

	CORPORATE SEXUAL HARASSMENT PREVENTION AND PUNISHMENT POLICY	CODE	VERSION
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PROCESSING MANAGEMENT	CORPORATE HUMAN RESOURCES MANAGEMENT		
ELABORATED BY	REVIEWED BY	APPROVED BY	
Barbara Maria Pita Dueñas	Maria Teresa Merino Caballero	Maria Teresa Merino Caballero	
MANAGER OF LABOR RELATIONS AND SAFETY, HEALTH AND ENVIRONMENT	CORPORATE HUMAN RESOURCES MANAGER	CORPORATE HUMAN RESOURCES MANAGER	

1. OBJECTIVE

The purpose of this corporate standard is to define and establish the guidelines and procedures that managers, supervisors and employees must comply with as a necessary condition for the correct application of the regulations on the Prevention and Punishment of Sexual Harassment in the workplace, which must be known by all Ferreycorp's subsidiaries.

2. SCOPE

This corporate standard applies to the entire Ferreycorp corporation, including its parent company and all subsidiaries in Peru and abroad, and its guidelines constitute a permanent guide for leaders, managers and those responsible for human resources management, for the development of other policies, standards and procedures, as well as for all employees.

Likewise, it is applicable to all those persons who provide services at any of the Company's headquarters, through any modality or relationship of subjection, regardless of the contractual regime; and to those who are visiting any of the Company's headquarters, within the provisions of the applicable legislation and without interfering in the business autonomy of contractor companies.

3. REFERENCES

This standard is adopted in the following internal regulations:

- Political Constitution of Peru.
- Law No. 27942, Law for the Prevention and Punishment of Sexual Harassment,

which was amended by Law No. 29430.

- c) Supreme Decree No. 014-2019-MIMP, which approves the Regulation of Law No. 27942, Law for the Prevention and Punishment of Sexual Harassment.
- d) Supreme Decree No. 021-2021-MIMP, which amends the Regulation of Law No. 27942 - D.S.No. 014-2019-MIMP Law on Prevention and Punishment of Sexual Harassment.
- e) Law No. 30364, Law to Prevent, Punish and Eradicate Violence against Women and Family Members.
- f) Law No. 28983, Law on Equal Opportunities between Women and Men,
- g) Supreme Decree No. 022-2021-MIMP approves the National Strategy for the Prevention of Gender Violence against Women.
- h) Ministerial Resolution No. 115-2020-MIMP, which approves the referential formats for reporting.

In addition, the following internal documents complement and are linked to the principles set forth in the following regulations.

- 1. Code of Ethics.
- 2. Internal Labor Regulations.
- 3. Internal Regulations for Occupational Health and Safety.
- 4. Equity, Diversity and Inclusion Policy.
- 5. Human Rights Policy

4. DEFINITIONS

A. SEXUAL HARASSMENT

Sexual harassment is any form of violence that is perpetrated through conduct of a sexual or sexist nature or connotation that is unwanted by the person against whom it is directed. This conduct may create an intimidating, hostile or humiliating environment or affect the activity or work situation of the victim, although such consequences are not necessarily required. In these cases, it is not necessary to prove the repetition of the conduct.

It is characterized by occurring in institutional spaces, such as a work or educational center, and is regulated by Law No. 27942 and its Regulations. The forms of sanction may be reprimands, suspensions, dismissals or removals.

B. SEXUAL HARASSMENT

Sexual harassment is a crime regulated in Article 176-B of the Penal Code and may occur in institutional spaces or in other areas (such as in the street, for example). The penalty for sexual harassment is from three (3) to five (5) years of imprisonment or, when certain aggravating circumstances are present, the penalty can be from four (4) to eight (8) years of imprisonment.

C. CONDUCT OF A SEXUAL NATURE

A conduct is of a sexual nature when it involves physical, verbal, gestural or other behaviors or acts of a sexual connotation, such as comments and insinuations; lewd looks or observations; exhibition or exposure of pornographic material; touching, rubbing or bodily approaches; sexual demands or propositions; virtual contact; among others of a similar nature.

D. CONDUCT OF A SEXIST NATURE

A conduct is sexist in nature when it involves behaviors or acts that promote or reinforce stereotypes in which women and men have their own attributes, roles or spaces, which imply the subordination of one sex or gender with respect to the other.

