

1. Introduction

Afrimat has made a pledge against all forms of violence and unfair discrimination. We are committed to a culture where people are valued, where a caring environment is created within which all employees treat each other with mutual respect, dignity and courtesy, free from any physical and emotional abuse. We are committed to speak up for those that are victims of abuse, and to teach those in our care about equality and respect and to create a safe and peaceful environment at Afrimat.

2. Scope

This guideline applies to all operations in the Afrimat group.

3. Purpose

The purpose of this Code is to:

- a) encourage and promote behaviour which supports the creation of workplaces that are free of unfair discrimination, victimization, harassment, violence or abuse. Where employees respect one another's integrity and dignity, their privacy and their right to not be discriminated against in an unfair way.
- b) provide appropriate procedures to deal with these issues and prevent its recurrence. Creating an environment where victims will not feel that their grievances are ignored, trivialized or fear reprisals.

4. Definitions

- **Abuse**

Abuse refers to any action that intentionally harms or injures another person. Abuse can therefore be physical, psychological, verbal, financial, spiritual, or emotional. In addition to this, abuse can also take the form of sexual assault or rape.

- **Harassment**

Harassment refers to unwanted conduct which is persistent or serious and demeans, humiliates or creates a hostile or intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and which is related:

- sex, gender or sexual orientation; or
- a person's membership or presumed membership of a group identified by one or more of the prohibited grounds or a characteristic associated with such a group.

- **Unfair Discrimination**

Unfair discrimination refers to the instance where an individual is treated differently on one or more grounds, including race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language, birth or on any other arbitrary ground. This treatment ultimately impairs the dignity of individuals as human beings.

- **Victimization**

The act of singling someone out for unjust or cruel treatment. Victimization may include spreading malicious rumours, insulting or humiliating an employee, constant exploitation of the employee, using obscene, vulgar or insulting language against an employee.

- **Violence**

Violence may include physical abuse, psychological abuse, emotional abuse, or sexual abuse. Violence may occur as a threat or actioned behaviour against oneself, another person, against a group or community, that either results in, or has a high likelihood of resulting in injury, death, physical and psychological harm, maldevelopment or deprivation.

5. Application

This Code is applicable to all individuals associated with Afrimat (e.g. employees, job applicants, clients, suppliers, consultants and contractors). Therefore, both perpetrators and victims are subjected to the Code.

6. Philosophy

The company holds to the following philosophy with regard to its approach to unfair discrimination, victimization, harassment, violence or abuse:

- A healthy environment is one in which teamwork and co-operation is nurtured and all employees treat each other with mutual respect, dignity and courtesy.
- A productive environment is one in which employees are able to exercise their full potential without fear of unfair discrimination, victimization, harassment, violence or abuse.
- No form of unfair discrimination, victimization, harassment, violence or abuse will be permitted or condoned. Employees have the right to raise a grievance should any of the above mentioned occur and appropriate action will be taken by management. In the case where fear is instilled and an employee wishes to stay anonymous – the complainant can report it up to a level where they will feel safe to disclose the incident.

7. Procedure to follow in the case of unfair discrimination, victimization, harassment, violence or abuse

- Complainant to inform management or HR:* Any form of unfair discrimination, victimization, harassment, violence or abuse must immediately be brought to the attention of management by the complainant or any other person aware of the incident or act, for example a friend, colleague or Human Resources official acting on the request of the complainant. This should either be done *informally* by private discussion, or *formally* via the grievance procedure, with the proviso that level(s) of reporting may be by-passed where there is a potential subjectivity or fear of reprisal.
- Management's response:* When an allegation of unfair discrimination, victimization, harassment, violence or abuse has been brought to their attention, management will:
 - Keep the disclosed information about the incident confidential and private and to treat it with sensitivity.
 - Advise the complainant of the informal and formal procedures available to deal with unfair discrimination, victimization, harassment, violence or abuse.
 - Offer the complainant advice, assistance and counselling, including during any disciplinary enquiry that may be instituted.
 - Consult all relevant parties.
 - Take the necessary steps to address the complaint in accordance with this Code.

- Take the necessary steps to eliminate the unfair discrimination, victimization, harassment, violence or abuse. These steps may be informal or formal, depending on the graveness of the alleged conduct, and the wish of the victim of the alleged conduct.

Informal Procedure may include any of the following:

- In a meeting facilitated by the complainant's manager or HR, the complainant, or another appropriate person, explains to the offender that the conduct in question is not welcome, that it offends the complainant, makes him or her feel uncomfortable and that it interferes with his or her work; or
- An appropriate person approaches the perpetrator, without revealing the identity of the complainant, and explains to the offender that certain forms of conduct are offensive and unwelcome, make employees feel uncomfortable, and interfere with their work.

Formal Procedure may be followed as set out below:

- After considering the alleged conduct as represented by the complainant, and depending on the graveness of the alleged conduct, a manager may decide to consider following a formal procedure. The purpose of the formal procedure is to handle the complaint in terms of the Grievance Procedure (with the proviso that level(s) of reporting may be by-passed where there is potential subjectivity or a fear of reprisal).
 - After completion of a grievance hearing, the manager must apply their mind as to what action should follow a formal disciplinary hearing, or an informal counselling of the person who has been alleged to be guilty of conduct related to unfair discrimination, victimization, harassment, violence or abuse.
- After completion of a (formal or informal) grievance related to unfair discrimination, victimization, harassment, violence or abuse, the responsible manager should take special care to monitor that the victim of such conduct is reintegrated with their team with no blaming or shaming, nor any retribution for standing up for their rights for fair treatment.

Approved by:

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Position: Executive Director: People & Sustainability	Signature