

Preventive Protocol and Management of Workplace Harassment

INDUSTRIAS TAPLA, S.L.

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1. OUR ENTITY. OUR VALUES

INDUSTRIAS TAPLA S.L. is a company based in Lliçà de Vall, specialising in the design and manufacture of flocked products.

Respecting differences among individuals and upholding the right to equal treatment are core principles of our company. Recognising that both women and men have the right to genuine equality of opportunity, we have implemented appropriate measures to turn this philosophy into practice.

The prevention and management of workplace harassment within our organisation requires a comprehensive, specific, and protective procedure, enabling effective and swift responses to potential situations that may arise. Above all, our approach prioritises the thorough protection of those affected.

As an organisation that works with and for people, we are deeply committed to respecting both women and men equally and to implementing suitable actions to prevent and manage any instances of workplace harassment that could impact our workforce.

2. STATEMENT OF PRINCIPLES

The Spanish Constitution, in Article 10.1, declares that the dignity of the individual and the free development of one's personality are fundamental to the political order and social peace, recognising each person's right to non-discrimination, equal treatment, the free development of their personality, and their physical and moral integrity.

The Workers' Statute, in Article 4.2(c), proclaims workers' rights to freedom from any form of direct or indirect discrimination based on personal circumstances, the right to physical integrity and an adequate workplace risk prevention policy, the right to privacy, and protection from all forms of harassment in the workplace. These rights align with the fundamental right to equality, as enshrined in Article 14 of our Constitution.

In order to ensure that all individuals enjoy a work environment where their dignity, moral integrity, and health are respected, the company commits to fostering an organisational culture that guarantees equal and respectful treatment for all members of our workforce. We expressly reject all forms of conduct constituting workplace harassment, whether or not it involves discrimination on grounds such as race or ethnicity, religion or belief, disability, age, sexual orientation, or any other personal or social condition or circumstance. This includes rejecting any form of workplace violence, whether physical or psychological.

Sexual harassment and harassment on the grounds of sex are entirely unacceptable in our organisation. To manage, prevent, and protect affected individuals, we have implemented a specific harassment protocol in compliance with Article 12 of Organic Law 10/2022 of 6 September on the Comprehensive Guarantee of Sexual Freedom.

3. ACTING GUARANTEES

HEALTH PROTECTION

The company will take appropriate measures to ensure the right to health protection for any affected employees.

EQUAL TREATMENT

As a company, we will deploy necessary preventative and management resources in all cases, regardless of the personal or professional circumstances of the affected individual, consistently providing ethical and respectful treatment to all, in line with the dignity every person deserves.

PRINCIPLE OF NON-RETALIATION

The organisation will not exercise any form of retaliation against individuals reporting or witnessing potential workplace conflicts or harassment, whether as complainants or witnesses. This is without prejudice to consequences that may arise from manifestly false claims or bad-faith accusations.

The activation of the organisation's harassment protocol in no way diminishes the victim's right to pursue any legal actions available to them through administrative, judicial, or law enforcement channels.

CONFIDENTIALITY

Confidentiality is assured in the handling of information related to workplace conflict and harassment management procedures. Knowledge of the facts concerning a conflict or harassment situation will be restricted to the individual or individuals legitimately authorised in each case. This authorisation resides with the organisation's management and the designated investigator in charge of implementing this protocol.

The organisation may outsource necessary preventative and harassment protocol management services, with such professionals bound by professional confidentiality.

PRINCIPLE OF DILIGENCE

The designated investigator will act with due diligence and promptness, considering the circumstances of each case.

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PRINCIPLE OF CONTRADICTION

The internal investigation and management procedure will uphold the right to contradiction for all parties involved in a given case. In good faith, all individuals involved will be provided with the necessary channels and means to clarify the facts. Those involved in the internal complaint management process may be accompanied by a person of their choosing, such as advisors, family members, or legal representatives, provided this does not interfere with the investigation committee's proceedings and is in accordance with the terms set out in this protocol.

HEALTH PROTECTION FOR VICTIMS

The organisation will implement appropriate measures to ensure the right to health protection for any affected employees.

