

PSV Holdings - Annual Report - 2011

GRI Index Table: Additional Responses

STANDARD DISCLOSURES PART I: Profile Disclosures

1. Strategy and Analysis

Profile Disclosure	Description	Reference	Section	Comments	
1.1	Statement from the most senior decision-maker of the organization	pp. 14 - 15	Chairperson's review	The Chairperson is the most senior decision-maker at PSV, and a statement from Evelyn Chimombe - Munyoro is included on pp.14-15.	NI
1.2	Description of key impacts, risks, and opportunities.	pp. 14 - 19	Chairperson's review, Chief Executive Officer's review	The CEO's Review includes a table providing a description of PSV's significant risks, including both financial/economic and social risks.	NI

2. Organisational Profile

Profile Disclosure	Description	Reference	Section	Comments	
2.1	Name of the organization.	FC	Front cover, Throughout	The registered name of the company is 'PSV Holdings', and is listed and traded as such on the JSE.	OK
2.2	Primary brands, products, and/or services.	pp. 1 - 3	Vision, Mission, Group Overviews	PSV's primary brands, products and services, mainly engineering products and services, is discussed within the Group Overview section of the report.	OK
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	p. 5	PSV Group Structure	Organisational structure is defined via a table illustrating the group's structure.	NI
2.4	Location of organization's headquarters.	BC	Administration	Business office address and registered address are supplied within the Administration section of the report.	OK
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.	p. 5	Local and global footprint	Markets served include where offices are present (SA and Zambia) and countries where products/services are sold (SA, Zambia, DRC, Mozambique, etc.).	OK
2.6	Nature of ownership and legal form.	pp. 75 - 76	Shareholder analysis tables	As stated within the report, PSV is a JSE-listed company with the breakdown of major shareholders disclosed within the financial statements.	OK
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	p. 5, pp. 6 - 11	Local and global footprint, Operational overview	Markets served are disclosed within the operational review, including target industry sectors (e.g., mining) and geographic locations/offices (SA and Zambia) as well as countries where products/services are sold (SA, Zambia, DRC, Mozambique, etc.) are also included in the local and global footprint section.	OK
2.8	Scale of the reporting organization.	pp. 2 - 3, p. 4, p. 5, pp. 6 - 11	Group Overview, Financial Highlights, PSV Group Structure, Operational Review	Scale of PSV is defined by the total revenue, number of employees, number of business units and locations, which is all disclosed within the report.	OK
2.9	Significant changes during the reporting period regarding size, structure, or ownership.	p. 4, pp. 14 - 15, pp. 16 - 19	Milestones, Chairperson's review, Chief executive officer's review	Not applicable. No significant changes occurred with respect to the size, structure or nature of ownership of PSV during the reporting period.	OK
2.10	Awards received in the reporting period.	Supporting Documentation	GRI Table: Additional GRI Responses	Not applicable. No significant awards were received during the reporting period.	OK

3. Report Parameters

Profile Disclosure	Description	Reference	Section	Comments	
3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	p. 1	Scope of annual report	The report covers the year from 1 March 2010 to 28 February 2011.	OK
3.2	Date of most recent previous report (if any).	p. 1	Scope of annual report	The previous year report was published in August 2010, for the period of 1 March 2009 to 28 February 2010.	OK
3.3	Reporting cycle (annual, biennial, etc.)	p. 1	Scope of annual report	PSV reports on an annual basis.	OK
3.4	Contact point for questions regarding the report or its contents.	BC	Administration	Primary contact person for the report is Keyter Rech Investor Solutions (Vanessa Rech), who can be contacted via email at vrech@kris.co.za.	OK
3.5	Process for defining report content.	p. 1	Scope of annual report	The scope of PSV's report is primarily based on JSE listing requirements, including adherence to the King Code of Corporate Governance (King III), International Financial Reporting Standards (IFRS) and the requirements of the South African Companies Act. However, this year's report was enhanced based on input from an expert in the sustainability reporting field, with the principle of materiality underlying PSV's decision to include/exclude specific information.	OK

