



## NHB MANAGEMENT HOLDINGS (PTY) LTD

**FSP No: 10134**

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Policy Owner	Head of Compliance, Risk & Legal (Stephan Groenewald)
Responsible Business Unit	Compliance

### **POLICY ADOPTION**

By signing this document, I authorise the policy owner's approval and adoption of the processes and procedures outlined herein.

Name & Surname	Stephan Groenewald
Capacity	Head of Legal, Risk & Compliance
Signature	
Date	1 August 2024

# **TCF POLICY**

V2\_2024

## **1. PURPOSE**

In terms of section 2 of the General Code of Conduct, a FSP must at all times render financial services honestly, fairly, with due skill, care and diligence, and in the interests of clients and the integrity of the financial services industry. All FSPs must be able to demonstrate the achievement of the six outcomes outlined within the TCF initiative. This document is a guideline to comply with statutory requirements.

## **2. ORGANISATIONAL SCOPE**

This policy is an inherent part of the compliance and governance framework of NHB Administrators (Pty) Ltd (“NHB”). It is delegated for approval to the Head of Legal, Risk & Compliance, who ensures that the policy is approved and adopted by the Board of Directors of NHB, duly confirmed by the approval hereof as reflected herein.

All staff members are affected by this policy and are required to confirm that they understand their assigned duties and responsibilities in accordance with this policy. By signing the reviewed key performance contracts, all staff confirm the aforesaid.

## **3. TCF CHAMPION**

NHB has appointed TCF Champions as part of its commitment to treating clients fairly. The appointment of the TCF champions, being the Head of Legal Risk and Compliance, may be revised periodically.

The TCF Champion is actively involved with embedding TCF principles into the organisation and instilling a culture where the fair treatment of clients is embraced and adopted. The TCF Champion will assist the governing body of the organisation to implement and adopt business processes aimed at ensuring that the organisation is at all times achieving the outcomes of TCF. The TCF Champion has the authority to approach and speak to staff members at all levels about the delivery and achievement of TCF outcomes.

The TCF Champion need not have any specific qualifications but must have a thorough knowledge of the organisation’s functional departments, business processes and the principles associated with treating clients fairly. The TCF Champion is responsible for embedding, implementation, monitoring and reporting on the TCF Policy.

**ACTION:**

The person who is to be appointed as the TCF champion (if not the KI) should have the following qualities:

- > Authoritative
- > Have the respect of the staff – ie the staff will take instruction from them
- > Service orientated – client centric
- > Process orientated
- > Good administrative skills
- > Good knowledge of the FAIS Act and requirements thereof
- > Knowledge of the TCF 6 Outcomes

**4. POLICY STATEMENT, PRINCIPLES AND GUIDELINES****THE SIX TCF OUTCOMES**

NHB respects the Regulator's mission to maintain a sound financial investment environment in South Africa and acknowledge its mandate to promote the:

- fair treatment of consumers of financial services and products
- financial soundness of financial institutions
- systematic stability of financial industries
- integrity of financial markets and institutions

To this end NHB welcomes the TCF initiative and commits itself to align its organisational culture and business processes in such a way as to ensure that the six outcomes of TCF are at all times achieved.

**The six outcomes of treating clients fairly will be achieved by our organisation through ensuring that:**

**OUTCOME 1:**

**Our clients are at all times confident that their fair treatment is central to our corporate culture**

**POLICY STATEMENT**

It is our committed objective to ensure that all our clients or potential clients can be confident that they are dealing with an FSP where the fair treatment of clients is central to the corporate culture. We use our best efforts to ensure that at all times we, our staff members and representatives render financial services honestly, fairly, with due skill, care and diligence, and in the interests of clients and the integrity of the financial services industry. Delivery of the TCF outcomes is a core feature of the FSP's stated values, code of conduct and ethics policy.

