

Standard Bank (Mauritius) Limited

Equal Opportunity Policy

Standard Bank (Mauritius) Limited (the “**Bank**”) is committed to building an organisation that makes full use of the talents, skills, experience, competence, desire and willingness to work and different cultural perspectives available in a multi-racial, multi-ethnic, multi-cultural and multi-lingual society, and where people feel they are respected and valued, and can achieve their potential regardless of their status, that is, their age, caste, color, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.

The Bank will follow the recommendations of the Equal Opportunities Commission as set forth in its Guidelines on Application of an Equal Opportunity Policy at Work/Guidelines for Employers (April 2013) (the “**Commission’s Guidelines**”) in all its employment policies, procedures and practices.

Aims of this Policy

The aims of this policy are to ensure that:

- No one receives less favorable treatment, by reason of his/her status (“**Status**”), that is their age, caste, color, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation, or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any or more of the above-mentioned grounds, or victimized for taking action against the employer for discrimination or for assisting a fellow employee in taking such an action;
- Opportunities for employment, training and promotion are open to all candidates irrespective of their Status; and
- Selection for employment, promotion, transfer, training and development, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit and not on the Status of the employees or prospective employees.

Application of this Policy

This policy applies to all aspects of employment, from employment (including recruitment and terms and conditions of work) to termination of employment.

The Bank will take the following steps to put the policy into practice and implement it:

- The policy will be a key policy to the Bank;
- Head: Human Resources will be responsible for the day-to-day operation of the policy;
- The policy will be communicated to all workers and will be placed on the Bank’s website;
- Employees will be regularly consulted about the policy, and about related actions plans and strategies;

- All employees will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties and also what constitutes acceptable and unacceptable conduct in the Bank;
- Managers and employees in key decision-making areas will be trained on the discriminatory effects that certain provisions, practices, requirements, conditions, and criteria can have on employees, and the importance of being able to justify decisions to apply them;
- Complaints about discrimination in the course of employment will be regarded seriously, and may result in disciplinary sanctions and even dismissal;
- Opportunities for employment, will be advertised widely, internally and externally, and, save where a genuine occupational requirement or statutory exception applies, all applicants will be welcomed, irrespective of their Status;
- All employees will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation;
- Selection criteria will be entirely related to the job or training opportunity;
- Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored;
- Adopting appropriate work or occupational safety and health measures;
- Requirements, conditions, provisions, criteria and practices will be reviewed regularly, in the light of the monitoring results, and revised, if they are found to, or might, discriminate;
- An equal opportunities action plan will be drawn up whenever required, with equality targets and timetables, to show what steps the Bank will take to promote equality of opportunity.

Rights and Responsibilities of Employees

Employees have:

- The right not to be discriminated against by reason of their Status or be harassed (sexually or otherwise) or victimised at work.
- The right to be protected by the Bank from all forms of discrimination.
- The right to work in an environment free of discrimination, harassment (sexual or otherwise) and victimisation.
- The right to report to their line manager and/or Human Resources Department if they feel that they are being discriminated against, harassed (sexually or otherwise) or victimised at work without fear of backlash or retaliation.
- The right to make a complaint against another staff member, senior or junior; in accordance with the Bank's Grievance Policy.
- The right to have recourse to the Equal Opportunities Commission, irrespective of the internal complaints procedure.
- The responsibility to uphold and promote the bank's values and to treat all those who they are in contact with dignity and respect.

- A legal obligation not to discriminate, harass (sexually or otherwise) or victimise other employees, trainees, potential employees/trainees, customers, advisors, suppliers, contractors and any other person they interact with in their place of work.
- A legal obligation not to harass (sexually or otherwise), assault, verbally abuse, swear at or insult, express the intention to cause harm to, bully or use aggressive gesture indicating intimidation, contempt or disdain towards, by words or act hinder, another employee in the course of or as a result of his/her work (*Section 54 of the Employment Rights Act 2008*).
- The responsibility to be familiar with this policy and to ask questions if in doubt. (Managers must also make sure their employees know about, and follow, the policy).
- A personal responsibility to uphold and promote the bank's values.

Line managers have a responsibility for ensuring that all complaints relating to discrimination within their department are properly and effectively addressed and investigated.

Consequences for acts of discrimination, victimisation or harassment by employees

An act of discrimination, victimisation or harassment by a member of the staff, in breach of the Equal Opportunity Act 2008 and the Commission's Guidelines will be considered with the upmost severity.

An employee subject to complaint of discrimination, harassment and victimisation will be subject to all necessary investigation and if necessary, disciplinary actions which may ultimately lead to dismissal.

Confidentiality

The Bank takes the issue of confidentiality seriously and any matter raised by an employee and/or any investigations carried out by the Bank in respect of a complaint of discrimination, victimisation or harassment will be treated with utmost confidentiality.

For further information, please contact:

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NOTE: This policy is subject to changes in legislation, rules, regulations and any directives.

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