

Barcelona School of
Economics (BSE) Protocol to
prevent, identify and act in
situations of sexual
harassment, gender-based
harassment and harassment
or violence against LGBTI+
individuals

This protocol has been approved on April 15, 2024. Its entry into force is April 15, 2024, date of its signature by the management of the company.

Its validity is indefinite and will be revised by legal imperative and according to uses and developments sensitive to social changes or when the company has legal representation of employees.

Signed:

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Introduction. BSE's commitment and zero-tolerance policy for any form of harassment.

BSE has a zero-tolerance policy for any behavior that violates the freedom, dignity, physical and/or psychological integrity of employees and anyone associated with BSE and is committed to a comprehensive approach.

BSE formally declares and disseminates its rejection of all forms of harassment and violence, in all its forms and manifestations.

BSE is committed to promoting a culture of prevention against harassment and sexist and LGTBI+-phobic violence through training and information activities aimed at all employees.

BSE is committed to protecting, supporting, and counseling victims of harassment and sexist and LGTBI+-phobic violence.

BSE has a protocol to prevent, identify and act in situations of sexual harassment, gender-based harassment and harassment or violence against LGTBI individuals; to ensure a safe and respectful work environment for all people, whether its own employees or those from other entities, and to ensure that any complaint is dealt with diligently, fairly and expeditiously in accordance with the guidelines of this protocol.

Likewise, BSE undertakes to publicize the existence of this Protocol and the need for its strict observance, both in the companies to which it sends its own personnel and in the companies from which some personnel may come to work at BSE.

If the alleged aggressor is not under the management of BSE and therefore is unable to apply the procedure in its entirety, BSE will contact the appropriate organization to take the appropriate action and, if necessary, sanction the person responsible, warning the organization that failure to do so may result in the termination of the commercial or collaborative relationship between the two entities.

1. Objectives and Content.

The contents of this Protocol are binding and shall become effective upon its approval and communication to the employees of the Foundation.

The internal circuit provided for in this Protocol does not prevent the right of the victim to report at any time to the labor inspectorate and social security, as well as to the labor or criminal jurisdiction.

The main objective of this Protocol is to prevent sexual harassment behaviors and any harassment based on sex, gender, gender identity, gender expression and sexual orientation that may occur at BSE and among the members that make up the working community, act to eradicate and punish them, as well as protect and accompany people whose rights have been violated.

Considering the dimension of harassment as a behavior closely linked to power relations and structural gender inequalities, an intersectional approach is proposed, which is specified in the following specific objectives:

- a) To contribute to the protection of dignity and the guarantee of rights at work, recognizing the right of every person to a world of work free from violence and harassment.
- b) Prevent and promote working conditions that avoid situations of sexual harassment and any harassment based on sex, gender, gender identity, gender expression and sexual orientation, including in the digital environment, in all areas related to BSE.
- c) Inform, train and make all employees aware of their duty to respect people's dignity and right to privacy.
- d) Train the persons of reference and ensure the confidential treatment of allegations of harassment and the identification of the persons responsible for assisting those who make complaints or allegations.
- e) Have an intervention and assistance procedure to address and resolve these situations of violence and harassment at the workplace as quickly as possible and within the time limits established in this Protocol.
- f) Take appropriate disciplinary action if there are violations of the basic rules established by the investigation or negligence in handling and resolving the situation.
- g) Establish support and accompaniment measures for those affected.

Specifically, this protocol allows for a coordinated and effective implementation of all actions taken in response to harassment.

2. Scope of Application.

2.1. Target and Location Scope: When this Protocol applies

The Protocol will apply to situations of harassment that occur in any place or at any time where people are because of professional and work-related activities, which will be considered as "work environment" for purposes of the harassment.

In determining whether a harassment situation is "work-related," it is important to keep in mind that the boundaries of the work environment are not determined by the physical location where the harassment occurs, nor by whether it occurs during the work day, nor by the form of the legal relationship between the individuals involved and BSE.

The determining fact of the application of this protocol is the causal relationship between the harassment and the work, that is to say, **this harassment would not have occurred if the person had not provided their services to or received from BSE.**

In this regard, any place or time where people gather for professional and work purposes is considered a "work environment" for purposes of harassment and the application of this Protocol.

According to the same criterion, harassment is considered occupational when the link or relationship is established between people because of the work or profession they develop.

Therefore, sexual harassment behaviors based on gender, sexual orientation, gender identity and/or gender expression can occur in the workplace and during the work day, or outside of the workplace and work hours, as long as they are work-related.

The Protocol applies to all situations arising out of any activity carried out in the workplace or in connection with professional activities promoted, organized, or coordinated by BSE, with the precision set forth in the following points.

The Protocol applies to situations that arise:

- a) In the workplace, including public and private spaces when they are a workplace;
- b) In the place where the person rests, eats, uses sanitary or cleaning facilities, and in changing rooms;

- c) On work-related trips, outings, events, or social or educational activities related to work;
- d) In the context of work-related communication, including those made through communication technologies (cyber violence);
- e) Traveling between home and work;
- f) Other activities organized by BSE of a non-formal nature (dinners, recreational activities, team-building activities, etc.).

2.2. Subjective Scope: Persons to whom this Protocol applies

The Protocol will be applicable to reporting, investigating, and proposing sanctions in the event of sexual harassment based on gender, sexual orientation and/or sexual identity that occurs in the BSE work environment, regardless of the connection between the individuals and BSE, and specifically when it involves:

- a) All persons who provide their services within the scope of BSE's activities and who have an employment contract, regardless of their professional category, the form and place of the provision of services and the form of employment.
- b) Anyone who provides services or collaborates with BSE without an employment contract, e.g. Affiliated Professors, Visiting Researchers.
- c) Employees of external companies contracted by BSE, who provide their services on behalf of BSE or in BSE facilities, provided that one of the persons intervening in the events belongs to the groups indicated in letters a) or b) above. All external companies contracted by BSE must be informed of the existence of this Protocol, in accordance with Law 31/1995, of November 8, on the Prevention of Occupational Risks and Royal Decree 171/2004, of January 30.
- d) People who do not belong to any of the aforementioned groups but are users of the services provided by BSE, for example students, provided that the reported person is a member of BSE, and the reported conduct has occurred in the context of an activity offered or conducted by BSE.

The persons named in this section may have the status of both authors and passive subjects of the conduct described in this Protocol.

BSE staff and students participating in mobility programs must respect the laws of the host country regarding sexual harassment and any harassment based on sex, gender, gender identity, gender expression and sexual orientation, as well as the rules and regulations in the subject of the university or institution that they are visiting.

In the case of the involvement of persons who are not employed by BSE, BSE will inform the institutions to which they belong of the initiation of the procedure, and, in the event of a complaint, the resolution of the file will be sent to them.

2.3. Temporal Scope

The Protocol will apply to any person who has a temporary, permanent, or transitory relationship with BSE. It is also applicable to situations that have occurred after the relationship of any of the persons involved with BSE has ended, in the 6 months following the fact that the affected person has ceased to be a member of the BSE community, provided that the reported person is still a member of the BSE community and that the events reported occurred before that person ceased to be a member of the BSE community.

