

# Bidfood ROAR Awards

## Employee POPIA Consent Agreement

**Bidfood (Pty) Ltd** has implemented control measures for the protection of personal information of all employees.

As part of the Internal Privacy Policy, Bidfood makes the following commitments:

- to processes your information compliant with POPIA provisions; and
- to take measures to protect your personal information from unauthorised access.

A copy of the Bidfood Internal Privacy Policy is available on the Bidfood intranet site AWEH under the Quality & Risk - POPIA folder.

By attending the ROAR Awards event, you consent to the use of your image in any photographs, videos, or other media recordings taken during the event, and consent to them being used and stored, in perpetuity.

- You understand that these materials may be used for promotional purposes, including on social media, websites, and other marketing platforms
- You waive any right to inspect or approve the finished product or any printed or digital matter that may be used in connection with the event

## Code of Conduct

Bidfood is committed to providing a friendly, safe, and welcoming environment for all attendees, regardless of gender, sexual orientation, disability, ethnicity, or religion. This code of conduct outlines our expectations for participant behaviour as well as the consequences for unacceptable behaviour.

We invite all participants, volunteers, speakers, attendees, organisers, and others involved to help us make the **Bidfood ROAR Awards** a safe and positive experience for everyone.

We expect all event participants to abide by this code of conduct at all event venues and event-related social events.

This code of conduct is to be read in conjunction with all the policies, rules and guidelines that are applicable to you in terms of your continuing employment with Bidfood South Africa.

### **EXPECTED BEHAVIOUR**

- Be considerate and respectful
- Refrain from demeaning, discriminatory, or harassing behaviour and/ or speech
- Be mindful of your surroundings and of your fellow attendees. Alert event organisers if you notice a dangerous situation or someone in distress
- Adherence to all local laws and regulations at all times, including those of the venue.

## UNACCEPTABLE BEHAVIOUR

- Unacceptable behaviour includes intimidating, harassing, abusive, discriminatory, derogatory, or demeaning conduct by any conference attendee
- Harassment includes, but is not limited to:
  - offensive verbal comments related to gender, sexual orientation, race, religion, disability, age, inappropriate use of nudity and/or sexual images in public spaces (including presentation slides)
  - deliberate intimidation, stalking, or following
  - harassing photography or recording
  - sustained disruption of talks or other events
  - inappropriate physical contact, and/ or unwelcome sexual attention
- Wearing clothing that is not considered suitable for a professional work environment, any attire that could be considered provocative, or potentially offensive (including items that convey political statements)
- Physical, written, verbal or other abuse, intimidation, threats, annoyance, harassment, stalking, pushing, shoving or use of any physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates anxiety in a person, including any of the above activities published on any form of social media
- Any boisterous, lewd, or offensive behaviour or language, including but not limited to using sexually explicit or offensive language; materials or conduct, or any language, behaviour or content that contains profanity, obscene gestures, or racial, religious, gender, or ethnic slurs
- Assembling for the purpose of, or resulting in, disturbing the peace, or committing any unlawful act or engaging in any offensive behaviour
- Drinking alcohol outside of the designated areas - please drink alcohol responsibly
- Smoking is not permitted other than in designated areas (refer to venue guidance)
- Possession or use of any illegal substance - Bidfood does not tolerate the use or abuse of illegal substances. *All narcotic drugs, including marijuana, are strictly prohibited and we will implement a zero-tolerance policy in this regard*
- Possession of any item that can be used as a weapon and may cause danger to others
- Failure to obey any rules or regulations of the venue and/ or organisers

## CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

Unacceptable behaviour will not be tolerated. Anyone asked to stop unacceptable behaviour is expected to comply immediately. If a participant engages in unacceptable behaviour, the event organisers may take action as they deem appropriate, up to and including immediate expulsion from the conference without warning or refund.

## WHAT TO DO IF YOU WITNESS OR ARE A VICTIM OF UNACCEPTABLE BEHAVIOUR

***Report it as soon as possible!***

If you are subject to any of the behaviours as defined above, or any other behaviour that you find inappropriate, or where you notice that someone else is being subjected to unacceptable behaviour, or any other breaches of the Bidcorp Group Code of Ethics, please report this as soon as possible. The sooner an incident is reported after the actual occurrence, the better the action that can be taken to address this and to prevent any further occurrences taking place.

Reports of inappropriate behaviour can be made in a number of ways - you may raise a concern or complaint with:

- the allocated **Bidfood Safety Officer**, details can be found on the welcome letter issued on arrival
- your branch General Manager or other senior team member
- any member of the Bidfood Executive Management team

**PLEASE NOTE:**

- All reports will remain confidential
- You may wish to disclose your identity or you may also choose to remain anonymous
- You should report any issue that involves you directly and any issue that you witness
- All reports will be treated in confidence and investigated in accordance with Bidfood policies and, where deemed necessary, disciplinary procedures will apply
- No one should knowingly make a false or misleading claim about prohibited conduct, this amounts to unacceptable behaviour

**DECLARATION:**

Before accepting your invitation to the **Bidfood ROAR Awards** you must be in a position to agree to the following declaration:

I hereby agree to abide by its requirements and commit to upholding the safeguarding principles and standards of conduct required.

Should I be found guilty of displaying any behaviour that is considered unacceptable (as defined in this code of conduct), I accept that my employer company will be notified of this violation and the proposed course of action. I also acknowledge that support may be withdrawn from me to continue to attend this and related conference events and activities, and I accept that I may not be invited to future events.

Bidfood Pty Ltd is not liable or responsible for any legal action brought against me as a result of transgressing this code of conduct. I will be personally responsible for all legal costs should such an instance arise.

I have carefully read and understand the above **Bidfood ROAR Awards – POPIA Consent Agreement & Code of Conduct**. I have also read and understand all the relevant policies and guidelines of my employer as they relate to my conduct at such events.