



GROUP VETTING POLICY

Human Resources Policies

HR/2009/25

Custodian of the policy: Human Resources Department
Policy approved by: Group Board Human Resources Committee
Date of approval: 17 November 2009

Signed by the Chairperson on behalf of the CIH Group Human Resources Committee:


Chairperson



Date

TABLE OF CONTENTS

	<u>PAGE</u>
1. Policy Statement	2
2. Purpose	2
3. Scope	2

1. Policy Statement

The Company upholds integrity as one of its values to achieve its goals and objectives. In line with this value and the broader risk management framework of the Company, the Company strives to minimise the risk of employing candidates who might pose a security risk to the operations of the Company.

The Company undertakes to do this through the introduction of a vetting process for all new employees. The aim is to obtain additional information on the background of the prospective employees in an effort to ensure that the Company minimises employment risk. The candidates shall be vetted on the authenticity of qualifications and employment record, and non-declaration of financial, misdemeanour and credit risk or criminal record.

2. Purpose

The purpose of the policy is to:

- 2.1 Enable the Company to establish the prospective employee's suitability for employment through the vetting process;
- 2.2 Enable the Company to reduce the risk posed by recruiting staff who may be regarded as unsuitable for employment and/or who may negatively affect the image of the Company and the execution of its functions

3. Scope

The policy on vetting will be complementary to the existing recruitment and selection policy and should be seen as a mechanism to strengthen the current staffing practises within the Company.