

EMPLOYMENT EQUITY PACKAGES FOR SMALLER COMPANIES

Package 1: EE Reporting	Package 2: Setting up EE Structures, Process and Policy	Package 3: EE Plan Compliance	Package 4: EE Full Service
<ul style="list-style-type: none"> The granting of access to Equity Pro Report, an Employment Equity Software tool Two to four hours (see below) Training/Consulting on both the setting of EE Goals and completion of the EEA2 and EEA4 Reports using Equity Pro Report Unlimited online support 	<ol style="list-style-type: none"> Guidelines for the Composition and election of an EE Committee EE Policy and Procedure template including <ol style="list-style-type: none"> Constitution for the EEC EE Process, also to draw and implement EE Plan EE Policy Statement EE implementation tracking template to serve as Agenda for meetings A Communication Strategy Two to six hours facilitation and consultation, depending on size of company/turnover Further facilitation or consultation @ R1 250 p/h 	<ol style="list-style-type: none"> Package 1: EE Reporting Customised with instructions Workforce Profile, and EE Policy, Procedures and Practices analysis template (EEA12) Customised, with instructions, EE Plan Template (EEA13) Six to 12 hours facilitation and consultation, depending on size of company/turnover Further facilitation or consultation @ R1 500 p/h 15% discount on EES-SIYAKHA Public EE Events 	<ul style="list-style-type: none"> Packages 1, 2, and 3 Equity Report and Manage

PRICING

Company Size: No of employees	Turnover	Package 1	No Hours Training/ Facilitation	Package 2	No of Hours Consulting	Package 3	No of Hours Facilitation & Consulting	Package 4	No of Hours Consulting	Package 4 Monthly Fee
<50	N/A	R 5 500	2	R 6 500	2	R 16 000	6	R 25 800	10	R 2 400
51 – 150	N/A	R 7 000	2	R 8 500	3	R 20 500	8	R 31 500	13	R 2 900
151 – 300	N/A	R 8 500	2	R 10 500	4	R 23 000	9	R 35 500	14	R 3 250
>300	<R 1bn	R 10 000	3	R 12 500	5	R 25 500	10	R 39 500	18	R 3 600
N/A	> R 1bn	R 12 500	4	R 14 500	6	R 30 000	12	R 45 500	22	R 4 200

Clients are requested to sign an agreement with **EES-SIYAKHA**, which includes the license for **Equity Pro Report** or **Equity Pro Report and Manage** for a period of three years, which will be subject to **EES-SIYAKHA** honouring its obligations.

EES-SIYAKHA'S EE COMPLIANCE PACKAGE 4: EE FULL SERVICE

Included in the EE Full Service Package are:

- One year's access to **Equity Pro Report and Manage**, which facilitates:
 - The allocation of a user's workforce into the correct EEA9 Levels.
 - The generation of the client's Workforce Profile Analysis to determine over and underrepresentation, as required by Section 19 of the EE Act.
 - The setting of realistic and achievable EE Goals in line with B-BBEE Targets and the requirements of the EE Act, factoring in variables such as attrition, retirements, promotions, growth/shrinkage, feeders, etc.
 - The factoring in of each Occupational Level's applicable Statistical Data Pool of Suitably Qualified Persons (using the latest Higher Education Management Information System (HEMIS) data or EAP in the setting of EE Goals, if selected.
 - The calculation of annual EE Targets.
 - The identification of the most underrepresented race and gender group in any occupational level that needs to be targeted for appointment at any given time when a vacancy arises, to ensure that EE Goals are achieved.
 - Recording of progress in the achievement of EE Goals per race and gender group in each occupational level on a monthly basis.
 - The completion of EEA2 and EEA4 Report.
 - Includes unlimited online support.

Details of **Equity Pro Report and Manage** are set out in below.
- Guidelines for the composition and election of an EEC.
- An EE Policy and Procedure template setting out/including:
 - How the client is to approach EE and comply with the EE Act.
 - The EE Structures to be established at the client to facilitate this, as well as the effective management of the implementation of EE and its EE Plan.
 - The procedure to be followed in monitoring and evaluating the implementation of EE and the client's EE Plan.
 - The roles and responsibilities of all key EE role players.
 - An EE Policy Statement.
 - The Process to be followed by the client, also to set up its EEC, conduct the Section 19 Analysis, draw and implement an EE Plan, and manage the implementation thereof (across successive EE Plan cycles).
 - A Constitution for the EEC.
 - An EE implementation tracking template to serve as agenda (and basis for minutes) for meetings in order for the client to monitor and evaluate its EE Plan implementation.
 - A Communication Strategy.
- Customised, with instructions, Workforce Profile, and EE Policy, Procedures and Practices analysis template (EEA12).
- Customised, with instructions, EE Plan Template (EEA13).
- Customised, with instructions, EEA2 and EEA4 templates.
- From 10 hours' consultation/facilitation/training. Further facilitation or consultation @ R 1 250 p/h.