4. SCOPE OF APPLICATION OF THE PROTOCOL

This protocol applies to all individuals registered with INDUSTRIAS TAPLA, S.L., regardless of the nature of their contractual relationship or their current or future workplace assignment. The protocol also extends to individuals who may, at any time, work for companies contracted by our organisation and share physical spaces with us in

relation to the investigative process. It further applies to all parties involved as interns, trainees, users, clients, and suppliers.

The physical settings where behaviours covered by this protocol may occur include, but are not limited to, the following:

- The workplace, including both public and private areas.
- Travel, trips, events, or social or training activities related to work.
- Work-related communications, including those conducted through information and communication technologies.
- Employer-provided accommodation.
- Journeys between home and the workplace.

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This protocol is valid for a period of four years from its approval date in May 2023, subject to any necessary revisions prompted by legislative changes or modifications in the structure or organisation of the company, among other factors. An annual written review will be conducted to assess the procedure, the operation of the reporting channel, and the cases processed.

5. GENERAL OBJECTIVES

The primary purpose of this protocol is to protect the health and dignity of employees by preventing and eradicating behaviours that constitute workplace harassment in any form, or conflicts which, if prolonged, could lead to harassment.

To achieve these aims, the protocol has the following objectives:

- To implement preventative measures against situations that may lead to or become cases of workplace harassment.
- To establish an internal process for investigating and managing conflicts and harassment cases once they occur, with the aim of: establishing the facts, taking

reactive measures to eliminate risks and potential harm, proposing disciplinary actions where applicable, safeguarding employees' health, and monitoring and restoring the labour rights of affected individuals.

6. CONCEPTUALISATION

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For the purposes of this protocol, the following definitions apply:

WORKPLACE CONFLICT

A workplace conflict is defined as a dispute arising between individuals with opposing interests within a work setting. Such disputes may take the form of verbal confrontations, disagreements, discord, or tension but lack the defining characteristics of workplace harassment.

Workplace conflicts can occur vertically—between superiors and subordinates—or horizontally, among colleagues of similar rank. Within interpersonal conflict, distinctions can be made between unilateral conflict (where one individual has a grievance with another), bilateral or reciprocal conflict between two parties, or multilateral conflict affecting a group without a fixed method for resolution, as the approach must adapt to the specific circumstances of each case.

Conflicts may stem from various causes, such as working conditions (e.g., workload, task organisation, or holiday allocation), as well as ineffective leadership styles and poor communication, which can lead to sporadic or sustained team conflicts. Although these are not cases of workplace harassment, such instances must be managed with the same rigor, professionalism, and promptness.

The following is a non-exhaustive classification of workplace conflicts:

- **By their impact:**
 - *Functional conflicts:* These contribute positively to organisational wellbeing, helping the organisation function effectively. Such conflicts are necessary for progress and maintaining staff motivation.
 - *Dysfunctional conflicts:* These adversely affect the organisation, diverting it from its goals. It is crucial to eliminate these conflicts as they threaten organisational productivity.
- **By the individuals involved:**
 - *Intrapersonal conflicts:* These occur when an employee has an internal conflict, often due to tasks that conflict with personal values.
 - *Interpersonal conflicts:* These involve multiple people within the organisation.
 - *Intragroup conflicts:* These arise within a specific group or team when members disagree with each other.
 - *Intergroup conflicts:* Disputes between members of different groups or departments.

WORKPLACE HARASSMENT

Workplace harassment, also known as moral harassment, and commonly referred to as "mobbing" in English ("to harass," "to bully," "to corner"), encompasses both the actions of the harasser(s) intended to instill fear or distress in the targeted employee and the subsequent emotional or health-related impact on that employee. "Mobbing" describes situations where one person or a group of people engage in systematic psychological

violence (at least weekly) or over a prolonged period (exceeding six months) towards another individual at the workplace.

