

Wytyczne w zakresie prowadzenia działalności gospodarczej przez Chemar Rurociągi Sp. o.o.
Guidelines for conducting the business activity by Chemar Rurociągi Sp. o.o.

Tytuł Procedury / Procedure title:

Przeciwdziałanie mobbingowi i dyskryminacji

Mobbing and discrimination prevention

Numer zmiany/ Revision No.:

Data zmiany / Revision date:

Numer procedury / Procedure no.:

PB-01.00.00

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PB-01.00.00

Przeciwdziałanie mobbingowi i dyskryminacji

Mobbing and discrimination prevention

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1. PURPOSE

The purpose of this procedure is to prevent mobbing and discrimination at Chemar Rurociągi Sp. z o.o.

2. SUBJECT

The subject of this procedure is to:

1. determine the types and forms of mobbing and discriminatory behaviour
2. implement the rules, procedures and responsibilities of employees of Chemar Rurociągi Sp. z o.o. in case of violation of the anti-mobbing and anti-discrimination rules,
3. define the procedure for reporting and resolving the occurrence and nature of mobbing and discriminatory activities and
4. support activities aimed at raising the awareness of the Company's employees in the field of the right to self-dignity and respect in the workplace as well as supporting activities focused on building positive relations between the Company's employees.

3. SCOPE OF USE

This procedure applies to all employees and associates of Chemar Rurociągi Sp. z o.o.

4. DEFINITIONS

1. **Company** – Chemar Rurociągi Sp. z o.o.
2. **Employee** – should be understood as a person employed by the Company on the basis of an employment contract
3. **Associate** – should be understood as any person cooperating with the Company under a civil law contract
4. **Mobbing** – it is understood as any unethical actions or behaviour concerning an employee/associate or directed against an employee/associate, involving persistent and long-term harassment or intimidation of an employee/associate, causing underestimation of his/her professional suitability, causing or aimed at humiliating or ridiculing an employee/ associate, isolating him/her from the team of employees/associates.
5. **Discrimination** - it is understood as any unethical actions or behaviour towards an employee that violate the principle of equal treatment in employment, e.g. due to sex, age, disability, race, religion, nationality, political views, trade union membership, ethnic origin, religion, sexual orientation or due to the nature of the employment relationship, the purpose or effect of which is violating the dignity of the employee and creating an intimidating, hostile, degrading, humiliating or derogatory atmosphere for him/her.

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6. **Working team** - it is understood as a collegiate body appointed to consider employees' complaints about mobbing or discrimination

5. AUTHORIZATIONS AND RESPONSIBILITIES

Management Board, President of the Management Board, Members of the Management Board

1. Creating an anti-mobbing and anti-discrimination policy in the Company.
2. Hiring for key positions only employees whose ethical attitude is documented and there has never been any doubt about it.
3. Providing resources for the implementation of anti-mobbing and anti-discriminatory policy, including training programs.
4. Raising the awareness of employees and associates in the field of counteracting mobbing and discrimination.
5. Encouraging employees and associates to report any kind of unethical behaviour.

Managers

1. Compliance with the principles set out in the Code of Business Conduct and in this Procedure
2. Identification of the abuse risks in relation to subordinate employees.
3. Ensuring that employees of the subordinate Organizational Unit have appropriate personal competences, minimizing the risk of unethical behaviour.
4. Training employees, i.a., by familiarizing them with the content of this Procedure and the Code of Business Conduct as well as supporting co-workers in eliminating unethical behaviour.
5. Paying attention to any signs of mobbing and discrimination in the subordinate areas.
6. Undertaking investigation and explanatory activities in the event of obtaining information about unethical behaviour of a subordinate employee.
7. Informing the Management Board of the Company about any unethical behaviour of employees and associates.

Employees:

1. Preventing, detecting and reporting all cases of unethical behaviour.
2. All employees of Chemar Rurociągi Sp. z o.o. are obliged to avoid any actions that could lead to violation of the above principle.
3. All employees are obliged to participate in anti-mobbing and anti-discrimination training organized by the Company.

