



PLEASE READ THIS FIRST

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.

This form contains the format for employment equity reporting by designated employers to the Department of Labour.

WHO COMPLETES THIS FORM?

All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

Designated employers must submit their report annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.

Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001

Online Reporting:
www.labour.gov.za
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

Trade name	COMBINED MOTOR HOLDINGS LTD
DTI registration name	COMBINED MOTOR HOLDING LIMITED
DTI registration number	1965/000270/06
PAYE/SARS number	7430784704
UIF reference number	0317968
EE reference number	750735
Seta classification	MANUFACTURING, ENGINEERING AND RELATED SERVICES
Industry/Sector	RETAIL AND MOTOR TRADE AND REPAIR SERVICES
Telephone number	0315804200
Postal address	P.O BOX 1033 UMHLANGA ROCKS UMHLANGA ROCKS
City/Town	UMHLANGA ROCKS
Postal code	4320
Province	KWAZULU NATAL
Physical address	COMBINED MOTOR HOLDINGS LIMITED 1 WILTON CRESENT UMHLANGA RIDGE UMHLANGA RIDGE
City/Town	UMHLANGA ROCKS
Postal code	4319
Province	KWAZULU NATAL
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	JEBB MCINTOSH
Telephone number	0315804200
Fax number	0315804280
Email address	JDM@CMH.CO.ZA
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	NKANYEZI KHOWA
Telephone number	0315804200
Fax number	0315804280
Email address	nkanyezik@cmh.co.za
Information about the organization at the time of submitting this report	
Business type	Private Sector
Number of employees in the organization	150 or more
Is your organization an organ of State?	No
Is your organisation part of a group / holding company? If yes, please provide the name.	Yes COMBINED MOTOR HOLDINGS LIMITED
Year for which this report is submitted	2017

Please indicate below the preceding twelve month period the report covers (except for first time reporting where the period may be shorter):

From (date): 01/09/2016

To (date): 31/08/2017

Please indicate below the duration of your current employment equity plan:

From (date): 01/09/2017

To (date): 31/08/2019

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- a. The report should cover a twelve month period, except for first time reporting where this may not be possible and the months covered should be consistent from year to year for the duration of the plan.
- b. Employers must complete the EEA2 and the EEA4 forms and submit them together to the Department of Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online by the first working day of October or by 15 January of the following year only in the case of electronic reporting.
- c. An employer who becomes designated on or after the first working day of April, but before the first working day of October, must only submit its first report on the first working day of October in the following year.
- d. "Designated groups" mean Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalization (i) before 27 April 1994 or (ii) after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.
- g. Guidelines on occupational levels are provided in the EEA9 Annexure of these regulations.
- h. Numerical goals must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve at the end employment equity plan (EE Plan).
- i. Numerical targets must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve by the next reporting period.
- j. All areas of the form must be fully and accurately completed and submitted by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- k. Employers must not leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".

SECTION B: WORKFORCE PROFILE

1. WORKFORCE PROFILE

1.1 Please report the total number of employees (including employees with disabilities) in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	3	51	3	3	1	18	1	0	81
Senior management	15	11	51	104	23	3	27	74	2	0	310
Professionally qualified and experienced specialists and mid-management	199	35	123	184	101	17	33	87	6	3	788
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	108	21	35	19	113	12	40	46	5	2	401
Semi-skilled and discretionary decision making	328	36	120	36	137	30	40	67	3	0	797
Unskilled and defined decision making	164	2	6	3	113	5	1	3	2	3	302
TOTAL PERMANENT	815	105	338	397	490	70	142	295	19	8	2679
Temporary employees	7	0	3	1	2	0	0	4	0	0	17
GRAND TOTAL	822	105	341	398	492	70	142	299	19	8	2696

1.2 Please report the total number of employees with disabilities only in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	1	0	0	0	0	0	0	1
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	1	1	0	0	0	0	0	2
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	5	0	1	0	1	0	0	0	0	0	7
Unskilled and defined decision making	1	0	4	3	0	1	1	3	0	0	13
TOTAL PERMANENT	6	0	5	5	2	1	1	3	0	0	23
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	6	0	5	5	2	1	1	3	0	0	23

