

ADvTECH GROUP

Human Resources

Policy Document

Policy Name	EMPLOYMENT EQUITY POLICY
Policy effective	1 st JUNE 2008

Purpose	ADvTECH is committed to creating a workplace that is diverse, inclusive, and free from discrimination. We believe that a diverse workforce enhances our creativity, innovation, and decision-making processes. All employees and job applicants will be treated with dignity and respect, and decisions will be based solely on merit and business needs. The purpose of this Employment Equity Policy is to promote a diverse, equitable, and inclusive workplace, and to actively redress the imbalances of the past. Our aim is to ensure fair treatment and equal opportunities for all employees and applicants, regardless of their race, gender, age, religion, disability, sexual orientation, or any other characteristic protected by law. Note: It is not unfair discrimination to take affirmative action measures consistent with the purpose of the Employment Equity Act, nor to distinguish, exclude or prefer any person on the basis of an inherent requirement of a job.
Scope	This Policy applies to all permanent and fixed-term employees, including interns and employees under probation in South Africa.
Definitions	Employment Equity is defined as an active, accelerated strategy used to redress imbalances of the past to transform the working environment to be more demographically representative of South Africa so that designated groups, women, and persons with disability are equitably represented in all occupational categories and levels in the workforce. It is further to create accelerated opportunities for the empowerment, growth, and development of these people. Unfair Discrimination is unfair treatment of individuals based on characteristics such as race, gender, age, disability, religion, sexual orientation, or any other characteristic protected by law. Diversity is the presence of differences among employees in terms of race, gender, age, culture, ability, and other characteristics. Inclusion means creating a work environment where all individuals feel valued, respected, and able to contribute fully.

Principles	1. The Group's Employment Equity Manager is the delegated authority by the Group CEO to coordinate and manage diversity, equity and inclusion across the Group; 2. ADvTECH's approach to increasing diversity, equity and inclusion is to transform the organisation by leveraging the various HR practices at our disposal. 3. The Brand/Departmental leadership teams supported by Human Resources are responsible for managing their Employment Equity;
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	4. ADvTECH will not tolerate any unfair discrimination against any employee by any person in its employ and is committed to provide a work environment that is free from discrimination based on race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV and health status, conscience, belief, political opinion, culture, language and birth or on any other arbitrary ground. 5. ADvTECH continually audits its employment policies and practices to eliminate any policies or practices that may be deemed to be unfairly discriminatory in any way or may be barriers to the advancement of designated employees within ADvTECH; 6. Employment Equity Measures in place: 6.1. The Group Human Resources division is accountable for addressing all ADvTECH policies and practices deemed to be unfairly discriminatory and ensuring that they are replaced with appropriate alternatives. 6.2. The HR Business Partners must develop and maintain a profile of the current workforce, which indicates the number of designated persons in the various occupational categories and levels, as per the Employment Equity Act, No. 55 of 1998, as amended. 7. The Group Employment Equity Manager must submit an Annual Employment Equity Report to the Department of Employment and Labour according to the set deadline regarding the Company's employment equity status, in compliance with legal requirements. 8. Each Brand/ Division must establish an Employment Equity Committee that is representative of the workforce; 8.1. Each Brand Employment Equity Committee must ratify a constitution for the Employment Equity Committee, which requires approval from the Group Employment Equity Manager. Certain members of the Brand Employment Equity Committee will also serve as representatives on the National Employment Equity Committee. 8.2. The Employment Equity Act requires the Company to consult with a body of fully representative workforce with regards to: 8.2.1. Conduct of audits referred to in Section 19 of the Employment Equity Act; 8.2.2. Development of an Employment Equity Plan; 8.2.3. Implementation and monitoring of the Employment Equity Plan; 8.2.4. Provide oversight of the final Employment Equity Annual Report to be submitted by each ADvTECH Division to the Director-General of the Department of Labour; 8.3. The selection criteria for the Employment Equity Committee Members are as follows: 8.3.1. Permanent and fixed-term employees; 8.3.2. Willing to act as a Committee Member; 8.3.3. Willing to attend relevant training as required on Employment Equity, Transformation, Diversity and Inclusion; 8.3.4. Willing and able to attend scheduled and special meetings as part of the duties of an Employment Equity Committee Member. 9. The ADvTECH Group must have a detailed Employment Equity plan to achieve targets set; 9.1. The Group Employment Equity Manager and National Employment Equity Committee, in conjunction with the leadership team, must develop an Employment Equity Plan that is based
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	on the approved ADvTECH Strategy and Transformation objectives, has numerical targets for the various occupational categories and levels as well as stretch targets with clear performance indicators; 9.2. Employment Equity targets and action plans are to be incorporated into business plans and budgets; 9.3. Human Resources strategies, processes and tools must be developed or adjusted as appropriate in order to ensure the achievement of Employment Equity Plans; 9.4. The Group Employment Equity Manager and Employment Equity Committees must monitor and regularly report to the respective Management Committees on the progress in the implementation of the Employment Equity Plan; 9.5. The Group Employment Equity Manager must monitor progress with the implementation and effectiveness of the Employment Equity Plan and report on a quarterly basis to the Transformation, Social and Ethics Committee; 9.6. The Transformation, Social and Ethics Committee is responsible for approval of the implementation plan and oversight of progress to the plan; 9.7. Where necessary, strategies must be adjusted to correct significant deviations from the stated objectives; 9.8. Employment Equity Plans may be reviewed and updated from time to time. Below are key considerations in the implementation and monitoring of Employment Equity Plans: 9.8.1. Records should be safeguarded to effectively monitor and evaluate Employment Equity Plans; 9.8.2. Mechanisms to monitor and evaluate the implementation of Employment Equity Plans should be agreed to and include benchmarks that would permit the assessment of the reasonable progress; 9.8.3. Employment Equity Plans should be evaluated at regular intervals to ensure that reasonable progress is made, and should be integrated into regular Company monitoring and evaluation systems and processes; 9.9. The Group Leadership Team should meet regularly to discuss Employment Equity Plan implementation across Divisions; 9.10. As part of monthly brand management meetings Employment Equity Plan Progress should be reported and discussed; 9.11. Employee communications should be sent regularly to update ADvTECH employees of the progress of Diversity, Equity and Inclusion and Employment Equity programmes. 9.12. Review and revision of Employment Equity Plans, may be made as and when necessary but through a consultative process.
Monitoring and Compliance	10. This Policy supersedes all previous policies relating to Employment Equity. 11. Negligent or wilful non-compliance with this instruction constitutes an offence that may lead to disciplinary action in terms of relevant ADvTECH Policies; 12. The Group HR department is responsible for issuing and updating this policy as necessary to comply with regulations. It is the responsibility of all employees to ensure they are fully aware of

