

<p style="text-align: center;"><b>COMPANY AGREEMENT AGAINST MORAL HARASSMENT AT THE WORKPLACE</b></p>
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**§1 Objects**

The objects of this convention are measures to prevent, report and deal with discrimination, harassment and sexual harassment at the workplace.

**§2 Definition**

Every unwanted behaviour, which can be experienced as intimidating, disturbing, humiliating, embarrassing or offensive can be considered as moral harassment between colleagues or between managers and subordinates, if the person attacked is subjected and attacked by one or more persons with repetition, system and with the purpose of expulsion from the company, which he or she experiences as discrimination.

Harassment is not limited to sexual aspects.

It may result from adherence to race, religion or nationality, it may refer to visual appearance, personal opinion, lifestyle, political or cultural context, age, disability, sexual orientation or simply any deviation from a norm. It may take the form of derogatory remarks and/or gestures, physical behaviour, written material, graffiti, jokes or intimidation.

**§3 Application**

This agreement applies to the Company XY as well as to each part of the operational and subsidiary operating units.

This agreement applies for each employee of the Company XY.

**§4 Corporate statement**

Your personal safety and dignity, as well as your ability to work effectively without distraction and negative disturbance, are urgent concerns for us XY. A pleasant working climate is a requirement for the well-being of our employees.

In addition, XY does not tolerate moral or sexual harassment or personal degradation of an employee, neither by XY employees, nor by customers or other business partners.

Any employee who acts contrary to this policy will be subject to disciplinary action up to and including termination of employment.

### **§5 Preventive measures**

A joint committee must be established. This committee shall be composed equally of the management and the staff delegation. However, external experts may be consulted.

- the members of the joint committee shall receive adequate training,
- the members of the commission have the right to make consultations during working hours,
- for consultations, an appropriate space will be made available by management,
- during company meetings, experts can refer to moral and/or sexual harassment.

### **§6 Declaration**

Every employee has the right to confide in a contact person as a potential victim of harassment. This interlocutor must, however, take adequate measures to stop the harassment.

### **§7 Advice from management**

#### Acting personally against harassment

It is very important to stop the harassment from the very beginning and to call the harasser to order and tell him clearly to stop the harassment. In most cases, this is already enough. If this is not the case, the informal procedure should be followed.

#### The informal procedure

If you need support, consult the Joint Committee or your staff delegation. These persons act as a contact person for each employee in XY who needs to express his or her views on this issue.

#### Duties of the interlocutor

- listen to your concern or complaint with understanding
- discuss with you the available options that can help solve the problem
- trying to calm the conflict situation
- treat your information discreetly and confidentially, until the expressed desire to take formal action is met
- explain the formal procedure

### **§8 The formal procedure**

A chronological report will be drawn up by your interlocutors containing the nature of the complaint, the place, time, form and frequency of the actions and the names of the persons concerned. The interlocutors will guide you through the formal complaint.

1. The analysis :

The joint group may be convened by the management as well as by the delegation. All parts of the Joint Committee have the right to involve external experts. This committee has the duty to listen to the victim and the alleged harasser as well as to witnesses. Thereafter, the Joint Committee must make an analysis to establish whether there has been harassment and to protect the witnesses and the victim from further escalation. Once the "psychological harassment" has been confirmed, the Joint Committee shall forward a report to the management.

2. Management's decision :

After the result of the Joint Committee, management decides on the appropriate sanctions, which should be used to create a safe working environment for the victim of harassment and the witnesses who were present. It is important to note that victims of harassment should not be moved if at all possible.

**§9 Final provision**

This agreement enters into force on ... with a duration of ... . The agreement may be terminated with a notice period of three months before the expiry of the contract.

This agreement shall remain in force until a new agreement is signed.