3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers). See GRI Boundary Protocol for further guidance.	p. 1, p. 5	Scope of annual report, local and global footprint, group structure	The report covers all of PSV's activities for the period under review (i.e. 1 March 2010 to 28 February 2011). PSV is not part of any joint ventures, and all divisions are viewed as direct 100% held subsidiaries of PSV Holdings.	OK
3.7	State any specific limitations on the scope or boundary of the report (see completeness principle for explanation of scope).	Supporting Documentation	GRI Table: Additional GRI Responses	There have been no limitations on the scope and/or boundaries of this report. All companies owned by PSV during the reporting period (excluding Turbo Agencies which was purchased post year-end) are covered within the report.	OK
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.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV is not part of any joint ventures, and the way in which subsidiaries, leased facilities and outsourced operations are discussed within this report does not differ significantly from previous reports, and therefore there are no significant issues with respect to comparability from period to period. However, PSV has attempted to provide additional social and/or environmental data - where possible - creating new baselines for comparability in some areas.	OK
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.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting, limited non-financial data was available for effective reporting. As such, data measurement techniques are not yet well-defined. However, where information is disclosed, the way in which it was measured and/or calculated is disclosed within the relevant section of the report.	OK
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).	Supporting Documentation	GRI Table: Additional GRI Responses	Not applicable. No re-statements have been made with respect to information provided in previous reports.	OK
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	Supporting Documentation	GRI Table: Additional GRI Responses	Not applicable. As this is PSV's first attempt at integrated sustainability reporting, all non-financial information provided herein is a departure from previous reports. Comparability will only become relevant from the next reporting period.	OK
3.12	Table identifying the location of the Standard Disclosures in the report.	Supporting Documentation	GRI Table: Additional GRI Responses	This GRI Indicator Table serves to provide interested stakeholders with the information required to determine where indicator-specific information can be found.	OK
3.13	Policy and current practice with regard to seeking external assurance for the report.	p.1, p 21 - 22	Scope of the report, Sustainability report	In line with King III expectations, PSV has sought independent third party assurance from SustainabilityServices.co.za, a recognised specialist service provider in this field. This is the first time PSV has produced an integrated sustainability report, and thus the first time such assurance has been sought.	OK
4. Governance, Commitments, and Engagement					
Profile Disclosure	Description	Reference	Section	Comments	
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.	pp. 23 - 31	Corporate Governance report 2011, Audit committee report	The various committees and their mandates are highlighted in the Corporate Governance and Audit committee report section of the report.	OK
4.2	Indicate whether the Chair of the highest governance body is also an executive officer.	p. 12, p. 23	Board of directors, Corporate Governance	As stated within the Board of directors and Corporate Governance sections, the Chairperson (Evelyn) is an Independent Non-Executive Director.	OK
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.	p. 12, p. 23	Board of directors, Corporate Governance	The Independence and/or Executive status and gender of the Directors is provided within the Board of directors and Corporate Governance sections of the report.	OK
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	p. 27, p. 28	Relations with shareholders, Stakeholders	All stakeholders are afforded various means to communicate with the Board, including specific shareholder resolutions, access to the company secretary (Monika Pretorius), or the Investor Relations team (Vanessa Rech), as per the Administration section within the report. Employees are afforded internal communication mechanisms through the chain of command, but also via unions.	OK
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).	p. 26, p. 27	Remuneration committee / Remuneration philosophy	The remuneration philosophy is performance based, including the performance of directors, executives and members of the management team as well as the performance of the company at large. At present, no remuneration targets are in place for environmental performance (excluding if an environmental incident would have a direct impact on financial performance), or social performance. However, health & safety performance is an on-going key performance indicator for all levels of management to monitor.	OK

