



CONFLICT OF INTEREST MANAGEMENT POLICY

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A. INTRODUCTION

1. This document embodies the Conflict of Interest Management Policy for Prowess Investment Managers.
2. "Conflict of interest" means any situation in which Prowess Investment Managers or its representatives has an actual or potential interest that may, in rendering a financial service to a client influence the objective performance of his, her or its obligations to that client; or prevent Prowess Investment Managers or its representatives from rendering an unbiased and fair financial service to that client, or from acting in the interests of that client, including, but not limited to
 - i. a financial interest;
 - ii. an ownership interest;
 - iii. any relationship with a third party ("third party" means
 - a. a product supplier,
 - b. another provider,
 - c. an associate of a product supplier or a provider;
 - d. a distribution channel;
 - e. any person who in terms of an agreement or arrangement with a person referred to in paragraphs (a) to (d) above provides a financial interest to a provider or its representatives.)
3. The primary objectives of this Policy are:
 - i. To provide guidance on the behaviours expected in accordance with Prowess Investment Managers standards;
 - ii. To promote transparency and to avoid business-related COI;
 - iii. To ensure fairness in the interests of employees and Prowess Investment Managers;
 - iv. To document the process for the disclosure, approval and review of activities that may amount to actual, potential or perceived COI;
 - v. To provide a mechanism for the objective review of personal outside interests.
4. Prowess Investment Managers is committed to ensuring that all business is conducted in accordance with good business practice. To this end Prowess Investment Managers conducts business in an ethical and equitable manner and in a way that safeguards the interests of all stakeholders to minimize and manage all real or potential conflict of interest (COI). Prowess Investment Managers and its representative must therefore avoid (or mitigate where avoidance is not possible) any COI between Prowess Investment Managers and a client or its representative and a client.

B. FINANCIAL INTEREST

1. Prowess Investment Managers or its representatives may only receive or offer financial interest from or to a third party as determined by the Registrar of Financial Services Providers from time to time, and as set out in Annexure A hereto.
2. "Financial interest" means any cash, cash equivalent, voucher, gift, service, advantage, benefit, discount, domestic and foreign travel, hospitality, accommodation, sponsorship, other incentive or valuable consideration, other than –
 - i. an ownership interest
 - ii. training, that is not exclusively available to a selected group of providers or representatives on products and legal matters relating to those products; general financial and industry information; specialized technological systems of a third party necessary for the rendering of a financial service; but excluding travel and accommodation associated with that training.
3. Prowess Investment Managers may not offer any financial interest to its representatives for giving preference to the quantity of business secured for the provider to the exclusion of the quality of the service rendered to clients; OR giving preference to a specific product supplier, where a representative may recommend more than one product supplier to a client; OR giving preference to a specific product of a product supplier, where a representative may recommend more than one product supplier to a client.

C. MECHANISMS FOR IDENTIFYING COI

1. Prowess Conducts quarterly reviews on all contracts held with 3rd parties and re-examines whether this relationship influences the
 - a. Prowess' objective performance towards its clients.
 - b. Prowess' ability to render fair and unbiased financial services towards its clients and
 - c. Prowess' ability to act in the interest of the client.
2. Declarations are signed by all Key Individuals confirming the presence or absence of any actual or potential conflict of interest on a bi-annual basis.
3. All gifts received from 3rd parties are recorded in the Prowess' gift register which is kept on the Prowess' compliance file.
4. All employees must disclose in writing to the management team of Prowess' on an on-going basis, any conflicts of interest that they may become aware of.

5. Each member of staff is required to enter into a comprehensive employment agreement, which stipulates that such staff member shall not be allowed to engage in any other employment without the approval of management.
6. All financial interests are to be disclosed to the COO. If the COO determines that the financial interest received is in excess of the limits specified then the financial interest is not permitted and must be returned to the party giving the financial interest.
7. All records associated with the identification of an actual or potential conflict of interests is kept on the compliance file which is available for inspection purposes.
8. The mechanisms implemented to identify actual or potential conflicts of interests for Representatives are:
 - a. Declarations are signed by all Representatives confirming the presence or absence of any actual or potential conflict of interest on a quarterly basis.
 - b. All Representatives must disclose in writing to the management team of Prowess on an ongoing basis, any conflicts of interest that they may become aware of.

D. RESOLVING COI

1. The first and most important line of defense against COI or commitment must be by the key individuals and representatives themselves.
2. If the financial interest is inappropriate in terms of value, then same shall be returned and a written notification shall be issued to the party giving the financial interest.
3. Any failure to adhere to the above policy shall be subject to the Company's disciplinary procedures.