E. HARASSER

Any person, regardless of sex and/or gender, who engages in an act of sexual harassment.

F. HARASSED

Any person regardless of sex and/or gender who is a victim of harassment.

G. COMPLAINT OR REPORT

Action by which a person reports verbally or in writing and in person or virtually to the COMPANY facts that allegedly constitute acts of Sexual Harassment.

H. COMPLAINANT OR CLAIMANT

Person who files a complaint or report of Sexual Harassment.

I. RESPONDENT OR ACCUSED

Person against whom a complaint or report of Sexual Harassment is filed.

J. GENERAL MANAGERS

They are in charge of a management, an area or a unit and have personnel under their charge, and must provide a respectful work environment, free of harassment or harassment.

K. EMPLOYEES

Any person who has an employment relationship with the company, and must maintain appropriate behavior in every moment.

L. THE INTERVENTION COMMITTEE

This is the joint body responsible for carrying out the investigation and issuing recommendations for sanctions and other additional recommendations to prevent new cases of sexual harassment. It is made up of representatives of the company and of the employees, who are elected according to the regulations for the formation and election of the Intervention Committee for the prevention and punishment of sexual harassment.

M. CONSENT

Consent may be given expressly or tacitly, so it is not necessary that the affected individual expressly rejects a certain attitude of a sexual or sexist nature. In this type of cases of possible sexual harassment, non-verbal language should be observed in order to determine whether or not the person accepts the comment, behavior, joke or other received, since this rejection may be presented with the withdrawal of the look, body distance, change of attitude, among others. Likewise, it should be considered that this can vary, so that consent cannot be presumed by the prior acceptance of the persons, since it can be given and/or withdrawn at any time.

5. PRINCIPLES

This policy, as well as the procedure for the determination of actions that constitute Sexual Harassment are governed by the following basic principles:

A) PRINCIPLE OF DIGNITY AND DEFENSE OF THE INDIVIDUAL

The welfare of the human person and respect for his or her dignity must be guaranteed, since both are the supreme purpose of society and the State.

B) PRINCIPLE OF EQUALITY AND NON-DISCRIMINATION

Equal treatment must be guaranteed among people regardless of their gender, sex, sexual orientation, or others. Any type of difference that seeks or has the result of infringing the enjoyment or exercise of people's rights constitutes discrimination, which is prohibited.

C) PRINCIPLE OF A HEALTHY AND HARMONIOUS WORK ENVIRONMENT

It must be understood that everyone has the right to work in a healthy and safe environment that does not harm their physical and mental health or their professional development.

D) PRINCIPLE OF CONFIDENTIALITY

All the information known about cases, procedures and sanctions for Sexual Harassment is confidential. Therefore, it is forbidden to provide or disseminate such information, with the exceptions provided by the rules on the subject.

E) PRINCIPLE OF IMMEDIACY

The intervention of the COMPANY in cases of Sexual Harassment must be carried out in an immediate and timely manner, providing at once the implementation of protective measures for the victim and the initiation of the investigation process.

F) PRINCIPLE OF DUE PROCESS

The Sexual Harassment investigation procedure must guarantee that the participants thereof enjoy all the rights arising therefrom, which includes that the parties may present their arguments, offer evidence, respect the deadlines that apply in accordance with the rules on the matter and obtain a justified decision based on law.

G) PRINCIPLE OF EX OFFICIO IMPULSE

The COMPANY must lead and impulse ex officio the internal procedures for the investigation and punishment of Sexual Harassment, adopting the necessary measures to determine the existence of actions that constitute Sexual Harassment and punish them.

H) PRINCIPLE OF NON RE-VICTIMIZATION

Avoid any action or omission that increases the harm suffered by the victim and that has the purpose or objective that the victim relives the facts that were the subject of the complaint.