4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided.	p. 24	Interest in contracts	As stated within the Corporate Governance section, all Directors are required to disclose any/all conflicts of interest (real and/or perceived) and are obliged to recuse themselves from discussions or decisions on matters in which they have an interest.	OK
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.	p. 24	Board appointments	Although the Nominations Committee is ultimately responsible for determining the composition, qualifications and expertise of the members of the highest governance body and its committees, including special considerations of racial and/or gender diversity, all board members are expected to contribute to the identification and/or selection of potential board candidates.	OK
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.	p. 1, p. 28	Vision, Mission, Code of conduct	The vision, mission and code of conduct is disclosed within the report, although more specific considerations for social and/or environmental performance can be included.	NI
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.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
4.10	Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organisation.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on this on future reports will be made.	NC
4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or endorses.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
4.13	Memberships in associations (such as industry associations) and/or national/international advocacy organizations in which the organization: * Has positions in governance bodies; * Participates in projects or committees; * Provides substantive funding beyond routine membership dues; or * Views membership as strategic.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
4.14	List of stakeholder groups engaged by the organization.	p. 28	Stakeholders	The list of stakeholder groups engaged by PSV is discussed within the stakeholder section of the report.	OK
4.15	Basis for identification and selection of stakeholders with whom to engage.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV actively engages only those stakeholders who have a direct impact on the company's operations, or whom the company has a significant direct impact on. Thus, PSV engages suppliers, employees, government (including various government departments such as the Department of Labour), customers and key shareholders.	OK
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on this on future reports will be made.	NC
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.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on this on future reports will be made.	NC

STANDARD DISCLOSURES PART II: Disclosures on Management Approach (DMAs)					
G3 DMA	Description	Reference	Section	Comments	
DMA EC	Disclosure on Management Approach EC	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosures on management approaches to specific indicators, or groups of indicators has not been provided. An attempt to report on these on future reports will be made.	NC
DMA EN	Disclosure on Management Approach EN	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosures on management approaches to specific indicators, or groups of indicators has not been provided. An attempt to report on these on future reports will be made.	NC
DMA LA	Disclosure on Management Approach LA	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosures on management approaches to specific indicators, or groups of indicators has not been provided. An attempt to report on these on future reports will be made.	NC
DMA HR	Disclosure on Management Approach HR	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosures on management approaches to specific indicators, or groups of indicators has not been provided. An attempt to report on these on future reports will be made.	NC
DMA SO	Disclosure on Management Approach SO	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosures on management approaches to specific indicators, or groups of indicators has not been provided. An attempt to report on these on future reports will be made.	NC
DMA PR	Disclosure on Management Approach PR	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosures on management approaches to specific indicators, or groups of indicators has not been provided. An attempt to report on these on future reports will be made.	NC
STANDARD DISCLOSURES PART III: Performance Indicators					
Economic					
Performance Indicator	Description	Reference	Section	Explanation	
EC1	Direct economic value generated and distributed, including revenues, operating costs, employee compensation, donations and other community investments, retained earnings, and payments to capital providers and governments.	p. 4, p. 22	Wealth distribution, Economic	An indication of wealth distributed between employees, providers of capital, taxation and that retained for future growth is indicated in the Wealth distribution and economic sections.	NI
EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV has not calculated the implications of climate change on the Group, but rather is looking for carbon reduction strategies on the understanding that regardless of the costs and/ or financial implications, reducing its carbon footprint is the right thing to do.	NC
EC3	Coverage of the organization's defined benefit plan obligations.	p. 22	Labour practices	Non permanent employees do not receive medical aid, UIF and pension fund contributions from the company whereas permanent employees do as indicated in the labour practices section of the sustainability report.	OK
EC4	Significant financial assistance received from government .	p. 22	Economic	PSV does not receive any financial assistance from government as indicated in the economic section of the sustainability report.	OK
EC5	Range of ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation.	Supporting Documentation	GRI Table: Additional GRI Responses	Wages are comparable to average South African wages at various location and comply with the minimum wage requirements . However, future reports could possibly comment on how PSV's wages compare to local minimum wages.	NI
EC6	Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operation.	Supporting Documentation	GRI Table: Additional GRI Responses	Although no formal policy in respect of sourcing locally is in place, only goods that cannot be sourced locally are imported. The majority of goods purchased is from locally based-suppliers.	NI
EC7	Procedures for local hiring and proportion of senior management hired from the local community at significant locations of operation.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV has a policy of promoting employees within the Group, and hiring employees from the local community, unless the necessary skills, experience and expertise are not available within the Group or the local community.	NI
EC8	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.	p. 20	Corporate Social Investment	PSV has entered into various initiatives providing goods and financial assistance for public benefit as indicated in the Corporate Social Investment section. Future reports will include increased data and information about CSI projects and their intended impacts.	NI

