



PLEASE READ THIS FIRST

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.

This form contains the format for employment equity reporting by designated employers to the Department of Employment and Labour.

WHO COMPLETES THIS FORM?

All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

Designated employers must submit their report annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.

Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.

SEND TO:

Employment Equity Registry
The Department of Employment and Labour
Private Bag X117
Pretoria 0001

Online Reporting:
www.labour.gov.za
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

Trade name	UNIVERSITY OF CAPE TOWN
DTI registration name	
DTI registration number	
PAYE/SARS number	7870704204
UIF reference number	136909/6
EE reference number	806909
Seta classification	EDUCATION, TRAINING AND DEVELOPMENT PRACTICES
Industry/Sector	EDUCATION
Industry Sub Sector	Higher education
Bargaining Council	Other
Telephone number	0216502175
Postal address	University of Cape Town Lovers Walk, Lower Campus RONDEBOSCH
City/Town	RONDEBOSCH
Postal code	7701
Province	WESTERN CAPE
Physical address	University of Cape Town Lovers Walk, Lower Campus RONDEBOSCH
City/Town	RONDEBOSCH
Postal code	7701
Province	WESTERN CAPE
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	Professor Daya Reddy
Telephone number	0216502173
Fax number	0216505100
Email address	vc@uct.ac.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	Professor Elelwani Ramugondo
Telephone number	0216502175
Fax number	0216505100
Email address	dvc.transformation@uct.ac.za
Information about the organization at the time of submitting this report	
Business type	Educational Institution
Number of employees in the organization	150 or more
Is your organization an organ of State?	No
Is your organisation part of a group / holding company? If yes, please provide the name.	No
Year for which this report is submitted	2023

Please indicate below the preceding twelve month period the report covers (except for first time reporting where the period may be shorter):

From (date): 01/07/2022

To (date): 30/06/2023

Please indicate below the duration of your current employment equity plan:

From (date): 01/01/2022

To (date): 31/12/2026

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- a. The report should cover a twelve month period, except for first time reporting where this may not be possible and the months covered should be consistent from year to year for the duration of the plan.
- b. Employers must complete the EEA2 and the EEA4 forms and submit them together to the Department of Employment and Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online by the first working day of October or by 15 January of the following year only in the case of electronic reporting.
- c. An employer who becomes designated on or after the first working day of April, but before the first working day of October, must only submit its first report on the first working day of October in the following year.
- d. "Designated groups" mean Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalization (i) before 27 April 1994 or (ii) after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.
- g. Guidelines on occupational levels are provided in the EEA9 Annexure of these regulations.
- h. Numerical goals must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve at the end of its employment equity plan (EE Plan).
- i. Numerical targets must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve by the next reporting period.
- j. All areas of the form must be fully and accurately completed and submitted by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- k. Employers must not leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".

SECTION B: WORKFORCE PROFILE

1. WORKFORCE PROFILE

1.1 Please report the total number of employees (including employees with disabilities) in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	1	0	0	0	0	0	0	0	1
Senior management	3	2	2	1	2	0	2	5	1	2	20
Professionally qualified and experienced specialists and mid-management	27	75	38	200	33	73	33	173	157	84	893
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	255	339	56	304	416	729	155	575	186	231	3246
Semi-skilled and discretionary decision making	468	288	3	18	449	502	24	71	16	16	1855
Unskilled and defined decision making	89	46	0	0	308	149	0	3	4	8	607
TOTAL PERMANENT	842	750	100	523	1208	1453	214	827	364	341	6622
Temporary employees	93	90	10	90	229	197	51	197	79	81	1117
GRAND TOTAL	935	840	110	613	1437	1650	265	1024	443	422	7739

1.2 Please report the total number of employees with disabilities only in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	2	0	3	0	2	3	1	11
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	3	0	7	2	4	1	8	1	1	30
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	3	3	0	9	2	7	1	10	4	2	41
Temporary employees	0	0	0	1	0	5	0	3	0	0	9
GRAND TOTAL	3	3	0	10	2	12	1	13	4	2	50

