



BROCHURE

BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE)



The B-BBEE Dimension...

4th Dimension Consultants are pleased to announce that we have added a new dimension to our consultancy, **B-BBEE Verification Services**.

With the current legislation and need for Broad-Based Black Economic Empowerment (B-BBEE) compliance, we find that this service will be of use to you and your clients.

The Broad-Based Black Economic Empowerment (B-BBEE) Codes of Good Practice was gazetted by the Department of Trade and Industry (DTI) on the 9th February 2007. The Codes promote transformation through empowerment.

B-BBEE compliance has currently been driven by the element of Preferential Procurement, making it mandatory for organizations wanting to do business with government and related enterprises.

B-BBEE Verification services allow organizations to be independently assessed on their compliance effort through:

Direct Empowerment:

- Ownership
- Management Control

Human Resources Development:

- Employment Equity
- Skills Development

Indirect Empowerment:

- Preferential Procurement
- Enterprise Development
- Socio-economic Development



4th Dimension...

4th Dimension's culture of learning and professional development is reflective of the Company's core values of professionalism, quality, empowerment and service excellence. 4th Dimension is a listed preferred FASSET service provider.

Our professional experience in the financial sector of corporate training, investment and finance, tax consulting and recruitment and placement has allowed us to extend our experience and training to Broad-Based Black Economic Empowerment services.

4th Dimension boasts 100% black ownership, with a B-BBEE Level 3 (110%) status. As a Company committed to gender equity and empowerment, 80% of our employees are black women.

We offer a service that is.....

Professional

Our consultants are qualified and trained individuals to maintain service excellence.

Confidential

4th Dimension Training Consultants shall, through legally enforceable commitments, have a policy and arrangements to safeguard the confidentiality of the information obtained or created during the performance of verification activities at all levels of its structure, including committees and external bodies or individuals acting on its behalf.

All information submitted to 4th Dimension Training Consultants in support of the application form shall be treated in confidence. Any breaches of confidentiality are treated extremely seriously. Should information be required by a third party, permission in writing will be obtained from the measured entity. We may be required to release confidential information in compliance with the law or in response to the regulators.



4th Dimension Training Consultants hereby undertake that so long as they are employees of the Company in any capacity whatsoever, they would never reveal or make known to any person during the period of their service with the Company, any of the matters which may come to their notice or knowledge in the discharge of their duties except when required to do so by the Director or by a Court of Law. We hereby pledge, upon leaving the employ of the Company, not to use any confidential information about the Company and or any party connected with it.

4th Dimension Training Consultants employees hereby agree to inform the Director if there is any relationship between themselves and the assignments.

We declare that we have no financial interest in the measured entity in any way whatsoever, as this would mean that a conflict of interest would exist.

We also undertake that while we are employees of the Company in any capacity whatsoever, we shall not accept any other remuneration employment or carry on any business, whether directly or indirectly, except with the Director's prior written approval.

Impartial

4th Dimension Training Consultants is committed to and demonstrates its commitment to impartiality in all our B-BBEE verification activities, especially through our top management structures. We understand the importance of impartiality when managing conflicts of interest as it ensures our objectivity when carrying out our B-BBEE verification activities.

4th Dimension Training Consultants and all employees will act in an impartial and objective manner.

4th Dimension Training Consultants shall identify, analyze and document all possibilities for conflict of interest arising from the provision of services, including any conflicts arising from our relationships. If any relationship poses a risk to our impartiality, we shall document how we will eliminate or minimize such risk to an acceptable level. Should we not be able to eliminate or minimize such risk, we shall terminate the relationship.



If a member of the verification team, or their immediate family member, has a direct financial interest, or a material indirect financial interest, in the measured entity, this creates the self-interest threat and the actions to be taken would be one of the following:

- *Dispose of the direct financial interest prior to the individual being selected for the verification;*
- *Dispose of the indirect financial interest in total or dispose of an amount of the interest to ensure that the remaining interest is no longer material prior to the individual selected for the verification; or*
- *Advise the individual that they will not be selected for this verification*

4th Dimension Training Consultants shall ensure that the activities of other related bodies do not affect the confidentiality, objectivity and impartiality of our activities. We shall avoid any situation where the activities of another body could create a conflict of interest.

4th Dimension Training Consultants shall not provide any other services, which could compromise the confidentiality, objectivity and impartiality of our verification activities.