**PROCEDURES IMPLEMENTED IN ORDER TO ACHIEVE POLICY OBJECTIVES**

**LEADERSHIP**

- TCF is a standing item on the governing body of the FSP's meeting agenda where the FSP's approach to TCF is analysed and discussed.
- Senior management has adopted TCF deliverables and have been allocated specific responsibilities in terms thereof. Senior management in all areas of the FSP that contribute to the rendering of financial services to clients (whether directly or indirectly), understand their respective roles in delivering TCF outcomes to those clients.
- Senior management conducts regular reviews of the main business processes with a view to identifying areas that do, or may, require improved TCF deliverables. Explicit allowance has been made to allow for and consider TCF implications and deliverables during the strategic planning process of any new strategy or change in existing strategy.
- Adherence to the TCF deliverables is monitored as part of our Compliance Monitoring Programme. We ensure on a monthly/ quarterly/ bi-annual basis that accurate, meaningful and timely Management Information has been produced during the period and that senior management acts accordingly. Existing tests within our Compliance Monitoring Programme aid us in demonstrating our level of compliance and adherence to the TCF outcomes. Where there are TCF action points, these will be documented and carried over to a further meeting.

## **DECISION MAKING**

- All requests by NHB's governing body for the approval of product and service innovations or project expenditure include due consideration of the possible impact it may have on TCF outcomes.
- NHB has established accessible forums or structures through which staff members and management are able to debate TCF related matters and refer any TCF questions or concerns.

## **GOVERNANCE AND CONTROLS**

- Oversight and monitoring of TCF delivery has been explicitly assigned to the governance and control structures of the organisation tasked with risk management and the compliance function.
- Procedures have been implemented to ensure formal and regular reporting to the governing body and senior management on the progress in achieving TCF deliverables across all of NHB's activities and functional departments.
- The management of TCF and market conduct risks are formally included in the risk management framework of the organisation and are regularly monitored and supervised by the Compliance Officer.
- Procedures have been implemented for identifying and reporting (at organisation-wide level) TCF risks or failures to senior management and the governing body.
- There is ongoing evaluation of whether the organisation's governance framework as a whole has been effective in achieving TCF outcomes.
- We have mechanisms in place to monitor and respond to changes in the broader environment such as economic and regulatory developments to enable us to proactively identify TCF related risks.

## **EMPLOYEE PARTICIPATION**

- All staff members (including senior management) whose roles require delivery of TCF outcomes have been identified.
- Performance evaluation criteria incorporate TCF objectives and are rigorously applied at all levels.
- Staff members undergo training on TCF principles and deliverables.
- Recruitment processes have been revised to ensure staff in relevant positions will have the necessary skills to achieve the outcomes of TCF.

- All staff members are aware of the requirement to treat clients fairly. This Policy has been circulated to all staff members and staff members are encouraged to make suggestions to our TCF Champion on how the treatment of our clients might be further enhanced.

## **REWARD**

- Remuneration is meaningfully linked to the achievement of TCF objectives, at all levels and all reward and recognition processes have been revised in the light of TCF objectives.
- Employment and service agreements have been amended and updated to permit the imposition of meaningful consequences (such as retraining, re-assignment or disciplinary action, as appropriate) for staff members or management who do not achieve agreed TCF deliverables.

## **MANAGEMENT INFORMATION (MI)**

- Existing MI measures have been reviewed to determine which are useful for TCF monitoring and new measures have been identified where necessary.
- Processes are in place to collate and summarise TCF related MI in such a way as to present a meaningful picture of organisation-wide TCF progress.
- Processes are in place to analyse and act on MI findings to improve TCF outcomes for our clients.
- We analyse and act on MI findings to identify staff training needs and to align performance management measures

## **COMMUNICATION**

- We communicate transparently with our stakeholders (including the Regulator) on our progress in achieving TCF outcomes.
- We make information regarding our progress in achieving TCF outcomes publicly available.

**Define your corporate culture**

NHB is a relationship driven organisation with a focus on the growth and success of its clients and business partners. NHB is committed to offering its clients and business partners the highest possible standards of service. In so doing NHB supports the initiative 'Treating Customers Fairly'. NHB recognises that both itself and its clients have everything to gain if NHB looks after clients' best interests and treat clients fairly in all aspects of the relationship.

**How will this be achieved?**

Through NHB's mission, vision and values. NHB strives to be recognised as the preferred partner that delivers value-adding solutions, through mutually beneficial relationships with its stakeholders, in the markets selected. NHB's core values are incorporated into the corporate culture and vision statement.

