 <small>FOR FUTURE GENERATIONS</small>	INSTRUCTION OF THE INTEGRATED MANAGEMENT SYSTEM	<b>Code:</b> <b>IRE-S07.02</b>	
	<b>HARASSMENT PREVENTION PROTOCOL</b>	<b>Edition: 0</b>	<b>Date: 02/03/2016</b>

**1. Declaration of Principles:**

**EXKAL** assumes that attitudes of harassment are an attack on the dignity of workers, so it will not allow or tolerate harassment at work.

**2. Definition of harassment:**

The expression **Harassment** achieves any conduct, declaration or request that, made with a certain repetition and systemticity, it may be considered offensive, humiliating, violent or intimidating, provided that it occurs in or on the occasion of the workplace and involves the insult, contempt, humiliation, discrimination or coercion of the protected person in the psychological, sexual and/or ideological sphere, and may injure his/her integrity through the degradation of working conditions, whatever the reason for the performance of such conduct.


The expression includes the following statements, although these do not constitute a closed list, and it is therefore possible to include cases not expressly defined therein:

- ✓ Measures designed to isolate a protected person from professional activity with performance attacks, reputation manipulation and function emptying.
- ✓ Abuse of power, with unreachable objectives or assignment of impossible tasks, excessive control of performance and unjustified denial of access to licensing periods and training activities.
- ✓ Deliberate and unsolicited physical contact, non-consensual sexual comments, gestures or innuendos, request for sexual favors, and any other behavior that causes or objectively discriminates, abuse or humiliation of the worker on the property of his or her sex.
- ✓ Actions designed to discriminate, isolate or discredit a person on the basis of his ideological, political or trade union affiliation, manipulating his reputation or hindering his representative role in the organization.

**3. Types of harassment:**

**a. Moral Harassment or Mobbing:**

- Definition of Moral Harassment: Moral harassment is defined as the situation in which an employee or group of employees engage in extreme psychological violence, systematically and recurrently, for an extended period of time, on another employee or employees, in the workplace, in order to destroy the victim's

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communication networks, destroy their reputation, undermine their self-esteem, disrupt the exercise of their duties, deliberately degrade the working conditions of the offender," and eventually get that person or people to leave their jobs, causing progressive and continuous harm to their dignity.

- Types of Moral Harassment:

- Descending (top charge to low)
- Horizontal (same hierarchical level)
- Ascending (low charge).

- Preventive measures of Moral Harassment.- Communication to the staff; Shared responsibility and special entrusts directors and directors; Training Program in the company.

**b. Sexual Harassment:**


- Definition of Sexual Harassment: Sexual harassment is conduct of a sexual nature, or other behaviors based on sex, which affect the dignity of women and men at work, and which are externalized by physical or verbal behavior manifested in acts, gestures or words, whose active subject must know that such conduct is socially reprehensible and knows , by statements of the taxable person, that such conduct is unwanted by the victim.

**4. Procedure for Action:**

The procedure should be **agile and fast**, giving it credibility, ensuring the protection of the **right to privacy and confidentiality of those affected** and the non-repeated explanation of the facts by the harassed, unless strictly necessary. The safety and health of the victim will also be protected. To this end, the parties that approve this protocol agree to the creation of the figure of "confidential adviser", whose mission will be to channel complaints and complaints that for harassment, in any of its manifestations, occur, acting with the worker, or instead, with the express authorization of the worker, to try to reach a **conflict resolution**. This adviser is appointed among the members of the System Committee and will be the **Director General**.

To initiate this protocol, the protected person must file a complaint with the Management Systems Area, who will provide you with information on the course of the procedure and refer you to the "confidential adviser" who will provide advice on the procedure of action initiated.

A **Monitoring Committee** social responsibility actions **EXKAL** (System Committee) in which it will be monitored for situations of harassment at work that were detected. This committee shall be formed, inter-without other charges, by the empowered adviser.

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**5. Final Provisions:**

- ✓ The content of the Protocol is mandatory, entering into force from its communication to the staff through the existing means in **EXKAL** remaining in force as long as the legal or conventional regulations do not oblige their adequacy or that the experience indicates their necessary adjustment.
- ✓ If evidence of misdemeanor or misdemeanor is noticed, the "confidential adviser" will suspend the procedure by notifying the Department of Management Systems.
- ✓ All information relating to harassment complaints will be treated in such a way as to protect the right to privacy of the parties involved.
- ✓ The initiation of the procedure set out in this Protocol does not interrupt or extend the time limits of complaints and remedies established in the current regulations.
- ✓ Without prejudice to any precautionary measures may be taken, the filing of an action in court shall suspend the procedure covered by this Protocol.
- ✓ The parties concerned recognize the possibility of transitional difficulties arising from the application of this Protocol, committing to negotiate as a result of urgency solutions to these complications.

In Marcilla on December 20, 2010.

Signed:

Alfonso Antoñanzas

CEO