

1 EMPLOYMENT EQUITY POLICY

CJA Telecommunications (Pty) Ltd is committed to building a diverse enterprise and a culture for employment and promoting of employees to ensure the highest quality workforce, to reflect human diversity, and to improve opportunity for minorities and women.

CJA Telecommunications (Pty) Ltd embraces human diversity and is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

1.1 A WORKPLACE FREE OF UNFAIR DISCRIMINATION

CJA Telecommunications (Pty) Ltd is an Equal Employment Opportunity employer. We are committed to the elimination of all barriers that restrict the employment opportunities available to previously disadvantage:

- Woman,
- Black People,
- And the disables.

Unfair discrimination against individuals based upon age, race, disability, gender identity or expression, sex, sexual orientation, is prohibited.

CJA Telecommunications (Pty) Ltd provides equal employment opportunities for the good of the public; and on the basis of merit, fitness and industry as established by appropriate tests without regard to race, Colour, national origin, ancestry, sex, religious creed, age, mental or physical disability, medical condition, marital status, sexual orientation, or pregnancy.

1.2 VALUING DIVERSITY

This requires the development of an organizational culture that encourages understanding and appreciation of the diversity in background of all employees.

The objective is to develop a relationship of trust, co-operation and confident amongst employees.

1.3 PRINCIPLES

1.3.1 THE CONSTITUION

Section 9 of the Constitution promotes the right to equality. In conjunction with the Employment Equity Act deals prohibition of unfair discrimination. The above mentioned sections stipulate that:

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Signatures				<i>Evert</i>	<i>Greef</i>		

Every employer must take steps to promote equal opportunity in the workplace by eliminating unfair discrimination in any employment policy or practice.

1. 3. 2 UNFAIR DISCRIMINATION

“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, age, disability religion, status, conscience, belief, political opinion, culture, language and birth”.

1. 3. 3 FAIR DISCRIMINATION

It is not unfair to discriminate to take affirmative action measures consistent with the purpose of the Act; or distinguish, exclude or prefer any on the basis of an inherent requirement of a job.

1. 3. 4 RELEVANCE

The provisions for affirmative action apply to:

- Employers with 50 or more workers, or whose annual income is more than the amount specified in Schedule 4 of the Act:
- Employers ordered to comply by a bargaining council agreement:
- Any employer who volunteer to comply.

1. 3. 5 THE EMPLOYMENT PROCESS

The employment process shall therefore ensure that:

- 1.3.5.1 The right competencies are acquired;
- 1.3.5.2 Fairness and non-discriminatory values, transparency and open access have been observed;
- 1.3.5.3 Participative management involving all stake- holders with clearly defined roles is achieved.

1. 3. 6 STATUTORY AUTHORISATION

These are statutory and policy directives relevant to this policy: Labour Relations Act No. 66 of 1995

Basic Conditions of Employment Act No. 75 of 1997

Employment Equity Act, 1998

Constitution of South Africa, 1996

Skills Development Act

White Paper on Affirmative Action, 1998

National Policy Framework for Women Employment and Gender, 2000

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1. 3. 7 DEFINITIONS

Affirmative Action- Designed to help eliminate effects of past and present discrimination. It is a process in which employers identify areas of employment, set goals, and take positive steps to enhance opportunities for protected class members – individuals with disabilities, minorities and women.

Affirmative Action focuses on hiring, training, and promoting previously disadvantaged individuals where they are underrepresented.

Applicant – An applicant for employment is defined as an individual who has applied for a specific position at **CJA Telecommunications (Pty) Ltd.**

Discrimination On – Discrimination occurs when an adverse employment action is taken based on the status of an applicant or employee. There are two forms of discrimination: disparate treatment and disparate impact.

Disparate treatment occurs when an employee suffers less favourable treatment than others.

Disparate impact occurs when an employment policy, although neutral on face value, adversely impacts on persons based on their status.

Equal Employment Opportunity- All persons regardless of colour, national origin, race, religion and sex shall have equal access to positions in **CJA Telecommunications (Pty) Ltd**, limited only by their ability to do the job.