3. Definitions.

3.1. Type of harassment.

3.1.1. SEXUAL HARASSMENT DEFINITIONS, KEY CHARACTERISTICS AND EXAMPLES

Without prejudice to the provisions of the Penal Code, for the purposes of this Protocol, sexual harassment shall mean any unwanted verbal, non-verbal or physical conduct of a sexual nature, whether repeated or systematic, which has the purpose or effect of violating the dignity of a person or of creating an intimidating, hostile, degrading, humiliating, offensive or disturbing environment for that person.

A single act, because of its allegedly criminal or highly offensive nature, may by itself constitute a case of sexual harassment. It does not have to be repeated over time, i.e., the conduct must have occurred repeatedly or systematically.

Behavior of a sexual nature or with sexual connotations.

It is an unwanted behavior / it is not wanted by the person who is receiving it.

By way of example, and without limitation or exclusion, the following conduct is considered to be evidence of sexual harassment:

Yes, it is sexual harassment:

Verbal:

- Spreading rumors, asking, or giving details about a person's sex life and sexual preferences.
- Making obscene and offensive sexually suggestive comments or jokes; jokes or comments about sexual appearance.
- Offer or pressure to set up dates or participate in unwanted recreational activities of a sexual nature.
- Asking for sexual favors.

Non verbal:

- Direct suggestive glances at a person's body.
- Making obscene gestures to or in front of a person.
- Use graphics, cartoons, drawings, photographs, or Internet images of sexually explicit and offensive content.
- Sending letters, notes, or e-mail messages with sexual, pornographic, or offensive content.

Physical:

- Excessive, invasive, and unwanted physical access.
- Cornering; deliberately trying to be alone with someone unnecessarily.
- Imposing intentional and unsolicited physical contact (pinching, touching, unwanted massaging).
- Intentional or "accidental" touching of any part of the body of a sexual nature.
- Engaging in sexual relations under pressure, coercion, intimidation, or chemical restraint (conduct criminally punishable as sexual assault).

No, It is not sexual harassment:

- They respectfully offer to meet after work, and if you do not accept, they respect your decision and do not propose again.

- In the context of an intimate conversation that you accept, you are explained, or you explain aspects related to your sex life.
- You have or had a romantic relationship with a coworker, but it does not change the respectful relationship you have.

Sexual harassment can be exchange harassment (quid pro quo), it occurs when the harassed person is forced to choose between submitting to sexual demands or losing certain benefits or conditions at work (incorporates sexual blackmail). Subordinate sexual harassment

3.1.2. HARASSMENT BASED ON SEX/GENDER ¹: DEFINITION, PRINCIPLES, MAIN CHARACTERISTICS AND EXAMPLES.

Harassment based on sex/gender is any form of (continuous and systematic) unwanted conduct, based on a person's gender, with the purpose or effect of undermining the dignity or physical or mental health of a person, and of creating an intimidating, hostile, degrading, humiliating, offensive or disturbing environment for that person, in relation to access to paid employment, promotion at work, employment or training.

Harassment based on sex/gender belongs to the category of discriminatory harassment based on the fact of being a woman or on circumstances that biologically can only affect women (pregnancy, maternity or natural lactation); or that are related to the reproductive and caring functions that society discriminatorily assigns almost exclusively to women (gender roles). In this sense, harassment based on sex/gender can also be suffered by a man when he performs functions, tasks or activities related to care, a role historically attributed to women (traditional female role).

¹ Article 7.2 of the Organic Law 3/2007, of March 22, for the effective equality of women and men. Article 5 of the Catalan Law 5/2008, of April 24, on the right of women to eradicate male violence.

To constitute harassment based on sex/gender, there must be a pattern of persistent and repeated offensive conduct or behavior that is unwelcome by the recipient and has the purpose or effect of violating the dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.

By way of example, and without limitation or endorsement, the following conduct is considered likely to constitute harassment based on sex/gender:

Yes, it is harassment based on sex/gender:

- Insulting an employee or engaging in discriminatory behavior toward a person because she is a woman.
- Using offensive language to address an employee because she is a woman.
- Ridiculing, belittling a person's abilities, skills, and intellectual potential because of their gender or gender role (mother/father).
- Use of sexist humor.
- Ignore a person's contributions, comments, or actions because they are a woman or a mother/father.
- Giving less value to the work of a woman or a mother/father.
- Assigning tasks with less responsibility than they should have; not providing the tools to do the job; denying permissions to which you are entitled; assigning tasks that are impossible to perform in the case of pregnancy or when enjoying maternity/paternity leave and caring for children and dependents.

No, it is not harassment based on sex/gender:

- Someone makes an occasional comment or joke to you.
- When you point out that your contributions are getting less attention than others', they apologize and it is not repeated.
- When there is overwork or underwork as a result of poor organization.
- Excessive workload for all team members.
- Constructive criticism and monitoring of work.
- Disagree with a particular way of working.
- Have little ability to empathize or communicate.
- Tensions and conflicts created by the job itself.
- When colleagues respectfully accept criticism of sexist behavior.

3.1.3. HARASSMENT BASED ON SEXUAL ORIENTATION, SEXUAL IDENTITY, GENDER EXPRESSION, AND SEXUAL CHARACTERISTICS²: DEFINITION, MAIN CHARACTERISTICS, AND EXAMPLES.

Harassment based on sexual orientation, sexual identity, gender expression and sexual characteristics is any conduct (continuous and systematic) based on a person's sexual orientation, sexual identity, gender expression and sexual characteristics, which has the purpose or effect of violating the dignity or physical or mental integrity of a person, or of creating an intimidating, hostile, degrading, humiliating, offensive or annoying environment.

Discriminatory harassment is considered any behavior or conduct carried out for any of the provided causes of discrimination, with the aim or consequence of attacking the dignity of a person or group in which it is integrated and of creating an intimidating, hostile, degrading, humiliating, offensive or annoying environment. There must be a pattern of persistence and repetition of offensive actions or behavior and that it is unwanted behavior / not wanted by the person who receives it.

For the purposes of this Protocol, the following definitions shall apply:

- "Sexual Orientation": A person's physical, sexual, or emotional attractions. Sexual orientation can be heterosexual, when one feels physical, sexual, or emotional attraction only to people of the opposite sex; homosexual, when one feels physical, sexual, or emotional attraction only to people of the same sex; or bisexual, when one feels physical, sexual, or emotional attraction to people of different sexes, not necessarily at the same time, in the same way, to the same degree, or with the same intensity.
- "Sexual identity": the internal and individual experience of gender as each person feels and defines it, which may or may not correspond to the sex assigned at birth.
"Gender Expression": each person's expression of their sexual identity.

² Article 4.g) of Law 11/2014 to guarantee the rights of lesbians, gays, bisexuals, transgenders and intersexuals and to eradicate homophobia, biphobia and transphobia. Article 15 of Law 4/2023, of February 28, for the real and effective equality of trans people and for the guarantee of the rights of LGBTI people.

- "Trans person": a person whose sexual identity does not correspond to the sex assigned at birth.

