# Terms of Service

WMHRI, Workforce Management & HR Intelligence System. Version 1.0, November 2026.

## 1. Who we are

WMHRI is provided by KB Human Capital Solutions (Pty) Ltd (registration 2026/238783/07), Mossel Bay, South Africa ("KBHCS", "we"). The company that uses WMHRI for its staff is called "the Company" in these terms.

## 2. What WMHRI is

WMHRI is an online system that helps a company manage its people, from organisation and recruitment to on-boarding, employment, performance, development, discipline and exit. It includes leave, time and attendance, documents, payroll information, reports and an anonymous Pulse survey.

## 3. Who may use it

WMHRI is for people the Company has given a login: company administrators, supervisors, managers and employees. You may use it only with the login that was created for you, and only for the Company's work.

## 4. Your login

- Keep your password to yourself and choose your own password when asked to.
- Do not let anyone else use your login.
- Tell your company administrator at once if you think someone else knows your password.
- You are responsible for what is done with your login.

## 5. Using the system properly

- Enter true and correct information.
- Look only at information you are allowed to see, and use it only for the Company's HR purposes.
- Do not try to get into another person's or another company's information, break the security of the system or interfere with how it works.
- Do not upload anything unlawful, or anything harmful to the system.

## 6. The Company's information

The information the Company and its people put into WMHRI belongs to the Company. The Company decides what is entered and who may see it, and is responsible for having the right to use that information. We handle it only to run WMHRI for the Company, as described in our Privacy Policy and in the agreement we have with the Company.

## 7. Fees and agreement

Fees, the contract term and what is included are set out in the agreement between KBHCS and the Company. Individual users are not charged.

## 8. Availability and support

We work to keep WMHRI available and to fix problems quickly, but we cannot promise that it will always be available or free of errors. Planned and unplanned maintenance may sometimes interrupt it. Support is provided as set out in the Company's package.

## 9. Our responsibility

The limits on our responsibility are set out in the agreement with the Company. WMHRI is a tool: the Company remains responsible for its own HR, payroll and legal decisions, and for checking the reports and figures it relies on.

## 10. Ending use

A login can be switched off by the Company or by us if these terms are broken. When the Company's agreement ends, the Company can have its information exported, and it is deleted afterwards, as set out in the agreement.

## 11. Changes to these terms

We may update these terms. The current version is always available from the link on the WMHRI sign-in page, with its date at the top.

## 12. Law

These terms are governed by the law of South Africa.

## 13. Contact

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