SECTION C: WORKFORCE MOVEMENT

2. Recruitment

2.1 Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	1	0	0	0	0	0	0	0	1
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	7	8	1	19	4	3	0	11	11	2	66
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	59	47	14	95	94	85	33	141	37	44	649
Semi-skilled and discretionary decision making	41	19	2	8	67	48	8	21	5	3	222
Unskilled and defined decision making	5	2	0	0	9	2	0	0	0	0	18
TOTAL PERMANENT	112	76	18	122	174	138	41	173	53	49	956
Temporary employees	452	513	47	354	977	1185	119	683	257	277	4864
GRAND TOTAL	564	589	65	476	1151	1323	160	856	310	326	5820

3. Promotion

3.1 Please report the total number of promotions into each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	1	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	3	5	2	6	4	5	3	18	9	4	59
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	7	7	0	2	15	21	4	9	2	2	69
Semi-skilled and discretionary decision making	2	0	0	0	7	1	2	1	0	1	14
Unskilled and defined decision making	1	0	0	0	1	0	0	2	1	0	5
TOTAL PERMANENT	13	12	2	8	28	27	9	30	12	7	148
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	13	12	2	8	28	27	9	30	12	7	148

4. Termination

4.1 Please report the total number of terminations in each occupational level, including people with disabilities.

Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	1	0	0	0	0	0	1
Senior management	0	0	0	0	0	0	1	0	1	0	2
Professionally qualified and experienced specialists and mid-management	4	16	4	39	3	17	3	46	24	20	176
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	20	15	1	8	43	45	5	21	7	13	178
Semi-skilled and discretionary decision making	46	43	7	77	55	65	14	106	49	38	500
Unskilled and defined decision making	6	5	0	0	13	10	0	0	0	0	34
TOTAL PERMANENT	76	79	12	124	115	137	23	173	81	71	891
Temporary employees	437	504	57	375	907	1175	110	706	274	282	4827
GRAND TOTAL	513	583	69	499	1022	1312	133	879	355	353	5718

SECTION D: SKILLS DEVELOPMENT

5. Skills Development

5.1 Please report the total number of people including people with disabilities, who received training ONLY for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	6	0	0	0	0	6
Professionally qualified and experienced specialists and mid-management	32	9	15	23	1	40	7	22	149
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	37	17	5	28	53	141	20	109	410
Semi-skilled and discretionary decision making	16	31	0	0	50	80	2	12	191
Unskilled and defined decision making	10	6	0	0	55	52	0	0	123
TOTAL PERMANENT	95	63	20	57	159	313	29	143	879
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	95	63	20	57	159	313	29	143	879

SECTION E: NUMERICAL GOALS & TARGETS

6. Numerical Goals

6.1 Please indicate the numerical goals as contained in the EE Plan (i.e. the entire workforce profile including people with disabilities) you project to achieve at the end of your current Employment Equity Plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	1	0	0	0	0	0	1
Senior management	4	2	2	1	2	2	2	4	1	2	22
Professionally qualified and experienced specialists and mid-management	72	90	33	161	52	81	34	151	96	57	827
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	360	414	54	264	456	599	132	476	143	137	3035
Semi-skilled and discretionary decision making	396	352	11	89	389	465	23	127	4	3	1859
Unskilled and defined decision making	109	83	4	22	266	138	0	21	4	12	659
TOTAL PERMANENT	941	941	104	537	1166	1285	191	779	248	211	6403
Temporary employees	45	46	7	68	88	104	26	125	37	45	591
GRAND TOTAL	986	987	111	605	1254	1389	217	904	285	256	6994

7. Numerical Targets

7.1 Please indicate the numerical targets as contained in the EE Plan (i.e. the workforce profile including people with disabilities) you project to achieve at the end of the next reporting cycle, in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	1	0	0	0	0	0	1
Senior management	4	2	2	1	2	2	2	4	1	2	22
Professionally qualified and experienced specialists and mid-management	53	79	33	184	39	73	31	162	108	60	822
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	300	374	56	270	429	649	135	528	149	143	3033
Semi-skilled and discretionary decision making	423	333	8	63	398	489	24	112	4	3	1857
Unskilled and defined decision making	104	70	1	18	285	149	0	15	4	12	658
TOTAL PERMANENT	884	858	100	536	1154	1362	192	821	266	220	6393
Temporary employees	45	46	7	68	88	104	26	125	37	45	591
GRAND TOTAL	929	904	107	604	1242	1466	218	946	303	265	6984

SECTION F: MONITORING & EVALUATION

8. Consultation

8.1 Please indicate below the stakeholders that were involved in the consultation process when developing and implementing your Employment Equity Plan and the preparation of this Employment Equity Report.

