

OHLA Group harassment prevention and response policy

1. PRINCIPLES

The Spanish constitution declares that human dignity constitutes part of the foundation of political order and social peace. It recognizes that all people have the right to not suffer discrimination, to be treated fairly, to freely develop their personalities, and to maintain their physical and moral integrity.

The Spanish Statute of Worker's Rights specifically covers a worker's right to privacy and to due consideration for their dignity, including protection against workplace harassment by reason of their race, ethnicity, religion or convictions, disability, age, or sexual orientation; and against sexual harassment and harassment by reason of gender or bullying.

The Spanish Organic Law 3/2007 of 22 March for the Effective Equality of Women and Men assigns companies "the duty of promoting workplace conditions that prevent sexual harassment and harassment by reason of sex, and to define specific procedures to prevent such and to process complaints of sexual harassment", thereby guaranteeing the dignity, integrity and equality in the treatment of all workers.

In following these principles, the OHLA Group commits to guaranteeing a work environment where respect is shown for people's dignity and for the rights and values previously mentioned.

Worker legal representatives shall likewise contribute to this by raising awareness among personnel and informing company management of any problem they may be aware of, and by ensuring company compliance with harassment prevention obligations.

The procedure must be undertaken following the principles of **OBJECTIVITY, CONFIDENTIALITY, SPEED, ADVERSARIALITY AND EQUALITY**; and must guarantee the basic rights of the worker filing the complaint, the alleged harassment victim, and the alleged harasser.

2. THE PURPOSE OF THIS POLICY

This policy aims at preventing and eliminating harassment situations of every kind: sexual harassment, harassment by reason of sex and moral harassment or mobbing. The Company takes responsibility for eliminating any environment of behaviors that deny a person's dignity and values or which may negatively affect a person's physical or psychological wellbeing.

This policy addresses two fundamental aspects: the prevention of harassment and the response of the company to harassment complaints. Two courses of action are covered:

1. The establishment of measures oriented at the prevention of harassment situations and situations that could be conducive to harassment.
2. The establishment of an internal procedure governing the response to a worker harassment complaint, in spite of attempts to prevent such situations.

3. DEFINITION OF AND BEHAVIOURS THAT CONSTITUTE HARASSMENT

Sexual harassment and harassment by reason of sex are both considered discriminatory.

1. Sexual Harassment.

According to article 7.1 of the Organic Law 3/2007, without prejudice to that which is laid out in the Spanish Criminal Code; sexual harassment is defined as any behavior; verbal or physical; of a sexual nature which is intended for or causes a violation of a person's dignity; especially one that creates an environment which is intimidating, degrading or offensive.

Specifically, sexual harassment is any behavior that consists of specific words, gestures, attitudes, or actions that occur in the workplace and are directed at a person with the intention of obtaining a response of a sexual nature, not freely accepted. It must be clarified that in some circumstances a one-off incident can constitute sexual harassment.

Behavior that constitutes sexual harassment:

BEHAVIOUR OF AN ENVIRONMENTAL NATURE: these create a work environment that is intimidating, hostile, or humiliating; it is not necessary that there be a direct connection between the action and the work conditions. This includes:

- Physical interaction of a sexual nature which may range from unnecessary touching to excessively or unnecessarily close proximity. Physical assault.
- Verbal interaction of a sexual nature such as uncomfortable sexual insinuations, proposals, offensive flirting, obscene insinuations and comments, and unwanted phone calls; sexual jokes or comments about one's appearance; and intentional verbal attacks.
- Non-verbal interaction of a sexual nature such as showing photos with sexual or pornographic content or written material of a sexual nature or looks with immodest gestures. Letters or emails that are offensive or with sexual content.

EXCHANGE-BASED BEHAVIOUR: This may refer to either the proposals or conduct of a manager, of a person on whom job security or the improvement of work conditions may depend, of a colleague, or of any other person related to the victim through work; involving physical contact, persistent invitations, requests for sexual favors, etc.

