

Type:	<i>Policy Summary</i>
Name:	<i>Harassment: Sexual and Other Policy</i>

**Level:** Group

**Owner:** Head: Employee Relations

**Approved by:** Group Risk Oversight Committee

**Applicability** This policy applies to all employees of the bank, including temporary and contract employees. It also applies to applicants for employment.

**Summary:**

The purpose of this policy is to set out the Standard Bank Group's (SBG) position on harassment in the workplace including specifically sexual harassment, to enable countries to develop context appropriate procedures for managing complaints of harassment, and to ensure that the bank fulfils its responsibility to provide its employees with a safe work environment that is free from all forms of harassment or intimidation. The policy also sets out guidelines to help decide whether behaviour is harassment or not.

We expect all employees in the Group to uphold the values of respect, fairness and courtesy, and to respect human dignity in their professional working relationships.

SBG forbids harassment including specifically sexual harassment, will take a zero-tolerance approach to harassment, and will take the necessary steps to investigate complaints of harassment.

SBG will put in place appropriate procedures for dealing with complaints. If any employee has a legitimate complaint of harassment, SBG will deal appropriately and sensitively with it. Employees will be educated about harassment and what procedures to follow when making and dealing with a complaint. The bank will not tolerate harassment of our employees by any person using our services or providing a service to us.

A climate will be created and maintained in which complainants will feel that their complaints are taken seriously and will not fear victimisation. We will take disciplinary action against

any employees who do not follow this policy. If we find them guilty of harassment, they will be sanctioned. Possible sanctions include dismissal.

SBG will view false, malicious and frivolous complaints of harassment in an extremely serious light. Disciplinary steps may be taken against the complainant in such cases.