**Vision Statement- Leadership**

Fair treatment of clients is central to the behaviour and value of all managers. Managers communicate messages about the fair treatment of clients effectively and apply appropriate controls and monitoring to ensure that the fair treatment of clients is delivered by staff.

**Vision Statement – Strategy**

NHB has a clear vision which supports the fair treatment of clients. This is reflected within the formulation and implementation of strategic decisions. NHB's risk appetite reflects clients' considerations.

**Vision Statement – Decision making**

Decision making at all levels reflects the fair treatment of clients. Staff, customer and external feedback is used where appropriate, with timely action. The interest of clients are properly balanced against those of shareholders and other stakeholder groups.

**Vision Statement- Controls**

NHB has controls, including presently developing the process of collecting and analysing Management Information, which aims to ensure and demonstrate the fair treatment of customers. The controls are integral to NHB 's risk framework.

**Vision Statement- Performance**

Management make positive behaviours and attitudes to the fair treatment of clients a key criteria in the selection of staff. They also make effective training and the maintenance of staff knowledge, behaviours and values core to the business. Managers use performance management to develop their staff in the fair treatment of customers, identifying and acting on poor performance and rewarding good performance.

**Vision Statement – Reward**

NHB's reward framework throughout the business is transparent, recognises quality and supports the fair treatment of customers.

## OUTCOME 2:

**Any products and services marketed and sold by NHB in the retail market are designed to meet the needs of identified client groups and that any related targeting of its clients are done so in accordance with this standard:**

We develop and provide advice and certain intermediary services on products that fall within the categories and sub-categories of the financial products as defined by the FSCA, as follows:

<b>Category I Advisory FSP</b>	<b>Advice</b>	<b>Intermediary Services</b>
1.2 Long-term Insurance: Subcategory A	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Long-term Insurance: Subcategory B1	<input type="checkbox"/>	<input type="checkbox"/>
<b>Category IV Assistance Business FSP</b>		<b>Assistance Business</b>

Our clients can typically be grouped into two broad categories:

- Low sophistication: Relatively inexperienced groups with a high level of dependence
- Moderate sophistication: General client groups falling into the mass market

Our product approval and product selection processes includes senior management confirmation that a product adequately meets the outcomes of TCF and that any such product will perform as clients are led to expect. Our product approval and product selection processes also include the careful consideration of the elements listed below:

- When designing a product or selecting a product to distribute or to administer, we identify the particular client groups for which the product can be considered suitable.
- We obtain information from the product supplier regarding client groups in respect of which the product is regarded as most suitable.
- We provide our staff members and representatives with information and guidance to determine the client group/s in respect of whom the products are best suited.
- In determining whether our distribution and administration methods are suitable for the product and target market, we take into account all known and foreseeable risks associated with the product.



- We have measures in place to identify and mitigate risks that a product or service may pose to particular client groups.
- When approving or selecting any product for distribution:
  - we assess the suitability of any promotional or other material that has been designed for the identified client group
  - we assess the suitability of any related and optional (bundled and "add-on") products or services for the identified client group
- Moreover, should any product be selected that includes bundled or "add-on" products or services, we confirm that there are processes in place to ensure the fair treatment of clients or members with regard to such bundled and "add-on" products or services, including ensuring that these products or services are appropriately targeted to the needs of client groups for which they are provided.
- We have measures in place to evaluate the client groups' financial understanding of products or services offered or provided to them.
- We track sales to determine whether products are in fact sold to the identified client groups.
- We have processes in place to mitigate risks where it becomes apparent that the product or the distribution or the administration method, or any combination of these elements, was not suitable for the identified client group, or that the product has been distributed to inappropriate client target groups.

**Action:**

Identify suitable products for target markets

Liaise with product suppliers with regard to available products and how to update these to suit the clients' needs

Reviewing products and schemes to ensure compliance and to ensure that clients' interests are protected and satisfied

Disclosure letters to be reviewed and to be kept updated

**OUTCOME 3:**

**NHB's clients are at all times provided with clear information and are kept appropriately informed before, during and after the point of sale:**

- We assess the clarity, appropriateness and fairness of product information provided to clients, whether such information is produced by ourselves or by others and all product related information requires sign-off by senior management.

