

REPORTING PARAMETERS

The integrated report FY15, together with the supplementary information available throughout this website, form the complete report for Wilson Bayly Holmes-Ovcon Ltd (WBHO), a company listed on the Johannesburg Stock Exchange (JSE) Ltd, for the financial year ended 30 June 2015. Our previous report, covering the financial year ended 30 June 2014, was published last year. Reports are produced every 12 months, coinciding with the financial year of the group, from 1 July to 30 June. The company also reports interim results for the first six month period of its financial year (1 July to 31 December).

The scope of this report includes WBHO and its subsidiaries. There has been no significant change in the size, structure, ownership or areas of operation of the company and there are no specific limitations on the scope or boundary of this report. The consolidated data incorporates the company and all entities controlled by WBHO as if these are a single economic entity. Associated and joint ventures are equity accounted. Comparable performance data and information are provided on all material aspects of the group and its value creation activities without specific limitations. Where required, historical data are restated and explained. Additional information is available on request and there are no restatements or changes to information included in earlier reports.

In addition to applying the International Financial Reporting Standards (IFRS), the King Code of Corporate Governance Principles for South Africa (King III) and the JSE Listing requirements, WBHO has also been guided by the Global Reporting Initiative (GRI) 3.1 Guidelines and the GRI Construction & Real Estate Sector Supplement (CRESS) when assessing its progress from a sustainability perspective. The self-assessment of the company in response to GRI 3.1 — the GRI Index — has been published on this website.

DETERMINING MATERIAL ISSUES

WBHO has adopted a process to determine its material issues that is aligned with the organisational decision-making processes and the strategic objectives of the group. By applying the principle of materiality, WBHO determines which issues could influence the decisions, actions and performance of the organisation and its stakeholders. A detailed discussion of how we define our material issues is presented on pages 10-11 and 22-27 of the FY15 integrated report.

The FY15 integrated report focuses on the issues that are material to the operations and objectives of the business during the reporting period. In determining what information to present and how to prioritise topics, we have been guided by (i) our strategic issues and objectives (which are set and reviewed by senior management on a regular basis and discussed on pages 28-31 of the report), (ii) legislative and regulatory requirements and (iii) ongoing consultation with our stakeholders (details of our engagement with stakeholders is presented on pages 18-20 of the report).

The Business Model (pages 6-9), Operating Context (pages 12-13), Year in Review (pages 32-35) and the Material Issues (pages 22-27) sections in the integrated report FY15 describe in detail the circumstances within which WBHO operates, the key resources and relationships on which the organisation depends, the key risks and opportunities WBHO faces, and how material issues can affect the ability of the group to create and sustain value over time.

We measure data according to specific indicators throughout the report, particularly with reference to tables and graphs. Where feasible, the organisational boundaries used for collecting data reflect those used for financial reporting purposes. On the whole, data is collected at the operational level and then consolidated at divisional and group levels. Data is evaluated according to the policies, procedures, codes and guidelines that WBHO has developed to meet international best practice. Where possible, data measurements are implicitly defined via units of measure.

While WBHO has not yet sought external assurance on the accuracy of the sustainability information published in its integrated reports, the organisation recognises this as an important objective and a reflection of its commitment to sustainability. The immediate objective is to improve data collection and disclosure to be able to start setting meaningful quantitative targets and objectives in key areas, such as carbon emissions, and then to seek external assurance.

We welcome your feedback on our reporting and if you have any questions regarding the annual integrated report or its contents or suggestions regarding what you would like to see incorporated in future reports, please contact Shereen Vally-Kara on +27 011 3217200 or by email at Shereen_Vally-Kara@wbho.co.za.

GLOBAL REPORTING INITIATIVE (GRI)

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For the year ended 30 June 2015

Our response to GRI G3.1 is aligned with application level C. This is with reference to the information disclosed in the integrated annual report, as well as the information provided on the WBHO website.

