

C O M P U S U P . C O M



## AFFIRMATIVE ACTION POLICY |

specialists in electronic repairs, computer sales & maintenance, networking, corporate branding & web development, consumable sales and are preferential procurement partners for various entities. |

## **Affirmative Action Policy**

,for Computer Support Specialists (Pty) Ltd (CSS)

Category:  
Company Policy's

Policy Number:  
affact/2005

Effective Date:  
10-04-2007

Related Policies:

Approved By:  
CEO

Maintained By:  
Managing Director

Amended:  
10-04-2007

Review Due:  
01-11-2007

### **Affirmative Action Employment Equity**

Computer Support Specialists (Pty) Ltd (CSS) accepts that there is a need to implement comprehensive affirmative action strategies and invest in human resource development which arises from the need for political, economic and social transformation of the South African society.

CSS's affirmative action policy is inspired not only by what it regards as an ethical imperative in its corporate culture, but also as a strategy to survive and thrive in the new South Africa. The strategy that is adopted aims to eradicate all forms of discrimination. It emphasizes the development and investment in human resources and ensures that the economic opportunities in society are available to everybody, while CSS gains a competitive advantage from the talents and energy of all members of the labour force.

CSS is an employer of people in the vicinity of Information Technology and Electronic Repairs and will continue to generate employment with an emphasis on equal opportunity, job advancement and promotion on merit, irrespective of race or gender. We aim to empower people to become more productive so that they might contribute more fully to the economic growth of the economy.

With its affirmative action strategy, CSS aims to identify and remove all discriminatory practices in the workplace and to be more proactive to enable the organization to change with the environment and to avoid change being forced upon the company by legislation.

### **Internal Development and Affirmative Action**

The primary objectives of the CSS internal development and affirmative action strategy are:

- To develop a culture and climate in the organisation which will positively challenge and support the process of affirmative action.
- To identify the future manpower needs of the organisation and to ensure a fair representation of disadvantaged groups throughout the company in line with specific targets.
- To identify the potential of disadvantaged groups with the view of creating appropriate education and training opportunities.
- To ensure that the affirmative action strategy has legitimacy within the organisation through direct employee involvement.
- To acknowledge that the external repositioning of the business in terms of the community investment and involvement is integrally linked to the internal repositioning, in terms of training and development and non-discriminatory employment practices.
- To ensure that progress is achieved by monitoring the effectiveness of the program on a regular basis through mechanisms considered legitimate by all levels in the organisation.
- To achieve the above, 5% of total employee costs are spent yearly on the education and training of CSS employees. Where possible, spare capacity is filled by family, friends and dependants of CSS employees. The education and development programs are based on in-house skills programs focusing mainly on the long-term development of employees.

Selected high potential black employees have also been put on focused accelerated development programs, to ensure that CSS will reach its affirmative action targets.

### **Social Development**

Specific Emphasis is placed on the Development of Women, Education and Aids.

### **PDI Procurement**

A procurement policy is in place.

### **Employment Analysis**

Breakdown of staff relative to PDI status (Jan 2005)

		PDI							
Number of employees as follows:		Asian		Black		Coloured		White	
		M	F	M	F	M	F	F	M
1	Board of Directors	-	-	-	-	1	-	1	1
2	Management	-	-	-	-	1	1	-	-
3	Permanent Employees	-	-	2	2	5	2	-	7
4	Temporary Employees	-	-	-	-	1	-	-	-
<b>Total</b>	<b>24</b>	-	-	4	-	11	-	1	8
<b>% Split</b>	<b>100%</b>	0%	-	17%	-	46%	-	4%	33%
	<b>PDI</b>	<b>67%</b>							

## SHARE-HOLDING ANALYSIS

The shares in the Company are allocated as follows:

- The First Shareholder holds 74.9% of the shares in the Company.
- The Second Shareholder holds 25.1% of the shares in the Company.

The **First** shareholder is the **Rico Barlow Family Trust**, represented by Mr H.W. Barlow (Rico).  
The **Second** shareholder is **Mr Olwen Leon Pentolfe** (PDI/HDI).

## NOMINATED BEE REPRESENTATIVE

Mr Olwen Pentolfe  
Tel: (021) 552 5001  
Fax: (021) 552 2640  
E-mail: bee@compusup.com