doing, the company will take cognizance, inter alia, of the composition of the labour pool of suitably qualified persons from which it may reasonably be expected to promote or appoint associates
- The Company will encourage all associates to embrace the task of redressing any inequalities and will develop a sense of ownership with regard to this process.
- The company shall raise awareness of diversity among all associates so that they can recognise and play an active role against all forms of direct and indirect discrimination and harassment.
- The company believes that diversity is a strategic business imperative which is essential to make Rand Refinery an employer of choice
- Decisions will be made in a manner that does not affect existing associate's job security.
- In accordance with section 15(4) of the Employment Equity Act, nothing in this policy requires the company to take any decision concerning an employment policy or practice that would establish an absolute barrier to the prospective or continued employment or advancement of people who are not from designated groups.
- The Company considers any form of racism a serious offence with serious consequences for offenders. Associates are encouraged to value and celebrate diversity in all its aspects. Associates will therefore be encouraged to practise their culture and religion in a manner that does not offend other associates.
- The Company will eliminate unfair discrimination amongst others, in the following areas:
 - Recruitment procedures, Advertising positions, Recruitment Selection criteria, Appointments, Job classification and grading, Remuneration and benefits practices, Terms and conditions of employment, Job assignments, Work environment and facilities, Training and development, Performance and evaluation systems, Promotions, Transfers, Succession planning, Disciplinary measures, Dismissals, Retention of designated groups, Corporate culture, HIV and AIDS status, education and prevention programmes, Appointed senior manager(s) to manage EE implementation, Budget allocation in support of employment equity goals and Time off for the employment equity consultative committee/ (the "Employment Equity and Skills Development Forum") to meet.
- Recruitment and selection will be in keeping with the Company's business strategy and will be based on

fairness, objectivity, having regard for competency and seeking to redress historical imbalances to achieve broad representation.

- The Company is committed to the development of associates or prospective associates on an accelerated basis, through effective training and skills development. The company has a training plan, identifying the required competencies for job categories and identifying the competencies of the company's associates preparing for appropriate succession plans. An Employment Equity and Skills Development Consultative Committee will be established in compliance with the provisions of Section 16 of the Employment Equity Act. The Committee will consist of a representative of disabled associates, representatives of associates from across the various occupational categories and levels, including associates from designated and non-designated groups.

COMPLAINTS OR DISPUTES

Any associate or official of a representative union who is dissatisfied with any matter relating to the Company's obligations regarding employment equity, this policy, the interpretation and implementation of it or any of the reports submitted to the Director-General, should direct the complaint for consideration in terms of the Company's grievance procedure.



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Executive Head: HR & OD

Date

15 MARCH 2019



RAND REFINERY