



# FirstRand

## SEXUAL HARASSMENT POLICY STATEMENT

### INTRODUCTION

FirstRand Limited (FirstRand or the group) is a portfolio of integrated financial services businesses operating in South Africa, certain markets in sub-Saharan Africa and the UK.

Sexual harassment is a form of unfair discrimination on the grounds of sex, gender or sexual orientation and is prohibited. It infringes on the rights of the complainant and constitutes a barrier to equality in the workplace. Sexual harassment is a form of misconduct and will not be permitted or condoned in the workplace.

### PURPOSE

This policy statement summarises the group's approach to creating and maintaining a safe working environment in which sexual harassment is unacceptable. This policy statement is supported by a detailed internal policy, as described below.

### APPROACH

FirstRand has a sexual harassment policy (the policy) that provides procedures to be followed by the group and complainants in dealing with sexual harassment in the workplace. The objective of the policy is to provide guidance on sexual harassment in the workplace and create a workplace where the employer and employees respect each other's integrity, dignity, privacy and right to equity in the workplace.

FirstRand has developed clear procedures to deal with sexual harassment. These procedures enable the resolution of problems in a sensitive, efficient and effective way. The group and its employees will ensure that sexual harassment grievances or complaints are investigated and handled in a manner that, insofar as is reasonably possible, ensures that the identities of the persons involved are kept confidential.

Appropriate disciplinary action will be taken against perpetrators of sexual harassment, which may include dismissal.

Malicious reporting is defined as an employee knowingly and intentionally lodging a false complaint or report of sexual harassment. Allegations of sexual harassment can have a serious impact on the alleged perpetrator. Consequently, malicious allegations of sexual harassment are unacceptable and may lead to disciplinary action.

## SCOPE

The policy applies to managers, employees and perpetrators and victims of sexual harassment who could include job applicants, clients, suppliers, contractors and others who may have dealings with the group.

The group may take disciplinary action in respect of non-employees. A non-employee who is a victim of sexual harassment may report such harassment to the group where the harassment has taken place in the workplace or during the harasser's employment.

## GUIDING PRINCIPLES

The group provides a working environment in which the dignity of employees is respected and where victims of sexual harassment will not feel that their grievances are ignored or trivialised, or fear reprisals.

All employees can assist in achieving these ends by way of the following guidelines:

- Refrain from committing acts of sexual harassment.
- Contribute towards a safe working environment in which sexual harassment is unacceptable. FirstRand has zero tolerance for sexual harassment in the workplace and will eliminate unacceptable behaviour and ensure that standards of conduct do not cause offence.
- Ensure that employees do not subject persons such as work colleagues, customers, suppliers, job applicants or others who have dealings with the group to sexual harassment.
- Take appropriate action in accordance with this policy where instances of sexual harassment occur in the working environment.
- Communicate the content of this sexual harassment policy to all employees. The group includes the issue of sexual harassment in its education and training programmes for its employees.

## ENGAGEMENT AND FEEDBACK

Contact FirstRand Investor Relations on [investor.relations@firstrand.co.za](mailto:investor.relations@firstrand.co.za).