



▶ Group Finance

Purpose-driven Procurement



Dear Suppliers

As we approach the end of another year, I would like to extend my heartfelt gratitude for your continued partnership and support. Your dedication and commitment have been instrumental in helping us achieve our goals and maintain smooth operations throughout the year.

As many businesses close for the holiday season and team members go on leave, it is crucial to ensure that we continue to operate efficiently during this busy period.

Please note the following:

- ▶ **Invoices** – We will have a skeleton team to process payments, so please submit all invoices timeously. The deadline for submitting invoices is 13 December 2024.
- ▶ **Gifts** – The giving and receiving of gifts to and from Nedbank employees are regulated under our Gifts, Entertainment and Hospitality Policy and Supplier Code of Ethics and Conduct.

▶ **Safeguarding confidential information** – It is important to know what Nedbank confidential information is and how you as our supplier are responsible for it.

▶ **Supplier conflicts of interest** – We have updated the definition of close affiliates and immediate family members in the Supplier Code with regard to conflicts of interest.

We appreciate your cooperation and understanding during this time.

Wishing you a joyous holiday season and a prosperous new year.

Kind regards

Charl de Kock
Executive Head: Nedbank Group
Business Services

Gifts to and from Nedbank employees



We would like to remind you of how the giving and receiving of gifts to and from our employees are regulated to ensure the integrity of our relationship.

The following comes from the **Nedbank Gifts, Entertainment and Hospitality Policy** as well as the **Supplier Code of Ethics and Conduct**, which form part of your agreement with us:

- ▶ We believe in doing business in a way that is ethical and responsible to ensure we maintain our reputation and the trust of our stakeholders.

▶ We know that in carrying on our business and following industry norms, our employees may need to give or receive gifts to build relationships, show gratitude, or as part of cultural diplomacy. We are guided by our values to ensure we do not give or accept gifts that are inappropriate or give rise to a perception of bias or any other form of risk.

▶ Receiving gifts could influence decision-making and giving gifts could influence the way stakeholders perceive us. You may not give or accept a gift that is intended or could be reasonably perceived to influence or induce a decision. This may be a conflict of interest and/or corruption.

▶ Our employees must not be enticed to accept prohibited gifts, as this may lead to disciplinary action against them and measures being taken against the relevant suppliers.

▶ Gifts given or received must never be considered lavish or excessive in the eyes of a reasonable person or the public.

Gifts that are not allowed

The following gifts are not allowed, whether given or received:

- ▶ Cash, cash equivalents [including jewellery, livestock, artwork, crypto assets, non-fungible tokens (NFTs) and Kruger coins] and gift vouchers that can be exchanged for cash.
- ▶ Holidays, hunting and fishing trips, and similar gifts.
- ▶ Travel or accommodation for leisure, whether provided in whole or in part.
- ▶ Gifts given or received during a tender or procurement process. This includes any branded or inexpensive office stationery or other items provided as 'samples' for personal use.
- ▶ Physical (tangible) items other than ordinary and inexpensive day-to-day stationery as mentioned above. The following gifts are prohibited if they are not inexpensive branded items: chocolates, wine, flowers, perfume, liquor, souvenirs, clothing, kitchenware, gadgets, vouchers, and the like.
- ▶ Other non-physical (intangible) items not mentioned above. This includes items like discounts, preferential rates, benefits, rights, privileges, tickets to events (art and music shows, wine tastings, entertainment) and opportunities.

Entertainment and hospitality

The following applies to entertainment and hospitality intended for networking and relationship building (either with or without a partner):

- ▶ Employees may participate in entertainment-related activities if we cover the cost.
- ▶ Similarly, suppliers may pay for their employees to attend those activities.
- ▶ We will not accept invitations to international events or initiatives unless we decide that there is business value in attending. We will then cover the cost for our employees to attend the initiative.

