



## POLICY AND PROCEDURES

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**PEPKOR HOLDINGS LIMITED**  
REGISTRATION NUMBER 2017/221869/06

### EMAIL DISCLAIMER

This disclaimer applies to any electronic message (i.e. email) and attachments passing through the information systems of Pepkor Holdings Limited, its subsidiaries and/or associated companies (hereafter collectively referred to as “**Pepkor**”, “**The Company**”, “**We**”, “**Us**” or “**Our**”).

The information contained in this electronic message may contain the personal views and opinions of the sender which are not necessarily the views and opinions of Pepkor.

If there is a conflict between this disclaimer and any other, this one will prevail.

#### The Recipient

The electronic message may contain information that is considered confidential and may be subject to legal privilege.

If you have received this electronic message in error, please notify the sender immediately via a reply message and then delete the original message (i.e. in inbox), the reply message (i.e. in sent items) and any other subsequent/related messages. The copy and /or disclosure of this message, its attachments and links, is strictly prohibited.

Do not add the sender’s email address or contact number to a database for the purposes of direct marketing without the sender’s prior written consent.

#### Legal Requirements

This disclaimer is enforceable and binding on the recipient/addressee in terms of the Electronic Communications and Transactions Act, 25 of 2002 (“ECTA”) of South Africa, where applicable.

Pepkor also has under relevant data protection law(s), a general legal duty to protect any personal information being processed. To the extent that an electronic message contains any personal information, such personal information will be processed only in accordance with our [Privacy Statement](#).

#### Disclaimer:

The contents of this document should only be used for and by Pepkor Holdings Limited (Pepkor) and may not be distributed unlawfully. Older versions are not deemed official. Only the latest version is acceptable.

Unless otherwise agreed, we are only deemed to have received a message once we have confirmed receipt orally or in writing, and sent a message once reflected as “sent” on our message server logs. An auto-reply correspondence shall not suffice as a response for this purpose.

Pepkor retains all rights without prejudice to electronic messages sent from our communications systems.

### **We are Not Responsible**

While Pepkor has taken all reasonable precautions to prevent loss or damage to third-party systems, we are not responsible or liable for any harm, damages, or loss (incl. any lost profits, business interruption, loss of programs or other data on information handling systems, or data corruption) arising from this electronic message, including:

- from malicious software (malware),
- if someone else changes a message,
- for corruption of data, or any “denial of service”,
- for the non-delivery or incorrect delivery of any message,
- its effect on electronic devices, or
- its transmission in an unencrypted medium.

We highly recommend that you virus-check all electronic messages once received before proceeding with any further actions. Please note: We will never request you to provide us with a One-Time-Pin (OTP) and/or password via email.

### **Interception and Monitoring**

Pepkor reserves the right to intercept, monitor, review, block, copy, delete, read and act upon/disclose this electronic message and all subsequent response correspondence for legal and security purposes pertaining to the privacy and data protection of all parties involved.

### **Enquiries**

If you have any questions or concerns arising from this disclaimer, please contact [io@pepkor.co.za](mailto:io@pepkor.co.za).

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