GRI Section	Description	Reference	Page number (s)
1.1	Statement from the most senior decision maker of the organization (e.g., CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and its strategy.	Integrated Report > Message from the Chairman	36-37
1.2	Description of key impacts, risks, and opportunities.	Integrated Report > Business Model Integrated Report > Operating Context Integrated Report > Stakeholder Engagement Integrated Report > Message from the CEO	6-9 12-13 18-20 38-39
2.1	Name of the organization.	Integrated Report > Administration	IBC
2.2	Primary brands, products, and/or services. The reporting organization should indicate the nature of its role in providing these products and services, and the degree to which it utilizes outsourcing.	Integrated Report > Business Model Integrated Report > Value Added Statement Integrated Report > Year in Review	6-9 21 32-35
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	Integrated Report > About this Report Integrated Report > Business Model Integrated Report > Year in Review	4-5 6-9 32-35
2.4	Location of organization's headquarters.	Integrated Report > Administration	IBC
2.5	Number of countries where the organization operates, and names of countries with either major operations or that are specifically relevant to the sustainability issues covered in the report.	Integrated Report > Business Model Integrated Report > Year in Review	6-9 32-35
2.6	Nature of ownership and legal form.	Integrated Report > Administration WBHO.co.za > About Us	IBC 
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	Integrated Report > Business Model Integrated Report > Operating Context Integrated Report > Year in Review	6-9 12-13 32-35
2.8	Scale of the reporting organization	Integrated Report > Business Model Integrated Report > Operating Context Integrated Report > Year in Review Integrated Report > Summarised Financial Statements Online Integrated Report > Downloads > Human Resources Review (PDF) WBHO.co.za > About Us Sustainability > Our people	6-9 12-13 32-35 62-69   
2.9	Significant changes during the reporting period regarding size, structure or ownership	Integrated Report > About this Report Online Integrated Report > Downloads > Reporting Parameters (PDF)	4-5 
2.10	Awards received in the reporting period.	WBHO.co.za > About Us	
3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	Integrated Report > About this Report Online Integrated Report > Downloads > Reporting Parameters (PDF)	4-5 
3.2	Date of most recent previous report (if any).	Integrated Report > About this Report Online Integrated Report > Downloads > Reporting Parameters (PDF)	4-5 
3.3	Reporting cycle (annual, biennial, etc.)	Integrated Report > About this Report Online Integrated Report > Downloads > Reporting Parameters (PDF)	4-5 
3.4	Contact point for questions regarding the report or its contents.	Integrated Report > About this Report Online Integrated Report > Administration	4-5 IBC
3.5	Process for defining report content, including:\ • Determining materiality; • Prioritising topics within the report; and • Identifying stakeholders the organisation expects to use the report.	Integrated Report > About this Report Integrated Report > Material Issues Online Integrated Report > Downloads > Reporting Parameters (PDF) Integrated Report > Stakeholder Engagement	4-5 10-11 and 22  18-20

GRI Section	Description	Reference	Page number (s)
3.6	Boundary of the report (e.g. countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers).	Integrated Report > About this Report Integrated Report > Business Model Online Integrated Report > Downloads > Reporting Parameters (PDF)	4-5 6-9 
3.7	State any specific limitations on the scope or boundary of the report.	Integrated Report > About this Report Integrated Report > Material Issues Online Integrated Report > Downloads > Reporting Parameters (PDF)	4-5 10-11 
3.8	Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that can significantly affect comparability from period to period and/or between organizations.	Integrated Report > About this Report Integrated Report > Material Issues Integrated Report > Summarised Financial Statements Online Integrated Report > Downloads > Reporting Parameters (PDF) Online Integrated Report > Notes to the Summary Consolidated Financial Statements	4-5 10-11 62-63  
3.9	Data measurement techniques and the bases of calculations, including assumptions and techniques underlying estimations applied to the compilation of the Indicators and other information in the report. Explain any decisions not to apply, or to substantially diverge from, the GRI Indicator Protocols.	Integrated Report > Material Issues Online Integrated Report > Downloads > Reporting Parameters (PDF)	10-11 
3.10	Explanation of the effect of any re-statements of information provided in earlier reports, and the reasons for such re-statement (e.g., mergers/acquisitions, change of base years/periods, nature of business, measurement methods).	Integrated Report > About this Report Integrated Report > Summarised Financial Statements Online Integrated Report > Downloads > Reporting Parameters (PDF) Online Integrated Report > Notes to the Summary Consolidated Financial Statements	9 62-63  
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	Integrated Report > About this Report Integrated Report > Material Issues Online Integrated Report > Downloads > Reporting Parameters (PDF)	4-5 10-11 
3.12	Table identifying the location of the Standard Disclosures in the report.	Online Integrated Report > Downloads > GRI Index	
3.13	Policy and current practice with regard to seeking external assurance for the report.	Integrated Report > About this Report Integrated Report > Material Issues Integrated Report > Governance > Audit and Risk Committee Report Online Integrated Report > Downloads > Reporting Parameters (PDF)	4-5 10-11 75 
4.1	Governance structure of the organization, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organizational oversight.	Integrated Report > Governance and Remuneration Review WBHO.co.za > Governance	74-79 
4.2	Indicate whether the Chair of the highest governance body is also an executive officer (and, if so, their function within the organization's management and the reasons for this arrangement).	WBHO.co.za > Governance > The Board	
4.3	For organizations that have a unitary board structure, state the number and gender of members of the highest governance body that are independent and/ or non-executive members.	Online Integrated Report > Downloads > Board Composition and Attendance WBHO.co.za > Governance > The Board	 
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	WBHO.co.za > Governance Integrated Report > Stakeholder Engagement	 18-20
4.5	Linkage between compensation for members of the highest governance body, senior managers, and executives (including departure arrangements), and the organization's performance (including social and environmental performance).	Integrated Report > Governance and Remuneration Review WBHO.co.za > Governance WBHO.co.za > Governance > Downloads > Remuneration Policy	74-84  
4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided.	WBHO.co.za > Governance > The Board Integrated Report > Governance and Remuneration Review	 74-79
4.7	Process for determining the composition, qualifications, and expertise of the members of the highest governance body and its committees, including any consideration of gender and other indicators of diversity.	WBHO.co.za > Governance > Board Committees > Nomination committee	