By way of example, and without limitation or exclusion, the following behaviors are considered likely to constitute harassment against the LGTBI+ group:

Yes, it is harassment LGTBI+-phobic:

- Using slurs based on sexual orientation, sexual identity, gender expression, or sexual characteristics.
- Harassing a person because they are in the process of transitioning or because they are trans.
- Engaging in discriminatory behavior towards a person because of belonging to the LGTBI+ group.
- Using offensive language about the person's sexuality or sexual identity.
- Ridiculing or belittling a person's abilities, skills, and intellectual potential because of feminine or masculine behavior, regardless of biological sex.
- Use sexist humor or humor that makes fun of the LGTBI+ group.
- Ignore a person's contributions, comments, or actions because they are gay, lesbian, or bisexual.
- Giving less value to the work of a trans woman or man.

No, it is not Harassment LGTBI+-phobic:

- They make a specific comment or joke to you. You point out that it is a LGTBI+-phobic joke, and it is not repeated.
- If you point out that your contributions are getting less attention than others, they apologize and it is not repeated.
- When colleagues respectfully accept criticism of LGTBI+-phobic behavior.
- If you make it clear that the comments, they are making are LGTBI+-phobic in nature and they apologize to you and do not repeat them again.
- If there are work peaks that create tension in the work environment.
- When there is no empathy or collaboration within the team.

All harassment can lead to environmental harassment, which is when behavior creates an intimidating, hostile, offensive environment: comments of a sexual nature, jokes, etc. It usually requires persistence and repetition of actions, depending on the severity of the behavior.

3.1.4. VIOLENCE IN THE DIGITAL SCOPE

When the conduct or behavior referred to in this Protocol takes place using information and communication technologies, through the Internet, telephone, and social networks, without the need for physical contact between the aggressor and the victim, we are dealing with acts of digital violence or cyberviolence.

The National Strategy to Combat Gender Violence 2022-2025, based on the recommendations of the first evaluation report of the Group of Experts on the Fight against Violence against Women and Domestic Violence (GREVIO) of November 2021, includes three specific dimensions of digital violence that can also occur in the workplace:

Cyberbullying and technology facilitated bullying:

- Sexual, financial, physical, or psychological threats.
- Reputation damage.
- Surveillance and collection of private information (spyware)³
- Impersonation.
- Asking for sex.
- Harassment with accomplices to isolate a person.

Online sexual harassment:

- Threatening or non-consensual distribution of images or videos (also known as "revenge porn").

³ Spyware is a software that has this goal.

- The non-consensual capture, production or recording of intimate images or video.
- Exploitation, coercion, and threats (sexting, sextortion, rape threats, doxing⁴ or outing⁵).
- Sexualized bullying⁶.
- Cyber flashing⁷.

The Digital Dimension of Psychological Violence:

- Sexist hate speech.
- Intimidation, threats to victims or their families, insults, embarrassment, and defamation.

4. BSE's Responsibilities

BSE has the following obligations:

FIRST. Guarantee employees, persons providing services or cooperating with BSE the following employment rights in the employment relationship:

- Not to experience situations of violence or harassment at work.
- Physical or mental integrity and an appropriate safety and hygiene policy.
- Respect for privacy and dignity, including protection from harassment.

SECOND. Promote a work context and environment that avoids situations of violence or harassment in the workplace.

⁴ Disclose personal information or identity.

⁵ Revealing a person's sexual orientation.

⁶ Gossiping, posting sexual comments, impersonating, exchanging sexual content, or sexually harassing other people, thereby harming their reputation and/or livelihood.

⁷ Sending unsolicited sexually explicit images through dating or messaging apps, text, or using air-drop or Bluetooth technologies.

THIRD. Adopt specific procedures to prevent situations of violence or harassment in the workplace.

Failure to comply with the obligations of the BSE gives rise to the demand for administrative and judicial responsibility.⁸

5. Preventive, detection, and reactive measures

5.1. Preventive measures

The prevention measures agreed in this Protocol are the following:

- Perform preventive information activities for the entire workforce:
 - Communicate this protocol to all employees.
 - Ensure that the Protocol is available for review. Publish it on the BSE Transparency Portal.
 - At the time of onboarding, all employees will be informed of the existence of the Protocol and will be required to sign a document stating that they have been informed and are aware of its contents (Annex 3).
 - Employees of external companies contracted by BSE to perform services on behalf of BSE or at BSE facilities, must be informed about the existence of this Protocol.
- Conduct preventive training for everyone:
 - Conduct regular harassment training for the entire workforce to help employees recognize harassing behavior.
 - Include training on sexual harassment on the basis of sex/gender, gender identity, gender expression, or sexual orientation as part of the content of mandatory occupational risk prevention training.
- Implement an ongoing training program for the persons of reference.

⁸ Section 2. Royal Legislative Decree 5/2000, of August 4, approving the revised text of the Law on Crimes and Sanctions in the Social Order..

- Implement an effective procedure (protocol) for handling communications and complaints. Follow up, monitor, and evaluate the implemented procedure. Apply strict disciplinary measures.

5.2. Detection Measures

BSE also undertakes to carry out detection measures:

- Conduct studies to determine the prevalence of this type of behavior within the Foundation, to identify its characteristics, its impact on the health of employees, and the need to implement a prevention policy:
 - Prepare a report every 4 years on the psychosocial risks associated with situations of violence and harassment in the management of health and safety at work (existence of precursor situations, favorable organizational climate, gender culture not tending towards equality, etc.).
- Create an internal database to collect all requests for information, complaints, actions, and resolutions, anonymously and without reference to personal data, and prepare an annual report that includes the following indicators:
 - Number of people who contacted the reference person (see point 7, page 25) to request information about the protocol. Specify gender.
 - Number of employees who have filed a complaint for harassment, distinguishing between the 3 types of harassment included in this Protocol: 1) sexual harassment; 2) harassment based on sex/gender; 3) LGTBI+-phobic harassment. Specify the gender of the complainant.
 - Number of sanction proceedings conducted.
 - Number of cases in which precautionary measures were taken.
 - Number of information, awareness and training activities carried out on the Protocol and its features. Indicate to whom each action is addressed.
- Be aware of possible signs of bullying situations and be proactive in identifying them.

