

(c) Number of black employees: 28

(d) Number of black employees on annual contracts: _____
of which, number of black employees separated from their families and accommodated in hostels: _____

(e) Number of other non-white employees: 20

1.7

If workforce has significantly increased or decreased or changed in racial composition over the last 12 months and over the last four years, please indicate the number of employees concerned and state the reasons why:

The number of all staff has increased over the last year due to growth of business.

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Please indicate the major industry this reporting unit is involved in: 1. Automobile and Related Industries; 2. Computer/Electronics; 3. Consumer/Goods; 4. Banking/ Finance/Travel; 5. Industrial Equipment Supplied 6. Farm/ Forestry; 7. Pharmaceuticals/Hospitals and Health Care Supplies; 8. Mining and Quarrying; 9. Petroleum and Related Industries; 10. Chemicals; 11. Insurance; 12. Advertising; 13. Publishing; 14. Construction; 15. Agricultural Equipment and Supplies; 16. Entertainment; 17. Distribution of Consumer Goods; 18. Distribution of Industrial Goods; 19. Metals Fabrication; 20. Other (Write in);

2. GENERAL WORKING CONDITIONS

2.1 Has a comprehensive procedure for handling individual racial complaints of employees on a non-discriminatory basis been established?

Procedure is, or is being, established (describe):

No. Staff complement is so small, any problems are handled individually.

2.2 Have all employees been informed of their rights under a single grievance and disciplinary procedure which applies equally to all races? If not, please explain:

No. An informal procedure exists where Division Managers are responsible for counselling their staff.

2.3 Have work committees or liaison committees representing black employees been set up? If so, please describe; if not, please explain:

No. Not requested by staff.

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