

Work Dynamics (Pty) Ltd

(Registration number: 1995/012174/07)

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000

A handwritten signature in black ink, appearing to be the initials 'JMP', located in the bottom right corner of the page.

Promotion of Access to Information Act, 2 of 2000 (The Act)

Section 51 Manual of Work Dynamics (Pty) Ltd (Registration number: 1995/012174/07)

1. Contact particulars

Head of business:	Francois Wilbers	Information officer:	Muniera Bibi Abdul Gaffor
Postal address:	PO BOX 3610 Tygervalley Cape Town 7536	Physical address:	The Vineyards Office Estate Pinotage House 99 Jip de Jager Road Bellville, 7535
Telephone number:	021 913 8371	Fax number:	021 913 8379
E-mail address:	muniera@workdynamics.co.za		
Website:	www.workdynamics.co.za		

2. Introduction

Career and human resource consultants

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 887-3600.

4. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Work Dynamics (Pty) Ltd.

5. Information available in terms of other legislation

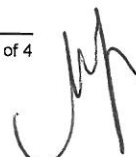
Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 BBBEE Act 53 of 2003
- 5.3 Companies Act 61 of 1973
- 5.4 Companies Act 71 of 2008
- 5.5 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.6 Employment Equity Act 55 of 1998
- 5.7 Health Professions Act 56 of 1974
- 5.8 Income Tax Act 58 of 1962
- 5.9 Labour Relations Act 66 of 1995
- 5.10 Promotion of Access to Information Act 2 of 2000
- 5.11 South African Revenue Services Act 34 of 1997
- 5.12 Skills Development Levies Act 9 of 1999
- 5.13 Trade Marks Act 194 of 1993
- 5.14 Unemployment Contributions Act 4 of 2002
- 5.15 Unemployment Insurance Act 63 of 2001
- 5.16 Value Added Tax Act 89 of 1991

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Newsletters



- 6.2 Pamphlets / Brochures
- 6.3 Marketing and promotional material
- 6.4 www.workdynamics.co.za

7. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns
- 7.1.11 Lease or instalment sale agreements
- 7.1.12 Budgets and business plans
- 7.1.13 Insurance records
- 7.1.14 Auditor's reports
- 7.1.15 Systems documentation
- 7.1.16 Capital expenditure
- 7.1.17 Credit agreements
- 7.1.18 Record of assets
- 7.1.19 Record of liabilities
- 7.1.20 Record of loans to related parties
- 7.1.21 Record of liabilities and obligations
- 7.1.22 Record of revenue
- 7.1.23 Record of expenses

7.2 Auditors

- 7.2.1 Working papers
- 7.2.2 Correspondence

7.3 Fixed Property

- 7.3.1 Leases

7.4 Health and Safety

- 7.4.1 Register, record of earnings, time worked, payment and particulars of all employees

7.5 Information Technology

- 7.5.1 Agreements
- 7.5.2 Capacity and utilisation of current systems
- 7.5.3 Client database
- 7.5.4 Disaster recovery processes and procedures
- 7.5.5 Hardware
- 7.5.6 Internet



- 7.5.7 Intranet
- 7.5.8 Licenses
- 7.5.9 Systems support, programming and development
- 7.5.10 Operating systems
- 7.5.11 Software packages
- 7.5.12 Telephone exchange equipment
- 7.5.13 Telephone lines, leased lines and data lines

- 7.6 Insurance**
 - 7.6.1 Insurance policies

- 7.7 Intellectual Property**
 - 7.7.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.

- 7.8 Legal, Agreements and Contracts**
 - 7.8.1 Agreements with contractors, suppliers and clients
 - 7.8.2 Agreements with customers
 - 7.8.3 Agreements with shareholders, officers or directors
 - 7.8.4 Contracts, including lease agreements and finance agreements
 - 7.8.5 Sale agreements
 - 7.8.6 Settlement agreements

- 7.9 Personnel Records**
 - 7.9.1 Employee evaluation and performance records
 - 7.9.2 Employee information records
 - 7.9.3 Employee remuneration
 - 7.9.4 Employee date of birth
 - 7.9.5 Employment contracts
 - 7.9.6 Employment equity plan
 - 7.9.7 IRP 5 and IT 3 certificates
 - 7.9.8 Letters of appointment
 - 7.9.9 Leave applications
 - 7.9.10 Maternity leave policy
 - 7.9.11 Name and occupation of each employee
 - 7.9.12 Organisational design
 - 7.9.13 Payroll
 - 7.9.14 Particulars of each employee
 - 7.9.15 Personnel file
 - 7.9.16 Policies and procedures
 - 7.9.17 Salary and wage registers
 - 7.9.18 UIF, PAYE and SDL returns
 - 7.9.19 Workmen's Compensation documents

- 7.10 Sales and Marketing**
 - 7.10.1 Brochures, newsletters and marketing material
 - 7.10.2 Customers

- 7.11 Statutory Company Records**
 - 7.11.1 Annual Statutory Returns
 - 7.11.2 Certificate of Change of Name



- 7.11.3 Certificate of Incorporation
- 7.11.4 Certificate to Commence Business
- 7.11.5 Memorandum and Articles of Association
- 7.11.6 Memorandum of Incorporation and alterations / amendments
- 7.11.7 Notice and minutes of shareholders' meetings
- 7.11.8 Minutes of directors' meetings
- 7.11.9 Proxy documents
- 7.11.10 Register of directors and officers
- 7.11.11 Reports presented at Annual General Meeting
- 7.11.12 Special resolutions
- 7.11.13 Resolutions
- 7.11.14 Shareholders' agreements

7.12 Tax

- 7.12.1 Income tax returns
- 7.12.2 Tax assessments
- 7.12.3 VAT documents

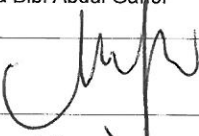
8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Work Dynamics (Pty) Ltd, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer. If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the prescribed fee structure under the Act. The fee structure is available on www.sahrc.org.za.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Work Dynamics (Pty) Ltd, from the South African Human Rights Commission and at www.workdynamics.co.za.

10. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided	
Name of Information Officer:	Muniera Bibi Abdul Gaffor
Signature:	
Date:	19 December 2011