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## **1. INTRODUCTION**

Preventing, prosecuting and punishing attitudes that involve, directly or indirectly, some type of abuse or offence based on sex or sexual orientation among staff, especially with regard to sexual harassment behaviour" is a basic principle of action of Ercros established in its corporate social responsibility policy, and more specifically in its equality and non-discrimination policy.

Among the rules of conduct included in Ercros' code of ethical conduct, which must be complied with by all people who work at Ercros, is that of "refraining from carrying out any conduct that involves, directly or indirectly, any type of discrimination, abuse or offense based on sex, race, colour, religion, nationality, social origin, age, marital status, sexual orientation, ideology, political opinion or any other personal, physical or social condition that implies or favours the establishment of a climate of aggressiveness or intimidation, especially with regard to sexual harassment conduct."

## **2. OBJECT**

The purpose of this manual is: a) to guarantee a healthy, respectful work environment free of any situation of sexual, gender, psychological or moral harassment; b) to guide the good work of the company's personnel in these matters, and c) to provide guidelines so that they are able to identify, and therefore prevent, the different ways in which harassment behaviours linked to sex or morality can materialize.

## **3. CONFORMITY**

This manual has been drafted in accordance with:

- Ercros' corporate social responsibility policy.
- Ercros' equality and non-discrimination policy.
- The code of ethical conduct for Ercros staff.
- The PGCA procedure. E.01, on the ethical channel.
- The code of the company responsible for the Responsible Care programme, in particular indicators 2.1, 2.4 and 2.5.
- Chapter XVII of the XX General Collective Agreement of the Chemical Industry.
- Article 184 of Organic Law 10/1995 of 23 November 1995 on the Penal Code.
- Organic Law 3/2007, of 22 March, for effective equality between women and men (hereinafter "Law for Equality"), especially articles 7 and 48.
- Law 17/2015, of 21 July, on effective equality between women and men, of the Generalitat de Catalunya, especially article 33.

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- Directive 2002/73/EC of the European Parliament and of the Council of 23 September 2002 amending Council Directive 76/207/EEC on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions, especially recital 17.
- Royal Decree-Law 6/2019, of 1 March, on urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation.
- Law 15/2022, of 12 July, comprehensive for equal treatment and non-discrimination, especially in articles 2, 3 and 4.
- Organic Law 10/2022 Law on comprehensive freedom of sexual freedom, especially in articles 12, 16, 38 and the tenth final provision.

#### **4. SCOPE**

The PGRH procedure. E.01 applies to the following persons, regardless of their geographical location:

- Any person employed by Ercros or its group of companies; and
- Any natural or legal person hired by Ercros during the provision of the service in the company.

And it affects both people who are victims of harassment and people who are aware of the existence of a situation of harassment. In both cases, the persons affected, either directly or indirectly, have the duty to file a complaint, in accordance with this procedure.

Persons who knowingly file false complaints or act in bad faith or moved by revenge or aversion towards the person denounced may be subject to sanction before the competent judicial authorities and/or subject to labour sanction.

#### **5. REFERENCES**

##### Definitions:

- **Sexual harassment:** It is the situation in which any behaviour, verbal or physical, of a sexual nature occurs that has the purpose or produces the effect of violating the dignity of a person, in particular when an intimidating, hostile, degrading, humiliating or offensive environment is created.
- **Harassment based on sex:** It is any behaviour carried out based on a person's sex, with the purpose or effect of violating their dignity and creating an intimidating, degrading or offensive environment.
- **Psychological or moral harassment:** It is any abusive behaviour or psychological violence

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that is carried out on a person, through behaviours, facts, orders or words that have the purpose of discrediting, disregarding or isolating them, causing damage to their dignity or mental integrity. It is considered an aggravating circumstance when it is a case of moral harassment by a hierarchical superior at any level.

## **6. RESPONSIBILITY**

The audit committee is responsible for ensuring compliance with this manual and for managing complaints about possible violations of it through the ethical channel.

The audit committee is also responsible for ensuring that individuals who report suspected breaches or breaches in good faith are not subject to any form of retaliation or threat, and for safeguarding the confidentiality of the cases it handles.

