



EES-SIYAKHA

Employment Equity Software & Consulting

Preparing your EEA2 and amended EEA4 Reports

Half-day webinar: 2 June 2021

Programme

8.30 - 9.00	Familiarisation with Zoom, going through programme and preparing list of Barriers Analysis Challenges and Course Expectations
9.00 – 11.00	<ul style="list-style-type: none">• Welcome and introduction• Participants' EE Plan challenges and expectations• Aspects of the EE Act as amended relevant to EEA 2 and EEA4 Reporting:<ul style="list-style-type: none">○ The duties of the employer:<ul style="list-style-type: none">▪ Consultation▪ EE Reporting○ Employment Equity Act provisions relevant to EEA2○ Employment Equity Act provisions relevant to EEA4○ 2014 Employment Equity Act Regulations relevant to EEA2○ 2014 Employment Equity Act Regulations relevant to EEA4• Practical assistance in completing your EEA2 Report• Group Exercise
11.00 – 11.05	Tea/coffee fetching/body break
11.05 - 12.30	<ul style="list-style-type: none">• Using technology to save you time when completing your EE Plan and reporting• Online Reporting<ul style="list-style-type: none">○ What to do and not to do when Reporting Online• The 2019 Amendments to the 2014 EE Act Regulations<ul style="list-style-type: none">○ Rationale behind amendments○ New Section D<ul style="list-style-type: none">▪ Fixed/Guaranteed annualised salaries per occupational level, race, and gender▪ Variable annualised salaries per occupational level, race and gender▪ Highest total remuneration per race and gender▪ Lowest total remuneration per race and gender○ New Section E<ul style="list-style-type: none">▪ Average annual pay for the top 10% of your workforce▪ Average annual pay for the bottom 10% of your workforce▪ Average annual pay for the median earners of your workforce▪ Policies and gaps required to be closed▪ Group Exercise• Using technology to perform the calculations and save you time when completing your EEA4 Report• Record keeping for DoL visits or reviews
12.30	Closure