GRI Section	Description	Reference	Page number (s)
4.8	Internally developed statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance and the status of their implementation.	WBHO.co.za > Governance > Downloads WBHO.co.za > Sustainability > Downloads	
4.9	Procedures of the highest governance body for overseeing the organization's identification and management of economic, environmental, and social performance, including relevant risks and opportunities, and adherence or compliance with internationally agreed standards, codes of conduct, and principles.	Integrated Report > Material Issues Integrated Report > Managing Risk Integrated Report > Governance and Remuneration Review Online Integrated Report > Downloads > Risk Review (PDF) WBHO.co.za > Governance WBHO.co.za > Sustainability	10-11 14-17 74-79  
4.10	Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance.	Integrated Report > Governance and Remuneration Review WBHO.co.za > Governance > Downloads > Remuneration Policy (PDF) Online Integrated Report > Downloads > Risk Review (PDF) WBHO.co.za > Governance WBHO.co.za > Sustainability	74-84    
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organization. (The approach of the organisation to risk management in operational planning and/or the development or introduction of new products and services.)	WBHO.co.za > Governance > Risk Online Integrated Report > Downloads > Risk Review (PDF)	 
4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or endorses.	WBHO.co.za > Governance > Downloads WBHO.co.za > Sustainability > Downloads Online Integrated Report > Downloads > Transformation Review (PDF)	  
4.14	List of stakeholder groups engaged by the organization.	Integrated Report > Stakeholder Engagement	18-20
4.15	Basis for identification and selection of stakeholders with whom to engage.	Integrated Report > Stakeholder Engagement Integrated Report > About this Report Integrated Report > Material Issues Online Integrated Report > Downloads > Reporting Parameters (PDF) WBHO.co.za > Governance	18-20 4-5 10-11 and 22-27  
4.17	Key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting.	Integrated Report > Stakeholder Engagement Integrated Report > Material Issues Integrated Report > Year in Review Integrated Report > Message from the Chairman Integrated Report > Message from the CEO	18-20 10-11 and 22-27 32-35 36-37 38-39
EC1	Direct economic value generated and distributed, including revenue, operating costs, employee compensation, donations and other community investments, retained earnings and payments to capital providers and governments.	Integrated Report > Value Added Statement Integrated Report > Highlights Integrated Report > Summarised Financial Statements Online Integrated Report > Summary Consolidated Financial Statements	21 1-3 62-69 
EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change.	WBHO.co.za > Sustainability > Environment WBHO.co.za > Sustainability > Downloads > WBHO Climate Change Policy (PDF)	 
EC3	Coverage of the organization's defined benefit plan obligations.	WBHO.co.za > Sustainability > Our People Online Integrated Report > Downloads > Human Resources Review (PDF)	 
EC4	Significant financial assistance received from government.	No significant financial assistance was received from government.	
EC6	Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operation.	WBHO.co.za > Sustainability > Socio-Economic Development (SED) WBHO.co.za > Sustainability > Transformation Online Integrated Report > Downloads > SED Review (PDF) Online Integrated Report > Downloads > Transformation Review (PDF) Online Integrated Report > Downloads > Training and Skills Development Review	    
EC7	Procedures for local hiring and proportion of senior management hired from the local community at significant locations of operation.	Online Integrated Report > Downloads > Human Resources Review (PDF) WBHO.co.za > Sustainability > Our People	 
EC8	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.	Online Integrated Report > Downloads > SED Review (PDF) WBHO.co.za > Sustainability > Socio-Economic Development WBHO.co.za > Sustainability > Downloads > The Road to Transformation (PDF)	  