5.3. Reactive Measures

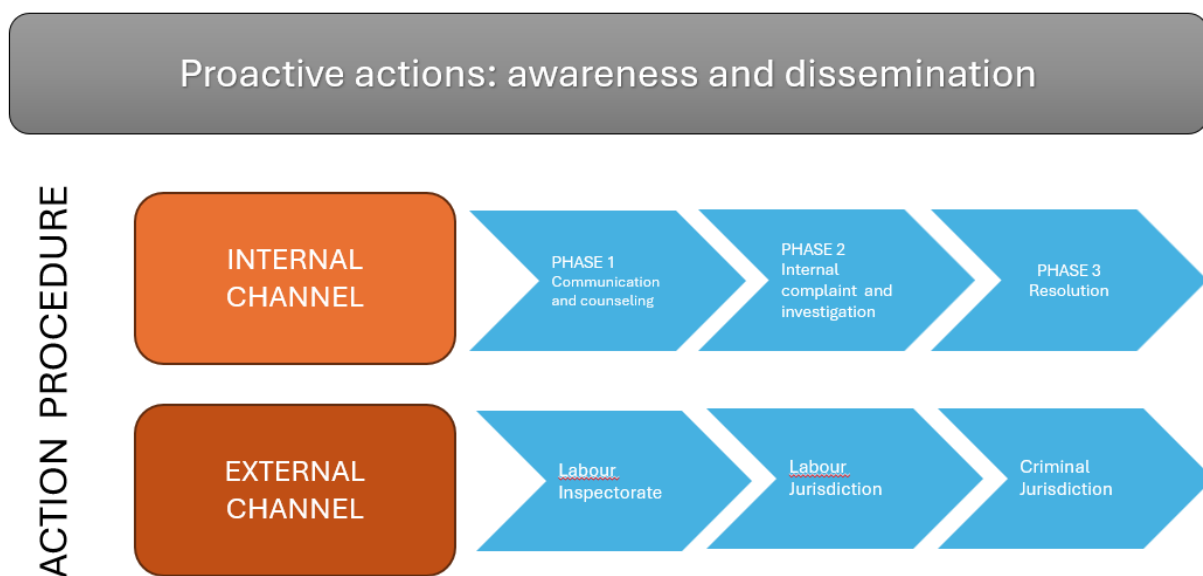
The reactive measures are translated into the set of systems and circuits for advice, investigation, resolution and response to harassment, which this Protocol foresees in the

following title, both internally, through the circuit itself, and externally, either by administrative or judicial means.

6. General action procedure

There are two channels to resolve situations of sexual harassment based on gender, sexual orientation and/or sexual identity: internal (protocol circuit) and external (administrative and/or judicial).

The use of one type of resolution does not preclude the use of the other.



BSE excludes mediation as a resolution mechanism in cases of sexual harassment based on sex, gender, gender identity, gender expression and sexual orientation, in compliance with Law 4/2015 of the Statute of the Victim of the Crime, which prohibits mediation in all cases of sexual violence and gender-based violence, including cases of sexual violence suffered in the workplace.

6.1 The Internal channel: Circuit of the BSE Protocol

The procedure proposed by this Protocol may be initiated by communication (Phase 1) or directly by complaint (Phase 2).

When a complaint is filed, management will be notified that the protocol has been activated (Phase 2). This notification will be made without providing specific information about the reporter and the subject of the report. Management will only be notified of the initiation of a file at the time of the Notification and Counseling (Phase 1) if it is deemed necessary to take preventive action.

PHASE 1: COMMUNICATION AND COUNSELING (5 WORKING DAYS). WHAT CAN I DO IF I EXPERIENCE OR HAVE OBSERVED A POTENTIAL HARASSMENT SITUATION AT WORK?

The aim of this phase is to inform, advise and support the person being harassed, to ensure an environment free of sexist and LGTBI+-phobic violence by being aware of situations that may constitute harassment, and to prepare for the internal reporting and investigation phase (Phase 2), if any.

This phase begins with the communication of the perception or suspicion of harassment, which triggers the communication and counselling actions. The communication is presented to one of the reference persons (see Point 7, page 25).

Communication can be done by:

- The affected person.
- Any person or persons who notice the harassing behavior.

Communication is formulated as soon as possible after the event, due to the emotional impact of these situations, and can be done through a letter or form, an email or a conversation.

At this stage, the reference person may propose the adoption of appropriate precautionary or preventive measures, which must be accepted by management.

Within this phase, the functions of the reference person(s) are:

- Receive all requests for information regarding sexual harassment, harassment based on sex, gender, gender identity, gender expression and sexual orientation.
- Inform and advise the individual of the Foundation's zero tolerance policy for sexist and LGTBI+-phobic conduct.
- Inform about the procedure foreseen in this protocol: internal and external.
- Inform and advise the affected person of the content of the Protocol and the options and actions that can be taken. They must also be informed of the obligations and

responsibility that the company may incur if it fails to comply with them, as well as of the procedure to be followed once the complaint is submitted.

- Inform about the availability of all types of external counseling.
- Inform on the right to receive care for physical and/or mental health.
- Provide support throughout the process.
- Assistance in drafting the complaint and advice on its presentation.
- Propose, where appropriate, precautionary and/or preventive measures to the management of the institute.
- Manage and store documentation for future reference.

The results of this stage can be three:

1. That the affected person decides to file a complaint (proceed to Phase 2).
2. That the affected person decides not to file a complaint and the reference person, based on the information received, considers that there is some evidence of the existence of a situation of harassment. In this case, they must bring it to the attention of the center's management, respecting the right to confidentiality of the people involved, that is to say, the name of the person who has requested information will not be disclosed. As soon as the management becomes aware of signs of harassment, it has the legal obligation to implement protective and corrective measures and, if necessary, to update the preventive measures.
3. That the affected person decides not to file a complaint and the reference person, based on the information received, considers that there is no evidence of the existence of a situation of harassment. In this case, the case must be closed, and no further action must be taken.

The reference person(s), as established on point 7 – page 25, is responsible for the management and safekeeping of the documentation, if any, in the communication and consultation phase, while guaranteeing the confidentiality of the set of documents and information generated in this phase.

If the subject decides not to proceed with the investigation, all documentation provided by the subject must be returned. If the subject decides to proceed with the reporting actions, the documentation must be included in the investigation file created.

This phase can take up to five working days.

PHASE 2: INTERNAL COMPLAINT AND INVESTIGATION (20 WORKING DAYS).

The purpose of this phase is to thoroughly investigate the facts in order to issue a binding report on the existence or non-existence of a situation of sexual harassment, harassment based on sex, gender, gender identity, gender expression and sexual orientation. For these purposes, a commission is created to investigate and address situations of harassment.

The investigation procedure may take a maximum of twenty working days from the start of the procedure (submission of the complaint).

In order to initiate this second stage, **the complaint must be submitted in writing using the internal complaint form attached as Annex 1.** If the complaint is not submitted directly by the affected person, it must state that the affected person has given their express and informed consent to initiate the actions of this Protocol.

The complaint will be submitted through the [Whistleblower Channel](#).

The Compliance Committee will assume the functions of the Harassment Investigation and Response Committee. This committee will be composed of the member of the Compliance Committee who is not the reference person who is assisting the reporting person, and an external specialist in the matter. The Harassment Investigation and Response Committee will be set up immediately upon receipt of the complaint and may have a different composition each time, depending on the characteristics of the complaint received.

If the alleged harasser is one of the reference persons, the Harassment Investigation and Response Committee will include only external members to ensure the independence of the process.

The investigation begins with the complaint. The person filing the complaint must develop a story that is as precise and concrete as possible in terms of the evidence that substantiates the reported situation, and due to the procedural principle of reversal of the burden of proof, it is up to the alleged harasser to prove that their conduct was reasonable. In the complaint, it will be specified if there are people who are witnesses of the events.