E. POTENTIAL COI THAT COULD AFFECT Prowess Investment Managers

1. The following are potential COI that could affect Prowess Investment Managers:
 - i. Directorships or other employment;
 - ii. interests in business enterprises or professional practices;
 - iii. share ownership;
 - iv. beneficial interests in trusts;
 - v. personal Account Trading;
 - vi. professional associations or relationships with other organizations;
 - vii. personal associations with other groups or organizations, or family relationships;
 - viii. Front running;
 - ix. Rebates;
 - x. Kickbacks; and
 - xi. Commission

9. With specific reference to trading, the following practices are prohibited:

- I. Front running
- II. Churning of portfolios
- III. Trading in embargoed

F. MEASURES TO AVOID COI:

1. No Director/ Shareholder/ Employee are permitted to have any involvement or financial interest in any financial service provider other than Prowess.
2. All staff members must follow Prowess' PA trading policy in trading for their personal or family account.
3. Prowess does not receive/pay any kickbacks/rebates from/to any service provider.
4. All staff gifts must be declared to a Prowess director and recorded in Prowess' gift register. No gift must exceed a value of R1000.

G. DISCLOSURE OF COI:

1. At the earliest reasonable opportunity, Prowess Investment Managers and its representative must, in writing, disclose to a client any COI in respect of that client including –
 - i. Measures taken to avoid or mitigate the conflict;
 - ii. Any ownership interest or financial interest that the provider or representative may be or become eligible for;
 - iii. The nature of the relationship or arrangements with a third party that gives rise to a COI in sufficient detail to enable the client to understand the exact nature of the COI.
2. At the earliest reasonable opportunity, Prowess Investment Managers and its representative must, in writing, inform a client of the Conflict of Interest Management Policy and how it may be accessed.
3. Notification of an actual or potential COI should be made to a person with responsibility for the issue or area, such as the relevant management team, supervisor, head of the department or key individual.
4. In accordance with an employee's obligation to act in the best interest of his or her employer, it is not permissible for employees to engage in conduct that would amount to a COI with Prowess Investment Managers.
5. Staff that fail to disclose a potential or actual COI in accordance with this policy may be liable to disciplinary procedures as governed by relevant industrial awards or agreements.

H. PROCESSES, PROCEDURES AND INTERNAL CONTROLS TO FACILITATE COMPLIANCE WITH THE POLICY

1. Every staff member must have a copy of the Conflicts of interest Management Policy.
2. If a potential COI arises, the transaction must first be discussed with management before entering into the transaction.

I. CONSEQUENCES OF NON-COMPLIANCE WITH THE POLICY BY THE PROVIDER'S EMPLOYEES AND REPRESENTATIVES

1. Non-compliance with this policy and the procedures described in it may be considered to be misconduct and employees may be subject to disciplinary action that may lead to dismissal.

J. LIST OF ALL Prowess Investment Managers (Pty) Ltd ASSOCIATES

None

K. NAMES OF ANY THIRD PARTIES IN WHICH THE PROVIDER HOLD AN OWNERSHIP INTEREST

None

L. NAMES OF ANY THIRD PARTIES THAT HOLDS AN OWNERSHIP IN THE PROVIDER

None

M. INCLUDE THE NATURE AND EXTENT OF THE OWNERSHIP INTEREST REFERRED TO IN PARAGRAPHS K AND L

Not Applicable

ANNEXURE A - FINANCIAL INTEREST

The Registrar of Financial Services Providers issued Board Notice 58 of 2010 (BN 58) under section 15 of the Financial Advisory and Intermediary Services Act, 2002 (FAIS). BN 58 amends the General Code of Conduct for Authorised Financial Services Providers and Representatives under FAIS and determines that a financial services provider or its representatives may only receive or offer financial interest from or to a third party as follows:

- i. Commission authorised under the Long-term Insurance Act or Short-term Insurance Act;
- ii. Commission authorised under the Medical Schemes Act;
- iii. Fees authorised under the Long-term Insurance Act, the Short-term Insurance Act or the Medical Schemes Act, if those fees are reasonably commensurate to a service being rendered;
- iv. Fees for the rendering of a financial service in respect of which commission or fees referred to in sub-paragraph (i), (ii) or (iii) is not paid, if those fees –
 - aa. are specifically agreed to by a client in writing; and
 - ab. may be stopped at the discretion of that client.
- v. fees or remuneration for the rendering of a service to a third party, which fees or remuneration are reasonably commensurate to the service being rendered;
- vi. subject to any other law, an immaterial financial interest*¹; and
- vii. a financial interest, not referred to under sub-paragraph (i) to (vi), for which a consideration, fair value or remuneration that is reasonably commensurate to the value of the financial interest, is paid by that provider or representative at the time of receipt thereof.

Note

* “immaterial financial interest” means any financial interest with a determinable monetary value, the aggregate of which does not exceed R1 000 in any calendar year from the same third party in that calendar year received by –

- a) a provider who is a sole proprietor; or
- b) a representative for that representative’s direct benefit;
- c) a provider, who for its benefit or that of some or all of its representatives, aggregates the immaterial financial interest paid to its representatives.

