

## AFFIRMATIVE ACTION POLICY

### **1. PREAMBLE**

The Legal Assistance Centre (the "Centre") recognizes that past discriminatory laws and practices have resulted in unequal education, employment, training and other opportunities for certain groups of persons, more particularly:

- racially disadvantaged persons;
- women; and
- persons with disabilities

(jointly referred to as persons from "designated groups").

The Centre affirms that it has historically followed a policy of equal employment for all persons but, nevertheless, the Centre further commits itself to redressing existing and future inequalities by providing leadership and resources to implement an affirmative action plan in the workplace and to creating employment equity in all spheres of employment.

### **2. PRINCIPLES**

The Centre affirms that an affirmative action plan shall be formulated and implemented in a transparent manner, in line with the principles of the Namibian Constitution and the Affirmative Action (Employment) Act (the "Act").

The Centre affirms that it will consciously and consistently strive to ensure that persons in designated groups enjoy equal employment opportunities at all levels of employment and that persons in designated groups are equitably represented in its workforce.



The Centre affirms that it will take all reasonable measures within the workplace to accommodate, physically or otherwise, persons with disabilities.

### **3. STRATEGIES**

The Centre commits itself to applying the following strategies in realizing the objectives of its affirmative action plan:

- The identification and elimination of possible employment barriers, as and when they arise, against persons in designated groups. This process will apply equally to existing and prospective employees of the Centre.
- To achieve this, the Centre will ensure that existing and future training programmes are guided by principles of advancing those employees previously disadvantaged as a consequence of social, economic, gender or educational imbalances arising out of discriminatory laws or practices;
- Afford preferential treatment in employment decisions to suitably qualified persons from designated groups. This will be achieved By giving preferential treatment to suitably qualified persons of designated groups in filling positions of employment or promotions.
- Where two or more suitably qualified candidates from designated groups qualify for a position of employment or promotion, by giving priority to a candidate who is a Namibian citizen and if all candidates are Namibian citizens, to the candidate who belongs to more than one designated groups.
- Train a Namibian citizen as the understudy of every non-Namibian citizen employed by the Centre, as set out in subsections 19(3) and (4) of the Act.



- Generally and as the need arises, formulate and implement positive measures to ensure equal employment opportunities for all employees and especially for those persons in designated groups.
- Creating a safe and convenient working area for persons with disabilities;
- Assisting in as far as is possible with the acquisition of specialized equipment to enable persons with disabilities to achieve their tasks with efficiency;
- Endeavouring to create an atmosphere of tolerance and understanding in relation to persons with disabilities by means of educating all employees in this regard;

#### **4. RESPONSIBILITY**

- The Manager will be responsible to develop and implement the affirmative action process. She/he will be assisted by an affirmative action advisory committee to liaise on all aspects relating to the implementation and amendments to the affirmative action policy and plan.
- The Affirmative Action Advisory Committee shall consist of four employees, three of whom shall be representatives of the designated groups. The Advisory Committee and the Manager shall meet at least once every quarter and minutes of such meetings shall be distributed to all employees.
- Regular consultations will be held to monitor the affirmative action process and to submit regular progress reports to management.
- All employees will be made aware of the affirmative action policy and of its implications. The Manager will ensure that there is a



regular flow of information to all employees and that feedback is elicited at all times.

- The Centre recognizes that the formulation and existence of an affirmative action plan is a dynamic process which should involve all employees and will encourage employees to participate fully in the process.