According to Leymann, hostile behaviours defining psychological harassment include:

- Actions against an individual's dignity or personal reputation
- Actions undermining work performance
- Manipulation of communication or information
- Situations involving unfair treatment

In the harassment dynamic, the alleged perpetrator(s) often use some form of power or authority to maintain a dominant position, relying on elements such as physical strength, seniority, social influence, popularity within the group, or hierarchical level.

Psychological harassment, or mobbing, involves consistent patterns of behaviour characterised by subtlety, repetition, and continuity. This behaviour typically includes:

- **Subtlety:** Mobbing lacks overt aggression.
- **Duration:** It is a slow process of psychological erosion, though acts of harassment through technological means may have immediate impacts.
- **Goal of exclusion:** Often seeks to drive the victim to self-exclude or abandon their position.
- **Use of cybernetic means:** Such as group chats, social media, and instant messaging, where the immediacy and amplifying potential of these tools mean that even a single act of cyber-harassment may be severe enough to forego sustained repetition.

Harassment may occur in the following forms:

- **Downward:** From superior to subordinate, also called "bossing."
- **Upward:** From subordinate(s) to superior.
- **Horizontal:** Between employees of equal rank.
- **Mixed:** Among peers, with or without the approval of a manager.

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Psychological harassment is often a gradual process, sometimes originating from minor events, which can escalate until the victim is forced out of the workplace. Potential causes and contributing factors include:

- **Psychosocial factors**, such as inadequate conflict management by supervisors
- **Organisational issues**, like undefined responsibilities or poor task distribution
- **Organisations prioritising power and control** over productivity and efficiency
- **Characteristics of the harasser**, often including mediocrity, envy, or a need for control
- **Characteristics of the harassed individual**, often different from the group
- **High standards** within production systems
- **Temporary employment ties**
- **Personal dislike** by a peer or superior
- **Envious individuals:** Seen as threats by peers or superiors

- **Vulnerable individuals:** Those who may seem helpless, non-threatening, or display depressive traits
- **Perceived threats:** Active, diligent individuals who highlight weaknesses in established systems

Indicators of Possible Workplace Harassment

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Some non-exhaustive indicators of workplace harassment include:

- **Organisational attacks on the victim:** Such as restrictions on communication, relocating the victim away from colleagues, forbidding colleagues from speaking to a specific individual, assigning tasks against one's conscience, offensive performance evaluations, undermining decisions, withholding tasks, assigning meaningless tasks, or assigning degrading tasks.
- **Social isolation of the victim:** Including restricting colleagues from talking to a person, refusal of communication through nonverbal gestures, ignoring someone, or treating a person as though they do not exist.
- **Attacks on the victim's private life:** Such as persistent criticism of their personal life, phone harassment, portraying them as incompetent, implying psychological problems, mocking disabilities, imitating gestures or voices, ridiculing their private life, or disseminating private images or videos without consent.
- **Attacks on attitudes or beliefs:** Such as attacking political views or religious beliefs, or making jokes about nationality.
- **Verbal abuse:** Including shouting, insults, persistent criticism of one's work, verbal threats, or spreading rumours about the individual.

- **Physical violence:** Including threats of physical violence, minor acts of violence, or physical mistreatment.

7. LEGAL FRAMEWORK

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Legally, the issue of workplace harassment is addressed from both a constitutional and labour law perspective in Spain.

The fundamental rights protected against psychological harassment are as follows:

Right to Privacy (Article 18.1 of the Spanish Constitution, CE): This right safeguards the personal and family privacy of individuals, protecting them from any unjustified intrusion.

Right to Physical and Moral Integrity (Article 15 CE), in relation to Article 40.2 CE: Psychological harassment impacts the health of the affected individuals, thus infringing upon this right.

Right to Equality (Article 14 CE): Given that many harassment cases disproportionately affect women, this right is relevant to address fundamental rights violations based on discrimination.

Through these constitutional rights, affected individuals have the ability to take legal action to restore their constitutional entitlements and to seek compensation for damages caused by the harassment.

From a labour law perspective, the Workers' Statute (Texto Refundido de la Ley del Estatuto de los Trabajadores, TRET), approved by Royal Decree 2/2015 of 23 October (referred to as the ET), also addresses workplace harassment.