EC9	Understanding and describing significant indirect economic impacts, including the extent of impacts.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, proper descriptions of significant indirect economic impacts, including the extent of impacts, will only be included in future reports.	NC
Environmental					
Performance Indicator	Description	Reference	Section	Comments	
EN1	Materials used by weight or volume.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, proper measurement of materials used was not performed. An attempt to measure this usage will be made in future reports.	NC
EN2	Percentage of materials used that are recycled input materials .	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, proper measurement of recycled input materials was not performed. An attempt to measure recycled input materials compared to non recycled input materials will be made in future reports.	NC
EN3	Direct energy consumption by primary energy source.	p. 22	Environmental	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, proper measurement of energy consumption in terms of kilowatts used was not performed. However, total spend on Electricity and Water for the period amounted to R 1 419 226. An attempt to measure this usage accurately will be made in future reports.	NI
EN4	Indirect energy consumption by primary source.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, proper measurement of indirect energy consumption was not performed. An attempt to measure this usage accurately will be made in future reports.	NC
EN5	Energy saved due to conservation and efficiency improvements.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, proper measurement of energy saved was not performed. An attempt to measure this usage accurately will be made in future reports and PSV is committed to reducing energy usage.	NC
EN6	Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
EN7	Initiatives to reduce indirect energy consumption and reductions achieved.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
EN8	Total water withdrawal by source.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, proper measurement of water withdrawal by source was not performed. An attempt to measure this usage accurately will be made in future reports.	NC
EN9	Water sources significantly affected by withdrawal of water.	Supporting Documentation	GRI Table: Additional GRI Responses	All water used comes from municipal sources and no water bodies are affected by withdrawal of water.	OK
EN10	Percentage and total volume of water recycled and reused.	Supporting Documentation	GRI Table: Additional GRI Responses	No water is currently being recycled and/ or re-used.	OK
EN11	Location and size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.	Supporting Documentation	GRI Table: Additional GRI Responses	Operations do not occur in, or adjacent to, protected areas and areas of high biodiversity.	OK
EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas.	Supporting Documentation	GRI Table: Additional GRI Responses	Not applicable as operations do not occur within areas of biodiversity sensitivity and/ or in protected areas.	OK
EN13	Habitats protected or restored.	Supporting Documentation	GRI Table: Additional GRI Responses	This is not applicable to PSV as all operations are in established industrial areas. Thus no habitats are to be protected or restored.	OK
EN14	Strategies, current actions, and future plans for managing impacts on biodiversity.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV's operations are all situated in industrial parks. Thus no biodiversity issues are considered to need management.	OK
EN15	Number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV's operations are all situated in industrial parks. Thus no IUCN Red List species and national conservation list species are affected by PSV's operations.	OK
EN16	Total direct and indirect greenhouse gas emissions by weight.	p. 22	Environmental	PSV's production processes do not have a significant negative effect on the environment in terms of pollution, and has therefore not measured these in the year under review. PSV will attempt to measure these in future periods.	NI