2. Harassment by reason of sex and discriminatory harassment

According to article 7.2 of the Organic Law 3/2007: "harassment by reason of sex consists of any behavior determined by the sex of a person which is intended for or causes a violation of the person's dignity and that creates an environment which is intimidating, degrading or offensive".

Discriminatory harassment includes any behavior that occurs by reason of racial or ethnic origin, religion or convictions, disability, age, sexual orientation or illness when it

occurs in the workplace and violates a person's dignity, creating an environment which is intimidating, hostile, degrading, humiliating or offensive.

Behavior that constitutes harassment by reason of sex and discriminatory harassment:

Among others, the following behaviors constitute harassment by reason of sex:

- Behavior which involves unfavorable treatment towards a person related to pregnancy or maternity.
- Decisions related to corporate organization that are made depending on a person's sex, or on any other factor listed in the previous section, which are degrading (exclusion, isolation, unfair performance evaluation, assignment of degrading tasks which don't make sense or are below a person's professional capacity, etc.)
- Behavior, conduct or practices that occur depending on the sex of a person or on any other factor listed in the previous section which are explicit or implicit and which affect employment or work conditions.
- Ridiculing a person because the tasks they perform are not appropriate for a culturally or socially imposed role or stereotype.
- Jokes which ridicule the sex, racial or ethnic origin, religion or convictions, disability, age, sexual orientation or any other personal or social condition or circumstance.
- Criticizing the work or intellectual capacity of people by reason of any of the factors previously listed.
- Criticizing nationality, political or religious attitudes and beliefs, private lives, etc.
- Behavior aimed at a political or union representative in the company by reason of their convictions.

3. Mobbing or moral workplace harassment

Any kind of conduct, practice or behavior that occurs systematically or recurrently at the heart of a work relationship which directly or indirectly involves the belittling or attack on the dignity of personnel, with the intention of causing their emotional or psychological submission in a violent or hostile way, and which aims to nullify their capacity, professional promotion, or jeopardize their position, negatively affecting the work environment.

Behavior that constitutes mobbing or moral workplace harassment:

The following list gives examples of some behaviors which could constitute psychological harassment in the workplace:

- Judging a person's performance in an offensive way or hiding their efforts or abilities.
- Intentionally not assigning any task or assigning tasks which are useless or degrading and produce nothing of value.
- Evaluating a person's work unfairly or biasedly and making derogatory criticism about a person's activity.
- Giving a worker a disproportionate workload in a way which is clearly malicious.
- Isolating a person by separating them from their usual workplace without justification.
- Intentionally ignoring a person's presence.
- Intentionally not addressing a person.
- Physically threatening or attacking someone.
- Threatening someone verbally or in writing.
- Shouting or insulting.
- Manipulating the someone's personal or professional reputation via rumors, belittling or ridicule.

Relative to the position held by the person who suffers any of these kinds of harassment, it can be defined one of three ways:

Descending: Harassment *by* someone who is hierarchically superior.

Ascending: Harassment *of* someone who is hierarchically superior.

Horizontal: Harassment *by* someone who is hierarchically equal.

4. HARASSMENT PREVENTION MEASURES

For the purposes of preventing harassment and situations potentially conducive to harassment, the following measures are included as protocols defined in this policy:

- Send out the harassment prevention and response policy to all company personnel.
- Promote an environment of respect and correctness at work, teaching all personnel the values of equal treatment, respect, dignity, and free development of one's personality.
- Foster the integration of new personnel, avoiding cases of isolation by checking up on them, not only when they first join the company but with subsequent follow-ups.

- Provide information and training to personnel regarding principles and values that must be respected in the company and covering behavior that is not acceptable.
- Prohibit insinuations or displays contrary to the principles described herein, including regarding language, communication, and attitudes. Among other measures, any image, poster, advertising, etc. displaying images which are sexist and stereotyped of men and women shall be eliminated.
- When unacceptable behavior is detected within a certain group of workers, company management shall immediately contact the manager of the group or team in order to inform them about the situation, any obligations which must be met, and consequences that may result if they are not met. If the behavior continues, the appropriate protocol shall be implemented.