Section 2, Article 4 (Labour Rights), point 2(e) of the ET states that "in the employment relationship, workers have the right ... to respect for their privacy and to due consideration of their dignity, including protection against verbal or physical offences of a sexual nature."

Article 17 establishes the general principle of non-discrimination in employment relationships.

Article 19 guarantees effective protection for the worker's safety and health at work, which is further developed in Article 20 ET.

These labour law provisions are to be interpreted alongside other applicable regulations, including the Law on Offences and Penalties in the Social Order, approved by Royal Legislative Decree 5/2000, and in connection with Law 31/1995 of 8 November on Occupational Risk Prevention (articles 4, 14, 15, among others) and Instruction 104/2021 for assessing psychosocial risks.

In this context, the organisation's duty to prevent moral or psychological harassment derives from the worker's right to effective health protection, which requires appropriate assessment, planning, and prevention of occupational risks associated with their position. This legal obligation underscores the employer's responsibility to establish mechanisms to prevent, manage, and rectify incidents of workplace harassment, thereby ensuring a safe and respectful work environment for all employees.

8. PREVENTIVE MEASURES

To achieve the objectives established in this protocol, the following preventive measures are established:

1. Promotion of a healthy work environment that encourages respect for the dignity and rights of all individuals without distinction through awareness-raising and outreach activities among staff.
2. Development of basic measures for the onboarding of new employees to prevent situations of isolation, with special attention to those with particular personal or cultural circumstances that may affect their integration.
3. The organization will promote the use of non-discriminatory language in written and verbal communications and in attitudes.
4. The organization will ensure that this protocol is applied promptly and effectively, so that when situations incompatible with the principles of respect and equality are detected, actions are taken quickly and systematically to prevent harm, restore the labor rights of affected individuals, and apply any necessary disciplinary measures.
5. Once the protocol is activated, the organization will adopt any necessary follow-up measures for health monitoring.
6. A complaint form will be made available to staff.

9. INVESTIGATION COMMITTEE

COMPOSITION OF THE COMMITTEE

A small committee composed of three individuals appointed by the company will be responsible for handling requests to activate the workplace harassment protocol, as there are currently no legal representatives for the employees. To ensure proper coordination with the external prevention service and considering the company's size, it is anticipated that the members of this committee will be the same individuals responsible for handling complaints related to psychological or moral harassment.

1. **Executive Board Member and a member of the People Management team.**
2. **Person Responsible for the Integrated Management System (SIG).**
3. **Person Responsible for Human Resources and SIG Support.**

The commission members act jointly. However, for better organization of duties such as recording minutes, notifying the prevention service, and providing assistance and support to affected individuals, the Human Resources representative is designated to act as the instructor, depending on the case.

An external technical advisor or a multidisciplinary team may also join the commission. Additionally, the investigation process may be fully outsourced. Any commission member whose impartiality may be compromised—whether due to family or personal relationships (friendship or animosity) with those involved, holding the status of complainant, accused, or witness, or having any conflicting interest with the case—must refrain from participating in the management and processing of internal complaints as

soon as they become aware of such circumstances. Failure to comply with this obligation to withdraw will lead to appropriate disciplinary proceedings.

The positions have a term of four years, coinciding with the duration of the harassment protocol. If any commission member leaves due to medical leave, permits, leaves of absence, or other force majeure reasons, they will be replaced by another individual with similar circumstances and responsibilities within the company, prioritizing those who have received relevant training and with management approval.

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FUNCTIONS OF THE COMMISSION

The functions of the commission for the management and prevention of sexual harassment and gender-based harassment are as follows:

- Ensure compliance with the procedure outlined in this protocol and its principles.
- Implement the necessary preventive measures to safeguard the rights of the individuals involved in the reported case, particularly the right to health.
- Conduct an investigative process to gather documentary, testimonial, graphical, and any other necessary evidence to clarify the facts.
- Prepare a report that details background information, alleged facts, evidence, findings, and a conclusions report. This report will determine whether indications of harassment exist, qualify the conduct, assess its severity, and identify preventive measures suitable for the specific case, especially for the victim.
- Inform individuals about the existing procedure in cases of harassment.
- Support and assist the harassed individual.