EN17	Other relevant indirect greenhouse gas emissions by weight.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV's production processes do not have a significant negative effect on the environment in terms of pollution, and has therefore not measured these in the year under review. PSV will attempt to measure these in future periods.	NI
EN18	Initiatives to reduce greenhouse gas emissions and reductions achieved.	Supporting Documentation	GRI Table: Additional GRI Responses	Although PSV does not consider its production process to produce significant greenhouse gas emissions, PSV will look into improved processes to reduce emissions.	NI
EN19	Emissions of ozone-depleting substances by weight.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV's production process is not considered to emit ozone-depleting substances.	OK
EN20	NOx, SOx, and other significant air emissions by type and weight.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV's production process is not considered to emit ozone-depleting substances.	OK
EN21	Total water discharge by quality and destination.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, proper measurement of water discharge was not performed. An attempt to measure this accurately will be made in future reports.	NC
EN22	Total weight of waste by type and disposal method.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, proper measurement of waste by type and disposal method was not performed. An attempt to measure this accurately will be made in future reports.	NC
EN23	Total number and volume of significant spills .	Supporting Documentation	GRI Table: Additional GRI Responses	No spills were recorded in the year under review.	OK
EN24	Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention Annex I, II, III, and VIII, and percentage of transported waste shipped internationally.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, proper measurement of transported, imported, exported or treated waste deemed hazardous was not performed. An attempt to measure this accurately will be made in future reports.	NC
EN25	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the reporting organization's discharges of water and runoff.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV's operations are all situated in industrial parks away from any protected areas and/ or water bodies and related habitats. Discharges of water and run-off (e.g. Rainwater) are not harmful and are managed via municipal storm drains.	OK
EN26	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation .	Supporting Documentation	GRI Table: Additional GRI Responses	Although no investigations to assess the impacts of products and services, PSV will attempt to do this in future periods and develop initiatives to mitigate the environmental impacts identified.	NC
EN27	Percentage of products sold and their packaging materials that are reclaimed by category.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, no proper procedures were in place to measure this. However, an attempt will be made to measure this in future reports.	NC
EN28	Monetary value of significant fin es and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.	Supporting Documentation	GRI Table: Additional GRI Responses	No fines and no sanctions for non-compliance with environmental laws and regulations were incurred in the period under review.	OK
EN29	Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce .	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, no proper procedures were in place to measure this. However, an attempt will be made to measure this in future reports.	NC
EN30	Total environmental protection expenditures and investments by type.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, no proper procedures were in place to measure this. However, an attempt will be made to measure this in future reports.	NC
Social: Labour Practices and Decent Work					
Performance Indicator	Description	Reference	Section	Comments	
LA1	Total workforce by employment type, employment contract, and region, broken down by gender.	p. 3, p. 22	Group overview, labour practices	The number of PSV's employees by gender and race is indicated under the labour practices section. Future reports will include additional information regarding contract type.	NI
LA2	Total number and rate of new employee hires and employee turnover by age group, gender, and region.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
LA3	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations.	p. 22	Labour practices	Non permanent employees do not receive medical aid, UIF and pension fund contributions from the company whereas permanent employees do as indicated in the labour practices section of the sustainability report.	OK
LA4	Percentage of employees covered by collective bargaining agreements .	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC