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6. MODE OF CONDUCT

6.1. General provisions

1. Chemar Rurociągi Sp. z o.o. applies the principle of **"zero tolerance towards unethical behaviour, which includes mobbing and discrimination"**.
2. Chemar Rurociągi Sp. z o.o. makes efforts to ensure that the working environment in the Company is free from mobbing and other forms of violence from supervisors as well as other employees and associates.
3. The Employer does not accept discrimination and mobbing or any other forms of psychological, physical or sexual violence.
4. Employees are obliged not to undertake any actions that may be seen as discriminatory or mobbing and to counteract undertaking such actions by other persons.
5. Creating situations that encourage discrimination or mobbing or undertaking discriminating or mobbing actions may be considered a violation of basic employee obligations.
6. The knowledge of anti-mobbing and anti-discrimination regulations and compliance with the rules set out in the "Code of Business Conduct" by all employees is the condition for protection of the image of Chemar Rurociągi Sp. z o.o. in the long term.
7. Ethical activities of the employees of Chemar Rurociągi Sp. z o.o. build and strengthen the company's value.
8. Compliance with the rules of the Procedure for Mobbing and Discrimination Prevention is obligatory.
9. The Procedure for Mobbing and Discrimination Prevention should be understood and treated consistently with the Code of Business Conduct of Chemar Rurociągi Sp. z o.o.
10. The employees or associates are obliged to immediately inform the manager of the organizational unit or the Management Board of Chemar Rurociągi Sp. z o.o. in case of any suspicion of unethical behaviour.

6.2. Reporting cases of unethical behavior

1. Each employee/associate who believes that he/she has been subjected to mobbing or discrimination may submit an oral or written complaint to the Employer.
2. The complaint should include a presentation of the facts, evidence to support the above-mentioned circumstances and an indication of the perpetrator or perpetrators of mobbing or discrimination.
3. The complaint should be dated and signed personally by the person submitting it.

6.3. Explaining cases of unethical behavior

1. Each time the Management Board of the Company, within three working days from the date of submitting the complaint, appoints a working team to investigate whether the complaint is justified.
2. The working team consists of 3 members.
3. The working team consists of: a representative of the Management Board of the Company, a representative of employees and a person appointed collectively by the Management Board and employees.

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4. The working team cannot include a person who is the subject of the complaint of mobbing or discrimination or the manager of the organizational unit in which the complaining employee/associate is employed/provides services.
5. The team commences the investigation within 14 working days from the date of submitting the complaint.
6. The proceedings of the team are confidential.
7. After hearing the explanations of the complaining employee/associate and the alleged perpetrator(s) of mobbing or discrimination and after considering the evidence, the members of the working team make a decision by a simple majority of votes as to the legitimacy of the complaint.
8. After the meeting of the working team a protocol is prepared and signed by all team members and parties to the proceedings.
9. The protocol from the team meeting is submitted to the Management Board of the Company within 3 working days of its signing.
10. If the complaint is found justified the Management Board of the Company takes steps to eliminate the identified deficiencies and prevent their recurrence.
11. Against the perpetrator(s) of mobbing or discrimination, the Management Board of the Company may impose a penalty of a warning or reprimand or change the employment relationship in the manner provided for in the Labor Code.
12. In gross cases of mobbing or discrimination the Management Board of the Company may terminate the employment relationship with the perpetrator(s) without notice.
13. If possible, the Management Board of the Company transfers the aggrieved employee, at his request or with his consent, to another workplace or otherwise protects him/her from direct contact with the perpetrator of mobbing or discrimination.

7. RELATED DOCUMENTS

1. Labour Code.
2. Civil Code.
3. Company Collective Labour Agreement.
4. Organizational Regulations.
5. Work Regulations.
6. Code of Business Conduct.

8. FINAL PROVISIONS

1. The procedure is valid from the date of its announcement.
2. The Company's Management Board is responsible for implementation and functioning of the Procedure.
3. Each employee is obliged to read and strictly observe the provisions of the Procedure.
4. In the event of unethical behaviour or other abuses the Management Board is obliged to take corrective measures to prevent similar events in the future.
5. The provisions of this Procedure do not violate any provisions of generally applicable laws.
6. In matters not regulated in this Procedure, the provisions of the Civil Code shall apply to the conduct of the working team proceedings.

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PB-01.00.00**9. REVISIONS****LIST OF REVISIONS OF THE PROCEDURE**

| Revision No. | Revision date | Description |
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