- Provide information to those involved about available public or private health services and advisory resources.

10. PROCEDURE

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The following outlines the company's internal procedure upon receiving a request to activate the harassment protocol. In this process, the terms "request to activate the harassment protocol" and "complaint" are used interchangeably, with the understanding that this refers to internal communication to notify responsible parties within the organization.

This investigation procedure has been developed in strict compliance with the principles outlined in the General Collective Agreement for the Chemical Industry (BOE No.171; 07-19-2021).

The procedure consists of the following phases: activation, investigation, resolution, and follow-up.

The objective of this procedure is multifaceted. On the one hand, it aims to assist, inform, and advise the person submitting the complaint regarding the situation; on the other, it involves actions concerning the individual allegedly responsible for the harassment, with the goal of preventing the conduct from continuing over time and avoiding the perpetuation of negative effects on the complainant. Disciplinary measures may be adopted if necessary.

1. **ACTIVATION OF THE PROTOCOL**

This phase begins with the submission of an internal request or complaint by the affected individual or by someone aware of the situation—whether a colleague, department head, employee representative, management, general director, or

HR. If the complaint is filed by someone other than the affected person, it must include the express written consent of the person referenced in the complaint. This communication will be made through the designated confidential channel, *prevención@tapla.com*, accessible only by commission members who are bound by a confidentiality agreement.

Principles of the Procedure:

- **Respect and Confidentiality:** Necessary discretion must be maintained to protect the privacy and dignity of those involved. All individuals participating in the procedure are required to uphold strict confidentiality at all times.
- **Prompt Activation and Timely Progress:** The protocol and procedure must be carried out without unnecessary delays.
- **Protection of Victims and Restoration of Work Conditions:** If affected, the victims' work conditions should be restored.
- **Health Protection for All Employees:** Appropriate measures will be taken to protect the health of workers.
- **Prohibition of Retaliation:** Retaliation against individuals activating the harassment protocol is strictly prohibited, provided they act in good faith.
- **Impartiality of Investigators:** Those involved in the investigation must remain impartial.
- **Equal Treatment:** All employees will be treated equally under this protocol.
- **Thorough and Professional Investigation**
- **Necessary Actions to Guarantee Employee Rights:** This may include disciplinary measures as established in the collective agreement, in line with the severity of the offense.
- **Respect for the Presumption of Innocence**
- **Data Privacy Compliance:** All communications generated throughout the process will respect personal data protection laws.

If, for reasons beyond the instructor's control, the complaint must be submitted verbally, it will be presented to the instructor, who will prepare a written record signed by both parties and issue an acknowledgment of receipt.

Upon receiving the complaint, the instructor will meet separately with the complainant and the accused. They will then decide on the appropriate course of action and communicate it in writing, with justification, to both parties, management, and the external prevention service. If requested by the parties, this information may also be provided to the respective legal representatives of the workers:

A) Informal Resolution via Mediation: This path involves attempting to mediate between the parties to reach a consensual decision. The following conditions are required:

1. agreement from both the complainant and the accused,
2. agreement from the instructor, and
3. the complaint must be of a minor nature. In this case, a report will be issued within ten days of receiving the complaint, detailing the facts, evidence, and any actions taken. The report will be provided to the parties.

B) Non-Admittance of the Complaint: If the complaint concerns matters outside the scope of this protocol or if the situation is deemed not to constitute harassment, the complaint will not proceed. In cases of a general workplace conflict, a written report justifying the decision will be provided, along with mediation or intervention measures.

C) Admittance of the Complaint: The complaint will be accepted, citing the facts and rationale, and the formal procedure will continue with an investigation of the facts. In this initial phase, the commission may take precautionary measures deemed appropriate, including physical separation of the complainant and the accused, without affecting either party's employment rights.

2. INVESTIGATION

The investigation begins once the complaint is formally accepted. The appointed instructor will use the necessary tools and resources to conduct a thorough investigation of the facts. All involved parties will be interviewed, starting with the complainant, followed by witnesses, and then the accused person.

