



# Procedure Prevention of Harassment

## Purpose

Siemens Gamesa is committed to creating a work environment in which all individuals are treated with respect and dignity. Every individual has the right to work in a professional atmosphere that is free from harassment and discrimination and where complaints are promptly and fairly resolved.

Any form of violence, harassment, verbal abuse, abuse of authority at work, discrimination or any other conduct that creates an intimidating environment or is offensive to the rights of employees is contrary to the Siemens Gamesa Business Conduct Guidelines and violates the standards of conduct expected of all employees.

This procedure develops the Company's Diversity and Inclusion Policy, in particular the principle 'Provide a work environment that promotes dignity and respect for all. No form of intimidation or harassment will be tolerated.'

A breach of this procedure is not necessarily a violation of the law but it may, however, result in appropriate disciplinary action. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

## Scope

This procedure applies to all Siemens Gamesa's employees. All Siemens Gamesa employees, regardless of their positions, are covered by and are expected to comply with this procedure and to take appropriate measures to ensure that prohibited conduct does not occur.

Siemens Gamesa employees are required to treat their colleagues, whether supervisors, peers or subordinates, as well as external persons with whom they come into contact as part of their work with Siemens Gamesa, with dignity and respect.

# Prohibited conduct under this procedure

## Harassment

Harassment is a range of unacceptable behaviors and practices, or threats thereof, whether a single occurrence or repeated, that is directed at, and is offensive to, another individual, and that aim at, result in, or are likely to result in physical, psychological, sexual or economic harm.

Harassment (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) adversely affects an individual's employment opportunities.

Harassment may take different forms, including sexual harassment and abuse of authority. It may include lurs or negative stereotyping; threats, intimidation or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

For harassment to occur, it is not necessary that the offender actually intended the behavior to be offensive, humiliating or intimidating. In their interactions with others, employees should always consider the point of view of the other person in evaluating whether their conduct might be regarded as unacceptable under the present procedure.

Harassment is normally prolonged and persistent. However, in exceptional cases, a single incident can be considered harassment if it is so severe that it has a lasting negative impact on the individual(s) concerned.

Harassment can take many different forms and may include among others (non-exhaustive list):

- Unreasonable intrusion into a person's private life, such as unnecessarily seeking to communicate with that person outside office hours or when they are at home
- Abusing or threatening remarks, both oral and written
- Continual exclusion of a person or group from normal communication, work- or work-related social activities

- Belittling your staff's contributions and achievements
- Not allocating tasks corresponding to the job description
- Display of posters, pictures, electronic images or written materials which are offensive, obscene or objectionable
- Pressure, offensive behavior, even refusal to communicate
- Continual and unfounded refusal of leave application or training
- Isolating, setting apart, excluding, rejecting, ignoring, disparaging or humiliating
- Continual unjustified and unnecessary comments or deliberate insults related to a person's professional competence
- Offensive or degrading comments, particularly in public, bullying, antagonism

Some behaviors that do not necessarily constitute harassment under the terms of this procedure, nonetheless, be viewed as inappropriate in the work environment, and may be dealt with accordingly.

## Sexual Harassment

Sexual harassment is a sex-based behavior that is unwelcome and offensive to its recipient. It includes any unwelcome and unwanted sexual advance, request for sexual favors, or other unwelcome or unwanted written, verbal or physical conduct of a sexual nature.

Sexual harassment may take two forms:

- Quid Pro Quo, when a job benefit - such as a pay rise, a promotion, or even continued employment - is made conditional on the victim acceding to demands to engage in some form of sexual behavior; or;
- Hostile working environment in which the conduct creates conditions that are intimidating or humiliating for the victim.

Both male and female colleagues can either be the victim or offender. Sexual harassment may occur between persons of the opposite or same sex. Sexual harassment may also occur outside the workplace and/or outside working hours.

Depending on the circumstances, sexual harassment may include (non-exhaustive list): unwelcome advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including via email); and any other physical, verbal or visual conduct of a sexual nature.

## Abuse of authority

The abuse of authority is the improper use of a position of influence, power or authority against a person or a group.

Abuse of authority should not be confused with the usual performance by employees of their functions and duties, including the execution of managerial and supervisory responsibilities. This may include the provision of advice or counselling on work performance, attendance or other work-related behaviors in the context of performance management, which might comprise critical comments indicating areas in need of improvement. It may also include the taking or implementation of difficult decisions on work-related issues that may be the subject of disagreement, recognizing that the ability to express differences of opinion is a normal part of work.

Reasonable actions of this nature are not acts of harassment and are not dealt with under this procedure. Actions are considered reasonable if they are in line with the Company's Business Conduct Guidelines or generally accepted principles of managerial and supervisory duties and responsibilities.

However, these actions might appear to qualify as harassment if they are repetitive or systematic and carried out in a manner that is offensive, humiliating or embarrassing.

## Discrimination

Discrimination is any distinction, exclusion or preference made on the basis of race, color, sex, religion, political opinion, national extraction or social origin (among other characteristics), which has the effect of nullifying or impairing equality of opportunity and treatment in employment or occupation.

## Retaliation

The Company prohibits retaliation against any individual who reports harassment or discriminatory conduct or participates in an investigation of a complaint. Retaliation against individuals for reporting an act of harassment or discrimination or participating in an investigation is a serious violation of this procedure and, as is the case with harassment or discrimination itself, will be subject to disciplinary action.



