

APPOINTMENT

ASSIGNED EMPLOYMENT EQUITY MANAGER(S) OF THE EMPLOYMENT EQUITY ACT
NUMBER 55 OF 1998

The Employment Equity Act Number 55 of 1998, Subsection (1), requires the appointment of one or more Equity Manager(s) to take responsibility for monitoring and implementing an Employment Equity Plan. In terms of Subsection (1),

I, _____ the CEO of _____ hereby

assign the following duties to _____ as the Employment Equity Manager.

The assignment of responsibility to a manager in terms of subsection (1) does not relieve the designated employer of any duty imposed by this Act or any other law.

1. Monitoring and Implementing the Employment Equity Plan.
2. Comply with the requirements of The Employment Equity Act to meet with the Employment Equity Committee.
3. To ensure that the employer provides the Equity manager(s), with the authority and means to perform their duties and responsibilities in terms of the Employment Equity Act.
4. The Employment Equity Manager(s) need to have the necessary authority or mandate, an appropriate budget, time off from other duties and commitments, access to required resources to ensure compliance with the Act and Regulations.
5. To ensure that before the end of its current Employment Equity Plan, a subsequent Employment Equity plan must be prepared.
6. To report directly to the employer (CEO) of all Employment Equity Meetings and matters discussed at the meetings.
7. The Employment Equity Manager(s) should have key Employment Equity outcomes.
8. To ensure that the most recent report is submitted to the Director- General.
9. To take responsibility to display at the workplace where it can be read by employees. Summary of the Employment equity Act Number 55 of 1998.
10. To display at the workplace where it can be read by employees a copy of the most recent Employment Equity Report submitted to the Director-General

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Signature of EMPLOYER ASSIGNEE

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DATE

ACCEPTANCE

I _____, hereby accept the above duties and acknowledge that I Understand the requirements of this appointment.

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Signature of Appointee

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Date