



The Latest in Legislative Changes

In This Issue

VELD COOPER

Employment Equity

COIDA

POPI

BBBEE

HR

Coaching Corner

Monthly Motivation



VCA's founder and former Managing Director, **Veld Cooper**, has passed away at the age of 77. We are heartbroken to announce this very sad news, but Veld passed peacefully, in his sleep.

We will forever be grateful for the legacy that he has left for us and will continue to make him proud by maintaining his work ethic and his client-centric focus. Thank you Veld for all the lives and companies that have benefited from VCA over the past 30 years.



Get Your 2026 Employment Equity Compliance in Order

The 2026 Employment Equity reporting period is almost here! Is your business ready?

Designated employers should use this time to review their Employment Equity compliance and ensure that all required information, documentation and targets are up to date.

Key areas to check:

- Employment Equity Plan is current and being implemented
- Annual numerical targets are aligned with the applicable 5-year sector targets
- Workforce profile information is accurate
- EEA2 and EEA4 information is complete and accurate
- Employment Equity consultation and committee processes are properly documented
- Barriers to Employment Equity have been identified and addressed
- Recruitment, promotion, training and termination data is up to date
- Reasonable progress towards annual EE targets can be demonstrated
- CEO/Accounting Officer approval and sign-off requirements are in place
- Previous EE submission records and acknowledgement letters are retained

The Department of Employment and Labour has confirmed that the 2026 EE reporting cycle opens on 1 September 2026. Manual reports must be submitted by 1 October 2026, while online submissions can be completed until 15 January 2027.

With Employment Equity compliance increasingly important for businesses seeking an EE Compliance Certificate, now is the time to identify gaps—not when the submission deadline is approaching.

Need assistance with your 2026 Employment Equity compliance, EE Plan, targets, reporting or documentation?

Let VCA help you get compliant and submission ready.



COIDA Compliance - Is Your Business Up to Date?

COIDA compliance is an important legal obligation for South African employers.

The Compensation for Occupational Injuries and Diseases Act (COIDA) provides compensation to employees who suffer occupational injuries or diseases arising from their employment.

To ensure your business is compliant, check that you have:

- Registered with the Compensation Fund within the required period after employing workers.
- Submitted your annual Return of Earnings (ROE / CF-2A / W.As.8) accurately and on time.
- Declared the correct employee numbers and earnings for the relevant assessment period.
- Paid all assessments and outstanding amounts due to the Compensation Fund.
- Kept your employee and payroll records for the required four-year period.
- Ensured that occupational injuries and diseases are reported and managed correctly.
- Obtained and maintained a valid Letter of Good Standing (LOGS) where required. A Letter of Good Standing depends on being registered, submitting returns, being assessed and settling outstanding debt.

Why COIDA compliance matters ?

Non-compliance can result in penalties, interest, assessments based on estimated earnings, difficulties obtaining a Letter of Good Standing and potential exposure when dealing with contractors or workplace injury claims. In 2026, the Department has specifically reminded employers about outstanding ROEs and its authority to conduct COIDA compliance reviews and audits.

Don't wait for an inspection or tender requirement to discover that your COIDA records are not in order. Review your registration, ROEs, assessments, payments and Letter of Good Standing now.



POPI Is Your Business Protecting Personal Information?

POPIA compliance is not a once-off exercise. Businesses should regularly review how they collect, use, store, share and dispose of personal information and whether their safeguards remain appropriate.

Key POPIA compliance areas to review:

- Information Officer – Ensure the responsible person is appointed and registered where required.
- Personal information inventory – Know what personal information you hold, where it comes from, why you process it and who has access.
- Lawful processing – Ensure information is processed in accordance with POPIA's conditions for lawful processing.
- Privacy notices and consent – Where applicable, ensure data subjects are properly informed about the collection and use of their information.
- POPIA policies and procedures – Keep internal policies, procedures and forms current.
- Security safeguards – Implement reasonable technical and organisational measures to protect information against loss, unauthorised access, destruction or unlawful processing.
- Employee and third-party confidentiality – Ensure employees, contractors and service providers understand their responsibilities.
- Data retention and disposal – Review whether personal information is being retained for longer than necessary and ensure secure disposal.
- Data breaches – Have a documented process for identifying, responding to and reporting security compromises where required. The Information Regulator provides a dedicated channel for reporting security compromises.
- PAIA Manual – Keep your PAIA Manual updated. The Manual incorporates important POPIA-related information, including processing purposes, categories of data subjects, recipients, transborder flows and information-security measures.

Why conduct a POPIA compliance review?

A regular review can help your organisation identify gaps, reduce privacy risks, protect employees and customers, and demonstrate that appropriate compliance measures are in place.

