

MANUAL OF

Stephen Hickmore Recruitment Solutions cc

Co Reg. 9337/218/84/7

**PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000**

Introduction to Stephen Hickmore Recruitment Solutions

Hickmore Recruitment is a Private Employment Office specialising in permanent placements in the hospitality industry.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Postal: PO Box 782533, sandton 2146, South Africa

Physical: 39 Cumberland Avenue, Vandia Grove, Randburg

Tel: 011 4620114

Fax: 086 6480350

Email: Hickmore@iafrica.com

Website: Hospitality.co.za

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

MANUAL OF

Stephen Hickmore Recruitment Solutions cc

Co Reg. 9337/218/84/7

PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

Introduction to Stephen Hickmore Recruitment Solutions

Hickmore Recruitment is a Private Employment Office specialising in permanent placements in the hospitality industry.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Postal: PO Box 782533, sandton 2146, South Africa

Physical: 39 Cumberland Avenue, Vandia Grove, Randburg

Tel: 011 4620114

Fax: 086 6480350

Email: Hickmore@iafrica.com

Website: Hospitality.co.za

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

1. Basic Conditions of Employment Act No 75 of 1997
2. Companies Act No 71 of 2008
3. Compensation for Occupational Injuries & Health Diseases Act No 130 of 1993
4. Employment Equity Act No 55 of 1998
5. Income Tax Act No 95 of 1967
6. Labour Relations Act No 66 of 1995 etc
7. Occupational Health and Safety Act No 85 of 1993
8. Promotion of Access to Information Act No 2 of 2000
9. Skills Development Act No 97 of 1998
10. Skills Development Levies Act No 9 of 1999
11. Unemployment Contributions Act No 4 of 2002
12. Unemployment Insurance Act No 30 of 1966
13. Value Added Tax Act No 89 of 1991
14. Broad Based Black Economic Empowerment Act of 2004

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)

[Section 51(1)(c)]

A marketing related pamphlet is available direct from the company and should provide the reader with background information of the company and summarise basic services offered by the company. Our website contains similar information (www.hospitality.co.za).

E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

1. Basic Conditions of Employment Act No 75 of 1997
2. Companies Act No 71 of 2008
3. Compensation for Occupational Injuries & Health Diseases Act No 130 of 1993
4. Employment Equity Act No 55 of 1998
5. Income Tax Act No 95 of 1967
6. Labour Relations Act No 66 of 1995 etc
7. Occupational Health and Safety Act No 85 of 1993
8. Promotion of Access to Information Act No 2 of 2000
9. Skills Development Act No 97 of 1998
10. Skills Development Levies Act No 9 of 1999
11. Unemployment Contributions Act No 4 of 2002
12. Unemployment Insurance Act No 30 of 1966
13. Value Added Tax Act No 89 of 1991
14. Broad Based Black Economic Empowerment Act of 2004

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]

A marketing related pamphlet is available direct from the company and should provide the reader with background information of the company and summarise basic services offered by the company. Our website contains similar information (www.hospitality.co.za).

ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]

PERSONNEL RECORDS:

- _ Conditions of employment and other employee-related generic contractual records;
- _ Correspondence relating to personnel;
- _ Company policies relating to employees;
- _ BBBEE rating;

CUSTOMER / CLIENT / SUPPLIER RELATED RECORDS:

- _ Records generated within the Company relating to clients or customers;
- _ Records relating to Company suppliers;

RECORDS RELATING TO THE COMPANY

- _ Financial records;
- _ Company documentation relating to Members Appointments;
- _ Minute Book containing AGM minutes and resolutions;
- _ Databases;
- _ Internal policies and procedures;

iii. The request procedures

Form of request:

Forms available from SAHRC website, www.sahrc.co.za

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].

ii. Records that may be requested. A description of the subjects of the records held by the

body and the categories in which these subjects are classed [Section 51(1)(e)]

PERSONNEL RECORDS:

- _ Conditions of employment and other employee-related generic contractual records;
- _ Correspondence relating to personnel;
- _ Company policies relating to employees;
- _ BBBEE rating;

CUSTOMER / CLIENT / SUPPLIER RELATED RECORDS:

- _ Records generated within the Company relating to clients or customers;
- _ Records relating to Company suppliers;

RECORDS RELATING TO THE COMPANY

- _ Financial records;
- _ Company documentation relating to Members Appointments;
- _ Minute Book containing AGM minutes and resolutions;
- _ Databases;
- _ Internal policies and procedures;

iii. The request procedures

Form of request:

Forms available from SAHRC website, www.sahrc.co.za.

- The requester must use the prescribed form to make the request for access to a record. This must

be made to the head of the private body. This request must be made to the address, fax number or

electronic mail address of the body concerned [s 53(1)].

- The requester must provide sufficient detail on the request form to enable the head of the private

body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform

the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].

- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

Omitted from this submission for purposes of brevity. Included in document available from company offices. Fee structure also available on www.sahrc.org.za

5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard

6. Availability of the manual [Section 51(3)]

This manual is available in hard copy format for viewing at the company's premises at 39 Cumberland Ave Vanda Grove Randburg, Gauteng from the Human Resources

Copies of this manual should also be available from the SAHRC.

-
- The requester must identify the right that is sought to be exercised or to be protected and provide

an explanation of why the requested record is required for the exercise or protection of that right [s

53(2)(d)].

- If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private

body [s 53(2)(f)].

Fees:

Omitted from this submission for purposes of brevity. Included in document available from company

offices. Fee structure also available on www.sahrc.org.za.

5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual [Section 51(3)]

This manual is available in hard copy format for viewing at the company's premises at 39 Cumberland Ave Vandia Grove Randburg, Gauteng from the Human Resources

Copies of this manual should also be available from the SAHRC.