- Before any product information is issued, it is carefully tested to ensure that the content will be clear and understandable by the target audience and client group.
- We have implemented appropriate risk mitigation procedures that are designed to address any inaccurate, unfair or misleading information about our products or services that may be provided to clients by third parties.
- We have implemented appropriate procedures to ensure that any information we provide regarding any other party's products or services is accurate, clear, and fair and is not misleading.
- We have implemented appropriate procedures to ensure that we are able, as far as reasonably possible, to rectify any situation where it becomes apparent that any product information already in circulation (whether produced by the FSP or not) is inaccurate, unclear, or unfair or is misleading.
- We regularly review standardised product information we use (whether produced by the FSP or not) to ensure that it remains accurate, clear and appropriate to the applicable client groups.
- We monitor and act on feedback, complaints and suggestions received from clients, staff members or any other parties that communicate the need for improvement in product information.
- We have a process in place to ensure relevant and adequate product information is provided to our clients, whether by our own staff members / representatives or by other parties, at an appropriate time to enable them to make an informed decision as to whether to enter into the relevant contract.
- We provide all existing clients with written statements at least once a year that identify any financial products that have been acquired by that client and where such products are still in existence. Such statements provide brief current details (where applicable), of:
  - any ongoing monetary obligations of the client in respect of such products;
  - the main benefits provided by the products;
  - where any product was marketed or positioned as an investment or as having an investment component, the value of the investment and the amount of such value which is accessible to the client; and
  - any ongoing incentives, consideration, commission, fee or brokerage payable to ourselves in respect of such products.
- A documented Record of Advice as provided for in section 9 of the General Code of Conduct (Board Notice 80 of 2003 as amended) is maintained for each and every transaction entered into with any client and a copy of the applicable record of advice is

handed to each client upon completion of the transaction. (if applicable to relevant product types)

- We ensure that clients are informed of any recent or pending changes to our products, contractual events or any actions required from them, and that such information is provided in sufficient time to enable any client to reasonably respond to or act on that information.
- To the extent applicable, we control the accuracy and quality of any once-off or non-standard product information provided by staff members or representatives to clients or potential clients.
- We maintain up-to-date contact details of all our existing clients.
- We ensure that clients have current and accessible contact points if they need product or service information or need to get in contact with our functional departments for any reason.
- We have accurate, retrievable, secure records of all product information we have provided to clients and any other material interactions with clients.

**Action:**

Review the following processes

- Auditing existing relationships with clients to ensure clients' interest are protected
- Reviewing and monitoring terms and conditions of policies and standard documentation
- Reviewing and monitoring SLA's, intermediary agreements and master policies
- Reviewing application process i.e. automation of process
- Payments and allocations of premiums
- Capturing of data on system – checks for accuracy
- Reviewing and monitoring all standard operating procedures and business rules
- Amendment documentation updated
- Claims process to be reviewed i.e. declined claims process
- Complaints management system to be reviewed
- Communication Policy to be implemented i.e. review communications standard operating procedure

**OUTCOME 4:**

**Where NHB's clients receive advice, that the advice is suitable and takes into account the individual client's circumstances:**

(presently NHB is using a **NO** advice model. However, insofar as this may change and we implement a high model of advice, the following is complied with)

