



DASHBOARD

CREATE

PROCESS

### Award 2019: SABPP EEDT Overall (Extent of Application)

The premier category of the Awards is the Employment Equity, Diversity and Transformation Overall Award. This Award will be presented to the employer that can show the most progress made in achieving EE transformation and diversity inclusion in the workplace. The recipient of this Award needs to demonstrate how the company has moved beyond compliance towards embracing the spirit of transformation.

**ASPECTS TO BE ADJUDICATED UPON, AWARD CRITERIA TO BE APPLIED IN MEASUREMENT, AND INFORMATION THAT NEEDS TO BE FURNISHED**

*Documents are required to be uploaded in PDF format where possible. If the original document is in MS Word or Excel, please save or print as PDF before uploading if possible as it reduces its size of the document. The uploading of MSWord and Excel documents is however permissible.*

*You will only be able to upload ONE file where indicated and requested. This means if you want to rely on, or submit, more than one document as evidence, where invited to do so, you will have to scan the document(s) into one document, so as to ensure that the document(s) scanned is in one file.*

*A document that has been uploaded in a particular Award Category in any of the Aspects Adjudicated upon below (whether a Main Aspect such as 'Quality of Approach' or a sub-aspect thereof) can be relied on for evidence in other Main or Sub-aspects Adjudicated upon of the same Award Category, but not in another Award Category.*

*We do not expect any entrant to upload all the possible documents requested. It will however be assumed and accepted for adjudication purposes, that in the event of the requested documentary evidence not being uploaded by an entrant where given the opportunity to do so, that the entrant is not in possession of a document identical or similar to the description of the evidence invited to be uploaded.*

*Failure to upload all relevant requested documents in your possession, or not, or inaccurately, furnish the name of the document(s) and page number(s) relied on, whenever requested to do so, may adversely affect an entrant's score, and as a result, its prospects.*

**THE ONUS IS ON EACH ENTRANT TO ENSURE THAT ALL REQUESTED RELEVANT DOCUMENTATION IN ITS POSSESSION IS UPLOADED AND THE ABOVE REQUESTED INFORMATION FURNISHED.**

**PLEASE DO NOT RESTRICT THE DOCUMENTS YOUR UPLOAD TO THOSE WHOSE UPLOADING IS COMPULSORY (\*) AS THIS SERVES ANOTHER PURPOSE.**

EXTENT OF APPLICATION (Total weight: 40)

**1. ASPECTS ADJUDICATED UPON: EXTENT TO WHICH THE ENTRANT'S DEVELOPMENT OF ITS EE PLAN AND THE EE PLAN ITSELF IS ALIGNED TO THE REQUIREMENTS OF THE EE ACT**

**Criteria to be applied in measurement:** The alignment of the Barriers Analysis conducted by the entrant and the resultant EE Plan to the EE Act's requirements

**Weighted: 7**

DOCUMENTS TO BE UPLOADED

**EE Plan(s) relied on\***

No file chosen

**Barriers Analysis(es) preceding EE Plan(s)\***

No file chosen

**Workforce Profile Analysis preceding EE Plan\***

No file chosen

Minutes of meetings and attendance register to show consultation obligations discharged in respect of Section 19 Analysis and development of EE Plan

**Minutes of Meeting #1**

No file chosen

**Minutes of Meeting #2**

No file chosen

**Minutes of Meeting #3**

No file chosen

**Attendance Register #1**

No file chosen

**Attendance Register #2**

No file chosen

**Attendance Register #3**

No file chosen

**2. ASPECTS ADJUDICATED UPON: INVESTMENT IN ALL ASPECTS OF EEDT PER ANNUM OVER THE PERIOD ENTERED FOR EXCLUDING TRAINING INCLUDED IN THE ENTRANT'S ANNUAL TRAINING REPORTS MEASURED AS A % OF PAYROLL**

**Criteria to be applied in measurement:**

- The amount of money allocated and utilised in support of the enhancement of any or all aspects of Employment Equity and Diversity Transformation per annum over the period being entered for, excluding training included in the Entrant's Annual Training Report, over the period entered for, measured as a % of payroll

**Weighted: 8**

**Detailed summary of all spend on EEDT during the period being entered for, calculated per year, excluding training included in Training Report, but including salaries of internal resources, specifically dedicated to EEDT \***

No file chosen

**Amount of Annual Payroll spend in respect of each year during the period entered for \***

**Evidence in support of payroll spend in respect of each year during the period entered for as verified by the**

No file chosen

entrant's B-BBEE Verification Agency or other means in the absence of any BEE Verification (please scan into one document before uploading) \*

**3. ASPECTS ADJUDICATED UPON: TRAINING SPEND ON BLACKS PER ANNUM OVER THE PERIOD ENTERED FOR (FROM THE TIME OF THE DEVELOPMENT OF STRATEGIES TO THE PRESENT) MEASURED AS A % OF PAYROLL**

Criteria to be applied in measurement:

- The amount of money spent on Black training included in each year's annual training report measured as a % of payroll during the period being entered for
- Entrant's B-BBEE (BEE) Skills Development Scores per year during the period entered for (if applicable)

Weighted: 4

DOCUMENTS TO BE UPLOADED

Detailed summary of all spend on Black training during the period being entered for, calculated per year, based on the above ATRs and Verification Agency's Report below (if applicable) \*

Choose File No file chosen

Annual Training Reports (on which the B-BBEE SD Spend Reports below, in the event of the entrant having a BEE Certificate, need to be based), in respect of each year of the period entered for, in which the above training relied on is highlighted (please scan into one document before uploading) \*

Choose File No file chosen

Entrant's detailed B-BBEE Skill Development Scorecard furnished by Verification Agency (if applicable)

Choose File No file chosen

B-BBEE SD Spend detailed report(s) generated by the entrant's B-BBEE verification agency (only if the Entrant has a BEE certificate) for each year during the period entered (please scan into one document before uploading)

Choose File No file chosen

Evidence in support of payroll spend in respect of each year during the period entered for as verified by the entrant's B-BBEE Verification Agency or other means in the absence of any BEE Verification IF NOT ALREADY UPLOADED (please scan into one document before uploading if not evident from documents already uploaded)

Choose File No file chosen

Please indicate if already uploaded?\*

- Yes
- No

**4. ASPECTS ADJUDICATED UPON: EXTENT TO WHICH THE PROGRAMME(S) /STRATEGY(IES)/ PLAN(S) RELIED UPON HAS/HAVE BEEN IMPLEMENTED**

Criteria to be applied in measurement:

- Where the entrant has (a) written programme(s)/ strategy(ies) included and relied upon other than the EE Plan, the extent to which the programme(s)/ strategy(ies) relied upon has/have been implemented as measured against its/their objectives
- Where the EE Plan is a/the programme/strategy relied upon, the extent of application will be measured mainly with reference to the extent to which the EE Numerical Goals annual Objectives, and AA Measures therein have been implemented or attempted to be implemented

Weighted: 10

DOCUMENTS TO BE UPLOADED

A summary prepared by the Entrant specifically for purposes of the entering of this Award comparing what was planned in terms of the programme/strategy/ plan and what was implemented \*

Choose File No file chosen

Contemporaneous documentation generated by the Entrant during the implementation of the programme /strategy/ plan such as (final) Report (s) as evidence of what was implemented (only if not uploaded as a Report under Aspect 4 below)

Choose File No file chosen

Uploaded as Reports under Aspect 5 below?\*

- Yes
- No

Please furnish name of document(s) and page number(s) being relied upon, (If no documents have been uploaded as evidence in this regard, please state so) \*

**5. ASPECTS ADJUDICATED UPON: HOW THE IMPLEMENTATION OF THE PROGRAMME(S)/STRATEGY(IES) IS/ARE/WAS/WERE MANAGED**

Criteria to be applied in measurement: How the implementation of the programme(s)/strategy(ies) is/are/was/were managed with reference to:

- Frequency of meetings
- Decision making powers of attendees
- How its implementation was monitored and tracked
- Systems utilised

Weighted: 7

DOCUMENTATION TO BE UPLOADED

DOCUMENTATION USED BY THE ENTRANT TO MEASURE OR TRACK IMPLEMENTATION OF THE PROGRAMME /STRATEGY/ PLAN

Minutes of at least 3 meetings reflecting governance and tracking of implementation of strategy

Minutes of meeting #1\*

Choose File No file chosen

Minutes of meeting #2\*

Choose File No file chosen

Minutes of meeting #3

Choose File No file chosen

Attendance register in respect of Meeting #1

Choose File No file chosen

Attendance register in respect of Meeting #2

Choose File No file chosen

Attendance register in respect of Meeting #3

Choose File No file chosen

At least 3 reports on progress with implementation of strategy

Report #1\*

Choose File No file chosen

Report #2\*

Choose File No file chosen

Report #3

Choose File No file chosen

At least 3 sample materials used/generated during implementation

**Sample material #1**

No file chosen

**Sample material #2**

No file chosen

**Sample material #3**

No file chosen

**Evidence of at least 1 system utilised**

No file chosen

**Evidence of linkage of KPIs of Person(s) responsible to implementation of programme(s)/strategy(ies)**

No file chosen

**6. ASPECTS ADJUDICATED UPON: HOW EFFECTIVELY THE IMPLEMENTATION OF THE PROGRAMME/STRATEGY IS/WAS COMMUNICATED TO EMPLOYEES**

**Criteria to be applied in measurement:**

Communication of the implementation of programme(s)/strategy(ies) with reference to:

- To whom
- Medium
- Frequency
- Format

**Weighted: 4**

DOCUMENTS TO BE UPLOADED

At least 3 samples of communication of programme(s)/strategy(ies) that best illustrate communication against criteria measured against

**Sample #1**

No file chosen

**Sample #2**

No file chosen

**Sample #3**

No file chosen

*Items marked with \* are compulsory*