Gifts that are allowed

Our employees may accept the following:

- ▶ Ordinary and inexpensive day-to-day office stationery including calendars, pens, highlighters, notepads, folders, files, rulers, and the like – branded with the name or logo of the entity providing the stationery.
- ▶ Food, drink and other refreshments served during business meetings and consultations if the value is less than R1 500 per person. If the value is equal to or higher than R1 500 per person, it will be considered entertainment, which is not permitted.
- ▶ Business-related travel and accommodation that we have paid for. There must be a business-related rationale (meeting or valuation) other than networking or relationship-building (as this is entertainment and hospitality).
- ▶ Conferences that we pay for.

Social responsibility

Our purpose is to use our financial expertise to do good for individuals, families, businesses and society.

Please consider doing the following:

- ▶ Donating on behalf of Nedbank to a charity of your choice.
- ▶ Donating to a children's feeding scheme in your area.
- ▶ Creating learnership opportunities for unemployed youth so they can earn a salary.

Thank you for helping us live our purpose and maintaining the highest standard of ethical business conduct. We look forward to another year of shared accomplishments.

If you have any questions, please reach out to

Talktotheethicso@nedbank.co.za

Cybersecurity and privacy – Safeguarding confidential information



As we continue our journey towards a more fully digital environment, both we and our suppliers face a significant increase in the risk of confidential information being exposed. This means that both parties must work together to safeguard their information. We have therefore put measures in place to ensure that employee, client and other confidential information is protected.

What is confidential information?

For suppliers, confidential information is information or data, whether written or spoken and in any format or medium, that they access in any way and that:

- ▶ by its nature or content is or should reasonably be identifiable as confidential and/or proprietary to Nedbank or a third party associated with Nedbank; or
- ▶ Nedbank, or a person acting on its behalf, provides or discloses in confidence.

In more detail, confidential information includes information that:

- ▶ **relates to** Nedbank's business activities, business relationships, products, services, processes, data and employees, including agreements to which Nedbank is a party;
- ▶ **is contained in**, constitutes or relates to Nedbank's technology and telecommunications systems, including third-party hardware and software, associated material, and information or incidents concerning faults or defects in a system;
- ▶ **concerns** Nedbank's technical, scientific, commercial, financial and market information, methodologies, formulae and trade secrets;
- ▶ **contains** Nedbank's architectural information, demonstrations, plans, designs, drawings, processes, process maps, and functional and technical requirements and specifications and related data;
- ▶ **sets out** intellectual property that is proprietary to Nedbank or that is proprietary to a third party;
- ▶ **relates to** Nedbank's current and existing strategic objectives, strategy documents and plans for both its existing and future information technology, processing, business processing and business process outsourcing; and
- ▶ **relates to** personal information as defined in the regulations and your agreement with Nedbank.

Who is involved in handling personal information in a business relationship?

Personal information is a type of confidential information and involves 2 parties when it comes to a business relationship:

- ▶ **The responsible party** – they alone or with others determine what the personal information will be used for and how it will be processed.
- ▶ **The operator** – they process personal information for a responsible party in terms of a contract or mandate without coming under the direct authority of the responsible party.

In most, if not all cases, Nedbank is the responsible party and you, the supplier and any subcontractors, are the operators. This means that you are accountable for protecting the personal information, even if you use a subcontractor.

An example of a contract can be accessed here. [Click here](#)

You must know and follow the law and your agreement with us regarding the protection of confidential information. If you need help complying or more information, please contact us immediately.

Supplier Code of Ethics and Conduct – Changes regarding conflicts of interest

We have updated the definition of close affiliates and immediate family members with regard to conflicts of interest in the Supplier Code of Ethics and Conduct (section 4.9), which forms part of your agreement with us.

[Click here](#) Please go through the code here and ensure that your employees follow it. You can also find it on your Ariba profile.

If you have any questions, contact us on Talktotheethicso@nedbank.co.za.

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Please feel free to send any comments or questions to kandiss@nedbank.co.za and vanessacar@nedbank.co.za.

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