



## PLEASE READ THIS FIRST

## SECTION A: EMPLOYER DETAILS &amp; 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 Employment and 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 Employment and Labour  
Private Bag X117  
Pretoria 0001

Online Reporting:  
[www.labour.gov.za](http://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	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES
Industry Sub Sector	Wholesale and retail trade and; repair of motor vehicles and motorcycles, including sales of motor vehicles; wholesale of motor vehicles; retail of new and used motor vehicles; sale and maintenance of repair of motor vehicles and motorcycles and related parts and accessories; retail of automotive fuel in specialised stores
Bargaining Council	Motor Industry
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	2019

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

From (date): 01/09/2018

To (date): 31/08/2019

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

From (date): 01/09/2019

To (date): 31/08/2021

#### PLEASE READ THIS FIRST

- 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 Employment and 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 of its 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	6	48	4	3	1	9	1	0	73
Senior management	34	10	62	108	32	4	35	82	1	0	368
Professionally qualified and experienced specialists and mid-management	260	38	155	201	126	21	41	76	4	0	922
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	112	13	40	16	121	12	33	47	2	0	396
Semi-skilled and discretionary decision making	324	32	108	20	122	32	38	49	4	0	729
Unskilled and defined decision making	172	2	6	2	133	4	1	2	3	3	328
TOTAL PERMANENT	903	95	377	395	538	76	149	265	15	3	2816
Temporary employees	6	0	3	0	2	0	0	1	0	0	12
GRAND TOTAL	909	95	380	395	540	76	149	266	15	3	2828

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	1	0	0	0	2
Senior management	1	0	2	2	1	0	0	0	0	0	6
Professionally qualified and experienced specialists and mid-management	1	0	2	3	1	0	2	1	0	0	10
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	1	0	0	2	0	0	3
Semi-skilled and discretionary decision making	3	1	2	1	2	1	0	1	0	0	11
Unskilled and defined decision making	4	0	4	2	1	0	1	2	0	0	14
TOTAL PERMANENT	9	1	10	9	6	1	4	6	0	0	46
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	9	1	10	9	6	1	4	6	0	0	46

## 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	4	0	0	0	0	0	0	4
Senior management	4	1	7	29	3	0	4	8	0	0	56
Professionally qualified and experienced specialists and mid-management	163	24	94	152	47	10	10	53	0	0	553
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	27	4	13	3	60	4	9	14	0	0	134
Semi-skilled and discretionary decision making	125	11	19	9	47	10	9	12	0	0	242
Unskilled and defined decision making	59	0	2	0	18	0	0	0	0	0	79
TOTAL PERMANENT	378	40	135	197	175	24	32	87	0	0	1068
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	378	40	135	197	175	24	32	87	0	0	1068

## 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	2	1	1	0	0	0	0	0	4
Senior management	18	2	11	7	5	1	3	6	0	0	53
Professionally qualified and experienced specialists and mid-management	26	5	7	2	32	2	3	3	0	0	80
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	9	1	3	0	11	1	1	3	0	0	29
Semi-skilled and discretionary decision making	8	0	0	0	2	0	0	0	0	0	10
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	61	8	23	10	51	4	7	12	0	0	176
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	61	8	23	10	51	4	7	12	0	0	176

## 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	1	0	1	4	0	0	0	0	0	0	6
Senior management	5	2	8	27	3	0	0	12	0	0	57
Professionally qualified and experienced specialists and mid-management	163	23	71	155	57	8	6	53	0	0	536
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	30	2	5	5	34	2	5	20	0	1	104
Semi-skilled and discretionary decision making	98	8	13	13	29	5	12	19	0	0	197
Unskilled and defined decision making	40	0	1	1	4	0	0	0	0	1	47
TOTAL PERMANENT	337	35	99	205	127	15	23	104	0	2	947
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	337	35	99	205	127	15	23	104	0	2	947

## 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	11	1	2	0	6	23
Senior management	22	9	20	39	19	1	14	18	142
Professionally qualified and experienced specialists and mid-management	245	42	170	229	122	16	35	87	946
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	52	10	10	11	93	7	4	17	204
Semi-skilled and discretionary decision making	134	15	28	17	58	11	12	24	299
Unskilled and defined decision making	21	0	0	0	16	0	0	0	37
TOTAL PERMANENT	474	76	231	307	309	37	65	152	1651
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	474	76	231	307	309	37	65	152	1651