GRI Section	Description	Reference	Page number (s)
DMA EN	Disclosure on Management Approach	WBHO.co.za > Sustainability > Environment	
EN3	Direct energy consumption by primary energy source.	Online Integrated Report > Downloads > Environmental Review (PDF) WBHO.co.za > Sustainability > Environment	 
EN4	Indirect energy consumption by primary source.	Online Integrated Report > Downloads > Environmental Review (PDF) WBHO.co.za > Sustainability > Environment	 
EN16	Total direct and indirect greenhouse gases by weight.	Online Integrated Report > Downloads > Environmental Review (PDF) WBHO.co.za > Sustainability > Environment	 
EN17	Other relevant indirect greenhouse gases by weight.	Online Integrated Report > Downloads > Environmental Review (PDF) WBHO.co.za > Sustainability > Environment	 
EN23	Total number and volume of significant spills.	Online Integrated Report > Downloads > Environmental Review (PDF)	
EN26	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation.	WBHO.co.za > Sustainability > Environment Online Integrated Report > Downloads > Environmental Review (PDF)	 
EN28	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.	There were no significant fines or non-monetary sanctions for non-compliance with environmental laws and regulations during the year.	
DMA LA	Disclosure on Management Approach	WBHO.co.za > Sustainability > Our People	
LA1	Total workforce by employment type, employment contract, and region, broken down by gender.	Online Integrated Report > Downloads > Human Resources Review (PDF)	
LA2	Total number and rate of new employee hires and employee turnover by age group, gender, and region.	Online Integrated Report > Downloads > Human Resources Review (PDF)	
LA3	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations.	WBHO.co.za > Sustainability > Our People Online Integrated Report > Downloads > Human Resources Review (PDF)	 
LA4	Percentage of employees covered by collective bargaining agreements	WBHO.co.za > Sustainability > Our People Online Integrated Report > Downloads > Human Resources Review (PDF)	 
LA6	Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programs.	WBHO.co.za > Sustainability > Our People Online Integrated Report > Downloads > Human Resources Review (PDF)	 
LA7	Rates of injury, occupational diseases, lost days, and absenteeism, and number of work related fatalities by region and by gender.	WBHO.co.za > Sustainability > Health and Safety Online Integrated Report > Downloads > Health and Safety Review (PDF)	 
LA8	Education, training, counselling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases.	Online Integrated Report > Downloads > Health and Safety Review (PDF) Online Integrated Report > Downloads > Human Resources Review (PDF) Online Integrated Report > Downloads > Training and Skills Development Review Online Integrated Report > Downloads > Quality Review (PDF) WBHO.co.za > Sustainability > Health and Safety WBHO.co.za > Sustainability > Our People WBHO.co.za > Sustainability > Downloads > HIV/AIDS Policy	      
LA10	Average hours of training per year per employee by gender, and by employee category.	Online Integrated Report > Downloads > Training and Skills Development Review WBHO.co.za > Sustainability > Our People WBHO.co.za > Sustainability > Health and Safety	  
HR5	Operations and significant suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and actions taken to support these rights.	None of our operations was identified as violating the right to exercise freedom of association and collective bargaining.	
HR6	Operations and significant suppliers identified as having significant risk for incidents of child labour, and measures taken to contribute to the elimination/effective abolition of child labour.	None of our operations or significant suppliers was identified as having significant risk for incidents of child labour. WBHO complies with the labour laws of the countries in which it operates.	

GRI Section	Description	Reference	Page number (s)
HR7	Operations and significant suppliers identified as having significant risk for incidents of forced or compulsory labour, and measures to contribute to the elimination of all forms of forced or compulsory labour.	None of our operations or significant suppliers was identified as having significant risk for incidents of forced or compulsory labour.	
SO7	Total number of legal actions for anticompetitive behaviour, anti-trust, and monopoly practices and their outcomes.	None of our operations was identified as being responsible for anticompetitive behaviour, anti-trust, and/or monopoly practices during the period under review.	
SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.	None of our operations was required to pay monetary fines for non-compliance with laws and regulations during the period under review.	
CRE6	Percentage of the organisation operating in verified compliance with an internationally recognised health and safety management system.	WBHO.co.za > Sustainability > Health and Safety Online Integrated Report > Downloads > Health and Safety Review (PDF)	 
CRE8	Type and number of sustainability certification, rating and labelling schemes for new construction, management, occupation, and redevelopment.	WBHO.co.za > Sustainability > Environment Online Integrated Report > Downloads > Environmental Review (PDF)	 