## **7. PROCEDURE**

Sexual harassment or gender-based harassment can take different forms, but it is impossible to draw up a closed and exhaustive list of these behaviours, as they may be associated with subtle behaviours and/or that lend themselves to misunderstanding.

The hypersensitivity to which the victim of sexual or gender-based harassment may be subjected must also be taken into account when assessing the effect that a certain conduct has on her.

As a guide, we can consider the following as unhealthy behaviours, and therefore should be avoided, among others:

### **BEHAVIORS THAT CAN FAVOR SITUATIONS OF SEXUAL HARASSMENT**

Sexual harassment is distinguished from freely accepted and reciprocal approaches to the extent that the sexual harassment behaviours are not desired by the person who is the object of them.

Proposals, coercion or conduct of a sexual nature that involve improvements in the working conditions or stability in the employment of the person who is the object of the same are considered especially reprehensible.

<b>BEHAVIOURS</b>	<b>EXAMPLES</b>
Physical behaviours	<ul style="list-style-type: none"> <li>- Unnecessary touching and deliberate physical contact in the form of patting, pinching, rubbing, etc.</li> <li>- Lustful looks or gestures.</li> <li>- Sexual assaults.</li> </ul>

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Verbal behaviours	<ul style="list-style-type: none"> <li>- Offensive jokes, jokes, or comments about the person's sexual appearance or condition.</li> <li>- Remarks Suggestive and feedback or indecent insinuations.</li> <li>- Offensive telephone calls about matters of a sexual nature.</li> <li>- Invitations whose purpose is to obtain sexual favours.</li> <li>- Coercion to have sex in exchange for certain benefits.</li> </ul>
Other behaviours	<ul style="list-style-type: none"> <li>- Exhibition of sexually suggestive and pornographic photos.</li> <li>- Transmission of sexual content and/or solicitations by email or other means of communication.</li> </ul>

**BEHAVIOURS THAT CAN FAVOUR SITUATIONS OF HARASSMENT BASED ON SEX**

BEHAVIOURS	EXAMPLES
Organizational measures	<ul style="list-style-type: none"> <li>- No assignment of tasks or assignment of useless, degrading or dangerous tasks.</li> <li>- Assignment of tasks that are disconnected from the person's professional capacity, either below or above their qualifications and competence.</li> <li>- Systematic and unreasoned denial of leave and other labour advantages.</li> </ul>
Social environment	<ul style="list-style-type: none"> <li>- Inconsiderate or humiliating treatment in front of colleagues or other people.</li> <li>- Prohibition of communication with the people with whom they work or their superiors.</li> </ul>
Personal environment	<ul style="list-style-type: none"> <li>- Dissemination of rumours, mockery, criticism, insults, etc. about the person and his or her private life.</li> <li>- Aggression or physical abuse, yelling, insults or threats.</li> </ul>

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**BEHAVIORS WHAT CAN FAVOR SITUATIONS OF PSYCHOLOGICAL OR MORAL HARASSMENT**

BEHAVIOURS	EXAMPLES
Organizational measures	<ul style="list-style-type: none"> <li>- No assignment of tasks or assignment of useless, degrading or dangerous tasks.</li> <li>- Assignment of tasks that are disconnected from the person's professional capacity, either below or above their qualifications and competence.</li> <li>- Induction or obligation to the person to perform tasks against his conscience or beliefs.</li> </ul>
Physical behaviours	<ul style="list-style-type: none"> <li>- Contemptuous or mocking looks or gestures.</li> <li>- Aggression or physical abuse, yelling, insults or threats.</li> </ul>
Verbal behaviours	<ul style="list-style-type: none"> <li>- Jokes or jokes about the person's appearance or moral aspects.</li> <li>- Offensive or disqualifying comments based on moral aspects.</li> <li>- Inconsiderate or humiliating treatment in front of colleagues or other people.</li> </ul>

As specified in the procedure of the Ethical Channel (PGCA. E.01) and specifically in section 7, at the time when a person observes an alleged breach of the code of ethics, he or she has the duty to (i) bring it to the attention of his or her hierarchical superior – who in turn must immediately inform the compliance committee and initiate the process of filing the corresponding complaint – or (ii) directly file a complaint with the compliance committee.

This procedure details the actions to be taken to process the complaints that proceed on these issues, as well as in the PGCA. E.01.F01.

**Approved by**

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