LA5	Minimum notice period's regarding significant operational changes, including whether it is specified in collective agreements.	Supporting Documentation	GRI Table: Additional GRI Responses	The notice periods differ depending on the type of operational changes. Typically, one month's notice is given.	NI
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.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
LA7	Rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities by region and gender.	Supporting Documentation	GRI Table: Additional GRI Responses	No injuries or work-related fatalities were reported in the year under review. No occupational disease cases have were identified during the reporting period. Absenteeism is tracked on a daily basis, for all employees, and is reviewed at management level monthly. Future reports will include better statistical data regarding lost days and/or lost time injuries.	NI
LA8	Education, training, counselling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
LA9	Health and safety topics covered in formal agreements with trade unions.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
LA10	Average hours of training per year per employee by gender and by employee category.	p. 22	Labour practices	The Group has spent R 641 per employee for the period under review, with 167 hours of internal training.	NI
LA11	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	p. 22	Labour practices	PSV has embarked on a successful "investing in tomorrow's leaders" internal programme.	NI
LA12	Percentage of employees receiving regular performance and career development reviews by gender.	p. 22	Labour practices	As stated in the labour practices section of the Sustainability report, a comprehensive performance and career development system is in place with all staff members being reviewed at least once a year. Certain staff members are reviewed twice a year depending on requirements.	NI
LA13	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
LA14	Ratio of basic salary of men to women by employee category.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
LA15	Return to work and retention rates after parental leave, by gender.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
Social: Human Rights					
Performance Indicator	Description	Reference	Section	Comments	
HR1	Percentage and total number of significant investment agreements and contracts that include human rights clauses or that have undergone human rights screening.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
HR2	Percentage of significant suppliers, contractors, and other business partners that have undergone human rights screening and actions taken.	Supporting Documentation	GRI Table: Additional GRI Responses	Although PSV's suppliers, contractors, and other business partners do not undergo specific human rights screening processes, contracts are designed to expect that contractors adhere to constitutional human rights. PSV only deals with reputable companies. Should unfavourable reports concerning human rights issues become raised, reviews and/or investigations will be conducted.	NI
HR3	Total hours of employee training on policies and procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained.	Supporting Documentation	GRI Table: Additional GRI Responses	As this is PSV's first attempt at integrated sustainability reporting in accordance with the GRI Guidelines, disclosure has not been provided. An attempt to report on these on future reports will be made.	NC
HR4	Total number of incidents of discrimination and corrective actions taken.	p. 22	Human Rights	No incidents of discrimination were reported for the period under review.	OK
HR5	Operations and significant suppliers identified in which the right to exercise freedom of association and collective bargaining may be at significant risk, and actions taken to support these rights.	Supporting Documentation	GRI Table: Additional GRI Responses	No operations and significant suppliers have been identified in which the right to exercise freedom of association and collective bargaining may be a significant risk.	OK

HR6	Operations and significant suppliers identified as having significant risk for incidents of child labour, and measures taken to contribute to the elimination of child labour.	p. 22	Human Rights	None of PSV's operations have a significant risk for incidents of child labour. PSV adheres to the laws of the Labour Relations Act, 66 of 1995 where the Act stipulates that child labour is illegal. None of PSV's significant suppliers have been identified as having a significant risk of child labour.	OK
HR7	Operations and significant suppliers identified as having significant risk for incidents of forced or compulsory labour, and measures taken to contribute to the elimination of all forms of forced or compulsory labour.	Supporting Documentation	GRI Table: Additional GRI Responses	No operations and significant suppliers have been identified as having significant risk for incidents of forced or compulsory labour.	OK
HR8	Percentage of security personnel trained in the organization's policies or procedures concerning aspects of human rights that are relevant to operations.	Supporting Documentation	GRI Table: Additional GRI Responses	Security has been outsourced and no concerns regarding human rights abuses by security personnel were identified or reported.	OK
HR9	Total number of incidents of violations involving rights of indigenous people and actions taken.	Supporting Documentation	GRI Table: Additional GRI Responses	There were no reported or identified violations involving the rights of indigenous people in the period under review.	OK
HR10	Percentage and total number of operations that have been subject to human rights reviews and/or impact assessments.	Supporting Documentation	GRI Table: Additional GRI Responses	All operations are continuously under human rights review and a dedicated human resources department attends to any human rights issues reported.	OK
HR11	Number of grievances related to human rights filed, addressed and resolved through formal grievance mechanisms.	Supporting Documentation	GRI Table: Additional GRI Responses	No grievances related to human rights were reported in the period under review.	OK
Social: Society					
Performance Indicator	Description	Reference	Section	Explanation	
SO1	Percentage of operations with implemented local community engagement, impact assessments, and development programs.	p. 20	Corporate Social Investment	The Group as a whole has various social responsibility programmes providing services and financial assistance to the local community.	NI
SO2	Percentage and total number of business units analysed for risks related to corruption.	p. 22	Society	PSV operates in an environment of trust and respect towards all the employees. Corruption is a practice not tolerated in the Group.	NI
SO3	Percentage of employees trained in organization's anti-corruption policies and procedures.	Supporting Documentation	GRI Table: Additional GRI Responses	All employees are required to read and understand the company's policies regarding corrupt and unethical behaviour which are given to them when employed by the company.	OK
SO4	Actions taken in response to incidents of corruption.	p. 22	Society	In instances where corruption by an employee is suspected, the employee is suspended pending an investigation. Disciplinary hearings with the employee are held and the employee is dismissed if found guilty. Where the matter is not resolved, and considered to be of a serious nature, legal action is taken against the employee.	OK
SO5	Public policy positions and participation in public policy development and lobbying.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV does not participate in public policy development and/ or lobbying.	OK
SO6	Total value of financial and in-kind contributions to political parties, politicians, and related institutions by country.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV does not offer financial and/ or in-kind contributions to political parties, politicians and/ or related institutions.	OK
SO7	Total number of legal actions for anti-competitive behaviour, anti-trust, and monopoly practices and their outcomes.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV has not been subject to legal actions for anti-competitive behaviour, anti-trust, and monopoly practices.	OK
SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.	Supporting Documentation	GRI Table: Additional GRI Responses	PSV has not been subject to any concerns or fines for non-compliance with laws and regulations.	OK
SO9	Operations with significant potential or actual negative impacts on local communities.	Supporting Documentation	GRI Table: Additional GRI Responses	None of our operations are considered to have potential or actual negative impacts on local communities.	OK
SO10	Prevention and mitigation measures implemented in operations with significant potential or actual negative impacts on local communities.	Supporting Documentation	GRI Table: Additional GRI Responses	As none of our operations are considered to have potential or actual negative impacts on local communities, no preventative measures are considered necessary.	OK