INTRODUCING EQUITY PRO REPORT

Introducing a unique EE Software application that:

- Guides the user to allocate each employee into his/her correct EEA9 Occupational Level as per the EE Act and B-BBEE Codes of Good Practice requirements.
 - Facilitates:
 - The setting of **realistic** and **achievable** Employment Equity (EE) Goals for both **B-BBEE** and **EE** purposes.
 - The completing of correct EEA2 and EEA4 Reports for Submission to the DoI.

WHY EQUITY PRO REPORT?

Many companies grapple with the setting of EE Goals that will both satisfy the 'equitable representation' requirement of the EE Act, and result in a Black Goal for B-BBEE purposes. Are they the same, or are they different? Can one set EE Targets for BEE purposes and at the same time EE Goals for EE purposes? How does one do this?

The setting of **realistic** and **achievable** EE Goals and Targets is furthermore extremely challenging and requires careful planning. It can be a complex and time-consuming task, ordinarily beyond the reach of most employers, and even EE and B-BBEE consultants.

Equity Pro Report solves this headache, as well as enabling you to complete those aspects of the EEA2 not obtainable from your payroll, and your EEA4 Reports effortlessly all by yourself!

ABOUT EQUITY PRO REPORT

Equity Pro Report is a web-based software application which makes EE and B-BBEE goal-setting easy, and designed to facilitate the setting of 'Black' Goals for B-BBEE purposes, whilst at the same time individual Goals for Africans, Coloureds, Indians, Whites (Male and Female), and Persons with Disabilities, in line with the 'equitable representation' requirements of the EE Act.

Equity Pro Report handles complicated calculations for you in the background. All you do is follow the instructions, enter the required data, and the desired "Black" Goals, and **Equity Pro Report** will tell you whether they are achievable or not, and allows you to make adjustments till you are satisfied that they are!

Equity Pro Report furthermore facilitates the exporting of all data generated by such goal setting into downloadable EEA2 and EEA4 forms, and the seamless completion for annual submission to the DoL.

HOW DOES EQUITY PRO REPORT WORK?

The user, upon payment of an annual (or monthly) License Fee, accesses **Equity Pro Report** through the internet (Google Chrome, Firefox or Safari Browsers) by entering the User ID, User name and Password, provided upon payment.

Once accessed, the user will follow the instructions in the User Manual and downloaded EEA2 and EEA4 Forms.

Equity Pro Report:

- Provides the user with an excel programme for the entering of relevant required employee details and sorting them into the correct EEA9 Occupational Levels as per the EE Act and B-BBEE Codes of Good Practice requirements (many employers' allocations are incorrect).

- Guides the user to allocate its Workforce into the correct EEA9 Occupational Levels, using the above programme.
- Enables the setting of **achievable** Goals for each race and gender group and persons with disabilities (calculated automatically using formulas in the background) in each level, according to the **'equitable representation'** requirements of the EE Act (using the latest EAP or Matric demographic data, nationally or provincially, and sound Workforce Planning principles).
- Automatically calculates users':
 - BEE EE existing and EE Goal Score per level and, overall,
 - EE Targets for each year of the plan and allows the user to round these off where necessary.
- Exports the Workforce Profile, EE Goals so set and EE annual Targets (also for persons with disabilities), and Income Differentials data for inclusion in the EEA2 and EEA4 Forms.
- Guides the user to complete the remainder of its EEA2 and EEA4 Reports for submission to the DoL

HOW DOES EQUITY PRO REPORT FACILITATE THE SETTING OF ACHIEVABLE EE GOALS?