The persons involved in the procedure are obliged to maintain strict confidentiality and discretion and may not communicate or disclose any information about the content of the complaints filed, resolved or under investigation of which they are aware. They will all sign the confidentiality agreement. According to what is established in the principle of confidentiality, in the section on Principles and Guarantees, the person responsible for initiating and processing the complaint must assign numerical identification codes to both the alleged harassed person and the alleged harasser, in order to preserve their identity.

The Harassment Investigation and Response Committee will conduct a thorough investigation of the complaint and issue a binding report on the existence or non-existence of a harassment situation and, where appropriate, make recommendations on the necessary interventions and measures.

The functions of the Harassment Investigation and Response Committee are to:

- Analyze the complaint and accompanying documentation.
- Interview the complainant. If the complainant has decided to proceed directly to the reporting and investigation stage, it is necessary to inform them of the procedure and possible courses of action, as well as the right to health surveillance. If the facts are not sufficiently described in the complaint, an additional description must be requested.
- Interview the reported person.
- Interview potential witnesses.
- Evaluate whether precautions are necessary.
- Issue the binding report.

The investigation process concludes with a binding report that must include at least the following information:

- Identification of the person or persons allegedly harassed and harassing.
- Nominal list of persons who participated in the investigation and in the preparation of the report.
- Background of the case, complaint and circumstances.
- Other measures: proofs, summary of the main events and measures taken. If witnesses have been interviewed, and in order to guarantee their confidentiality, the summary of this action must not indicate who is making the demonstration, but only whether or not the reality of the facts investigated has been verified.
- Aggravating circumstances found:
 - If the person reported is a repeat offender of harassing conduct.
 - If two or more people are being harassed.
 - If there is evidence of intimidating or retaliatory behavior on the part of the harasser.
 - If the harasser has decision-making power over the harassed person's employment relationship.
 - If the harassed person has some sort of functional diversity.

- If the harassed person's physical or psychological condition has undergone serious changes, certified by medical personnel.
- When pressure or coercion is exerted on the harassed, witnesses, or people in the harassed's work or family environment with the intent to avoid or damage the investigation being conducted.
- Conclusions.
- Corrective measures.

The Harassment Investigation and Response Committee is responsible for the management and safekeeping, while guaranteeing confidentiality, of the set of documents generated during this phase. BSE will provide the necessary means to make this custody effective.

The report of the Harassment Investigation and Response Committee will be forwarded to BSE's management.

PHASE 3: RESOLUTION (5 WORKING DAYS).

The purpose of this third and final phase is to take the necessary action in light of the evidence, recommendations, and proposals for intervention contained in the mandatory report of the Harassment Investigation and Response Committee.

Based on the binding report prepared by the Harassment Investigation and Response Committee, management will issue a resolution of the case. This resolution will be issued no later than 5 working days after the submission of the binding report.

- If there is sufficient evidence of the existence of a harassment situation:
 - Proposal for the initiation of disciplinary proceedings and corrective measures: If the report clearly shows the existence of harassment, the body that prepared the report will propose the initiation of disciplinary proceedings and disciplinary corrective measures.
 - Proposal for the adoption of appropriate alternative non-disciplinary measures, as the case may be, aimed at correcting the identified attitudes.
- If there is no sufficiently proven evidence of the existence of a situation of harassment
 - Filing the complaint.

As an example, the decisions that BSE can take when there is sufficient evidence of the existence of a situation of harassment:

- a) Physically separate the alleged aggressor from the victim by changing locations, shifts, or schedules. Under no circumstances will the victim be forced to change place, time, or location within the center.
- b) Without prejudice to what has been established in the previous point, if applicable, and depending on the results of the investigation, the aggressor will be sanctioned by applying the table of infractions and sanctions provided for in the collective agreement applicable to BSE or, as the case may be, in article 54 of the Workers' Statute. Among the sanctions to be considered applicable to the aggressor, the following will be taken into account:
 1. Transfer, displacement, change of place, shift or location.
 2. Suspension of employment and salary.
 3. Disciplinary dismissal.
- c) In the event that the sanction for the aggressor is not the termination of the contractual relationship, BSE's management will maintain an active duty of surveillance with respect to this employee when they join back (if they have been suspended) or in their new job in case of change of location.

BSE's management will take the necessary preventive measures to prevent a repetition of the behavior or conduct of the aggressor, and will increase training and awareness activities to protect the safety and health of the victim, including the following:

- Assessment of psychosocial risks, including sexual violence as another occupational risk.
- Adoption of monitoring measures to protect the victim.
- Adoption of measures to prevent recidivism of sanctioned persons.
- Psychological and social support for the victim.
- Modification of working conditions, with the prior consent of the victim of harassment, that are deemed beneficial to his/her recovery.
- Training or retraining to bring the harassed person's career up to date if the harassed person is on extended medical leave.
- Implementation of new training and awareness activities to prevent, identify and address situations of violence and harassment.

A certified copy of this decision will be sent to the reporting individual and the reported party.

In the same way, the decision taken in the case will be communicated to the Monitoring Committee of the Equalization Plan. In these communications, in order to guarantee

confidentiality, no personal data will be provided and numerical codes assigned to each of the parties involved in the file will be used.

If, as a result of the investigation conducted, it is determined that an offense other than harassment as defined in this policy or the applicable agreement(s) has been committed (e.g., a false complaint, etc.), the appropriate disciplinary action must be taken.

Similarly, whether the file ends with a sanction or no sanction, it is necessary to review the employment situation in which the complainant was ultimately placed.

6.2 External channel: administrative and judicial

There are two external channels of resolution: the administrative procedure and the judicial procedure. The feasibility and expediency of each process depends on several factors that must be considered. These include the severity and scope of the incident(s) and the position of the alleged harasser in relation to the harassed person (if there is a difference in power, status, etc.).

If the victim of harassment considers it appropriate to take this course of action, it is advisable to proceed first through the administrative procedure and then through the labor courts. The action of the labor inspectorate (administrative procedure) has not only the advantage of immediacy and ex officio investigation, but the facts established in this action have a presumption of certainty and can be asserted later in a court of law.

The criminal justice system should be used from the moment a conduct may constitute a crime.

THE ADMINISTRATIVE PROCEDURE (LABOUR INSPECTORATE)

The Labor Inspectorate is regulated by Law 23/2015 of July 21, which authorizes the Labor Inspectorate and the Social Security System, as well as its development regulations.

The Labour Inspectorate's action will consist of investigating what BSE has done in the face of knowledge of acts of harassment. In certain cases, the Labour Inspectorate itself is the one that formally communicates these facts to BSE.

In the matter of harassment, the Labor Inspectorate does not supervise the alleged harasser, but BSE, which is responsible for ensuring that:

- The structure and working conditions are appropriate and prevent the production of harassment.
- The organization has mechanisms in place to prevent and address these instances of harassment⁹.
- Investigate all internal communications and complaints received.

THE LEGAL PROCEDURE

There are two options in the face of harassment: labor jurisdiction and criminal jurisdiction.

Labor jurisdiction.

The harassed person may request the termination of the employment relationship in the event of a serious violation by the employer and/or bring an action for the protection of fundamental rights, requesting compensation for damages caused¹⁰, with jurisdiction of the social court assigned either for the defendant's place of residence or for the place where the service was provided.

