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## JR ACTIVATE PAIA POLICY

### 1. Purpose

This policy aims to ensure that all internal promotions are conducted fairly, transparently, and in accordance with PAIA, by enabling access to information relevant to promotional decisions, while protecting personal and confidential data.

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### 2. Legislative Background

- PAIA, Act No. 2 of 2000 gives effect to the constitutional right of access to information held by the state or private bodies.
- The Act seeks to foster a culture of transparency and accountability in public and private institutions.

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### 3. Scope

This policy applies to all employees of JR Activate involved in or affected by promotional decisions for internal job recruitment and advancement.

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### 4. Principles for Promotion Decisions

- Transparency: All promotion criteria, processes, and decisions must be documented and made available for review by internal stakeholders upon request.
- Merit-Based: Promotion decisions must be based on objective criteria such as performance, qualifications, experience, and competencies.
- Equal Opportunity: The process must uphold the Employment Equity Act and avoid any form of unfair discrimination.
- Confidentiality: While ensuring transparency, personal information of employees must be protected under POPIA (Protection of Personal Information Act).

## 5. Access to Information

Employees are entitled to:

- Access records related to promotional opportunities (e.g., job descriptions, criteria, and timelines).
- Request reasons for promotional outcomes in writing.
- Submit PAIA-compliant requests to access information held by HR or management that affects their candidacy for promotion.

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## 6. Information Disclosure Process

- HR must maintain a PAIA Manual outlining the types of records held and how requests can be made.
- A PAIA Information Officer must be designated to process requests in a timely manner.
- Requests must be responded to within 30 days as per PAIA provisions.

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## 7. Review and Appeals

- Employees may appeal promotion decisions through formal internal grievance procedures.
- The right to access supporting documentation or reasoning will be facilitated through PAIA provisions.

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## 8. Record-Keeping Requirements

- HR must keep detailed records of:
  - Applications for promotion
  - Evaluation criteria and results
  - Interview notes and scoring sheets
  - Final decision and motivation

These records should be retained for at least 5 years and be accessible via PAIA requests where legally permissible.

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## 9. Training and Awareness

Regular training must be conducted for HR personnel and managers on:

- Fair labour practices
- PAIA obligations
- Handling information requests and appeals

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## 10. Policy Review

This policy will be reviewed annually or whenever there are changes to relevant legislation or organisational procedures.

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## 11. Contact Details

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