Social: Product Responsibility					
Performance Indicator	Description	Reference	Section	Comments	
PR1	Life cycle stages in which health and safety impacts of products and services are assessed for improvement, and percentage of significant products and services categories subject to such procedures.	Supporting Documentation	GRI Table: Additional GRI Responses	Products are continually assessed for health and safety impacts for improvements, particularly with respect to user-specific risks and requirements. All products are assessed for potential risks and/or hazards, from the design and manufacturing process through to installation and operation.	NI
PR2	Total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services during their life cycle, by type of outcomes.	Supporting Documentation	GRI Table: Additional GRI Responses	No incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products were identified in the period under review.	NI
PR3	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements.	Supporting Documentation	GRI Table: Additional GRI Responses	Product and service information is generally not provided to the outside public. PSV's products are of a specialist nature and the users are knowledgeable and experienced with the use of these products. Additional product support is available as a function of the sales relationship.	NI
PR4	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labelling, by type of outcomes.	Supporting Documentation	GRI Table: Additional GRI Responses	No incidents of non-compliance with regulations and voluntary codes concerning product and service information and labelling were identified or reported for the period under review.	NI
PR5	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction.	p. 28	Stakeholders	Customers are able to contact the subsidiaries directly with complaints should they not be satisfied with the products and/ or services received.	NI
PR6	Programs for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship.	Supporting Documentation	GRI Table: Additional GRI Responses	Any marketing that is done is lawful and ethical. No banned products, or products that are subject to stakeholder questions are provided. Any questions regarding the products are directed directly to the relevant subsidiary.	OK
PR7	Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship by type of outcomes.	Supporting Documentation	GRI Table: Additional GRI Responses	No incidents of non-compliance with regulations and voluntary codes concerning marketing communications were identified in the period under review.	OK
PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.	p. 22	Product responsibility	No complaints regarding breaches of customer privacy and losses of customer data have been experienced by PSV.	OK
PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services.	p. 22	Product responsibility	PSV has received no fines for non compliance with laws and regulations concerning the provision and use of product and services.	OK