SECTION C: WORKFORCE MOVEMENT

2. Recruitment

2.1 Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	3	0	0	0	1	0	0	4
Senior management	4	1	6	20	6	1	3	7	0	0	48
Professionally qualified and experienced specialists and mid-management	107	18	55	115	38	8	13	32	0	0	386
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	31	6	9	8	64	2	9	14	0	0	143
Semi-skilled and discretionary decision making	102	6	16	15	67	10	3	12	0	0	231
Unskilled and defined decision making	23	0	1	1	7	0	0	0	0	0	32
TOTAL PERMANENT	267	31	87	162	182	21	28	66	0	0	844
Temporary employees	7	0	3	2	2	0	0	4	0	0	18
GRAND TOTAL	274	31	90	164	184	21	28	70	0	0	862

3. Promotion

3.1 Please report the total number of promotions into each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	1	4	0	0	0	2	0	0	7
Senior management	5	0	4	6	4	1	2	4	0	0	26
Professionally qualified and experienced specialists and mid-management	17	5	5	4	32	0	5	9	0	0	77
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	10	1	6	1	10	2	11	4	0	0	45
Semi-skilled and discretionary decision making	9	2	15	0	4	1	0	4	0	0	35
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	41	8	31	15	50	4	18	23	0	0	190
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	41	8	31	15	50	4	18	23	0	0	190

4. Termination

4.1 Please report the total number of terminations in each occupational level, including people with disabilities.
Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	1	9	0	0	0	2	0	0	12
Senior management	3	4	8	42	1	5	2	13	0	0	78
Professionally qualified and experienced specialists and mid-management	118	31	85	155	42	5	17	46	0	0	499
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	32	7	20	11	33	9	13	17	0	0	142
Semi-skilled and discretionary decision making	78	20	20	20	39	10	7	26	0	0	220
Unskilled and defined decision making	39	6	3	0	16	2	0	0	0	0	66
TOTAL PERMANENT	270	68	137	237	131	31	39	104	0	0	1017
Temporary employees	1	1	1	1	1	0	0	0	0	0	5
GRAND TOTAL	271	69	138	238	132	31	39	104	0	0	1022

SECTION D: SKILLS DEVELOPMENT

5. Skills Development

5.1 Please report the total number of people including people with disabilities, who received training ONLY for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	0	0	3	52	1	3	0	6	65
Senior management	11	8	33	86	11	2	11	52	214
Professionally qualified and experienced specialists and mid-management	159	31	117	192	86	7	19	94	705
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	50	11	18	13	87	7	4	17	207
Semi-skilled and discretionary decision making	101	9	37	22	44	7	6	45	271
Unskilled and defined decision making	9	0	0	0	3	0	0	0	12
TOTAL PERMANENT	330	59	208	365	232	26	40	214	1474
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	330	59	208	365	232	26	40	214	1474

SECTION E: NUMERICAL GOALS & TARGETS

6. Numerical Goals

6.1 Please indicate the numerical goals as contained in the EE Plan (i.e. the entire workforce profile including people with disabilities) you project to achieve at the end of your current Employment Equity Plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	4	51	3	3	1	18	1	0	82
Senior management	17	11	51	103	27	3	27	71	2	0	312
Professionally qualified and experienced specialists and mid-management	211	36	123	178	111	17	33	78	6	3	796
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	116	21	27	19	120	13	41	40	5	2	404
Semi-skilled and discretionary decision making	332	37	122	36	141	31	40	67	3	0	809
Unskilled and defined decision making	164	3	6	3	113	5	1	3	2	3	303
TOTAL PERMANENT	841	108	333	390	515	72	143	277	19	8	2706
Temporary employees	7	0	3	2	2	0	0	4	0	0	18
GRAND TOTAL	848	108	336	392	517	72	143	281	19	8	2724