Consultation	Yes	No
Consultative body or employment equity forum	Yes	
Registered trade union (s)	Yes	
Employees	Yes	

9. Barriers and affirmative action measures

9.1 Please indicate which categories of employment policy or practice barriers to employment equity were identified. If your answer is 'Yes' to barriers in any of the categories, please indicate whether or not there are affirmative action measures developed and the time-frames to overcome them.

Categories	Barriers	Affirmative Action Measures	Timeframe for Implementation of AA Measures	
			Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)
Recruitment Procedures	Yes	Yes	01/03/2022	30/06/2023
Advertising Positions	Yes	Yes	01/03/2022	30/06/2023
Selection criteria	Yes	Yes	01/03/2022	30/06/2023
Appointments	Yes	Yes	17/01/2022	31/07/2023
Job classification and grading	Yes	Yes	01/03/2022	30/06/2023
Remuneration and benefits	Yes	Yes	01/05/2024	30/04/2025
Terms and conditions of employment	No	No		
Job assignments	No	No		
Work environment and facilities	Yes	Yes	01/10/2022	31/12/2026
Training and development	Yes	Yes	01/01/2022	31/12/2026
Performance and evaluation systems	Yes	Yes	01/02/2022	31/12/2022
Promotions	Yes	Yes	17/01/2022	31/12/2023
Transfers	No	No		
Succession and experience planning	Yes	Yes	17/01/2023	31/12/2023
Disciplinary measures	Yes	Yes	01/07/2022	31/12/2023
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/02/2022	31/12/2023
Corporate culture	Yes	Yes	01/04/2022	30/11/2023
Reasonable accommodation	Yes	Yes	17/01/2022	31/12/2026
HIV and AIDS education and prevention programmes	No	No		
Assigned senior manager(s) to manage EE implementation	No	No		
Budget allocation in support of employment equity goals	No	No		
Time off for employment equity consultative committee to meet	Yes	Yes	01/09/2022	31/12/2026

10. Monitoring and evaluation of implementation:

10.1 How regularly do you monitor progress on the implementation of the Employment Equity Plan? Please choose one.

Monthly	Quarterly
	Quarterly

10.2 Did you achieve the annual objectives as set out in your Employment Equity Plan for this period?

Yes	No	Please explain
		The new five-year plan was approved by the Department of Employment and Labour in October 2022. The new EE Plan is for a period of 5 years and some of the objectives is spread over this period. Recognizing the significance of the university's diverse workforce, the university has recently introduced a revised fixed-term contract policy, which came into effect on 1 July 2023. This policy has been designed to bring parity of benefits to employees on fixed-term contracts. By doing so, the aim is to eliminate any discrepancies in

No	<p>benefits and create a more equitable work environment for all. In June 2022, UCT released the new anti-racism policy and related procedures. This work fits well with the work of the UCT Dismantling Racism Strategy comprising of the Centering Blackness and Decentering Whiteness Groups, which forms part of the UCT Inclusivity Strategy. To amplify this work, the UCT Anti-Racism Conversation Series was launched under the leadership of the Deputy Vice Chancellor for Transformation, Student Affairs and Social Responsiveness. It is through scholarly debate and intellectual engagements that UCT as a leading academic institution can advance social justice. The university has pilot succession management and career development processes underway. These initiatives are important for ensuring a smooth transition of leadership positions and fostering the professional growth of staff. The number of staff who completed the online EE Fundamentals training increased in the various clusters over the past few months</p>
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EEA2 Section G: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I Professor Daya Reddy (full Name) CEO/Accounting Officer of UNIVERSITY OF CAPE TOWN hereby declare that I have read, approved and authorized this information.</p> <p>Signed on this 13th day of December (month) year 2023</p> <p>At (place) : Cape Town</p> <p>Chief Executive Officer/Accounting Officer</p>