

# Access to information

## MANUAL FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 OF PRETORIA PORTLAND CEMENT COMPANY LIMITED

### PART I

[Information required under section 51 (1) (a) Act]

**BODY: PRETORIA PORTLAND CEMENT COMPANY LIMITED ("PPC")**

**CHIEF EXECUTIVE OFFICER**

JOHN GOMERSALL

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TELEPHONE NUMBER: 011 386 9000

FAX NUMBER: 011 386 9001

ELECTRONIC MAIL ADDRESS: [jgomersall@barloworld.co.za](mailto:jgomersall@barloworld.co.za)

**PPC INFORMATION CENTRE:**

CONTACT PERSON: Mz F Singh

TELEPHONE NUMBER: 011 386 9071

ELECTRONIC MAIL ADDRESS: [fsingh@ppc.co.za](mailto:fsingh@ppc.co.za)

### INTRODUCTION

Pretoria Portland Cement Company Limited is a public company listed on the Johannesburg Securities Exchange in the Construction and Building Materials sector.

### PART II

[Information required under section 51 (1) (b) of the Act]  
Guide in terms of section 10 Act 20 of 2000

PPC is required here to give a description of a guide the Human Rights Commission must publish and how to gain access to it. This manual is intended to inform the public on how to exercise their rights under the Act. A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages. The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at [www.sahrc.org.za](http://www.sahrc.org.za).

### PART III

[Copy of notice, if any, required under section 51 (1) (c) of the Act]

The following categories of records will be freely available:

- Annual Reports
- Marketing and promotional material published by PPC

All information published on the PPC Websites ([www.ppc.co.za](http://www.ppc.co.za) and [www.ppcement.co.za](http://www.ppcement.co.za))

### PART IV

[Information required under section 51 (1) (d) of the Act]  
Records available in terms of any other legislation

PPC keeps records in terms of the following legislation. Unless the legislation states that the general public is allowed access to this information any access must be applied for in terms of the procedures under the Act. Please refer to **PART V** below.

- Companies Act 61 of 1973
- Income Tax Act 58 of 1962
- Value Added Tax Act 89 of 1991
- Mine Health and Safety Act 29 of 1996
- Occupational Health and Safety Act 85 of 1993
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Occupational Diseases in Mines and Works Act 78 of 1973
- National Water Act 36 of 1998
- National Environmental Management Act 107 1998
- Basic Conditions of Employment Act 75 of 1997
- Labour Relations Act 66 of 1995
- Unemployment Insurance Act 63 of 2001
- Regional Services Councils Act 109 of 1985
- Stock Exchanges Control Act 1 of 1985
- Trademarks Act 194 1993
- Pension Funds Act 24 of 1956
- Atmospheric Pollution Prevention Act 45 of 1965
- Employment Equity Act 55 of 1998
- Explosives Act 26 of 1956
- Hazardous Substances Act 15 of 1973
- Mines and Works Act 27 of 1956
- Skills Development Levies Act 9 of 1999

South African Reserve Bank Act 90 of 1989

## **PART V**

[Information required under section 51 (1) (e) of the Act]

Requests for access to information under the Act may be addressed to PPC at the contact details given in **PART I** above.

Requests for access to information must be made on the forms that have been published in the Government Gazette. PPC can provide assistance in providing the correct forms.

Every request for access must contain at least the following information:

- the record or records requested; and
- the name and surname of the requester;
- which form of access is required (e.g. personal access, copies of documents, electronic records etc);
- a postal address or fax number of the requester in the Republic;
- the right the requester is seeking to exercise or protect and an explanation of why the requested record is required for the exercise or protection of that right;
- if, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed; and
- if the request is made on behalf of a person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of PPC .

### **Grounds for Refusal of Access to Records**

It must be borne in mind that the Act sets out grounds on which access to information may be refused. These grounds are listed below.

- privacy of third party who is natural person
- commercial information of third party
- confidential information of third party
- safety of individuals, and protection of property
- records privileged from production in legal proceedings
- commercial information of PPC
- research information of third party,
- research information of PPC

There are exceptions to each ground listed here. The procedure in the Act to give access to information is designed to determine the circumstances in which exceptions apply.

## **Human Resources Records**

These records refer to any person who works for or provides services to or on behalf of PPC and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of PPC. This includes, without limitation, directors, executives, non-executives, all permanent, temporary and part-time staff as well as contract workers.

Human resources records include the following:

- Any personal records provided to PPC by their personnel;
- Any records that a third party has provided to PPC about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records;
- Internal policies, standards and procedures;
- Pension and provident fund rules;
- Medical aid scheme rules;
- Remuneration records and
- Other internal records and correspondence.

## **Customer-related records**

A customer includes any natural or juristic entity who purchases products or receives services from PPC. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of PPC ;
- Any records a third party has provided to PPC ; and
- Records generated by or within PPC pertaining to the customer, including transactional records.

## **PPC Records**

The following are considered to include but not be limited to records, which pertain to PPC's own affairs:

- Financial records;
- Internal audit records;
- Health, safety and environmental records;
- Operational records;
- Geological records;
- Engineering records;
- Purchasing records;
- Contracts;
- Property information;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Treasury-related records;
- Securities and equities; and
- Records held by officials of PPC.

## **Other Parties**

PPC may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, and service providers. Alternatively, such other parties may possess records, which can be said to belong to PPC.

The following records fall under this category:

Personnel, customer or PPC's records which are held by another party as opposed to being held by PPC; and

Records held by PPC pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

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