During the investigation interviews, the commission may enlist the support of an external professional team and may also fully outsource the process. Individuals called for interviews may be accompanied by an advisor, representative, coworker, or family member, who will have a final ten-minute segment to ask questions or seek clarifications without prior interference in the process.

Additionally, documentary, testimonial, graphic, audiovisual, and other legally admissible evidence may be collected to clarify the facts.

From the outset, support will be provided to the victim, and if deemed necessary, urgent precautionary measures will be taken to ensure the safety and health of those involved. These may include actions to avoid physical encounters between the complainant and the accused during the investigation, without any loss of rights or pay. The instructor will evaluate the situation based on all gathered information and may propose further protective measures if they have not already been implemented.

3. RESOLUTION

Upon completing the investigation, the instructor will issue a report within a maximum of 30 days from receiving the complaint. The report will include the background, details of the complaint, evidence provided by both parties, and the findings and conclusions. It will also outline the preventive measures implemented or proposed, determine if workplace harassment occurred, and recommend disciplinary action, if warranted.

According to the collective agreement, workplace harassment is classified as a very serious offense. Disciplinary actions, depending on the severity, may include:

- a) suspension without pay for 16 to 60 days, or

- b) dismissal.

The report will not include verbatim transcripts of interviews, which will be added as an annex.

If the investigation does not confirm harassment but indicates a workplace or personal conflict, the report will suggest actions to resolve it through mediation, awareness-raising, or training measures.

A written copy of the report will be provided immediately and simultaneously to management and both parties, with written confirmation of receipt. Management will implement the recommended measures within a maximum of 15 days.

4. MONITORING

Within 15 calendar days, and subsequently 30 calendar days from the date of management's action, the instructor will issue a follow-up report on the implemented measures and oversight by those responsible. This is to prevent the recurrence of prohibited behaviors and ensure the health, dignity, and non-discrimination of the affected individual.

The follow-up timelines are minimum guarantees and may be extended if case circumstances require it, to protect the safety and well-being of those affected. Throughout, vigilance will be maintained to ensure no retaliation occurs against anyone involved in the investigation, whether as a complainant, accused, witness, or informant.

Following the implementation of the protocol, a semiannual general follow-up report will be prepared to log incidents and evaluate the effectiveness of the protocol, with any necessary improvements.

Annually, an overall evaluation report on the protocol's effectiveness will be conducted. Key indicators for follow-up and assessment will include:

- Number and types of awareness, information, and training sessions on the protocol
- Number of employees and roles participating in awareness and training activities
- Number and types of harassment cases detected

- Number and types of complaints filed
- Number and resolution status of cases
- Number and types of corrective measures implemented
- Number and types of protocol improvements made
- Satisfaction level of users of the protocol, assessed via a qualitative survey

This monitoring will be conducted by the HR department in coordination with the external prevention service.

11. NORMATIVE REFERENCES

SUPRANATIONAL

- *Charter of the United Nations* (San Francisco, June 26, 1945).
- *Universal Declaration of Human Rights*, proclaimed by the United Nations General Assembly on December 10, 1948.
- *International Labour Organization (ILO) Conventions on Discrimination (Employment and Occupation)*, 1958.
- *United Nations Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)*, approved by the United Nations General Assembly in December 1979 and ratified by Spain in 1983.
- *United Nations Human Rights Commission Resolution*, 1997.
- *ILO Convention on Violence and Harassment*, 2019 (No. 190).

COMMUNITY LEVEL (EUROPEAN UNION)

- *Treaty of Rome* (March 25, 1957).
- *Charter of Fundamental Rights of the European Union*.
- *Directive 2006/54/EC* of the European Parliament and Council of July 5, 2006, on the implementation of the principle of equal opportunities and equal treatment of men and women in employment and occupation.
- *Directive 2012/29/EU* of the European Parliament and Council of October 25, 2012, establishing minimum standards for the rights, support, and protection of victims of crime.
- *European Commission Recommendation of November 27, 1991*, concerning the protection of dignity of men and women in the workplace (Code of Conduct to combat sexual harassment).
- *Report from the Commission to the Council, European Parliament, Economic and Social Committee, and Committee of the Regions* (February 22, 2006), on gender equality.
- *European Framework Agreement on Harassment and Violence at Work*, April 26, 2007.
- *Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence* (2011). Article 17 encourages private sector involvement in developing preventive policies against discriminatory and/or violent behaviors towards women.