Criminal jurisdiction.

This method can be used only in cases where the conduct constitutes a crime against sexual freedom of the Criminal Code (example: sexual harassment), either through the presentation of a complaint or a lawsuit.

7 Reference Persons

The reference persons are the 2 internal persons who are part of the Compliance Committee.

The persons of reference when dealing with a case of sexual harassment, harassment based on sex/gender, harassment based on sexual orientation, sexual identity, gender expression

⁹ Article 48 of Organic Law 3/2007, of March 22, for the Effective Equality of Women and Men, establishes that all companies, regardless of their activity or size, must promote working conditions that tend to avoid the sexual and gender-based harassment, including in the digital scope, arbitrating specific procedures for its prevention. Therefore, it is a legal obligation for all entities and bodies in Spain to implement mechanisms, such as this Protocol, that prevent and prevent these cases of harassment and, likewise, the Labor Inspectorate will be responsible for ensuring their due compliance.

¹⁰ Article 50 of Royal Legislative Decree 2/2015, of October 23, approving the revised text of the Workers' Statute Law. Articles 179 et seq. of Law 36/2011, of October 10, regulating social jurisdiction.

and sexual characteristics must be trained in gender equality from an intersectional approach, taking into account that situations of intersectional discrimination may occur¹¹.

Their functions are:

- Receive the communication made by the affected person or by any person(s) who detect the harassing behavior.
- Inform and advise the affected person of the content of the Protocol and the options and actions that can be taken. They must also be informed of the obligations and responsibility that the company may incur if it fails to comply with them, as well as of the procedure to be followed once the complaint is submitted. Likewise, inform about the availability of all types of external counseling and the right to receive care for physical and/or mental health.
- Provide support throughout the process.
- Assistance in drafting the complaint and advice on its presentation.
- Propose, where appropriate, precautionary and/or preventive measures to BSE's management.
- Manage and store documentation for future reference.
- Participate in the Investigation Phase only if the Reference Person did not participate in Phase 1 of this Protocol (Communication and Advice).
- Participate in prevention, awareness, education and training functions.
- Participate in the monitoring and evaluation of the Protocol.
- Any other that may be inferred from the nature of their functions and from what is contemplated in this Protocol.

To perform these functions, the reference persons must consider the following aspects:

¹¹ In this Protocol, we understand intersectional discrimination as discrimination that occurs for more than one of the grounds covered by this Protocol. Law 17/2020, of December 22, amending Law 5/2008, on the Right of Women to Eradicate Male Violence, defines intersectionality as the coincidence of male violence with other axes of discrimination, such as origin, color, phenotype, ethnicity, religion, administrative situation, age, social class, economic precariousness, functional or psychological diversity, addictions, serological status, deprivation of liberty, or sexual and gender diversity, which causes them to act in an aggravated and differentiated manner. The interaction of these discriminations must be taken into account when addressing gender-based violence.

- Be aware that people who are or have been harassed have rights and that these rights must be guaranteed.
- Perform active and proactive listening.
- Inform the people who are or have been harassed, in a clear and comprehensible manner, of all the rights, services and resources available to them, as well as all the possible solutions (both internal and external) to any situation of harassment that they may be experiencing or at risk of experiencing.
- Assess the emotional state of harassed employees and, if there is a risk to their safety or health, offer the health monitoring service.
- Accompany people in expressing and clarifying the situation they are experiencing, and personalize care based on understanding their needs, assessing their expectations, and respecting their rhythms.
- Avoid reinterpreting the facts and creating false expectations. Avoid paternalistic attitudes and value judgments about the person's actions.
- Respect people's autonomy to make decisions and support their choices, even if they refuse the resources offered.
- Assess whether referral to other non-BSE services or resources is appropriate.
- Counsel, taking into account the cultural reality of the person being harassed.

The persons of reference for this Protocol are:

- BSE General Manager: Marsel Meeuwsen, 638 333 775, marsel.meeuwsen@bse.eu
- BSE Administrative Officer: Eva Pujol, 93 542 1232, eva.pujol@bse.eu

If the alleged harasser is one of the reference persons, the Harassment Investigation and Response Committee will include only external members to ensure the independence of the process.

8. Principles of action and guarantees

The entire intervention procedure of this protocol guarantees:

Respect and protection

- It is necessary to act with respect and discretion in order to protect the privacy and dignity of the persons concerned. Actions must be taken with the utmost respect for

all parties involved (victims, witnesses, informants, etc.), who must not be subjected to any adverse treatment for this reason.

- Individuals are accompanied and advised by one of the reference persons.

Confidentiality

- The information collected in the actions is confidential and can only be known, according to the role they play, by the people directly involved in the development of the different phases of this Protocol.
- The persons involved in the procedure are obliged to keep the information and data processed strictly confidential and not to divulge or disclose them.
- All persons involved in the process will sign a Confidentiality Agreement (Appendix 2), and failure to do so may result in sanctions against the offending person.

Right to Information

- All the people involved have the right to information about the procedure, their rights and duties, about which phase is being developed, and according to the characteristics of the participation, about the result of the phases.

Diligence and speed

- The procedure informs about the deadlines for the resolution of the phases in order to achieve speed and a quick resolution of the complaint.
- The investigation and resolution of the reported conduct must be conducted promptly so that the process can be completed within the timelines established for each stage.

Treating people fairly

- An impartial hearing will be ensured through the participation of specialized external persons who will participate in the investigative commission, as well as fair treatment of all persons involved.
- All persons involved in the process must act in good faith in seeking the truth and clarifying the reported facts.

Protection from the possibility of retaliation

- All people involved in the process must have guarantees of non-discrimination and no retaliation for participating in the reporting process or for reporting a situation of harassment.
- Only the proven results of investigated and substantiated complaints may be included in personnel files.

Collaboration

- All persons summoned in the course of the proceedings have a duty to participate and cooperate.

Health surveillance

- People who perceive a situation of harassment with health implications can request attention, guidance and a medical health monitoring report through the Occupational Risk Prevention Service.

9. Rights of the person affected and the person reported

9.1 Rights of the person affected

- Receive help and advice from the reference person.
- Receive information on how to start the procedure.
- Receive fair treatment.
- Receive notification of the adoption of precautionary measures of protection.
- Have assurances that the complaint will be handled quickly.
- Receive information on the progress of the complaint.
- Receive information on the resolution of the file.

9.2 Rights of the person reported

- Receive fair treatment.
- Receive information about the complaint.
- Receive information on the progress of the complaint.

- Receive information on the resolution of the file.

10. Precautionary measures

Depending on the risk and/or damage to the victim, from the first moment when the facts are communicated and even before the complaint is filed, if it is deemed appropriate, until the end and whenever there are signs of harassment, the people in charge of the different phases of intervention can propose to the management of the Foundation the adoption of precautionary measures.

The implementation of these measures must be accepted by the harassed person, and in no case may these measures result in a reduction in the harassed person's working and/or salary conditions.

The precautionary measures that can be taken are (the list is not exhaustive or limiting):

- Change of job.
- Rearrangement of working hours.
- Paid leave.
- Teleworking.