4th Dimension Training Consultants recognizes that the source of revenue is the client paying for its service and that this is a potential threat to impartiality. In order to obtain and maintain confidence, 4th Dimension will always demonstrate that its decisions are based on objective evidence and that its decisions are not improperly influenced by other pressures to compromise impartiality.



Appeals and Complaints Procedure

Appeals

4th Dimension Training Consultants are committed to investigating and resolving all appeals relating to verification activities undertaken by 4th Dimension Training Consultants impartially, objectively and within 30 days.

1. Appeals Procedure

The Appeals procedure is publicly available on 4th Dimension Training Consultants website and is included with the Verification Agreement.

Where the measured entity disagrees with the B-BBEE verification, the onus is on the measured entity to explain the reasons for this disagreement to the verification manager concerned, within 5 days from receiving the rating. The measured entity will complete an Appeal form, FORM (REF 4DFOR-02 APPEALS FORM), and submit it to 4th Dimension Training Consultants. The administrator will acknowledge receipt of the document by email. The administrator will allocate a unique number used to track the appeal and record on 4DREG-04 Appeals & Complaint Register.

The notice of appeal will be referred to the MD who will convene the Appeals & Complaints Committee as per 4DPRO-05 STRUCTURAL REQUIREMENTS and will formulate the Terms of Reference below. The committee will investigate the measured entity's reasons for appeal, and provide one of the following to the MD:

- A re-evaluation of all the evidence by the committee as per the Verification Process requirement procedures.
- Confirmation of the original verification conducted by the verification analyst assigned to conduct the initial B-BBEE verification.

The committee members investigating are always independent from the original verification. This is ensured by the MD who will review the original client files for the names of the verification team prior to selection.

Records of the committee meeting are kept by the chairperson.



The recommendation will be submitted to the MD on re-evaluation completion for final approval. Procedures for Verification Certificates & Use of marks will be followed. The certificate will be re-issued retaining the original certificate number, the expiry date will change to 1 year from date of re-evaluation and the version number will be updated.

The appeal procedure will be resolved within 30 days from the initial lodging of the appeal by the measured entity.

The measured entity will be informed by the MD in writing of the outcome at the appeal. Decisions on appeals will not result in any discriminatory actions against the measured entity who lodged the appeal.

Appeals are reviewed annually at the management review together with root cause analysis and corrective actions to be taken to ensure operational efficiency.

Complaints

4th Dimension Training Consultants will investigate and resolve all complaints that are lodged in a fair and impartial manner within a 30 day timeframe.

2. Complaints Procedure

A complaint relates to the manner in which verification was conducted e.g. process, staff conduct, breach of confidentiality etc.

Grounds of Complaints can include:

- * Discrimination, prejudice or bias
- * Failure to adhere to appropriate or relevant published company Policies and Procedures
- * A decision made without sufficient consideration of facts, evidence or circumstances of specific relevance to the client
- * Certification process
- * Staff behavior
- * Unfair business practices
- * Refunds and Fees

The Complaints handling procedure and form is publicly available on the 4th Dimension Training Consultants website.



The complainant may lodge a written complaint with 4th Dimension Training Consultants which is received by the administrator. Except in special circumstances, as determined by the Director, a complaint may not be lodged later than six months from the date of which the complaint was alleged to have arisen.

On receipt of the complaint, the administrator will acknowledge receipt of the complaint to the complainant, in writing, within 48 hours of receiving the form.

The administrator will validate the complaint by confirming that 4th Dimension Training Consultants is responsible for the B-BBEE verification activities related to the complaint. The administrator will check the client file for the date and status of verification as well as the analysts / verification manager assigned to the verification. The administrator will advise the MD of the complaint

Should the complaint be about a Measured Entity, the administrator will also refer the complaint to the authorised representative of the Measured Entity, in writing, within 2 days of receipt of the complaint.

The administrator will log the complaint on the Complaints & Appeals Register 4DREG-05 APPEALS AND COMPLAINTS REGISTER and it will be allocated a number for unique referencing and tracking.

The MD will advise the Complaints & Appeals Committee of the complaint and provide the committee with the details of the complaint and any related documentation that was submitted by the complainant.



B-BBEE Services...