1. 4 SPECIFIC OBJECTIVES

1. 4. 1 EQUAL OPPORTUNITIES

The removal of unfair discrimination and the implementation of affirmative action measures will foster an environment which is conducive to creating equal access to job opportunities, thereby enabling employees to develop their full potential according to the operational requirements of the business.

Our commitment to equal employment opportunity extends to all job applicant and employees and to all aspects of employment , including recruitment, hiring, training, assignment, promotion, compensation, transfer, layoff, reinstatement, benefits, education, tuition assistance, and termination.

Differentiation will occur due to factors that are inherent industry requirements for the job and/or the industry requirements for the task concerned – with special emphasis on safety of employees.

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A specific objective is to establish fair and equitable employment practices and to ensure equal job opportunities and conditions of services for all employees and applicants.

1. 4. 2 AFFIRMATIVE ACTION

Affirmative action ensures that qualified people from designated groups have equal; opportunities in the workplace.

We recognize that equal employment opportunity requires affirmative steps to ensure the full utilization of people of all backgrounds who possess the best available skills.

CJA Telecommunications (Pty) Ltd has implemented and will continuously strive towards the implementation of measures of normalize representation of historically disadvantaged groups in the composition of the workforce.

We will accelerate the employment, training and promotion of employees from these groups.

1. 4. 3 STAFF COMPOSITION

To address the current composition at all levels by means of critical mass targets which are intended to facilitate an equitable representation and utilization of human resources.

To ensure that **CJA Telecommunications (Pty) Ltd.**'s staff composition is such that the company is able to serve its client base effectively.

1. 4. 4 TRAINING

As part of our transformation strategy to accelerate education, training and development of historically disadvantaged groups in order to improve their existing skills base career advancement to the advantage of all stakeholders.

We affirm our commitment to good faith efforts to attain an Action Plan and for a work environment free of discrimination.

1. 4. 5 REVIEW

The Affirmative Action Plan will be updated and revised as required by law in according with court interpretations and changes made to the applicable laws and regulations. The goal will be to assure true equal employment opportunity for all.

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1. 4. 6 GUIDING PRINCIPLES FOR HR DEPARTMENT

Recruitment processes should be designed and conducted so as to result in the most diverse and qualified applicant pool possible

Selection practices should emphasise hiring the best-qualified individuals with due consideration for persons from underrepresented groups.

Management practices should facilitate including work environments that value and seek out human diversity and reward effective human relations skills

Management practices should emphasize prevention of discrimination and harassment

Training and development opportunities should be made available to employees and should enhance the opportunities for individuals from underrepresented groups.

Promotion practices, including tenure, should be inclusive and acknowledgement the contributions of qualified individuals form underrepresented groups.

1. 4 .7 JURISDICTION

This policy, as a product of a consultative process, is applicable to and binding on **CJA Telecommunications (Pty) Ltd** and all its employees.

1. 4. 8 REPOSIBILITIES

The Board of directors and top management commit themselves to the successful implementation of the employment equity policy.

Line management is accountable for the operational implementation of this policy through the applicable management practices to ensure a culture of diversity supportive of the company’s strategies.

Within the framework of this policy employees should also take responsibility for their own development in contributing positively to a company culture with shared values.

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1. 4. 9 RIGHTS

1. 4 .9. 1 RIGHTS OF EMPLOYEES

As a general policy, **CJA Telecommunications (Pty) Ltd** undertakes to refrain (as far as is operationally possible) from prejudicing the job security of those who are effective in their jobs on the grounds of the implementation of this policy.

The benefits and practices that arise from this policy or any related programme must not be as a right to any person or group.

1. 4 .9. 2 CJA TELECOMMUNICATIONS (PTY) LTD'S RIGHTS

The rights of the employer must be maintained. These, amongst others, include the right to:

- Supply job opportunities and make appointments in accordance with the operational needs of the company without negating our principles;
- Demand sufficient performance according to job requirements;
- Manage the company to ensure that its business philosophy, purpose and objectives are enhanced, without deviating from the principles in this policy;
- Ensure that the existing skills of employees are not eroded.

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