

# AR RACKING'S HARASSMENT PROTOCOL

### CORPORATE GUIDE AND INSTRUCTIONS FOR EMPLOYEES



# **AR RACKING'S INTRODUCTION AND COMMITMENT**

AR Racking is firmly committed to preventing, not tolerating, combating and prosecuting any form of harassment within its organisation. By implementing this protocol, the aim is to eradicate all conduct that violates the dignity and fundamental rights of workers, guaranteeing a safe and respectful work environment.

Harassment, by its very nature, affects multiple legal interests. Worker dignity is one of the most important ones, being linked to the rights to life, physical, psychological and moral integrity. Although these types of acts may impact other rights, such as equality, prohibition of discrimination, honour, image, privacy and health, their essence remains a direct violation of people's dignity.

## INVESTIGATION AND MONITORING COMMITTEE

AR Racking has set up an Investigation and Monitoring Committee to manage cases of harassment, comprising:

**Erica Sola:** AR Racking's Occupational Health & Safety Manager. **Jorge Lanchares:** Grupo Arania's Human Resources Manager. A **third person** appointed by the above two, depending on the nature of the complaint and the area affected.

In the event of the absence of either of the full members, the substitute will be **Enrique Bellido**, AR Racking's Quality and Occupational Health & Safety Manager.

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## FILING OF COMPLAINTS

Any AR Racking employee, his/her representatives, or any person who becomes aware of a harassment situation may file a complaint following the established procedure. The person responsible for receiving these complaints is the Guarantor of the Process, which in this case is AR Racking's Occupational Health & Safety Manager.

Complaints may be submitted through the following channels

**Email**: The email address **denunciasacoso@ar-racking.com** has been enabled to which only the Guarantor of the Process has access, exclusively for receiving harassment-related complaints.

**In writing**: Complaints can be submitted confidentially, although not anonymously, through a signed document sent in a sealed envelope to the Occupational Health & Safety Manager.

Once the complaint has been received, the Guarantor of the Process will immediately inform company management and the members of the Investigation Committee. Employees also have available to them a standard complaints form which must be used for making any complaint.

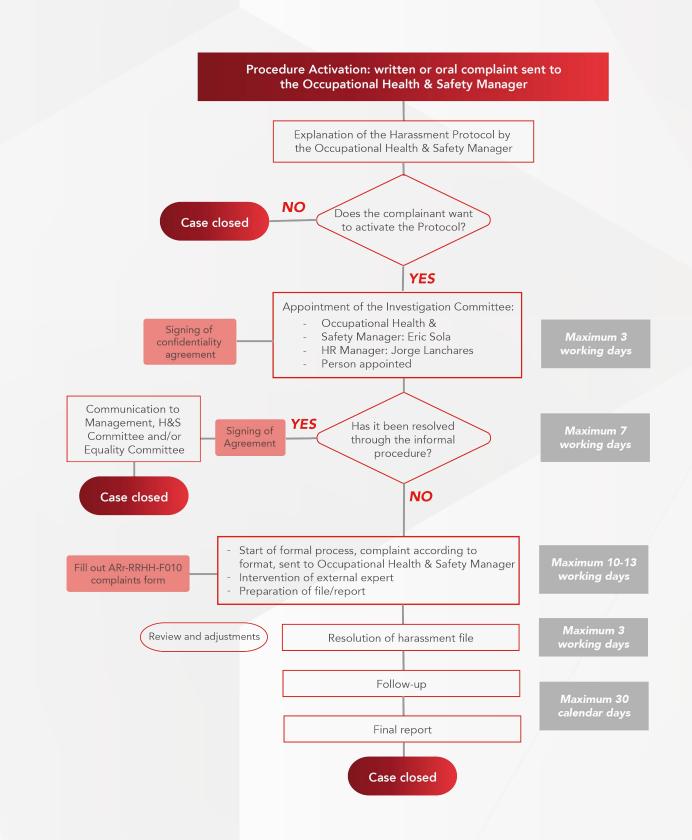
It is important to point out that employees who activate this protocol will not be sanctioned, as long as they act in good faith. The complaint will be presumed to be true and will be handled with the necessary diligence and confidentiality.

# CONFIDENTIALITY AND PROTECTION OF THE PARTIES INVOLVED

AR Racking guarantees the confidentiality of all the parties involved in the harassment investigation process. The members of the Investigation Committee must sign a confidentiality document to ensure that the information handled throughout the procedure is protected and not improperly disclosed.

Although not anonymous, complaints will be treated with the utmost discretion and the channels enabled, such as email and the written complaints system, are designed to protect the privacy of the complainants. This confidentiality is essential to guarantee a safe environment for all the parties affected, allowing harassment cases to be investigated rigorously and respecting the rights of all the parties involved. CORPORATE GUIDE AND INSTRUCTIONS FOR EMPLOYEES

#### **PROCEDURE FOR ACTION**





#### **AR RACKING S.A.**

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