



## EQUAL OPPORTUNITY POLICY

Bourse Africa Limited and its subsidiaries (collectively “the Company”) is an equal opportunities employer. The Company 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, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.

The Company will follow the recommendations of the Equal Opportunities Commission as set forth in its Guidelines on Application of an Equal Opportunity Policy at Work in all its employment policies, procedures and practices.

The aims of this policy are to ensure that:

- no one receives less favourable treatment, by reason of his or her age, caste, colour, 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, that is, their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation; and
- selection for employment, promotion, transfer and training, 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, that is, age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.
- This policy applies to all aspects of employment, from recruitment to termination of employment.

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

- The policy will be a priority for the organisation and has the full support of the management/board. The effectiveness of the policy will be monitored regularly.
- The policy will be communicated to all workers and job applicants, and will be placed on the organization's website. All staff are responsible for familiarizing themselves with this 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 organisation
- Complaints about discrimination in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal.
- Opportunities for employment, promotion, transfer and training 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, that is, their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation. The selection criteria will be entirely related to the job or training opportunity.
- All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
- Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored.
- An equal opportunities action plan will be drawn up, with equality targets and timetables, to show what steps the organisation plans to take to achieve equality of opportunity. The 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.
- The overall responsibility for the effectiveness of this policy lies with Head of Human Resources & Administration Department and will be responsible for the day-to-day operation of the policy.