

To be placed on company letterhead

MINUTES OF EMPLOYMENT EQUITY COMMITTEE MEETING HELD ON (DATE) AT (LOCATION).

Attendance:

Employee Representative:	(full name of employee)	(initials of employee)
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NUM Representative:	(full name of employee)	(initials of employee)

1. Opening and Welcome

The meeting commenced at (time). (initials of employee) opened the meeting and welcomed all present.

Apologies: (full name of employee) (initials of employee)

2. Matters Arising from the Previous Minutes & Approval of Agenda

(Initials of employee) noted that this was the first EE meeting that has been held in a very long time since the decision was taken to merge the Fuel and chemical with Agriculture and Mining. The new division is known as Unitrans Fuel, Agriculture and Mining (UFAM), which Setjhaba falls part of the consolidated report.

3. New Matters

Setjhaba Report on employment practices survey completed

(Initials of employee) gave each member a copy of the EE survey which was conducted for Setjhaba Carriers and noted the following survey response feedback:

47 employees participated of which 18 did not indicate their gender, race or job category which makes it difficult to identify specific areas where discrimination or unfair employment practices may occur. Only 4 employees indicated that all company practices are unfair without any elaboration.

UFAM BARRIERS

(Initials of employee) gave each member a copy of the EE survey conducted for UFAM and elaborated on the barriers identified for the group. (Initials of employee) made a suggestion that based on the feedback received from the Setjhaba survey we should rather align the barriers of Setjhaba to those of UFAM. The committee agreed to the barriers of UFAM being aligned to the EE plan for Setjhaba Carriers.

UFAM EE Plan

(Initials of employee) noted that UFAM has completed the EE plan and Setjhaba is included as part of the UFAM consolidated group. (Initials of employee) went through the UFAM EE plan with all the members and all agreed to align Setjhaba EE plan with UFAM barriers.

Approval of EEA2

(Initials of employee) went through the EEA2 stats for the submission to the department of labour. An issue was noted regarding the high turnover of staff and that will be a point of discussion at the next meeting. The EEA2 was approved by the committee.

4. General

None

5. Next Meeting

The date for the next meeting will be communicated to all parties.

6. Closing of meeting

Meeting closed at (time).