

POLICY AGAINST PSYCHOLOGICAL AND SEXUAL HARASSMENT FOR THE BAMBINOS UNIVERSE ECC

PREAMBLE

Everyone is entitled to protect their dignity, honor and reputation. The employer believes that any management staff and employee are entitled to a harassment free workplace. To this effect, the employer denounces harassment, which constitutes a form of violation of the individual's fundamental rights.

1. POLICY OBJECTIVES

- a. Maintain a working environment free from harassment, for both the management staff and employees. Promote respect.
- b. Contribute to raising awareness, information and training to prevent harassment conduct. Ensure that everyone has the right to be treated fairly without discrimination or harassment.
- c. Provide the necessary support to those who believe they are undergoing a form of harassment by putting into place an accessible and effective procedure for handling complaints.
- d. Establish a procedure for treating complaints and allowing the victim or alleged victim of harassment to assert their rights in confidence and without fear of reprimand.
- e. Take reasonable steps to correct and stop the harassment situation and to punish such wrong behaviors.

2. EMPLOYER ENGAGEMENT

The employer agrees to:

- Provide an environment free from psychological harassment;
- Promote respect among individuals;
- Protect the staff's dignity;
- Protect the physical and psychological integrity of the personnel;
- Promote a harmonious work environment.

3. FIELD OF APPLICATION

This policy applies to all management staff and employees of the ECC.

4. DEFINITION

Harassment is any behavior that is manifested by conduct, verbal comments, actions or gestures that are hostile or unwanted. This conduct undermines the psychological or physical dignity or integrity of a person. For this person, it leads to a harmful learning or working environment.

A single serious behavior may also constitute harassment if it undermines the psychological or physical dignity or integrity and produces a lasting harmful effect on the person.

5. PRINCIPLES

- a.** The employer must take reasonable steps to prevent harassment and to stop it when it is brought to attention.
- b.** The employer promotes a quick and efficient approach to resolving the problems and has recourse and procedures for handling a complaint, the goal is to restore a healthy work environment.
- c.** The person who believes himself to be in a harassment situation may take steps; make a complaint or act without prejudice or reprimand from the employer or other employees.
- d.** All information relating to a complaint and the identity of the people involved is treated confidentially by all parties, unless such information is necessary to process the complaint or to investigate or to impose disciplinary or administrative actions.
- e.** The person who believes himself to be in a harassment situation and the person against whom a complaint is being made are treated with fairness and informed of the progress of the case and any decision on the dispute.

6. COMPLAINTS PROCEDURE

- a.** The Director is the person responsible for this policy.
- b.** The director may delegate the monitoring of a complaint to a person which she designates.
- c.** The complaint procedure does not replace the recourses provided by law. Similarly, despite the exercise of a legal challenge before or after the filing of a complaint under this policy, the person responsible may decide to investigate.
- d.** If the director or the designated person is targeted or involved in any way in the complaint, it will be the President of the board that will treat the complaint in the manner and procedure below.

7. MECHANISM OF THE PROCEDURE FOR RESOLVING COMPLAINTS

- a.** Complaints must be made in writing. It must be signed, including a detailed description of the allegations, and shall designate the person or person identified as responsible for those facts and all witnesses.
- b.** The complaint is forwarded to the Director or her designee within ten (10) business days after the event or allegedly occurred. Failure to file the complaint within this period may lead to its rejection and it shall always be treated according to the procedure below.
Despite the absence of a written complaint, the Director General or her designee may at any time decide to undertake the procedure and investigation if the officer has reasonable grounds to believe that a situation of harassment exists.
- c.** The complaint processing takes place as soon as possible to intervene quickly to stop the harassment situation and not let it damage the work climate.

- d. The manager or designated person analyzes the merits by a proper investigation. He meets with the parties in dispute and the potential witnesses, if necessary, to assess the seriousness and extent of the alleged act(s).
- e. If the complaint is admissible, the director general or designated person shall ensure, where necessary, the immediate implementation of any temporary preventive measure to protect the presumed victim from harassment.
- f. If the parties agree, the director general or designated person may at any time request them to attempt reconciliation and find a solution to the situation of alleged harassment.
- g. The director general or designated person shall ensure respect and the presumption of good faith of the person subject to the complaint and her right to be heard at any stage of the proceedings.
- h. The director general or designated person shall, as soon as possible after the conclusion of the investigation, notify the parties that the complaint is upheld or rejected.
- i. The director general or designated person shall, where appropriate, impose the measures (administrative or disciplinary) deemed appropriate. It will vary depending on the severity, the recurrence of acts committed and the record of the person who is the subject of the complaint.

8. FINAL PROVISIONS

- a. The employees have a responsibility to maintain standards of conduct to which the work is done in a harassment-free environment.
- b. The employee must report inappropriate behavior, act with objectivity and, in case of investigation, collaborate.
- c. Managers have the right to exercise their authority in a non-abusive manner. This includes the right to set goals, assign tasks, evaluate performance, provide guidance, and enforce company disciplinary regulations of the ECC. They have the right to implement any measures necessary for the proper functioning of the ECC.
- d. The normal exercise of management rights, normal work disputes, work related stress, working conditions and professional constraints do not usually constitute psychological harassment.
- e. Any complaint that shall be based on false allegations will have reprimands due to the harm that could be caused to those affected. Also, any complaint made maliciously or in bad faith may also be subject to action against its initiator.