The adoption of these measures must be personalized and coordinated with all the actors involved in this Protocol. The harassed person must be the center of attention in order to ensure adequate comprehensive assistance, protection, recovery and reparation care and to avoid secondary victimization (or revictimization)¹².

Precautionary measures cannot predetermine the final outcome of the proceedings and must be taken in a motivated manner to ensure the protection of the parties involved.

¹² By secondary victimization (or revictimization) we understand the additional mistreatment of people in situations of harassment, as a direct or indirect consequence of the quantitative and qualitative shortcomings of the interventions carried out by the responsible bodies, and also due to the misguided actions or negligence of other actors involved.

11. Measures for the recovery and restitution of victims

The measures and actions established by this Protocol must promote the recovery processes of victims, with the aim of enabling them to overcome the consequences of the violence suffered.

It is important to adopt a victim-centered approach that places the harassed person at the center of interventions to ensure support that takes into account his or her needs and choices, and to encourage the harassed person to take an active role in his or her own recovery process.

It is necessary to validate what they have experienced in order to dignify their experiences, as the fact of acknowledging them has a highly restorative effect. It is essential to heal the person individually, but it is also necessary to be aware of the collective impact that the harassment may have had in order to sustain and heal it as well.

At the individual level, with regard to the harassed person, it must be kept in mind that the healing process begins from the moment the complaint is filed, which implies respecting the principles of confidentiality and speed throughout the process; providing good support to whistleblowers, etc.

Corrective measures at the collective level:

- Work climate and environment policies that promote zero tolerance for violence and harassment. An active policy towards this type of situation must be adopted by the organization itself.
- Discussion groups facilitated by professionals about the situation experienced.
- Offer group psychological support.
- Assessment of psychosocial risks at work, including sexual violence as another occupational risk.

Corrective measures at the individual level:

- Offer the affected person changes in working conditions: place of work, hours, etc. These changes must be accepted by the person and are made with the aim of facilitating their recovery.
- Provide the affected person with access to BSE's legal resources to advise him or her on what steps to take externally.

- Provide psychological counseling at BSE's expense during working hours.
- Adoption of monitoring measures to protect the victim.
- Adoption of measures to prevent recidivism of sanctioned persons.
- Training or retraining for the harassed person's job performance if the harassed person has been on extended medical leave as a result of the harassment.

12. Protocol monitoring and evaluation

Once this Protocol is developed and implemented, the Equality Plan Follow-up and Evaluation Committee will monitor compliance with the Protocol on an annual basis. It will meet once a year to carry out this monitoring.

This policy will be reviewed and modified as necessary to meet operational, legal or regulatory requirements.

13. Regulatory framework and applicable laws

The International Labor Organization's Convention 190 on the Elimination of Violence and Harassment in the World of Work (Convention adopted in Geneva on June 21, 2019, ratified by Spain in 2023 and entering into force on May 25, 2023) aims to contribute to the protection of dignity and the guarantee of rights in the field of work, recognizing the right of every person to a world of work free from violence and harassment.

Directive 2006/54/EC of the European Parliament and of the Council of July 5, 2006, relating to the application of the principle of equal opportunities and equal treatment between men and women in matters of work and employment (recast) emphasizes the importance of adopting measures to combat all forms of discrimination based on sex in the areas covered by this Directive and, in particular, of adopting effective measures to prevent harassment and sexual harassment in the workplace.

The **Spanish Constitution (CE)** obliges the public authorities to go beyond mere formal equality by promoting the conditions for this equality to be real and effective (Articles 14 and 9.2 of the CE). The **Statute of Autonomy of Catalonia (EAC)** also emphasizes the right of all women to live free from any form of discrimination and urges the public authorities to adopt the necessary measures to guarantee non-discrimination on grounds of sex (Articles 19, 41 and 45 of the EAC).

Royal Legislative Decree 2/2015 of October 23, which approves the revised text of the **Workers' Statute**, provides in its article 4.2.e) that protection against sexual harassment and on the basis of sex is a fundamental right of all workers. Likewise, letter d) of the same article provides that workers have the right to "their physical integrity and an adequate policy of prevention of occupational risks".

The **Workers' Statute** includes as a breach of contract and a disciplinary reason for termination of the employment contract "harassment based on racial or ethnic origin, religion or beliefs, disability, age or sexual orientation, and sexual harassment or harassment based on sex against the employer or persons working in the company" (art. 54.2.g) ET).

Organic Law 3/2007, of March 22, for the effective equality of women and men regulates, defines in its article 7 sexual harassment and harassment on the basis of sex and establishes that all companies, regardless of their activity or size, have the obligation to promote working conditions that tend to avoid sexual and gender-based harassment, including in the digital sphere, arbitrating specific procedures for its prevention (article 48).

The Royal Legislative Decree 5/2000 of August 4, which approves the revised text of the **Law on Offences and Sanctions in the Social Order**, considers sexual and gender-based harassment as a very serious offense, as long as and when the management, having knowledge of it, has not taken measures to prevent it (article 8).

Organic Law 10/1995, of November 23, of the **Penal Code**, establishes that proven sexual harassment constitutes a crime against sexual freedom and indemnity (Article 184), punishable by imprisonment or fines, as well as special disqualification for the exercise of the profession, trade or activity of the harassing person.

Law 17/2020 of December 22, amending Law 5/2008 on the Right of Women to Eradicate Gender-Based Violence, includes sexual and gender-based harassment as a form of sexual violence (Article 4) and as violence in the workplace (Article 5). Specification of cyberbullying as violence in the digital sphere (article 5).

The **Law 19/2020, of December 30, on Equal Treatment and Non-Discrimination**, regulates the measures and procedures to guarantee and make effective the right to equal treatment and non-discrimination, respect for human dignity and protection against any form, act or conduct of discrimination that occurs in the territorial scope of application of this Law by reason of birth or place of birth; origin, nationality or membership of a national minority; race, color or ethnicity; political or other opinion; religion, belief or ideology; language; cultural, national, ethnic or social origin; economic or administrative situation, social class or wealth; sex, sexual orientation, sexual and gender identity or gender

expression; ancestry; age; phenotype, sense of belonging to an ethnic group, disease, serological status, disability or functional diversity, or any other condition, circumstance or manifestation of the human condition, real or ascribed. At the same time, it aims to promote the eradication of racism and xenophobia; anti-Semitism, Islamophobia, Arabophobia, Christianophobia, Judeophobia or anti-Gypsyism; aporophobia and social exclusion; capacity-building; abnormalophobia; sexism; homophobia or lesbophobia, gayphobia, transphobia, biphobia, intersexophobia or LGBTBI+-phobia, and any other expression that undermines the equality and dignity of human beings.

Law 4/2023, of February 28, for the Real and Effective Equality of Transgender People and for the Guarantee of the Rights of LGBTBI+ People, establishes the obligation that within 12 months from the entry into force of the regulation - that is, until March 1, 2024 - companies with more than 50 employees adopt measures that tend to avoid situations of discrimination against the LGBTBI+ group, including an action protocol for attention harassment or violence against LGBTI people. In addition, it establishes the obligation for all companies to avoid situations of harassment of the LGBTBI+ group.

