



INNOVATION™
DELIVERY
RESULTS

NON-DISCRIMINATION AND NON-HARASSMENT STATEMENT

SIGNOFF SHEET

AUTHORS/CONTRIBUTORS

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CHANGE RECORD

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REVIEWS

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DIRECTORS: A. Sharp, R. Roseveare, W. Malan

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GLOSSARY OF TERMS

Term	Explanation
Affiliated Companies	In relation to First Technology Investments (Pty) Ltd, a subsidiary of this entity, or any division or operating branch of each subsidiary of this entity and all of its subsidiaries
BUI	BUI Medical and Technology Suppliers (Pty) Ltd and all subsidiaries.
Electronic Document	Soft copy of a document that is electronically stored within BUI approved guidelines
Employees	An employee and/or any member of staff and/or independent contract and/or subcontractor of the Employer and/or any individual or entity involved in the provision of services on behalf of the Employer
External Document	Document originated by an external third party
Objective	The defined purpose or aim of a Process, an Activity, or an organisation. Objectives are usually expressed as measurable targets.
Official Document	Document established such as BUI Policies, Manuals and Processes
Permanent Employee	An employee appointed in a position on the staff establishment of an organisation on an open-ended contract.
Policy	A set of principles or rules formulated and enforced by top management intended to direct and limit actions in pursuit of an agreed practice or long-term goals.
Procedure	A fixed, step-by-step sequence of Activities or cause of action (with definite start and end points) that must be followed in the same order to correctly perform a task.
Process	A structured set of Activities designed to accomplish a specific Objective. A Process takes one or more defined inputs and turns them into defined outputs. A Process may include any of the roles, responsibilities, tools, and management controls required to reliably deliver the outputs. A process may comprise of one or several Procedures.
Record	Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction or business.
Standard	A standard specifies uniform uses of specific technologies or configurations. Here we are talking about a specific internal standard of an organisation.
Subsidiary(ies)	Shall mean the following wholly owned subsidiaries of BUI Medical and Technology Suppliers (Pty) Ltd (as updated from time to time): <ol style="list-style-type: none"> 1. BUI Security Services (Pty) Ltd 2. BUI Ltd 3. BUI Consulting LLC 4. MTOM Systems Ltd

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1 SCOPE

At BUI, we value all Employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination and non-harassment policy.

2 OBJECTIVES

It is BUI's objective to ensure that everyone should be treated equally regardless of:

- 2.1. Race,
- 2.2. Sex, gender identification,
- 2.3. Sexual orientation,
- 2.4. National origin,
- 2.5. Native language,
- 2.6. Religion,
- 2.7. Age,
- 2.8. Disability,
- 2.9. Marital status,
- 2.10. Citizenship,
- 2.11. Genetic information,
- 2.12. Pregnancy,
- 2.13. Or any other characteristic protected by law.

3 APPLICABILITY

This Policy applies to BUI Medical and Technology Suppliers (Pty) Ltd and Subsidiaries ("BUI") and covers all BUI Employees, visitors, customers, and stakeholders. They shall abide by the requirements of this Statement.

4 STATEMENT

4.1 RIGHT TO WORK IN A PROFESSIONAL ENVIRONMENT

Every employee has the right to work in a professional environment where their knowledge, skills, and abilities are the critical factors in their success. BUI expects all interested parties to maintain standards of propriety, promote equal opportunity, treat everyone professionally, and act without bias.

4.2 DISCRIMINATION

BUI has a zero-tolerance policy for sexual discrimination, racial discrimination, or any other form of harassment (religious, language, sexual orientation, et cetera).

BUI believes everyone has the right to work. An employee who can perform the core functions of the jobs, with or without reasonable accommodation, is entitled to the same protection and respect as other employees.

4.3 ZERO TOLERANCE FOR HARASSMENT

BUI has a zero-tolerance policy for sexual harassment, racial harassment, or any other form of harassment (religious, language, sexual orientation, et cetera).

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4.4 RETALIATION

BUI prohibits retaliation against any person who files a complaint against harassment or discrimination. We encourage employees to come forward and participate in investigations. BUI will make all reasonable efforts to keep investigations confidential, and to protect people who make complaints.

5 **BREACH**

Employees who harass their colleagues will go through our disciplinary process and we may reprimand, demote, or terminate employment depending on the severity of their offence.

We recognize that sometimes discrimination is unintentional, as we may all have unconscious biases that could be difficult to identify and overcome. In case we conclude that an employee unconsciously discriminates, we will support them through training and counselling and implement processes that mitigate biases. But, if this person shows unwillingness to change their behaviour, we may demote or terminate them.

We will not be lenient in cases of assault, sexual harassment, or workplace violence, whether physical or psychological. We will terminate employees who behave like this immediately.

6 **REPORTING**

If you are the victim of discriminatory behaviour (or if you suspect that others are being discriminated against), If you are the victim of harassment (or if you suspect that others are being harassed) please talk to people@bui.co (or your manager) and Gayle Roseveare as soon as possible. Every complaint will be appropriately investigated.

Human Resources is responsible for hearing your claim, investigating the issue, inline with the **BUI Disciplinary Code** and the **BUI Supplier Management Standard**.

“We should all strive to prevent and address discrimination and harassment. Be aware of your implicit biases and speak up whenever you or your colleagues are discriminated against.”

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