Equity Pro Report facilitates the:

- Selection of a 'trial' Black Goal (for B-BBEE purposes) taking into consideration the Level's B-BBEE Targets and existing Profiles' % Blacks, which are both displayed on the screen.
- Entering of the % Females targeted (to cater for exiting inequalities in this regard and gradual correction).
- Selection of an appropriate Statistical Data Pool ('SDP') or EAP from a list provided.
- Testing of whether the number of Blacks required to achieve the 'trial' Black Goal (automatically calculated and displayed) is achievable by factoring in:
 - Anticipated growth or shrinkage
 - Expected attrition of overrepresented race and gender groups
 - The number of expected retirees from overrepresented race and gender groups
 - The number of expected promotions from overrepresented race and gender groups (in which regard the breakdown per race and gender of the feeders below are shown)
 - The % of vacancies to be targeted for Blacks
 - The number of positions that will become available for Blacks as a result
- Comparing the number of positions that will become available for Blacks with the number of Blacks required to achieve the 'trial' Black Goal, and making the necessary adjustments to ensure that:
 - The Black Goal so set meets the user's B-BBEE requirements; and
 - Is, all factors considered, realistically achievable.

WHAT WILL EQUITY PRO REPORT DO FOR MY ORGANISATION?

Equity Pro will:

- Ensure that your EE Numerical Goals:
 - Are aligned to your B-BBEE requirements.

- For each race and gender Group are set in accordance with the 'equitable representation' of suitably qualified persons requirement of the EE Act.
- Are achievable.
- Reduce the risk of your organisation being fined 2% of turnover for not having an EE Plan that meets the 'equitable representivity' requirements of the EE.
- Facilitate and ease the completion of your EEA2 and EEA4 reports without additional the cost of using a consultant.
- Save time and money.

EQUITY PRO REPORT PRICING STRUCTURE

The prices below exclude VAT.

Company Size: No of Employees	Turnover	Annual Licence Fee
<50	N/A	R 5 500
51 – 150	N/A	R 7 000
151 - 300	N/A	R 8 500
>300	<R 1bn	R 10 000
N/A	> R 1bn	R 12 500

WHAT IS INCLUDED IN THE PRICE?

- Two to four hours training on how to use **Equity Pro Report** and its EEA2 and EEA4 Reporting function or/facilitation in assisting you therewith.
- Online support with a turnaround time of 24 hours.

HOW CAN MY ORGANISATION ENSURE THAT ITS EE NUMERICAL GOALS ARE ACHIEVED?

From the **Equity Pro Report Module**, you can upgrade to other **Equity Pro Modules** with further functionalities such as:

- Managing the entire EE Goals process moving forward, to ensure that the Goals are achieved (**Report and Manage**);
- Selecting Sub-Pools per Occupational Level to accommodate the setting of Goals for positions that have different entry level requirements/qualifications in a Level and for which different (appropriate) Statistical Data Pools of persons with such different qualifications can be used in setting EE Goals, or to accommodate levels or grades within an Occupational Level;
- Managing your Workforce Planning and preparing your Talent positions that will vacant and will be able to identify using **Equity Pro (Workforce Planning and Talent Preparation)**; and
- All the above (**Equity Pro Plus**).

EQUITY PRO LITE SUITE AND UPGRADES ANNUAL LICENSE FEES (EXCL. VAT)

Company Size: No of Employees	Turnover	Equity Pro Report	Upgrade to Report & Manage	Equity Pro Report & Manage	Upgrade to Using Sub- Pools	Upgrade to using Talent Preparation	Equity Pro Plus
<50	N/A	R 5 500	R 1 500	R 7,000	R 250	R 250	R 7 250
51 – 150	N/A	R 7 000	R 1 500	R 8,000	R 500	R 500	R 8 500
151 – 300	N/A	R 8 500	R 1 500	R 9 000	R 750	R 750	R 10 000
>300	<R 1bn	R 10 000	R 1 500	R 11 000	R 1 000	R 1 000	R 12 000
N/A	> R 1bn	R 12 500	R 1 500	R 13,000	R 1 500	R 1 500	R 15 000

The **Equity Pro Lite Suite** is intended for the use of single site (company) users.

EQUITY PRO GROUP SUITE

The **Equity Pro Group Suite**, which has all the above functionalities, has been designed for the managing of EE across large multi site organisations, using its **Overview, Group, Divisional** and **Branch Modules**.

The **Equity Pro Group Suite** has the additional function of enabling users to compare the aggregates of the Branches and Divisions with the data in Divisional and Group Modules, and aggregating the Group data into the Overview Module.

Annual License Fees of **Equity Pro Group Modules** will be provided upon request.