7. Numerical Targets

7.1 Please indicate the numerical targets as contained in the EE Plan (i.e. the workforce profile including people with disabilities) you project to achieve at the end of the next reporting cycle, in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	4	51	3	3	1	18	1	0	82
Senior management	16	11	51	104	25	3	27	73	2	0	312
Professionally qualified and experienced specialists and mid-management	206	36	123	183	106	17	33	83	6	3	796
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	112	21	31	19	117	13	41	43	5	2	404
Semi-skilled and discretionary decision making	329	37	117	36	143	31	40	67	3	0	803
Unskilled and defined decision making	164	3	6	3	113	5	1	3	2	3	303
TOTAL PERMANENT	828	108	332	396	507	72	143	287	19	8	2700
Temporary employees	7	0	3	2	2	0	0	4	0	0	18
GRAND TOTAL	835	108	335	398	509	72	143	291	19	8	2718

SECTION F: MONITORING & EVALUATION

8. Consultation

8.1 Please indicate below the stakeholders that were involved in the consultation process when developing and implementing your Employment Equity Plan and the preparation of this Employment Equity Report.

	Yes	No
Consultative body or employment equity forum	Yes	
Registered trade union (s)	Yes	
Employees	Yes	

9. Barriers and affirmative action measures

9.1 Please indicate which categories of employment policy or practice barriers to employment equity were identified. If your answer is "Yes" to barriers in any of the categories, please indicate whether or not there are affirmative action measures developed and the time-frames to overcome them.

Categories	Barriers	Affirmative Action Measures	Timeframe for Implementation of AA Measures	
			Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)
Recruitment Procedures	Yes	Yes	01/09/2017	31/08/2019
Advertising Positions	Yes	Yes	01/09/2017	31/08/2019
Selection criteria	Yes	No		
Appointments	Yes	Yes	01/09/2017	31/08/2019
Job classification and grading	Yes	Yes	01/09/2017	31/03/2018
Remuneration and benefits	Yes	Yes	01/09/2017	31/08/2019
Terms and conditions of employment	Yes	Yes	01/09/2017	31/08/2019
Job assignments	No	No		
Work environment and facilities	Yes	Yes	01/09/2017	31/08/2019
Training and development	No	No		
Performance and evaluation systems	No	No		
Promotions	No	No		
Transfers	No	No		
Succession and experience planning	Yes	Yes	01/09/2017	31/08/2019
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/09/2017	31/08/2019
Corporate culture	Yes	Yes	01/03/2018	31/08/2019
Reasonable accommodation	No	No		
HIV and AIDS education and prevention programmes	No	No		
Assigned senior manager(s) to manage EE implementation	No	No		
Budget allocation in support of employment equity goals	No	No		
Time off for employment equity consultative committee to meet	No	No		

10. Monitoring and evaluation of implementation:

10.1 How regularly do you monitor progress on the implementation of the Employment Equity Plan? Please choose one.

Monthly	Quarterly
	Quarterly

10.2 Did you achieve the annual objectives as set out in your Employment Equity Plan for this period?

Yes	No	Please explain
		The annual objectives set out in the employment equity plan have been achieved. As per the employment equity plan, African staff were targeted at 39% of total staff. This has been exceeded by 10%. African staff comprises 49% of total staff. As per the employment equity plan, progress has been made in all occupational levels, barring top management, which is an area which the Group is actively working on, through the management cadet training programs that are run within the Group. At senior Management, the

Yes	<p>target from the EE plan is exceeded by 5%, at middle management, the target is exceeded by 11%, at junior management, the target is exceeded by 24%, at semi-skilled, the target is exceeded by 5% and at unskilled the target is exceeded by 17%. The success of the candidates at these levels, will hopefully translate to their promotion to higher levels. The over-achievement of these targets has led to reduction in staff in the other over - represented race groups, primarily the white race group. The Group is actively seeking to increase the number of African Staff employed. All the branches have a target of African staff that they must employ. This is monitored monthly by the EE Manager. All new engagements are monitored; the EE manager travels to branches to provide workshops on Employment Equity to assist in educating managers. The Group has an active EE committee and an employment equity representative has been selected in each branch, to be the point of contact with the EE committee and all staff.</p>
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EEA2: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I KERRIANNE FONSECA (full Name) CEO/Accounting Officer of COMBINED MOTOR HOLDINGS LTD hereby declare that I have read, approved and authorized this report.</p> <p>Signed on this 11th day of January (month) year 2018</p> <p>At (place) : Umhlanga Ridge</p> <p>Chief Executive Officer/Accounting Officer</p>