

Type:	<i>Policy Summary</i>
Name:	Harassment Policy
Key search terms:	Victimisation/ Disciplinary Action / Professional Relationships

1 Policy Statement

The policy also sets out guidelines to help decide whether behaviour is harassment or not.

2 Policy Scope

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

3 Purpose of this policy

The purpose of this policy is to set out the Standard Bank Group's (SBG) position on harassment in the workplace, 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 harassment or intimidation. 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, will take a zero-tolerance approach to harassment, and will take the necessary steps to investigate such complaints.

4 Roles and Responsibilities

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 gross misconduct, we can dismiss them.

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.