The **Organic Law 10/2022, of September 6, on the Comprehensive Guarantee of Sexual Freedom**, includes the obligation that all companies must include in the risk assessment of the different jobs occupied by female workers, sexual violence among the concurrent occupational risks, having to inform and train all its workers on this (article 12).

Law 36/2011, of October 10, regulating the social jurisdiction, indicates the competence of the social order to hear cases of harassment (art. 2.f) LRJS). And, in this regard, it regulates aspects of the labor procedure in which, among others, the question of harassment has been raised: expert opinion (art. 95), burden of proof (art. 96), protection of fundamental rights and public freedoms (chapter XI).

Law 31/1995, of November 8, on the prevention of Occupational Risks, includes, among the rights to protection against occupational risks, that of guaranteeing effective protection in matters of health and safety at work for workers (art. 14).

ANNEX 1: INTERNAL COMPLAINT FORM

For sexual harassment, gender-based harassment and harassment or violence against LGBTBI+ individuals

APPLICANT:

- Affected person
- Other (specify): _____

In the event that the complaint is not filed by the person concerned, the person filing the complaint declares that the person concerned has been informed and gives his/her consent to the filing of this complaint and to the request for activation of the BSE Protocol to prevent, identify and act in situations of sexual harassment, gender-based harassment and harassment or violence against LGBTBI+ individuals.

TYPE OF HARASSMENT:

- Sexual
- Gender-based
- LGBTBI+-phobic behavior

DATA OF THE AFFECTED PERSON:

Name and Surname: _____

DNI/NIE: _____ Sex: Woman Man

Place of work: _____

Area or Department of work: _____

Telephone number: _____

Observations/Comments: _____

DATA OF THE REPORTED PERSON:

Name and Surname: _____

Sex: Woman Man

Place of work: _____

Area or Department of work: _____

Work relationship with the victim:

- Higher hierarchical level
- Same hierarchical level
- Lower hierarchical level
- Other (specify): _____

DESCRIPTION OF EVENTS:

Provide a narrative of the events reported, including as many pages as necessary, and, if possible, the dates on which the events occurred.

WITNESSES AND EVIDENCE:

- a) If there are witnesses, please provide their first and last names.
- b) If there is any documentation attached to the complaint, please list it.

REQUEST

I request the initiation of the BSE Protocol to prevent, identify and act in situations of sexual harassment, gender-based harassment and harassment or violence against LGBTBI+ individuals.

CONSENT AND KNOWLEDGE

I give my consent so that the reference persons, who are part of the BSE's Harassment Investigation and Response Committee, take the relevant actions to analyze the situation and the appropriate resolution, respecting the confidentiality of all the persons involved throughout the procedure and the protection of their personal data, as established by the Organic Law 3/2018 and the Laws 21/2000 and 41/2002.

I am aware that the BSE's Harassment Investigation and Response Committee is required to inform the reported person at the beginning of the procedure of the actions to be taken.

Information about the processing of personal data:

The personal data provided in this form will be processed by BSE for the sole and exclusive purpose of processing and managing the request for intervention in compliance with the obligations deriving from Law 31/1995 and Organic Law 3/2007, and will be kept for the time necessary to fulfill this purpose.

The personal data generated within the framework of the requested intervention may be communicated to the Public Prosecutor's Office, to the judicial authorities and/or to the police and security forces.

The interested parties may exercise their rights of access, rectification, cancellation, and portability of the data, as well as the right to restrict and oppose the processing, and, where applicable, the right not to be subjected to decisions based solely on automated processing of their data, by sending an e-mail to the following address: infodat@bse.eu

Date and place

Applicant's signature

This document must be submitted through the [Whistleblower Channel](#).

The BSE's Harassment Investigation and Response Committee will be responsible of the reception of this mail.

ANNEX 2: CONFIDENTIALITY COMMITMENT

(Of the persons involved in the process of communicating and/or reporting, processing, and resolving situations of sexual harassment, based on gender, sexual orientation and/or sexual identity)

(Name and Surname) _____, participant in the condition of **denounced person, denouncer or witness**, I commit myself to respect the confidentiality, privacy, intimacy and impartiality of the parties during the different phases of the process.

Therefore, and more specifically, I hereby declare that I agree to comply with the following obligations:

- (i) To guarantee the dignity of persons and their right to privacy throughout the general process of action, as well as equal treatment between men and women.
- (ii) To ensure that information about situations that may constitute sexual harassment, based on gender, sexual orientation and/or sexual identity, is treated with confidentiality and absolute discretion.
- (iii) To guarantee the strictest confidentiality and secrecy with respect to the content of the communications and/or complaints submitted, resolved or under investigation, and to ensure compliance with the prohibition on disclosure or transmission of any type of information by any other person involved in the process.
- (iv) Not to disclose the information to which I have access in this process and not to use the information to which I have access for any other purpose that is not related to this process.

Likewise, I declare that I have been informed by BSE of the disciplinary liability that I may incur as a result of failure to comply with the above obligations.

Information about the processing of personal data:

The personal data provided in this form will be processed by BSE for the sole and exclusive purpose of processing and managing the request for intervention in compliance with the obligations deriving from Law 31/1995 and Organic Law 3/2007, and will be kept for the time necessary to fulfill this purpose.

The personal data generated within the framework of the requested intervention may be communicated to the Public Prosecutor's Office, to the judicial authorities and/or to the police and security forces.

The interested parties may exercise their rights of access, rectification, cancellation, and portability of the data, as well as the right to restrict and oppose the processing, and, where applicable, the right not to be subjected to decisions based solely on automated processing of their data, by sending an e-mail to the following address: infodat@bse.eu

Date and place

Signature

ANNEX 3: INFORMATION SHEET ON THE BARCELONA SCHOOL OF ECONOMICS (BSE) PROTOCOL TO PREVENT, IDENTIFY AND ACT IN SITUATIONS OF SEXUAL HARASSMENT, GENDER-BASED HARASSMENT AND HARASSMENT OR VIOLENCE AGAINST LGTBI+ INDIVIDUALS

Name and Surname: _____

I hereby declare that I have been informed of the existence of the BSE Protocol to Prevent, Identify and Acts in Situations of Sexual Harassment, Gender-based Harassment and Harassment or Violence against LGBTI Individuals, and that I have read and understood its contents.

To this end, and more specifically, I acknowledge that I am aware of the following:

- ✓ BSE's zero-tolerance policy for any behavior that violates the freedom, dignity, physical and/or psychological integrity of workers and anyone associated with BSE.
- ✓ The general procedure of action and its deadlines in case of suffering or observing a possible situation of harassment at BSE.
- ✓ The disciplinary system provided by BSE to resolve any conduct that constitutes sexual harassment, on the basis of gender, sexual orientation and/or sexual identity.
- ✓ The existence of the reference persons, who are responsible for receiving reports of harassment and for informing and advising individuals on the content of the Protocol and the options and actions they can take.

Sign this document as proof of the delivery of this information.

Date and place

Signature