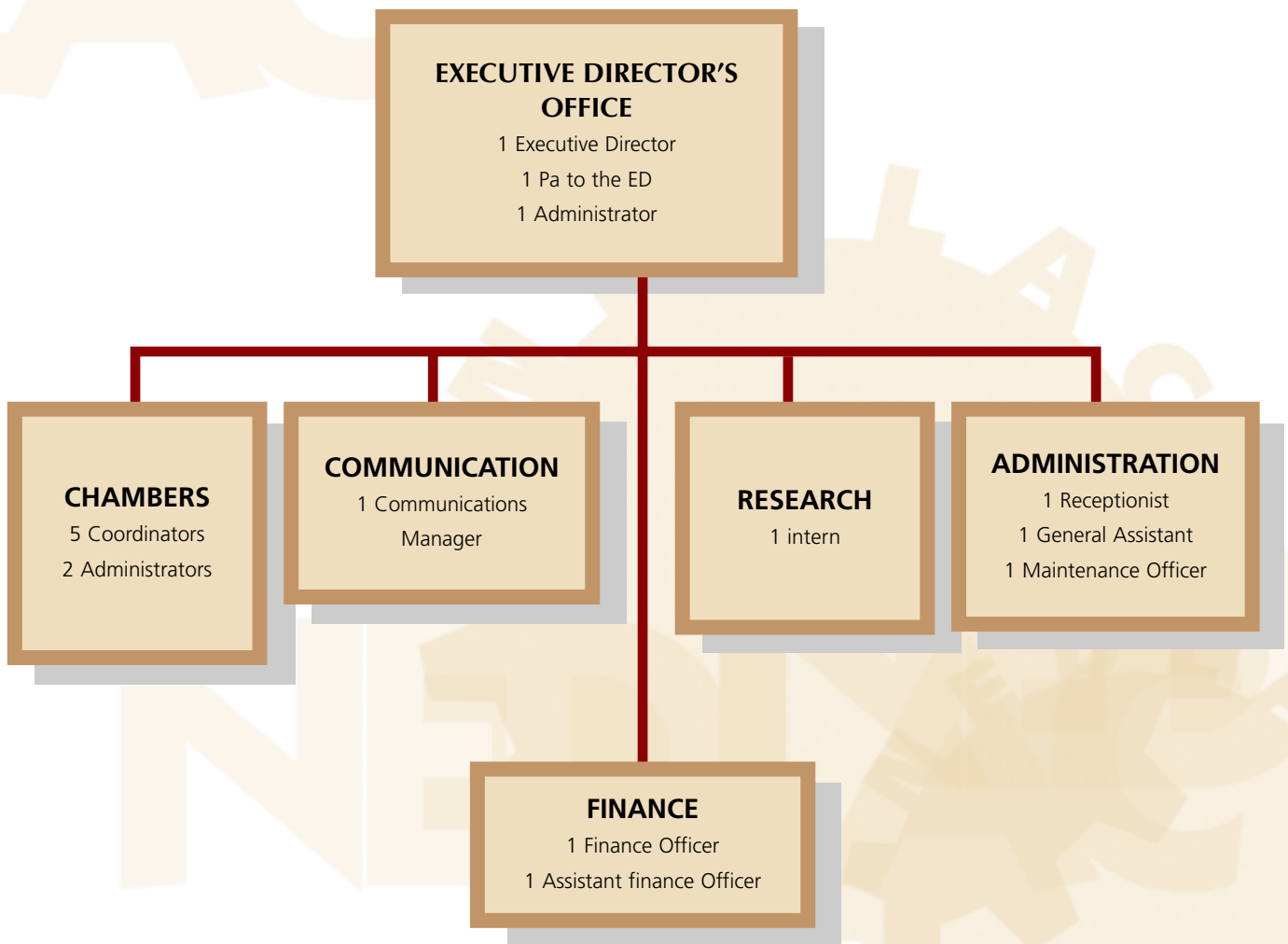




## Structure of the Secretariat





## Nedlac's Employment Diversity

Groupings	African		Asian		Coloured		Disabled		White		Staff Total
	M	F	M	F	M	F	M	F	M	F	
Executive Team	1										
Executive Total											1
Management Team									1		
Management Total											1
Staff	3	9		2		1					15
Nedlac Total	4	9		2		1			1		17
Nedlac % Rep.	23	53		12		6			6		100

Nedlac is an affirmative action employer and has a recruitment evaluation system that allocates points accordingly. Nedlac is currently fully compliant with the affirmative action guidelines.

Groupings	African		Asian		Coloured		Disabled		White		Staff Total
	M	F	M	F	M	F	M	F	M	F	
Number of employees recruited in 2003/2004	3	3		1							7
Number of employees promoted in 2003/2004		1									1
Number of employees' services terminated in 2003/2004		1	1	1		1			1	1	6

There are no foreign employees.

As Nedlac is a relatively small organisation, upward mobility is restricted within posts (except for annual increases determined by the average CPI). If posts become vacant however, employees have the opportunity to apply internally prior to the post being advertised externally.



## Remuneration and Job Evaluation

Personnel Costs	African		Asian		Coloured		Disabled		White		Staff Total
	M	F	M	F	M	F	M	F	M	F	
1. 20 – 40 000	2	1									3
2. 40 – 60 000		3									3
3. 60 – 80 000											
4. 80 – 100 000		1		1							2
5. 100 – 120 000		1									1
6. 120 – 140 000		3		1							4
7. 140 – 160 000											
8. 160 – 180 000	1					1					2
9. 180 – 200 000											
10. 200 – 220 000											
11. 220 – 270 000									1		1
12. 280 – 300 000											
13. 440 – 480 000	1										1
TOTAL	4	9		2		1				1	17

## Injury, Illness and Death / Sick Leave / Ill Health

Incident	No. of Days
The number and nature of incidents of injury, illness and death resulting from official duty or the work environment	0
The average number of days sick leave taken by employees	
The total number of days sick leave taken by employees	
The number of employees who took more than 15 continuous days sick leave	
The number of employees discharged due to ill health	

## Disciplinary Steps

Disciplinary Steps	No. of Staff
Disciplinary steps taken against employees for, inter alia, unauthorised, irregular and fruitless and wasteful expenditure	0

\*M = Male; F = Female



The major challenge for Nedlac remains the inability to attract and retain skilled employees. The survey that was conducted early in the year highlights the working conditions, and limited career development as the key issues that lead people to resign. The survey has shown that on average people stay in Nedlac for a maximum period of two and half years and thereafter they leave. The often leave to join the private sector, government or set up their own businesses. The secretariat has developed a plan to address this problem and it will be finalised in the next annual reporting period.

## Performance Management

Nedlac has a performance appraisal system that uses a 360 degrees approach. Structured questionnaire exists for each of the work profile using the key performance areas and competencies.

Each key result area is weighted and scores are calculated which when added will give a rating for each staff member. The ratings will be used to determine performance related annual bonus as a percentage of their monthly salary. For the best and excellent performers, they could score up to 100% of their monthly salaries. Only those employees whose probation completed and permanent employment confirm who qualify for the incentive bonuses.