



NQUTHU MUNICIPALITY

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DIVERSITY MANAGEMENT POLICY

Policy Adoption Date: 13 DECEMBER 2018

Resolution Number: C/05/12/14

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1 DEFINITIONS

- **Diversity** – means the differences between individuals. People are different in visible and non-visible aspects. The examples of those differences are gender, age, sexual preferences, skills and learning styles. Individual employees bring their individual differences to the work environment.
- **Diversity Management** – refers to all activities in an organization aimed at dealing with and making optimum use of the diversity in the labour force. It is a managerial process for developing a work environment that is accommodative of all employees. The idea of inclusiveness is central to diversity management and it addresses workplace behaviours and understanding differences while focusing on an organizational culture and climate.

2 LEGISLATIVE FRAMEWORK

This policy is established within the framework of the following legislation and regulations:

- The Basic Conditions of Employment Act, 1997 (Act no 75 of 1997)
- Labour Relations Act, 1995 (Act No. 65 Of 1995)
- Municipal Systems Act 32 of 2000
- Skills Development Act (1997) as amended
- Employment Equity Act (No 55 of 1998) as amended
- All collective agreements as amended from time to time, concluded in the South African Local Government Bargaining Council (SALGBC)

3 APPLICABILITY

This policy applies to all candidates and municipality employees including municipality managers and managers directly accountable to municipality managers in terms of section 56 of the Local Government: Municipal Systems Act 2000 (Act of 2000 as amended).

4 OBJECTIVES

To promotes diversity and equality to all employees and oppose discrimination.

5 POLICY PRINCIPLES

- 5.1 Promote and maintain a work environment that values and utilises the contributions of employees with diverse backgrounds, experience and perspectives through improved awareness of the benefits of workplace diversity, human resources policies, systems and processes and successful management of diversity.
- 5.2 Build and maintain a safe work environment by taking action against inappropriate workplace behaviour including discrimination, harassment, bullying, victimisation and vilification.
- 5.3 Set measurable objectives for gender diversity which will be monitored and reviewed against the effectiveness of the policy and associated procedures.
- 5.4 Establishing procedures for the monitoring and enforcement of implementation of diversity policy within the municipality.
- 5.5 Establishing procedures to address and resolve disputes regarding the implementation and enforcement of the diversity policy within the municipality.

6 DIVERSITY WITHIN THE MUNICIPALITY

- 6.1. Diversity is about more than equality, it is about creating a culture which values individual differences and variety for the benefit of the municipality, individuals and community.
- 6.2. The work force in the Nquthu municipality is diverse in many respects which include but not limited to culture, political affiliation, gender, race, sexual orientation, class, education, physical appearance and age.
- 6.3. The municipality must create an inclusive culture where employee's uniqueness can thrive.
- 6.4. Management in the municipality should therefore consider the following issues:
 - a) Openness and acceptance of multiple perspectives;
 - b) Recognise and value multiple perspectives that create openness for learning from diversity;
 - c) Creation of opportunities for participation and influence to leverage diversity in order to ensure employee positive well-being.
- 6.5. The municipality as an inclusive institution is:
 - a) committed in action as well as words to diverse representation throughout all its areas and all levels of employment;

- b) committed to maintaining an open, supportive and responsive environment including elements of diverse cultures;
- c) committed to developing and implementing systematic long-term programmes which educate the entire workforce about diversity issues in order to increase sensitivity and tolerance among employees.

7 CONSULTATION ON WORKPLACE DIVERSITY

The Local Labour Forum is a representative and legitimate body responsible for human resources matters between management and labour. The LLF is the forum responsible for discussing and managing the implementation of employment equity and diversity in the municipality.

8 ROLE AND RESPONSIBILITY

The Municipal Manager or his /her nominee accept overall responsibility for implementation and monitoring of the policy.

9 DISPUTE RESOLUTION

An employee or union which is dissatisfied with any aspect of the implementation of the diversity policy may refer a grievance according to the grievance policy procedure.