# Process for dealing with harassment cases

Siemens Gamesa has the duty to take all appropriate measures towards ensuring a harmonious work environment and to protect its staff from exposure to harassment in the workplace through preventive and corrective measures.

In order to resolve problems that could potentially give rise to instances of harassment, employees are encouraged to take action as early as possible.

Employees are normally expected to use informal means to try and resolve the situation promptly in a non-threatening and non-contentious manner. A person who believes that he/she is being subjected to harassment should first, where possible, make it clear to the offender that the behavior is unwelcome, that it is offensive and that it should immediately cease.

Employees are not required to exhaust all informal attempts of resolution before choosing to lodge a formal complaint. Where informal resolution is not considered feasible or appropriate due to the seriousness of the incident (i.e. severe sexual harassment allegations), the complaint should proceed to file a formal complaint directly and as soon as possible.

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis.

## Informal resolution

Informal resolution can provide individuals with the opportunity to resolve any complaints in an open, honest, non-threatening and non-contentious manner.

Informal ways of dealing with harassment can include the following actions:

a) It may be sufficient for the employee concerned to have an opportunity to explain to the offender that their conduct is not welcome.

b) Alternatively or in addition to the action described above, the employee concerned may ask for informal assistance from a third party. The employee concerned may seek confidential advice on possible solutions from a supervisor, trusted colleague, employees' representative or an HR business partner.

c) The employee concerned may request a supervisor or an HR business partner to privately and informally speak with the offender on their behalf.

Employees are normally expected to participate in informal means of resolution and to make good faith efforts to address and resolve the problem. An unsuccessful attempt to resolve an allegation of harassment informally does not preclude it from being considered for possible resolution under the formal procedure.

## Formal Complaint

A formal complaint can be initiated on the basis of a request for assistance or directly through the Company's Integrity Hotline. The Company shall ensure that open channels of communication are maintained so that staff feel free to raise their concerns without fear of adverse consequences.





Stages in a formal complaint process:

1. Complaints should be submitted by the complainant by completing a written statement through the Company's Integrity Hotline and as soon as possible after an incident has occurred.
2. The complainant may approach their supervisor, HR Business Partner or any other person shown in the image above to raise a formal complaint. The person receiving the formal complaint must ensure that the complainant understands that the investigation process is only triggered after the allegation is submitted through the Company's Integrity Hotline. If needed, they should assist the complainant in completing a written complaint through the Company's Integrity Hotline.
3. Upon receiving a complaint, it will be submitted to the corresponding Harassment and Discrimination Committee or to the corresponding Country HR Head.
4. Upon receipt of the formal complaint, the Harassment and Discrimination Committee or the Country HR Head will determine whether this complaint is admissible and should be investigated.
5. The complaint would be investigated if it appears to have been made in good faith, within the reasonable time limits and within the Company's definition of harassment, sexual harassment, abuse of authority and/or discrimination as set out in the present procedure.
6. If the complaint is admissible, it should be promptly investigated by an internal investigating body in accordance with the Company's Regulatory HR Compliance Framework. If the complaint is rejected, the appointing authority will inform the person concerned why the complaint has been rejected.
7. The investigating body should submit its findings and recommendations in a confidential report to the Country HR Head.
8. Upon reviewing the investigative findings:
  - a. If the facts alleged do not amount to misconduct, the case may be closed, and a clearance letter will be sent to the person who was the subject of the investigation.
  - b. If the facts alleged amount to misconduct, the Country HR Head will decide on the measures in accordance with the applicable laws.
  - c.

## Confidentiality

All persons who are aware of a harassment complaint, or are involved in its resolution, must recognize the seriousness of the situation and respect the sensitivity and confidentiality of the matter. They must refrain from discussing the complaint amongst themselves or with anyone who does not have a "need to know". Every effort will be made to preserve the dignity and self-respect of the parties involved.

# Responsibilities

Creating a work environment which is free from harassment and discrimination is every individual's responsibility. The Company expects that employees conduct themselves in accordance with the SGRE Business Conduct Guidelines, which aim to ensure inter alia that the workplace is free of any form of harassment.

Employees are responsible for:

- Reading and ensuring they understand SGRE's procedure on the prevention of harassment.
- Completing any mandatory training related to the procedure.
- Treating all people in the workplace with courtesy and respect.
- Being mindful of their own behavior at all times and of how it may be perceived by colleagues.
- Taking a stand against incidents that could constitute harassment and supporting those concerned.
- Cooperating fully with those responsible for dealing with a complaint of harassment and ensuring that confidentiality is respected.

In addition to the above obligations, employees with supervisory and/or managerial tasks bear added responsibility:

- Act as role models by maintaining a high standard of personal conduct and treating all colleagues with courtesy and respect and promoting a harmonious work environment that is free from harassment and discrimination.
- Encourage staff members under their supervision to participate in available training related to the prevention of harassment.
- Take appropriate managerial action to examine and, where appropriate, address, any concerns about personal behaviors of employees under their supervision that may be offensive to others.
- Intervene promptly through appropriate action, when improper behavior is brought to their attention.
- Act promptly to attempt to informally resolve such incidents, including the referral of employees to available resources for appropriate assistance.
- Assist the rehabilitation of working relationships where possible.
- Ensure adherence to this procedure, including taking corrective action if needed.