- *European Parliament Resolution of September 11, 2018*, on measures to prevent and combat sexual and psychological harassment in the workplace, public spaces, and political life within the Union (2018/2058INI).

NATIONAL (SPAIN)

- *Spanish Constitution*, Articles 10, 14, and 18.
- *Organic Law 3/2007*, of March 22, for effective equality between men and women.
- *Royal Legislative Decree 2/2015* of October 23, approving the consolidated text of the Workers' Statute, Articles 1, 5, 45.1.
- *Law 31/1995* of November 8, on Occupational Risk Prevention.
- *Royal Legislative Decree 5/2000* of August 4, approving the consolidated text of the Law on Offenses and Sanctions in the Social Order.
- *Organic Law 1/2004*, December 28, on Comprehensive Protection Measures against Gender Violence.
- *Royal Decree 901/2020*, October 13, regulating equality plans and their registration, amending Royal Decree 713/2010, May 28, on the registration and deposit of collective agreements and employment agreements.
- *DGITSS Technical Criterion No. 69/2009*: Harassment and Violence at Work.
- *Technical Criterion CT 104/2021*, regarding actions by the Labor and Social Security Inspectorate on psychosocial risks.
- *INSST NTP 854*: Psychological Harassment at Work.

- Special mention to legislative amendments introduced by *Law 15/2022*, July 12, on comprehensive equality and non-discrimination (BOE No. 167; July 13, 2022), and particularly *Organic Law 10/2022*, September 6, on comprehensive guarantee of sexual freedom (BOE No. 215; September 7, 2022), which regulates, among other aspects, sexual violence and establishes prevention and awareness obligations in the workplace in Article 12.

12. ANNEX I

REQUEST FOR ACTIVATION OF HARASSMENT PROTOCOL

Applicant Information: *(Please check the appropriate box)*

- Affected Party
- Middle or Senior Management
- Human Resources Department
- Management
- Prevention Delegate
- Health and Safety Committee
- Occupational Risk Prevention Service
- Other

Full Name:
Identity Document Number:
Phone:
Job Position:
Contract Type:

- Permanent
- Temporary
- Fixed Intermittent
- Temporary Employment Agency (ETT)
- Contractor Organization

Information of the Person Reported: *(Please check the appropriate box)*

- Affected Party
- Middle or Senior Management
- Human Resources Department
- Management
- Prevention Delegate
- Health and Safety Committee
- Occupational Risk Prevention Service

- Other

Full Name:
 Identity Document Number:
 Phone:
 Job Position:
 Contract Type:

- Permanent
- Temporary
- Fixed Intermittent
- Temporary Employment Agency (ETT)
- Contractor Organization

Type of Harassment: *(Please check the appropriate box)*

- Workplace Harassment (Mobbing)
- Cyberbullying or harassment through technological means

Reported Incidents: *(Use as many sheets as necessary)*

.....

Proposed Evidence: *(Please specify)*

Witness Testimony:

1. Full Name, Surname, Workplace, and Job Position for each witness
2. ...
3. ...
4. ...
5. ...

Documentary Evidence: *(Please specify)*

- ...
- ...
- ...
- ...
- ...

Other Evidence: *(Please specify)*

- ...
- ...
- ...
- ...
- ...

Presented

Evidence:

Documentary: Please specify the name of the document.

- ...
- ...
- ...
- ...
- ...

Other: *(Please specify)*

- ...
- ...
- ...

- ...
- ...

Based on the above, I REQUEST the initiation of the investigation procedure.

In _____ on __ of _____ of 202_.

Full Name of the Complainant