- Prior to making any decision to market a particular product, we assess whether or not we have the appropriate skills and business processes in place to render the appropriate financial service and that the particular product will be suitable for the target market and client concerned.
- Prior to contracting with any product supplier to market their products, we conduct an appropriate level of due diligence to satisfy ourselves that their products and service levels are likely to meet our clients' reasonable expectations.
- We insist that product suppliers provide our representatives with adequate training on the specific products we market to enable them to render suitable financial services on those products.
- We have controls in place to prevent our representatives from rendering any financial services to any client in respect of products for which adequate product training has not been provided.
- Prior to contracting with any product supplier to market their products, we make appropriate arrangements to ensure that the FSP and our representatives will have reasonable access to any product information required from the product supplier to enable all parties to render suitable and appropriate financial services to clients and potential clients.
- We have implemented procedures that ensure that all representatives, prior to providing advice to a client:
  - take reasonable steps to seek from the client appropriate and available information regarding the client's financial situation, financial product experience and objectives to enable the provider to provide the client with appropriate advice;
  - conduct an analysis, for purposes of the advice, based on the information obtained;
  - identify the financial product or products that will be appropriate to the client's risk profile and financial needs, subject to the limitations imposed on the provider under the FAIS Act or any contractual arrangement;
  - take reasonable steps to establish whether the financial product identified is wholly or partially a replacement for an existing financial product of the client and if it is such a replacement, follows all the required disclosure procedures; and
  - take reasonable steps to ensure that the client understands the advice and that the client is in a position to make an informed decision.
- In order to ensure that the highest level of financial services are rendered to our clients and potential clients, we identify any risk of inappropriate financial service and we monitor feedback or complaints received from clients, product suppliers or other third parties regarding the quality of financial service they may have received from our representatives.

- We have implemented procedures to identify instances where our representatives have provided inappropriate advice or misleading information to clients and have implemented further procedures that seek to mitigate the risk to clients should such events occur.
- We monitor potential TCF indicators such as insurance claims experience, product retention / early termination data, investment portfolio switching, type and frequency of product changes in relation to the clients associated with our representatives, in order to identify and mitigate risks of any inappropriate financial services or poor client outcomes attributable to the representatives concerned.
- We provide product suppliers and other third parties in the client value chain with feedback in relation to any aspects of their products or services which inhibit our ability to provide suitable advice or the delivery of other TCF outcomes to clients.
- We have controls in place to identify and address any conflicts of interest between ourselves, our clients and product suppliers whose products we market.
- Clear TCF measures are included in the criteria that our representatives are required to satisfy in order to meet incentive or remuneration targets.
- There are clear agreements between ourselves and any product suppliers whose products we market that set out our respective responsibilities in relation to providing clients with appropriate financial services, information and service support. These agreements are structured to ensure that clients understand who they should look to in relation to different aspects of the financial products or service provided to them.
- We have controls in place to identify and act on instances where our representatives have provided advice which they are not authorised to provide, either in terms of their specific contract or mandate with us and/or with any product supplier, or as a result of non-compliance with our FAIS licence conditions or other legal requirements.
- We have a policy in place for fair compensation of clients who have been financially prejudiced as a result of any inappropriate financial service rendered by our representatives.
- We monitor the published decisions of the FAIS Ombud, communications from the Regulator and any other relevant information sources in relation to advice practices, to ensure that our controls and practices in relation to this TCF outcome remain relevant and effective.

**Action:**

- Information gathering process to be reviewed
- Needs analysis to be reviewed insofar as it may be applicable
- Training to be provided to staff
- Development of skills of staff to be able to provide advice insofar as may be required in accordance with NHB's strategic plans
- Implementation and compliance with process above

**OUTCOME 5:**

**NHB's clients are provided with products that perform as they have been led to expect and that any associated services are also of the standard that NHB has led them to expect:**

- Processes are in place to mitigate the risk that products and services are unable to satisfy the reasonable expectations of clients.
- We analyse the product retention / portfolio switching / early termination behaviour of our clients to identify the possible risk that products or services are not meeting expectations.
- Processes are in place to alert clients to the risks resultant from their actions (such as early termination of a product, non-payment of contributions, and benefit reductions) in reasonable time for them to respond to or act on the information.
- Processes are in place to alert clients to the risks of non-action on their part, such as a failure to review insurance cover needs, investment goals, risk profiles and beneficiary nominations.
- We have clear service standards in place for client service processes and communicate these to our clients.
- We research and test our service standards to determine whether they are in line with client expectations.
- We monitor and act on feedback, complaints and suggestions received from clients, intermediaries and staff members that identify the need for improvements in our services or service standards.
- Where it becomes apparent that products are not performing or are unlikely to perform as clients have been led to expect, we have implemented processes to mitigate the risks to our clients.
- We have adopted "Management Information" on client expectations.
- Processes are in place to protect the confidentiality of all client information.