The Company shall maintain constant activity in the adoption of new measures and in the improvement of existing ones which enable an optimum work environment, protecting worker rights.

5. PROCEDURE FOR THE RESPONSE TO A HARASSMENT COMPLAINT:

5.1 Principles which accompany the procedure

- Protection of the privacy, confidentiality, and dignity of everyone involved.
- Protection of the health and safety of the alleged harassment victim.
- Unbiased hearing and fair treatment for everyone involved.
- Guaranteed protection of the identity and circumstances of the person making the complaint.
- No information shall be disclosed to parties or people not involved in the case except when necessary as part of the investigation.
- The complaint shall be processed urgently without undue delays.
- The complaint shall receive a thorough and professional investigation.
- Implementation of all measures, including disciplinary measures where appropriate, against the person or people whose harassing behavior is confirmed by the investigation.
- Those involved may be accompanied throughout the procedure by a worker's legal representative.
- Any form of harassment shall be responded to according to the applicable disciplinary regulation covering serious and very serious misconduct. Once the harassment procedure has begun, and while the inquiry and investigation process is ongoing, time-barring limitations on the misconduct shall be interrupted in accordance with

applicable regulations (the Statute of Worker's Rights and the Collective Labor Agreement in each country), from the date the complaint is filed with the Company until the date of the notification of the final resolution from the investigator to Company management and to the affected workers.

5.2 Procedure

The procedure begins when the complaint is filed, whether directly by the person affected or by another person who is aware of the situation.

The complaint must be presented to the compliance manager or to the human resources manager, and may come via the postal service addressed to OHLA, to the attention of the compliance manager or the manager of labor relations, Paseo de la Castellana nº 259 D, Edificio Torre Espacio (28046 – Madrid).

It may also be presented via the OHLA Group intranet (www.ohla-link.com), via the option activated for that purpose (Ethical Channel > File a complaint > Create new complaint), or via the OHLA Group website (www.ohla-group.com) via the option activated for that purpose (Ethics and integrity > Ethic channel > File a complaint). The compliance manager has access to the complaints and shall transfer the complaint to the manager of labor relations and to the Equality Plan Follow-Up Committee.

The complaint may also be sent via the postal service to the union or worker legal representative, or to any member of the Equality Committee.

5.2.1 Simplified procedure

The complaint may be verbal or in writing.

The purpose of this option is to be able to solve the problem quickly, in circumstances where the act of showing the alleged harasser the offensive and intimidating consequences that their behavior causes is enough to make them cease from that behavior.

Investigators of the process shall separately interview the alleged harassment victim and harasser and anyone else they deem necessary.

Following the meetings, the investigating party shall present their findings to the Human Resources Department, the Equality Committee, and to the parties involved, which must take no longer than 5 working days.

If the situation cannot be resolved by showing the alleged harasser the need to adjust their behavior or because of the seriousness of the case, the process shall change to a Formal Procedure.

5.2.2 Formal procedure

The complaint shall always be made in writing. The people in charge of the investigation shall assign it a case number.

Along with interviewing the alleged harassment victim and the harasser, the investigating party may request as much documental or other evidence or as many interviews as they consider necessary to put an end to the harassment.

While the investigation is underway, as a precaution, as soon as there are signs of the existence of harassment, the investigating team may propose to the Human Resources Department and the Equality Committee that the people involved be separated, without reducing their work conditions.

The investigation shall conclude with a report which shall be presented to the Human Resources Department, the Equality Committee, and the parties involved. The whole process must last no longer than 10 working days starting from the date the complaint is received. Nevertheless, if the investigation proves complex or there are difficulties in the process, the investigator may extend the procedure by a maximum of another 10 working days.

