

ASSOCIATED COMPLIANCE

FOR A COMMON PURPOSE

Constantia Office Park, Ground Floor, Lakeview House
Corner 14th Avenue and Hendrik Potgieter Street,
Welleveden Park, 1709

PO Box 9655, Devon Valley, 1715

Directors: BD Thomas, C Ormrod, PW Veal, J Richardson

Registration number: 2012/087007/07

Compliance Practice Registration number: 6377

Tel: 011 678 2533

Fax: 011 475 0096

Website: www.associatedcompliance.co.za

Associated Compliance Employment Equity implementation:

Feedback report: August 2017

In 2015 Associated Compliance shared their Statement of Intent with their clients with regards to Employment Equity Compliance and Economic Transformation.

In November 2015 AC sent out an email informing all staff of their intention to voluntarily comply with the Employment Equity Act as Associated Compliance is not, at this point in time, a designated employer. The email called on all employees to nominate themselves to form part of the Employment Equity Committee who would act as representatives of the Company.

In December 2015, the Employment Equity Committee was established, consisting of:

Juanette Richardson (chairperson)
Natalie van Heerden
Lindiwe Nkolonzi
Pranisha Maharaj
Faeza Rassool
Katleho Sikhosana
Bronwynn van Tonder

and received EE training during December 2015.

The Employment Equity Committee established some guiding principles to ensure that the whole team was comfortable with the task ahead.

The guiding principles of Associated Compliance's Employment Equity Committee are:

- ***To recognise that Employment Equity is a moral and economic imperative***
- ***To act in a democratic, inclusive and transparent manner***
- ***To enhance our understanding and encourage acceptance of diversity***
- ***To promote career and personal development of all staff***
- ***To contribute to building a successful South African company***
- ***To promote a balanced and healthy lifestyle***
- ***To capitalise on our diversity so as to significantly improve service delivery to our clients***



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The EE Committee met regularly during 2016 to reach the goal of reporting to the Department of Labour in October/November 2016.

The EE committee followed the ***Code of Good Practice: Preparation, implementation and monitoring of employment equity plans*** and had the following duties to cover during the year:

1. To assess and implement Affirmative Action measures

- These are actions/initiatives that you take to specifically grant opportunities to those groups of people who were previously disadvantaged in terms of opportunities for employment.
- The team looked at all Associated Compliance's policies, procedures and practices to identify and eliminate barriers with an adverse impact on designated groups, for e.g. conduct a workplace analysis to identify policies/practices that favour one group over another.
- We are pleased to report that no policies/practices or processes were identified as barriers, although some areas were identified for potential enhancement.
- Some of the Affirmative Action measures that are in place include:
 - Educational and Skills development support:
 - AC encourages and supports employees to grow their skill sets and transferring of skills.
 - Internal training is offered to update staff on relevant industry developments
 - Recruitment initiatives:
 - AC aims to recruit people from previously disadvantaged groups and to balance the ratios within the company as well.
 - The company welcomes applications from people with disabilities.
 - Retention of People in Designated Groups:
 - AC views its employees as its greatest asset and recognises that investing in its employees as an important element of its success.

- Corporate Culture:
 - AC realises the importance of having a workplace that is fun and that employees from all races, cultures and religious differences must feel that they belong.
 - AC would like to optimise its corporate culture by creating a Spirit Committee, introducing Culture Days and Social Fridays.
- Social Responsibility
 - It is important for AC to give back to the community. We have investigated several new worthy projects and identified the following:

Project 1:

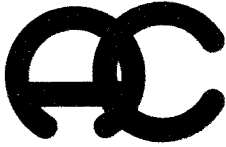


Jicama is a registered company incorporating Section 21, registered Section 18A and a registered Non-Profit Organization whose primary purpose is to support deserving organisations in their efforts to meeting the needs of those less fortunate and able.

Jicama is currently supporting children in the care of the **Sibonile School**, which is based in Klipriver, South of Johannesburg. This profile seeks to make individuals and the public aware of the task of educating children with visual impairment.

The Sibonile School provides schooling, accommodation, food and clothing for 208 children, who are partially sighted, totally blind or deaf and blind. It is apparent therefore that some of the pupils are not academic. What does the future of a visually impaired learner hold if his/her education does not provide anything in that regard? Jicama's goal is to fully prepare the visually impaired persons for meaningful integration/inclusion in the society.

Associated Compliance has, in agreement with Jicama, decided to support the school's **annual Christmas function** in place of our normal annual Santa's Shoebox Project. Staff will get the opportunity to select a Jicama learner off a list and to buy a value-adding gift which will be handed over during their Christmas function.



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Project 2:

Roodepoort SPCA

We have agreed to sponsor a kennel at the premises in Maraisburg. This sponsorship includes;

- Food
- Cleaning materials and disinfectants
- Blankets and bedding (which are only used once for one animal)
- Veterinary treatments (where necessary)

Project 3:

Staff independent initiative: Blanket Drive

This was a separate initiative suggested by the members of the committee and was not directly funded by AC.

It was decided to use the FAIS annual report period as the backdrop to getting clients involved in the initiative. We also invited our business partners to participate as well as the rest of the AC staff.

A total of 70 blankets were collected. These were donated to;

- The Cradle of Hope House of Restoration in Krugersdorp. This is a home for abused women and children. This donation formed part of the 2017 Mandela Day event.
- The Lighthouse in Randburg. A home and shelter for children

The company continues to support the following equally worthy projects by way of monthly financial contributions;

Ikhola Childrens Home www.ikhola.com

Meals on Wheels www.mom.org.za



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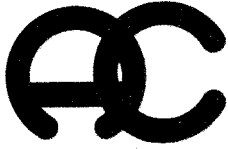
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And we have committed to support the following organisations annual fund raising events;

Cranio Kids. www.craniokids.co.za

National Sea Rescue Institute www.searescue.org.za

See the attached document that provides full details of all projects we are involved in which will also soon be detailed on our website



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2. To eliminate unfair discrimination in terms of Section 2 of the Act

- We looked at what steps Associated Compliance needs to take to promote equal opportunity in the workplace by eliminating unfair discrimination in any employment policy or practice.
- We are pleased to report that no areas of unfair discrimination were identified.

3. Prepare an employment equity plan

- After doing the above qualitative analysis, the team started with the quantitative analysis which included:
 - The duration of the plan
 - Quantitative objectives for each year
 - Affirmative action measures summarised
 - Numerical goals
 - Internal monitoring and evaluation procedures
 - Internal dispute mechanisms
 - Identification of individuals to monitor and implement the plan

4. Submit the employment equity plan

- Forms EEA2 and EEA4 were controlled and signed off by Craig and submitted on 1 December 2016.
- A letter of acknowledgement was received by the Department of Labour.

Next steps:

- Putting together procedures on the monitoring and evaluation of the current plan
- Enhancement and optimisation of current policies
- Annual reporting is due in October 2017