**Action:**

- Product and Class of Business training for staff
- Agreements with stakeholders to be reviewed
- Claims handling and settling process to be streamlined – i.e. declined claims
- Internal processes to be monitored to ensure compliance with SOP's and Business Rules
- Are the service providers doing what they have said that they would do / are claims being paid as per the policy or looking for reasons not to pay (loopholes) / is the product sufficient for the clients' needs.

**OUTCOME 6:**

**NHB's clients do not face any unreasonable post-sale barriers should they wish to change their products, switch to another FSP, submit a claim or submit a complaint about NHB's services:**

**CHANGING PRODUCTS**

- We inform our clients (in good time, not only on request) of the types of permissible changes they may make to their products if their individual needs or circumstances change and of any important limitations on their ability to access funds or to make amendments to any product.
- When we become aware of any changes to a client's needs or circumstances (including affordability difficulties), we inform such client of possible product changes that are available to them in order to meet their changed requirements.
- We have clear service standards in place for processing product changes (including instances where the request needs to be referred to another party for processing) and communicate these standards to our clients.
- Where a request for a product change is declined by any party in the value chain, we provide the client with clear reasons for the decision.
- When we receive a request to change a product (whether directly or through another party) we inform the client of any potential risks associated with the change, in reasonable time for them to respond to or act on the information.

### **SWITCHING PROVIDERS (if an when applicable)**

- We have clear service standards in place for processing switches to other providers and communicate these to our clients.
- When we receive a request to switch providers (whether directly or through another party) we inform the client of any potential risks associated with the switch.

### **COMPLAINTS HANDLING**

- We test our complaints process to ensure it is accessible and appropriate to our client group/s.
- We have a robust complaints management, record keeping and root cause analysis process.
- We inform clients (before complaint stage) of the process that must be followed in order to submit a complaint and of the various options available for further recourse if the client is dissatisfied with the outcome of the complaint.
- We benchmark our complaints data (for example, complaint volumes, resolution rates, referrals to Ombud schemes) against competitors.
- Once a complaint has been received, whether we are dealing with the complaint ourselves or where we have referred the complaint to another party, we keep clients informed of its progress (including the contact details of the person responsible for processing the complaint).
- When responding to a complaint, we provide clear reasons for our response (including where the response is favourable to the client), with supporting evidence where relevant.
- Where a request for redress is declined, wholly or partially, we inform the client of the steps that may be followed in order to have the decision reviewed.
- We have clear service standards in place for processing complaints and we communicate such standards to our clients.
- We have specific staff training in place for complaints handling
- Complaints processes are structured in such a way as to ensure that there are no conflicts of interest and that all decisions are based on objective facts and criteria.
- Complaints processes are structured in such a way as to ensure that complaints of a similar nature have a similar outcome.
- Follow-up processes are in place to determine the client satisfaction levels of complaints that have been finalised.



- Processes are in place to ensure consistency in complaints handling. We have a policy in place for fair compensation of clients who have been financially prejudiced by unfair treatment, which is not limited only to those clients who complain.
- We analyse complaints to identify any risks of mis-selling (whether by our own representatives or not).
- We consider the nature of complaints received and the complaints handling performance history of different product suppliers when deciding on whether or not to enter into a business relationship with a particular product supplier
- We consider the nature of complaints received and the complaints handling performance history of different product suppliers when recommending a particular product supplier or financial product to our clients.

**Action:**

- Identify reasons why the policyholders want to change or cancel products (have needs changed or was incorrect advice)
- Improved monitoring of replacement policies and identification of reasons why policyholders have switched products /providers
- Process to be monitored to ensure compliance
- Cancellation/ termination process to be reviewed i.e. to ensure that termination/ cancellation is in accordance with terms and conditions
- Claims process to be reviewed i.e. decline process to be included in the Claims department function
- Complaint's management framework to be updated and reviewed

## **5. Legislative Compliance**

NHB manages its legislative framework within its defined regulatory and legislative framework as defined within its Compliance Risk Management Framework.