5.2.3 Complaint requirements

The complaint must contain the following information:

- Identification of the person presenting the complaint and their contact details.
- Identification of the alleged harasser and their position.
- Identification of the alleged victim and their position.
- A chronological description detailing the incidents (the time the writer became aware of the incidents, the people involved, the origin of the conflict, incidents that occurred specifying time and date, etc.)
- Identification of possible witnesses.
- Copies of all documentation that could verify the incidents or other information considered relevant.
- The signature of the person presenting the complaint as confirmation of agreement with the material reported.

The person who presents the complaint will receive written confirmation of reception, containing the ID number and signature of the person who received the complaint, the date of reception, and a case number.

5.2.4 Investigation team

An investigator will be chosen by the Human Resources Department or another person assigned to this task, without prejudice to the right of the alleged victim or harasser to request the presence of an Equality Committee member when investigation actions take place.

These investigators must be apt, objective, and impartial as required by the procedure.

They may not be in the position where they are the direct manager or direct report of, or have a close connection with, any of the parties involved.

Nor may the alleged victim or harasser be investigators of these procedures.

The investigation team shall begin the procedure, at their own initiative or at the request of another party, shall support and assist any alleged harassment victim, and shall perform the tasks necessary to resolve the situation, which includes gathering any information they consider appropriate, interviews, etc.

5.2.5 Producing a report

The report must include the following information:

- Relevant records from prior to the case, which include a summary of the arguments presented by each of the parties involved.
- An overview of the case.
- A summary of all the evidence.
- A final evaluation including any particular observations if there are any, and proposals of measures to take.
- An express decision of whether or not harassment has taken place.
- Where relevant, a proposal of disciplinary action and measures to implement.
- The signatures of the members of the investigation team.

5.2.6 Actions to undertake following the procedure

If it is confirmed that harassment has occurred, the final report shall be given to Company management for them to implement the appropriate disciplinary measures. The decision regarding which measures to adopt must be taken within 10 calendar days.

If the disciplinary action decided does not result in the dismissal of the harasser, measures will be taken to ensure that the harasser and the victim do not work in the same place. The victim will be given the option as to whether they prefer to retain their post or request transfer to another post; these measures shall not entail any loss or improvement of their work conditions.

If it is proven that there has been no harassment, the case will be filed.

If the investigation proves there has not been harassment but reveals that there is a significant underlying personal conflict caused through the work of the parties involved, the investigators shall propose an adequate solution to resolve the conflict.

6. MEASURES TO ADOPT AT THE CLOSING OF THE PROCEDURE

At the end of the procedure, the investigation team may propose the following measures:

- Social and psychological support for the victim.
- Changes to work conditions which, with the consent of the victim, are considered beneficial for their recovery.
- Implementation of security measures to protect the victim.
- The company shall implement the measures necessary to prevent the harasser/s from harassing again.
- If the victim has had a long absence from work due to illness, they shall be provided training and retraining to get them up to speed.
- Company ethics and morals shall be reiterated.
- Company psychosocial risks shall be evaluated.

Other factors

Any kind of reprisal against anyone who reports, testifies to, collaborates with or participates in a harassment case is expressly forbidden, likewise against anyone who resists being harassed or opposes the harassment of others.

Notwithstanding the foregoing, if the investigation carried out concludes that the alleged harassment victim acted in bad faith or with intent to cause harm, the Company may adopt the disciplinary measures laid out in the Statute of Worker's Rights and the Collective Labor Agreement.

The Health and Safety Committee must be informed regarding the harassment prevention and response policy, of any modifications to it, and receive the annual status report on harassment complaints. They may offer any recommendations they consider appropriate relative to worker health and safety. A member of the Health and Safety Committee shall participate in the annual harassment cases revision meetings.

The regulations and procedures laid out in this policy in no way prevent that at any time other action may be taken to demand administrative, social, civil or penal responsibilities as may apply.

SCOPE AND VALIDITY

This code of conduct applies to all people under contracts with OHLA Group companies, whether by a commercial or labor contract, and must be respected by the employees of any company working alongside OHLA companies.

This validity of this procedure is linked to the OHLA Equality Plan, without prejudice to the

possibility of incorporating changes, if the need for such is detected and following the appropriate negotiation.