



# Equal Opportunity Policy

# Standard Bank (Mauritius) Limited

## Equal Opportunity Policy

Standard Bank (Mauritius) Limited (the "Bank") is committed to building an organization 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 is a key policy to the Bank;
- The policy is communicated to all employees and 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 including the effects of discrimination of certain provisions or practices, the importance of being able to justify decisions to apply them 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;
- Complaints about discrimination in the course of employment will be regarded seriously, and may result in disciplinary sanctions and even dismissal;
- Opportunities for employment and transfer, 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 are encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organization;
- 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;
- Appropriate work or occupational safety and health measures are adopted;
- 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;
- The effectiveness of the policy and the plan will be monitored regularly A report on progress will be produced each year, and published via the website, the staff newsletter, notice boards, and the annual report (if applicable).

## **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 Capital 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 (please refer to the Grievance Policy available on the common folder).
- The right to have recourse to the Equal Opportunities Commission, irrespective of the internal complaints procedure.

## **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.

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

April 2018