

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

OF

KIMBERLY-CLARK OF SOUTH AFRICA (PTY) LTD

Registration Number: 1966/006844/07

in terms of

Section 51 of

The Promotion of Access to Information Act No.2 of 2000

(the "ACT")

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CONTENTS

Paragraph No.	Paragraph Heading	Page No.
1	Introduction	3
2	Company Contact Details: Section 51 (1) (a)	3
3	The Act and Section 10 Guide: Section 51 (1) (b)	4
4	Applicable Legislation: Section 51 (1) (c)	4
5	Schedule of Records Available: Section 51 (1) (d)	5
6	Form of Request: Section 51 (1) (e)	7
7	Prescribed fees: Section 51 (1) (f)	7
8	Decision on Request	8
9	Grounds for Refusal of Access to Records	8
10	Notice to Third Parties	9
11	Remedies available in the event of Refusal to Grant Access	9
12	Availability of this Manual	9

APPENDICES

Appendix No.	Title	Page No.
1	Fee Schedule	10
2	Request Form (Form C)	11

1. INTRODUCTION

1.1 Overview

Kimberly-Clark of South Africa (Pty) Ltd is a duly registered company, whose principal business is in the manufacturing, importing, marketing, distribution and sale of Business to Business and Consumer based products such as Bath Tissue, Personal Care, Baby & Child Care products.

1.2 Purpose

This manual is published in terms of section 51 of the Promotion of Access to Information Act No.2 of 2000 ("the Act"). The Act gives effect to the provisions of section 23 of the Constitution, which provides for the right of access to information held by the State and to information held by another person or entity, whether such information is required by someone to protect his/her rights.

This manual serves to inform members of the public of the categories of information we hold, and which may, subject to the grounds of refusal listed in the Act, be disclosed following an evaluation of an application or request for access being made in terms of the Act.

A copy of this Manual is available –

2. COMPANY CONTACT DETAILS: Section 51 (1) (a)

2.1 Secretariat Offices:- On request from the **Information Officer**

Contact Person: Dimakatso Poonyane

Telephone Number: +27 (11) 456 5700 direct +27 (11) 456 5767

Email: Dimakatso.Poonyane@kcc.com or
SecretariatLegal.KCSA@kcc.com

Postal Address: Private Bag X6
Gardenview
South Africa
2047

Physical Address: Kimberly-Clark House
8 Leicester Road
Bedford Gardens
South Africa
2007

Website: www.kimberly-clark.co.za

3. THE ACT: Section 51(1) (b) and Section 10 Guide

- 3.1 The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission (SAHRC), which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
 Telephone Number: +27-11-877 3600
 Fax Number: +27-11-403 0625
 Website: www.sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: Section 51 (1) (c)

Records are available in accordance with other applicable South African legislation and any amendments and regulations issued in terms thereof. As legislation changes from time to time, and new laws may stipulate new manners and extend the scope of access, this list should not be read as final and complete.

No	Reference	Act
1	No. 75 of 1997	Basic Conditions of Employment Act
2	No. 71 of 2008	Companies Act
3	No. 130 of 1993	Compensation for Occupational Injuries and Diseases Act
4	No. 89 of 1998	Competition Act
5	No. 68 of 2008	Consumer Protection Act
6	No. 25 of 2002	Electronic Communications and Transactions Act
7	No. 55 of 1998	Employment Equity Act
8	No. 38 of 2001	Financial Intelligence Centre Act
9	No. 15 of 1973	Hazardous Substances Act
10	No. 58 of 1962	Income Tax Act
11	No. 66 of 1995	Labour Relations Act
12	No. 131 of 1998	Medical Schemes Act
13	No. 34 of 2005	National Credit Act
14	No. 107 of 1998	National Environment Management Act
15	No. 39 of 2004.	National Environmental Management: Air Quality Act
16	No. 59 of 2008	National Environmental Management: Waste Act
17	No. 61 of 2003	National Health Act
18	No. 36 of 1998	National Water Act
19	No. 85 of 1993	Occupational Health and Safety Act

20	No. 24 of 1956	Pension Funds Act
21	No. 68 of 1969	Prescription Act
22	No. 2 of 2000	Promotion of Access to Information Act
23	No. 26 of 2000	Protected Disclosures Act
24	No. 70 of 2002	Regulation of Interception of Communications and Provision of Communication – Related Information Act
25	No. 36 of 2004	Securities Services Act
26	No. 97 of 1998	Skills Development Act
27	No. 9 of 1999	Skills Development Levies Act
29	No. 4 of 2002	Unemployment Insurance Contributions Act
28	No. 89 of 1991	Value Added Tax Act

5. SCHEDULE OF RECORDS AVAILABLE: Section 51 (1) (d)

5.1 The following categories of records are automatically available without a person having to request access in terms of the Act:

Records	Availability
Company Information	Freely available on web site www.kimberly-clark.co.za
Public Product Information	Freely available on web site www.kimberly-clark.co.za
Media Releases	Freely available on web site www.kimberly-clark.co.za

5.2 The following categories of records may be accessed by request from Kimberly-Clark in terms of the Act. It is however recorded that access to these records may be subject to the grounds of refusal as set out in the Act.

Category	Records
Finance	<p>The Records held by the Finance Department include the following: <input type="checkbox"/></p> <ul style="list-style-type: none"> • Accounting and Banking Records • Financial Statements • Investment Records • Management Accounts • Invoices • PAYE Records • Tax Records • Transactional Records • VAT Records

Category	Records
Company Secretary	<p>The Records held by the Company Secretary Department include the following:</p> <ul style="list-style-type: none"> • Relevant Contracts • General Correspondence • Intellectual Property Rights Records (Trademarks, Patents, Registered Designs and Copyright) • Internal Reports and Communications • Minute Books • Statutory Records
Human Resource (HR) Department	<p>The Records held by the Human Resources include the following:</p> <ul style="list-style-type: none"> • Relevant Contracts • Employee benefit Records • Employee Records • Employment Equity Records • General Correspondence • General HR Policies and Procedures • Labour Relations Records • Pension Records • Statutory Records • Training Records • Work Skills Development Plans and Records
Internal Controls	<p>The Records held by Internal Controls include the following:</p> <ul style="list-style-type: none"> • Audit Reports • Company Policies and Procedures • Compliance Records • General Correspondence
Information Technology	<p>The Records held by the IT department include the following:</p> <ul style="list-style-type: none"> • Project Plans • Policies and Procedures • IT Governance Records
Legal Department	<p>The Records held by the Legal Department include the following: □</p> <ul style="list-style-type: none"> • Copies of Lease Agreements • General Correspondence • Internal Reports and Communications • Legal Records • Litigation Records
Category	Records
Marketing Department	<p>The Records held by the Marketing Department include the following:</p> <ul style="list-style-type: none"> • Market Information • Public Customer Information • Performance and Sales Records • Marketing Strategies • Brand-related Information