

No Harassment Policy

COVENTYA prohibits harassment of one employee by another employee, supervisor or third party for any reason based upon an individual's national origin; colour; religion; genetic information; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; or any other category protected under federal, state, or local law.

COVENTYA also prohibits Mobbing (psychological harassment) or stalking (sexual harassment) of one employee by another employee, supervisor or third party.

Behaviours that may constitute as Mobbing or Bullying:

- Targeting someone for special negative treatment;
- Manipulation of an individual's reputation;
- Social exclusion or isolation; Intimidation;
- Aggressive or obscene language;
- Jokes that are obviously offensive to one individual by spoken word or email;
- Intrusion by pestering, spying and stalking;
- Unreasonable assignments to duties which are obviously unfavourable to one individual;

Common examples of stalking:

- Sending unwanted messages to you via phone or computer
- Showering you with unwanted gifts
- Playing on the phone or repeatedly calling and hanging up
- Following you via social network sites; tracking your moves
- Spreading false rumours

COVENTYA has the duty of care to all employees, to ensure they are both mentally and physically safe at work. If some behaviours are against our Value of Respect, appropriate sanctions shall be imposed.

If you are a victim of harassment or you have any concern that our *No Harassment policy* may have been violated by anyone, **you must:**

- Inform your HR Department and/or Country Director and the supervisor of the involved person
- Keep track of or save pieces of evidence

If no local action is undertaken;
contact HR Group with noharassment@coventya.com