	company policies and that they are acting in accordance with these policies. Managers and the HR department have responsibility for monitoring compliance with the policy.
Governing Prescripts	This Policy has been developed in accordance to the following applicable legislation: • 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; • The Constitution of the Republic of South Africa • Other ADvTECH Policies and procedures.

Roles and Responsibilities	
Designation	Responsibility
1. Transformation, Social and Ethics Committee (TSEC)	• Approve the Employment Equity Policy and Employment Equity implementation plan. • Oversight of the organisation's progress to plan.
2. Group CEO and Brand MDs	• Monitor the implementation of the Policy.
3. Brand/Divisional Leadership	• Responsible for the implementation of the Employment Equity Plan; • Ensure that all people managers and employees are adequately trained on the Employment Equity Policy; • Ensure that Employment Equity is an agenda item in monthly MANCO meetings.
4. Group Employment Equity Manager	• Ensure that employment equity practices and policies adhere to the approved Employment Equity Policy and Employment Equity Plan. • The introduction and continued functioning of effective Employment Equity Committees. • The on-going monitoring of and regular reporting on the Company's employment equity status. • Developing effective employment equity and transformation plans and processes. • Make recommendations with regards to the implementation of the Policy.
5. Employment Equity Committee	• Represent all employees of ADvTECH in the interest of Employment Equity. • Makes recommendations to the management of ADvTECH regarding the implementation of the Employment Equity Plans. • Acts as a representative channel for all employees at ADvTECH. • Identifies Employment Equity and Affirmative action concerns and barriers. • Provide the EE Manager with feedback on the implementation of Employment Equity at ADvTECH.
6. Human Resources	• Responsible for the administration and support of the Policy and makes provision of management information.

Roles and Responsibilities	
Designation	Responsibility
	• Provide support to employees and Line Management. • Provide inputs and make recommendations on policies for consideration. • Maintaining a current workforce analysis profile. • Displaying all documents according to the Employment Equity Act (including a summary of the main provisions of the law) and have available copies of the documents required by law for scrutiny (e.g. the latest Employment Equity Annual Report submitted to the Department of Labour).
7. Line Managers	• Understand and implement the Policy. • Provide the Human Resources Department with constructive feedback that will assist in the improvement of Employment Equity practices.
8. Employees	• Responsible for understanding and adhering to the Policy.

VERSION	REVIEW DATE	REVISIONS MADE
00	1 st June 2008	• Initial release
01	1 August 2024	• Policy amended with updated regulations