

# Protocol for the prevention of and action against all types of harassment and discrimination

## 1 Sexual Harassment

Behaviour, verbal or physical, of a **sexual nature** that has the purpose of violating the dignity of a person, creating an intimidating, degrading or offensive environment.

## 2 Harassment Based on sex

Behaviour carried out on **the basis of a person's sex, gender or sexual orientation**, in order to violate their dignity and create an intimidating, degrading or offensive environment.

## 3 Harassment of the LGTBQA+ group

Unwanted verbal or physical behaviour against a person on the basis of their **sexual orientation**, with the aim of violating their dignity, creating an intimidating, degrading, violent or segregated environment.

## 4 Mobbing Moral harassment

Any conduct with the purpose of violating the dignity of a person by creating an **intimidating, humiliating and offensive environment**. The conduct is repeated and repetitive over time.

## 5 Cyber Bullying

Bullying through **digital technologies**. It can occur through social networks, messaging or gaming platforms and mobile phones.

### Sexual harassment behaviours:

- Non-reciprocal insinuations of a sexual nature.
- Offensive flirtations.
- Obscene comments.
- Jokes or comments about sexual appearance.
- Messages by e-mail or in Social Networks with offensive and sexual content.
- Deliberate and unwanted physical contact.
- Sexual blackmail, requests for sexual favours.

### Sex-based harassment behaviors:

- Discrimination based on the fact of being a woman or a man.
- Unfavourable treatment of women because of their pregnancy and maternity.
- Use of sexist humour.
- Assigning tasks below professional competence because of being a woman or a man.
- Offensive comments for performing tasks traditionally assumed by the other sex.

### Behaviors against sexual freedom:

- Refusing to address a trans person as they wish or using pronouns that do not match the gender with which they identify.
- Undervaluing their aptitudes, abilities, and skills or disregarding their contributions based on gender identity.
- Using transphobic or interphobic humor that is offensive to the person.

### Workplace harassment behaviors:

- Judging the person's performance, hiding his or her efforts and abilities.
- Not assigning tasks or assigning meaningless or demeaning tasks.
- Contradictory or impossible orders.
- Ignoring their presence.
- Restricting means of communication, isolating.
- Threats, aggression, shouting.
- Criticism of nationality, political or religious beliefs.

### Digital harassment behaviors:

- Repeated harassment through messages: insults, nicknames, rumors, etc.
- Monitoring a person's activity that causes apprehension and/or fear.
- Non-consensual distribution of intimate images with the intent to harm, embarrass, and/or extort.
- Leaking personal and/or sensitive information about a person without their consent (documents, photos, audio, or videos), which may affect their reputation, emotional, and psychological well-being.

**HARASSMENT is that which occurs during work, in relation to work, or as a result of it.**

In the workplace, including public and private spaces when they are a place of work.

In places where the person takes their rest or eats, or where they use sanitary or washing facilities and locker rooms.

During commutes, trips, events, or social or training activities related to work.

In the context of work-related communications, including through the use of information and communication technologies.

On journeys between home and workplace.

*What do I do in the event of harassment at work?*

**1.**

Acquire **knowledge of the situation**.

**2.**

**Report it** to the company through the **whistleblowing channel**.

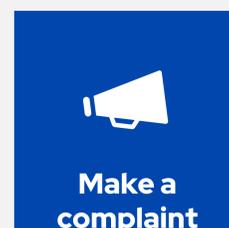
**3.**

Guarantee protection of the **privacy, confidentiality and dignity** of the persons involved, as well as the total absence of reprisals for the whistleblower.

## FAES FARMA MANIFESTS ZERO TOLERANCE

for conducts constituting sexual harassment and harassment based on sex, as well as situations of moral harassment or mobbing.

**If you observe or are subjected to an act of harassment at work, harassment or sexual harassment, file a complaint through the Faes intranet or website.**



<https://faesfarma.integrityline.com/>