

## **8.1 Fixed / Guaranteed remuneration includes:**

- a) Salary/wage;
- b) Housing or accommodation subsidy or housing or accommodation received as a benefit in kind;
- c) Travel allowance or provision of a car, except to the extent that the allowance or the car is provided to enable the employee to work as provided for by the Fourth and Seventh Schedules of the Income Tax Act;
- d) Any cash payments made to an employee, except those listed as exclusions in terms of this schedule;
- e) Any other payments in kind received by an employee, except those listed as exclusions in terms of this schedule;
- f) Employer's contributions to medical aid, pension, provident fund or similar benefit funds;
- g) Employer's contributions to income protection, funeral or death benefit schemes; and
- h) Guaranteed (non-discretionary) annual bonus/13th cheque.

## **8.2 Variable remuneration includes:**

- a) Short-term incentives: annual or shorter incentives and (generally) cash performance-based payments, including deferrals (commission schemes are included here);
- b) Long-term incentives: longer than one year, (usually) share-based awards and cash-based settlement that have a vesting period of more than one year must also be included, which may be retention and / or performance-based;
- c) Lump sums in respect of ongoing employment e.g. back pay and leave paid upon termination;
- d) Discretionary payments not related to an employee's hours of work or performance (for example, a retention bonus);
- e) As provided for by the Income Tax Act, the taxable benefit portion of bursaries and scholarships provided to the employee and/or relatives of the employee; and
- f) Dividends included as remuneration by the Fourth Schedule of the Income Tax Act.

### **8.3 Excluded:**

- a) Any allowance, cash payment or payment in kind provided to enable the employee to work (for example, an equipment, tool or similar allowances or the provision of transport or the payment of a transport allowance to enable the employee to travel to and from work);
- b) Gratuities (for example, tips received from customers) and gifts from the employer;
- c) Non-employment related lump sums such as severance pay; and
- d) Dividends not included as remuneration by the Fourth Schedule of the Income Tax Act.

## **9. Information and Calculations**

Information is required on the number of employees, including persons with disabilities, and the total remuneration in each occupational level in terms of the population group and gender in Section C of the EEA4 form.

In addition, remuneration information is required for the lowest paid individual at the lowest occupational level and the remuneration of the highest paid individual is required for each of the other occupational levels in your organisation in terms of population group and gender in Section D of the EEA4 form.

- 9.1 Please provide the remuneration of the employee with the highest total remuneration (i.e. fixed/guaranteed and variable remuneration) for each occupational level in terms of population group and gender. Where applicable, information must be provided for both males and females for Africans, Coloureds, Indians, Whites and Foreign Nationals.
- 9.2 Please provide the remuneration of the employee with the lowest total remuneration (i.e. fixed/guaranteed and variable remuneration) for the lowest occupational level in your organisation in terms of population group and gender. Where applicable, information must be provided for both males and females for Africans, Coloureds, Indians, Whites and Foreign Nationals.
- 9.3 Please provide the average/ mean remuneration, the median remuneration and the remuneration gap as required in Section E of the EEA4 Form.





**SECTION E: AVERAGE AND MEDIAN REMUNERATION AND THE REMUNERATION GAP**

Please note the **average/ mean remuneration** involves adding up a number of amounts in remuneration and dividing the total by the total number of employees included in the total. The **'median'** is the "middle" value in a list of payments (i.e. remuneration) ranked from lowest to highest.

<b>What is the average annual remuneration of the top 10% of your <u>top earners</u>?</b>	<b>Average Annual Remuneration</b>	<b>R</b>
<b>What is the average annual remuneration for the bottom 10% of your <u>bottom earners</u>?</b>	<b>Average Annual Remuneration</b>	<b>R</b>
<b>What is the median <u>earners</u> remuneration in your organisation?</b>	<b>Median Earners Remuneration</b>	<b>R</b>
<b>Please indicate whether your organisation has a policy in place to address and close the vertical gap between the highest and lowest paid employees in your workforce? (Mark with X)</b>	<b>YES</b>	
	<b>NO</b>	
<b>How many times (e.g. 10x, 15x, 20x) is the vertical gap between the highest and lowest paid worker in your organisation in terms of the policy?</b>	_____	
<b>Is the remuneration-gap between the highest and lowest paid employees in your organisation aligned to your policy? (Mark with X)</b>	<b>YES</b>	
	<b>NO</b>	
<b>Are AA measures to address the remuneration gap included in your EE Plan? (Mark with X)</b>	<b>YES</b>	
	<b>NO</b>	
<b>Please indicate a key reason for the Income Differentials that apply to your organisation. (Mark with X)</b>	<b>a) Seniority/ length of service</b>	
	<b>b) Qualifications</b>	

	<b>c) Performance</b>	
	<b>d) Demotion</b>	
	<b>e) Experiential training</b>	
	<b>f) Shortage of skill</b>	
	<b>g) Transfer of business</b>	

**SECTION F: Signature of the Chief Executive Officer/Accounting Officer**

**Chief Executive Officer /Accounting Officer**

I -----(full Name) CEO/Accounting Officer of

----- hereby declare that I have read, approved and authorized this information.

Signed on this -----day of ----- (month) year -----

At (place): -----

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**Chief Executive Officer/Accounting Officer**