## SECTION E: NUMERICAL GOALS &amp; 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	6	47	4	3	1	9	1	0	72
Senior management	37	10	60	106	33	4	35	81	1	0	367
Professionally qualified and experienced specialists and mid-management	277	37	153	193	132	21	42	70	6	0	931
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	117	14	33	18	128	12	31	43	2	0	398
Semi-skilled and discretionary decision making	345	37	110	22	123	31	36	44	3	1	752
Unskilled and defined decision making	172	2	6	2	135	4	1	2	1	3	328
TOTAL PERMANENT	949	100	368	388	555	75	146	249	14	4	2848
Temporary employees	10	0	3	0	3	1	0	0	0	0	17
GRAND TOTAL	959	100	371	388	558	76	146	249	14	4	2865

## 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	6	47	4	3	1	9	1	0	72
Senior management	36	10	60	107	32	4	35	82	1	0	367
Professionally qualified and experienced specialists and mid-management	272	37	153	198	127	21	42	75	6	0	931
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	113	14	37	18	125	12	31	46	2	0	398
Semi-skilled and discretionary decision making	333	35	110	22	122	29	36	46	3	1	737
Unskilled and defined decision making	172	2	6	2	135	4	1	2	1	3	328
TOTAL PERMANENT	927	98	372	394	545	73	146	260	14	4	2833
Temporary employees	10	0	3	0	3	1	0	0	0	0	17
GRAND TOTAL	937	98	375	394	548	74	146	260	14	4	2850

## SECTION F: MONITORING &amp; 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.

Consultation	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	01/09/2019	31/08/2021
Advertising Positions	Yes	Yes	01/09/2019	31/08/2021
Selection criteria	Yes	Yes	01/09/2019	31/08/2021
Appointments	Yes	Yes	01/09/2019	31/08/2021
Job classification and grading	No	No		
Remuneration and benefits	Yes	Yes	01/09/2019	31/08/2021
Terms and conditions of employment	Yes	Yes	01/09/2019	31/08/2021
Job assignments	No	No		
Work environment and facilities	Yes	Yes	01/09/2019	31/08/2021
Training and development	No	No		
Performance and evaluation systems	No	No		
Promotions	No	No		
Transfers	No	No		
Succession and experience planning	Yes	Yes	01/09/2019	31/08/2021
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/09/2019	31/08/2021
Corporate culture	No	No		
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
		1. Top Management: The management development program has been implemented and will run for the duration of the EE Plan. One African female has been promoted to Regional after sales Manager. The Group continues to work with recruitment agencies. 2. Senior Management: The accounting, workshop manager and finance and insurance Learnership programs were started and came to an end. The targets for African males are met and exceeded by 17. African female target is met and exceed by 5. 3. Middle Management: 34

Yes	<p>people from under-represented race groups were enrolled on the service advisor learnership program and have qualified as service advisor. Of the 34, 32 have been retained to permanent employment. 8 People from under-represented groups were enrolled onto a 3-year motor mechanic apprenticeship program. Target for African male has been exceeded by 49 and the target for African female has been exceeded by 15.</p> <p>4. Junior Management: Whilst African males are under target by 4, the target for African females has been exceed by 1. 5. Semi-skilled: The targets for African male and Coloured female have been met. African, female are under target at this level, partly due to the Groups Trainee Service advisors obtaining their qualification and being promoted to middle management. This has also contributed to African male and African female targets being exceeded at middle management level. 6. Unskilled: The target for African male has been exceeded by 8 and the target for African female has been exceed by 22. 7. Employees with a Disability: The target set was 36 employees. This target has been exceeded. There are currently 46 employees with a disability. 8. General: African males have exceeded target by 55 people and African females have exceeded target by 21.</p>
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EEA2 Section G: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
I JEBB MCINTOSH (full Name) CEO/Accounting Officer of COMBINED MOTOR HOLDINGS LTD hereby declare that I have read, approved and authorized this information. Signed on this 15 <sup>th</sup> day of January (month) year 2020 At (place) : Umhlanga  Chief Executive Officer/Accounting Officer