Don't wait for a data breach or complaint before reviewing your POPIA compliance.

Need assistance with your POPIA audit, policies, PAIA Manual or Information Officer requirements? VCA can assist



Did you know

Most companies in South Africa today prefer doing business with organisations who have valid B-BBEE certificates, even more so, should your organisation have a higher score up on the B-BBEE scorecard.

This automatically gives your organisation the competitive edge within the marketplace.

VCA offers Scenario Planning for any organisation needing to implement, maintain or adjust their current B-BBEE status.

Whether you need a Non-Compliant BEE certificate (novice OR renewal); EME / QSE Affidavit (novice OR renewal), or Full Verification service, we can guide and advise you on this somewhat-daunting venture.

Certificates are valid for a 12-month period from date of issue.

Our consultants are available to offer expert advice and will guide you through the entire process.

Contact us for more information on
karen@vcaconsulting.co.za OR 011 425 3575



Linking HR and Employee Development

In South Africa, Labour Law is a set of rules and regulations that govern the relationship between Employers and Employees in the workplace. Understanding this is essential for both Employers and Employees to ensure a harmonious working environment. By familiarising themselves with these laws and regulations, individuals can protect their rights and contribute to a more equitable workplace for all.

Basic Conditions of Employment Act (BCEA)

The BCEA outlines minimum standards which Employers must adhere to in terms of working hours, leave, termination of employment, and other basic conditions of employment. The Act sets out important provisions such as minimum wage, working hours, overtime pay, and annual leave entitlements.

Labour Relations Act (LRA)

The LRA governs the rights of Employees to organise and participate in Trade Unions, as well as the procedures for collective bargaining and resolving disputes between Employers and Employees. The Act also regulates strikes, lockouts, and unfair labour practices.

Employment Equity Act (EEA)

The EEA aims to promote equal opportunities and fair treatment for Employees in the workplace, regardless of their race, gender, or disability. Employers are required to implement affirmative action measures to address discrimination and promote diversity within their organisations.

Occupational Health and Safety Act (OHSA)

This Act sets out the responsibilities of Employers to provide a safe working environment for their Employees. Employers must take measures to prevent accidents and occupational diseases, as well as provide training on health and safety practices.

Unemployment Insurance Fund (UIF)

This Fund provides financial support to Employees who become unemployed, as well as maternity benefits, illness benefits, and death benefits to eligible workers. Employers are required to contribute to the UIF on behalf of their employees.

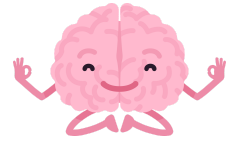
All employees should be aware of the above Labour Laws.

Have your staff been trained on the above? Or is this something VCA could assist with? We host regular webinars based on the above Acts.

Let us know if you require assistance in any of these.
Contact us on 011 425 3575 or karen@vcaconsulting.co.za



So much self-care advice tells you what you need to do, adding more to-dos to an already long list. But sometimes self-care looks like giving yourself permission to change how you approach the things that are already on your plate. As we move through the second half of the year, here are 4 permission slips you might want to carry with you:



You have permission to change your mind

You are allowed to reassess a decision when circumstances change or new information comes to light. Changing your mind isn't a failure of commitment. Sometimes it's a sign that you're paying attention.



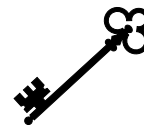
You have permission to protect your time

Your time and attention are valuable resources. You don't need to be available for every meeting, request or interruption. Protecting your time allows you to give your attention to the things that matter most.



You have permission to ask for help

Being capable doesn't mean having to carry everything yourself. Asking for support can strengthen collaboration, improve outcomes and prevent unnecessary pressure from building.



You have permission to do things differently

Just because something has always been done a certain way doesn't mean it is still the best way. Questioning old habits and trying a new approach can create more effective and sustainable ways of working.

What do you need to give yourself permission for right now?

If this resonates, then definitely have a listen to Episode 31 of ***If not now, then when...?***, 'Permission to Be Real and Raw', available wherever you stream podcasts.

About me

Hello, I'm Sonja McKaiser, a certified life coach, workshop facilitator and podcast host, who helps professionals reclaim clarity, energy, and purpose at work and in life. Alongside my private coaching, I design workshops on wellbeing, boundaries, and leadership, creating space for healthier, more productive workplaces. I also offer online vision board workshops for teams. You can listen to my podcast, ***If not now, then when...?*** on your favourite podcast streaming platform.

And if you or your team want support turning your intentions into actions, send an email to hello@sonjamckaiser.com

“

“THIS MONTH, BE
UNSTOPPABLE.
YOUR POTENTIAL
KNOWS NO
BOUNDS.”