4th Dimension offers three primary B-BBEE services:

B-BBEE Training

4th Dimension will train your staff in the Codes of Good Practice, B-BBEE compliance and scorecard development.

Scorecard Development

Is a service to entities that want to develop their scorecard but don't have the resources and training. This service includes development of a scorecard, assisting with document sourcing compliance advice, strategies and recommendations.

Scorecard Verification

Is a service to entities that already have a scorecard. This service includes evaluation and assessment of scorecards and the issue of a B-BBEE verification certificate.

We offer B-BBEE services for:

Large Enterprises

Full compliance of all seven fields of the generic B-BBEE scorecard is required for large organizations with an annual turnover of R35million or more.

Qualifying Small Enterprises (QSE's)

With an annual turnover between R5million and R35million receive some leniency in compliance by selection of four of the seven fields on the QSE scorecard.

Exempted Micro Enterprises (EME's)

With an annual turnover of less than R5million are given an automatic exempted status of Level 4 (Level 3 if more than 50% black-owned).

4th Dimension offers a professional, impartial, confidential and reliable verification service.



Fee Structure...

The service fee structure (excluding VAT) based on annual business turnover and number of employees for all enterprises requiring B-BBEE verification services are detailed in the table below. Travel expenses and extraordinary disbursements are charged independently.

Number of employees	Annual turnover (R Million)					
	EME	QSE	Generic			
	<R5m	R5m-R35m	R35m - R100m	R100m - R250m	R250m - R500m	>R500m
1 - 50	Standard R650	R6 450	R11 750	R13 750	R15 750	R17 750
51 - 100		R6 950	R12 250	R14 250	R16 250	R18 250
101 – 200		R7 450	R13 000	R15 000	R17 000	R19 000
201 - 500	Same Day R1140	R7 950	R14 000	R16 000	R18 000	R24 000
>500		R8 450	R15 500	R17 500	R19 500	R34 000

50% of the fee for all certificates is required upfront. The balance, plus any additional fees, including travel and other expenses, shall be payable at the end of the rating process prior to the handing of the B-BBEE certificate to the client.



FAQ'S...

Why does my business need to go through the rating process?

A B-BBEE verification certificate is the best business tool that gives your business a recognizable, accurate and verifiable B-BBEE status to competitively position yourself in government tenders and other business pitches. Not only does the B-BBEE certificate look good in your business profile, it is a communiqué to other businesses that your business is committed to transformation, growth and development of the South African economy and its people.

Do EME's need to be rated?

Although EME's are given an automatic Level 4 status (Level 3 if 50% black-owned), **they can be independently rated to improve and provide a more accurate and verifiable B-BBEE status**, giving an EME the competitive edge.

I am a black-owned business, why do I need to be rated?

A B-BBEE certificate will give your business an accurate, verifiable and recognisable B-BBEE status. It informs other businesses that your business is a verifiable black-owned business. But B-BBEE is more than ownership, it is about empowerment. Empowerment is giving recognition to equity (the employment of women and the disabled) and social responsibility, empowering your employees through skills development, developing strategies to be more competitive -essentially businesses want to do business with other businesses who are not just black-owned in name only, but who are actively committed to the transformation, growth and development of this country.

How often does my business need to be rated?

The B-BBEE certificate is valid for one year only therefore businesses need to be rated and verified annually. An annual rating process assists businesses in meeting B-BBEE strategy targets and improving their B-BBEE status to become more competitive. The advantage of using the same verification agency (if satisfied with the service) to do the rating service annually is that a relationship has already been developed so it is time-saving and thus cost effective.



What are the advantages of having a verifiable B-BBEE rating?

- Repeatedly we have emphasized the importance of **an accurate, recognizable and verifiable B-BBEE rating certificate** that your entity can use with confidence in its business transactions.
- An accurate, recognizable and verifiable B-BBEE certificate will give your business that **competitive advantage** in marketing campaigns, government tenders and other business tenders.
- Your business's status has a cascading effect on the rating of other businesses that you do business with. Therefore **preferential procurement** is macro and micro entities indicating their preference to do business with businesses who have an accurate and verifiable B-BBEE status that will positively impact on their own status.
- The B-BBEE rating process can assist your business in identifying and **developing skills** in human resources (optimum utilization of your business's skills levy).
- Keeping abreast with market developments and government legislation.

Process for B-BBEE Verification

