

(c) Number of black employees: 9

(d) Number of black employees on annual contracts: 0
of which, number of black employees separated from their families and accommodated in hostels: 0

(e) Number of other non-white employees: 4

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:

There were no changes in the racial composition of the staff during the reporting period.

* 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);

Diplomatic relations with the Government and people of South Africa

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):

Guidelines for handling all grievances, including racial complaints of employees, have been established. These provide for a two-step grievance procedure, involving an initial complaint to the employee's supervisor, and if necessary referral to the Head of Mission.

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:

Yes. They have all been provided with copies of the Employee Handbook and these grievance provisions have been discussed with them. The grievance procedure applies to all employees regardless of race.

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

A liaison committee representing all employees exists, and is extremely active in presenting its concerns on a range of issues to management. There has been no interest expressed on the part of the non-white locally-engaged staff to set up a liaison committee restricted to them. We assume that there is no interest in this concept because the attitudes to racial questions within the Canadian Embassy are closer to Canadian than South African norms, i.e. racially colour-blind. The non-white locally-engaged staff have commented many times how much they appreciate working in an environment where race is not a factor.

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