

# Investec's group health and safety statement

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## **1. Introduction**

We seek to build resilient profitable businesses that support our clients and enable them to grow their businesses while contributing in a positive and responsible way to the health of our economy, our people, our communities and the environment.

## **2. Our purpose**

Investec's purpose is to create enduring worth, living in, not off, society.

## **3. Scope**

Investec is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory obligations are always met and that all relevant laws are adhered to within the jurisdictions that we operate.

Investec, comprising Investec plc and Investec Limited, partners with private, institutional and corporate clients to offer international banking, investments and wealth management services in two principal markets: South Africa and the United Kingdom, as well as certain other countries.

The objective of this health and safety statement is to establish the official view of Investec group pertaining to the health and safety of its employees in the execution of their duties. This health and safety statement applies to Investec employees, contractors, clients and visitors while they are on our premises and is applicable to all Investec businesses across the geographies in which we operate. This statement is endorsed by the senior management of Investec.

We comply with all health and safety standards and practices applicable by law in all the countries in which we operate. Detailed health and safety policies are available for Investec Ltd and Investec plc. In South Africa, the health and safety policy is compliant with the OHS Act 85 of 1993. In the UK, the health and safety policy is compliant with HSG 65. These policies are supported by management and driven through the commitment and dedication of all Investec employees.

## **4. How does Investec protect its employees?**

As a responsible employer, Investec has moral and legal obligations to ensure the health and safety of its employees and to ensure appropriate employee involvement in order to achieve high health and safety standards. However, knowing and understanding the health and safety requirements applicable to Investec does not relieve us of our obligation to identify risks and reduce accidents, injury and incidents. To this end, Investec reaffirms its commitment to the provision of a healthy and safe workplace.

The Investec group's senior executive management assume responsibility for the establishment and maintenance of a safe and healthy work environment. The health and

safety committee develops, promotes, maintains and reviews practical, executable measures to ensure the health and safety of all our employees.

Because of the importance Investec attaches to health and safety, we are committed to:

- ensuring that the highest standards of health, safety and welfare are maintained throughout the organisation and providing a working environment that is safe and without risk to the employees
- ensuring that adequate health and safety instruction, training and supervision is provided to enable employees to work without risk to their health and safety, and to execute emergency procedures effectively
- appointing health and safety representatives
- creating a culture of safety and good health, and striving for zero accidents and incidents
- providing appropriate personal protective equipment, and ensuring that it is always properly used when required
- informing employees about materials, equipment or processes used in their work which are known to be potentially hazardous to their health, safety, and the environment
- ensuring that specific risks are identified and evaluated
- providing promotional material necessary to enhance awareness of safety, preservation of health and the environment
- ensuring independent external occupational health and safety audits are carried out
- investigating accidents/incidents with a view to preventing similar recurrences
- measuring accident/incident experience and sharing Investec's health and safety performance with all employees
- reporting accidents/incidents experienced.

## **5. Responsibilities of our employees**

All employees, irrespective of status, have the following responsibilities:

- To take reasonable care for their own health and safety and to consider the safety of others who may be affected by their actions/non-actions
- To be familiar with all relevant information in the health and safety policy and any additional relevant procedures and to co-operate in the implementation of their contents
- To understand and comply with all instructions, working procedures, safety rules, etc. which apply to their work, and to work with due care and attention always
- To never operate plant, tools, equipment and vehicles or undertake any task unless trained and authorised to do so
- To keep all such plant, tools, equipment and vehicles in good condition and to report any defects to the appropriate person immediately
- To wear/use personal protective equipment as instructed or when circumstances dictate its use
- To report any hazards seen and, if appropriate, make suggestions for their elimination/control, and to warn personnel of known hazards

- To report any discomfort related to the setup of their workstations or any early warning signs of work-related upper limb disorder to the health and safety advisor, human resources advisor or health and safety representative
- To report all accidents, injuries, dangerous occurrences and 'near misses' to the health and safety advisor or health and safety representative
- To ensure that their work areas are kept clean and tidy
- To never intentionally or negligently interfere with, or misuse, any equipment or installation
- To co-operate with the investigation of accidents and any subsequent corrective or preventative actions.

Failure to comply with any health and safety instructions, work procedures or safety rules may result in disciplinary action in accordance with the organisation's disciplinary procedures.

## **6. Consultation and communication**

Investec communicates and consults with all interested parties regarding health and safety hazards and health and safety management systems.

Health and safety information is communicated to staff via a number of methods which include:

- The staff health and safety induction training
- The staff contract of employment
- Specific health and safety-related training courses e.g. first aid, fire warden, security training
- The company health and safety policy document (available on the company intranet for all staff to view)
- Company notice boards that display details of fire wardens, first aiders, health and safety committee members and the health and safety general statement policy.

Health and safety committee review meetings are held on a quarterly basis and attended by management and staff health and safety representatives. Minutes of meetings are available for all to view.

Facilities management team meetings are held on a monthly basis and offer a forum for any operational health and safety matters to be addressed and discussed by operational management and team members.

## **7. Accountability**

The ultimate responsibility for a health and safety policy rests with senior executive management and is implemented through the management structure. This policy will be monitored regularly to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.