



BIDVEST ETHICS LINE

Report Wrongdoing!

Why the need for a Bidvest ethics line

Fraud, theft, corruption, intimidation and dishonesty in the workplace have become an increasing problem in South Africa. Too often, wrongdoing of this nature goes unreported and undetected, to the detriment of all stakeholders.

As a result, Bidvest has made available a free and anonymous ethics line to all its stakeholders. With your help, we aim to encourage an open and transparent workplace, promoting a culture of reporting wrongdoing.

We are committed to conducting healthy business practices, practices which support our company values of respect, honesty, integrity and accountability, ensuring a stable employment environment and the ongoing success of Bidvest.

Our logo



The all-seeing eye - with awareness comes responsibility. If you have seen or heard anything wrong or unethical, it is your duty to report it.

The hand - symbolic of a stop sign, conveys the message that it is time to put an end to the covering up of wrongdoing.

The base - standing together to create a better future for all. The two legs join company and employee, in the united effort of zero tolerance to misconduct.

Anonymous reporting that's free

Bidvest's ethics line is a discreet, free service that guarantees anonymity in order to encourage you, a valued stakeholder, to expose wrongdoing in the workplace, without ever compromising yourself.

Deloitte.

The service is independently managed by Deloitte and is independent of Bidvest. This ensures that you, as employees, can report wrongdoing with total anonymity and without fear of discrimination.

And, you are also protected by the law! In 2001 the SA Government passed a law dealing with whistle-blowing. The Protected Disclosures Act protects employees from being victimised, harassed or dismissed for blowing the whistle on wrongdoers in the workplace.

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How it works



Anyone can contact Deloitte using the Bidvest ethics line's dedicated freecall 0800 telephone number, e-mail, as well as the generic freepost and freefax facilities.



Trained operators, using sophisticated call centre equipment, will respond to calls in English, Afrikaans, Zulu, Sotho or Xhosa, 24 hours per day, 365 days per year.



Operators will interview callers, probing for specific facts so as to record as much information and understand things as clearly as possible.



The information is analysed and forwarded to designated senior Bidvest company officials who will decide what corrective action should be taken.



Although you may choose to tell Deloitte who you are, the report will never reveal your identity (unless you request that your identity be made known to Bidvest).



CONTACT

Freecall: 0800 50 60 90

Freefax: 0800 00 77 88

e-mail: bidvest@tip-offs.com

**Freepost:
Tip-offs Anonymous, KwaZulu-Natal 138
Umhlanga Rocks 4320**



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Report Wrongdoing!

What should one report?

- 👁️ Crime - theft, ethics, corruption, money laundering
- 👁️ Sensitive issues - sexual harassment, favouritism, racism
- 👁️ Legal irregularities - accounting, financial reporting, auditing
- 👁️ Ignoring of company policies or procedures
- 👁️ Abuse of company property and equipment
- 👁️ Danger to health or safety of employees and contractors
- 👁️ Bribery - a backhand or kickback to gain a tender
- 👁️ Deliberate concealment relating to any of the above

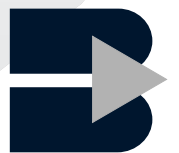
What you should not report

- 👁️ Product or service complaints
- 👁️ Personality clashes
- 👁️ Salary complaints
- 👁️ Petty arguments among staff

Checklist before calling

- 👁️ Names of people involved
- 👁️ How many people are involved?
- 👁️ Date and time of incident or theft
- 👁️ Do you have any proof?
- 👁️ Are there any witnesses?
- 👁️ Where did the incident take place?
- 👁️ Is there money involved?
- 👁️ Does this happen regularly?

PROUDLY



BIDVest

REMEMBER You will remain totally anonymous
You can call us 24 hours a day, 365 days a year

Freecall: 0800 50 60 90