

**POLICY TO PREVENT AND COMBAT VIOLENCE AND
HARASSMENT AT WORK**

Business - Annex :

Details of Employer - Legal Representative

LAST NAME : EXERGIA Energy and Environment Consultant S.A.

NAME:

FATHER'S NAME:

VAT NUMBER: 094327856

D.O.Y: FAE Athinon

ADDRESS: Voukourestiou 15

Postal code: 10671

Asserter:

1. EXERGIA Energy and Environment Consultants S.A. complies with all measures and obligations related to the implementation of provisions of Part II of Law 4808/2021 on the prevention and treatment of all forms of violence and harassment, including gender-based violence and harassment and sexual harassment.
2. The purpose of this policy is to create and consolidate an excellent work environment that respects, which promotes and ensures the human dignity and the right of every person in a work environment free of violence and harassment. EXERGIA Energy and Environment Consultants S.A. declares that recognizes and respects the right of every employee to a work environment free of violence and harassment and that it does not tolerate any such behavior, of any form, by any person, towards any person inside its business organization.
3. This policy is adopted in accordance with Articles 9 and 10 of Law 4808/2021 and the applicable regulatory legislation. It covers and it is restricted to the persons of paragraph 1 of Article 3 of Law 4808/2021.

A. Preventing and combating violence and harassment at work

a) **assessment of the risks of violence and harassment at work** which has been added to the already existing Occupational Risk Assessment Study of the Company. According to this, exposure of an employee to a dangerous situation of violence and harassment at work can cause physical, psychological, sexual or financial harm, violation of the dignity of the person and creation of an intimidating, hostile, humiliating, humiliating or aggressive environment. Also stress and reduced performance and productivity.

b) **measures to prevent, control, limit and mitigate these risks, as well as to monitor such incidents or forms of behavior:**

- Encouragement to maintain a working environment where respect for human dignity, cooperation and mutual assistance are core values.
- Open communication with the administration and management of the company, the direct supervisors and colleagues.
- Report/complaint management process
- Ensuring that employees have the necessary training/information to perform their duties, particularly in jobs that may have a higher risk of incidents of violence and harassment.

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- Actions to raise employees' awareness of healthy behavioral patterns (e.g. avoiding addictions), but also for issues concerning vulnerable categories of employees.
- Guidance and support for victims of violence and harassment or victims of domestic violence to reintegrate into the workplace.
- Employee training in violence incident management procedures.

c) staff information and awareness actions:

EXERGIA ENERGY AND ENVIRONMENTAL CONSULTANTS S.A. , through the Personnel Department organizes targeted staff meetings to discuss relevant issues and address potential risks in a timely manner. Additionally, it encourages the participation of employee representatives and management executives in training programs and educational seminars on the recognition and management of the risks of violence and harassment at work.

d) information on the rights and obligations of the employees and the employer, as well as the persons who exercise the administration, or direction of the employer or represent the administration, or direction of the employer, to the measure and extent of their own responsibility, in the event of occurrence or reporting or denunciation of such incidents, as well as for the relevant procedure .

Through this Policy, as well as, the Procedure for Complaints and Disciplinary Penalties (KD40) which describes the Complaints and Disciplinary Penalties Procedure, the company informs the staff that in case a person is affected by an incident of violence and harassment during access to employment, during the employment relationship or even if the contract or employment relationship, in the context of which the incident or conduct is alleged to have occurred, has ended has: a) the right to judicial protection, b) appeal, filing a complaint and applying for a labor dispute to the Labor Inspectorate, within the framework of its statutory powers, c) reporting to the Ombudsman, within the framework of his statutory powers, as well as d) reporting within the company in accordance with the complaint management policy. In any case, when such behavior is reported within the company, the affected person retains every right to appeal to any competent authority.

Competent telephone numbers

- SEPE - LABOR INSPECTION BODY - SOCIAL DIRECTORATE OF INSPECTION ATHENS tel. 210 6667582
- COMPLAINTS TELEPHONE LINE tel. 155
- ADVOCATE OF THE CITIZEN tel. 2131306600
- DIRECT PSYCHOLOGICAL SUPPORT AND COUNSELING SERVICE FOR FEMALE VICTIMS OF SEXUAL VIOLENCE – SOS LINE tel. 15900

e) designation of a reference person ("liaison") to guide and inform employees regarding the prevention and treatment of violence and harassment at work. Employees can express concerns or raise issues through Mrs. Elena Zacharioudaki, who is designated as the reference person for such incidents.

f) employment protection and the support of working victims of domestic violence, if possible, by any appropriate means or reasonable adjustment.

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Indicative actions by **EXERGIA ENERGY AND ENVIRONMENTAL CONSULTANTS A . E .** , include the provision of special leave or flexible work arrangements upon the request of the employee who has been victim of violence at the work place or at home, with the aim of supporting the employee in maintaining work and the smooth reintegration after such incidents, especially in cases where minor children or children with disabilities or serious illnesses are affected.

B. Procedure for receiving and reviewing complaints

The company **EXERGIA ENERGY AND ENVIRONMENTAL CONSULTANTS S.A.**, of KD40 Complaints and Disciplinary Penalties Procedure , informs regarding:

- a) the *communication channels* – for which competent persons are the Department for Management Systems and the reference person is Mrs. Elena Zacharioudaki
- b) *investigating and examining complaints impartially and protecting the confidentiality and personal data of victims and complainants*
- c) *the prohibition of retaliation against the affected person*, in accordance with article 13 of Law 4808/2021 and with the provisions of labor legislation.
- d) *the description of the consequences upon detection of violations.*

These measures may include recommending compliance, changing the position, timetable, place or way of providing work or terminating the employment or partnership relationship. It is being understood that by facilitating those measures applies the prohibition of the abuse of rights, according to article 281 of the Greek Civil Code.

- e) *the cooperation and provision of any relevant information to the competent authorities, if requested.*