6. GENERAL PROVISIONS

In relation to the above mentioned, it is necessary to consider that, in order to understand the aspects mentioned, they will be classified and subdivided into five chapters where the first chapter consists of the obligations of the company, the second one is the procedure to be followed when a case of sexual harassment occurs in the workplace, and the third chapter will determine the corresponding measures to be established through the procedure for the prevention of cases of sexual harassment, the division will be as follows:

- CHAPTER I: OBLIGATIONS OF THE COMPANY
- CHAPTER II: OBLIGATIONS OF THE EMPLOYEES
- CHAPTER III. PROCEDURE IN CASES OF SEXUAL HARASSMENT AT WORK
- CHAPTER VI: PROTECTION MEASURES FOR CASES OF SEXUAL HARASSMENT AT WORK
- CHAPTER V. ADDITIONAL CONSIDERATIONS
- ANNEXES

- 6.1. For the configuration of sexual harassment it is not required to prove that the conduct of the harasser is repetitive or that the victim's rejection is express. Repetition may be considered as an indicative element.
- 6.2. Sexual harassment is configured regardless of the hierarchy between the person being harassed and the harasser or if the act of sexual harassment occurs during or outside the working day or similar; or whether or not it occurs in the workplace or similar environments.
- 6.3. It is understood that there is a relationship of authority when the link existing between two persons allows one of them to have power of direction over the activities of the other, or to have an advantageous situation vis-à-vis the other. This concept includes the concept of dependency.
- 6.4. There is a relationship of subjection or subordination when the link occurs within the framework of a relationship of provision of services, education, training or other similar, there is a power of influence of one person over the other.
- 6.5. THE COMPANY guarantees that employees who report acts of sexual harassment can have access to appropriate protective measures to protect their rights, since sexual harassment, a psychosocial risk that threatens the dignity and integrity of individuals, can generate an intimidating, hostile or humiliating environment or affect their employment situation.
- 6.6. THE COMPANY guarantees to the complainants who are victims of sexual harassment the provision of the Act of the rights to which they are entitled within the framework of the procedure, as well as information on the channels of medical and psychological care.
- 6.7. THE COMPANY guarantees that the internal investigation procedure does not prevent the victim from going to another entity (administrative or judicial) to assert their rights.
- 6.8. THE COMPANY guarantees the adoption of measures in order to prevent discriminatory acts based on the gender of the staff affected by the acts of sexual harassment.
- 6.9. During the course of the procedure of investigation and punishment of sexual harassment, the victim is protected, assuring a reserved, confidential, impartial, prompt and effective investigation.

- 6.10. In cases where the harasser is a member of Management, Trusted, Director or Shareholder of the company, or in the case THE COMPANY fails to initiate an investigation, adopt protection or sanction measures, the victim may choose between the cessation of the hostility or the payment of compensation, terminating the employment contract, in accordance with the provisions of Article 35 of the Sole Ordered Text of Legislative Decree No. 728, approved by Supreme Decree No. 003-97-TR, Law of Labor Productivity and Competitiveness, or the rule that replaces it, within thirty (30) calendar days from the date of the last act of harassment or upon termination of the sanction procedure. Likewise, he/she may directly sue for the payment of damages or request SUNAFIL's action.

7. CONTENT OF THE STANDARD

This corporate standard regulates the aspects related to the management of guidelines for the prevention and punishment of Sexual Harassment.

It provides the guidelines for a correct implementation and formalization of the complaints that may arise, provides the guidelines for the correct development of procedures in each particular case that may correspond to be carried out by the subsidiaries of Ferreycorp.

Therefore, the main objective of this regulation is to define the criteria and procedures in the event of such cases and also establishes the guidelines for the prevention of these, providing a work environment in which people are treated with respect, have equal opportunities based on their merits and are kept free of all forms of discrimination and sexual harassment.

CHAPTER I: OBLIGATIONS OF THE COMPANY

1. PREVENTION

The company will conduct annual assessments and diagnostics to identify possible situations of sexual harassment or risks of sexual harassment occurring within the company. These assessments will be included in the evaluation of the work environment. The questionnaires will include questions to identify improvement actions for the prevention of sexual harassment. The questionnaires shall ensure respect for the survey respondent's right to privacy.

2. PREVENTION TRAINING

Employers must provide two trainings:

- i. A training at the beginning of the employment/training/contractual relationship in which the company must inform in a comprehensive manner the problem of sexual harassment at work, so that the staff can recognize and report this type of cases. The purpose is to raise awareness of the issue, identify such situations and provide information on complaint channels.
- ii. Specialized annual training for Human Resources staff and for the employees that conform the Intervention Committee. The purpose of this training is to

inform about the correct treatment of victims, the development of the investigation procedure, and to evaluate the evidence without falling into gender stereotypes.

3. DISSEMINATE INFORMATION

In addition to the trainings, employers should:

- i. Provide material that facilitates the identification of situations that qualify as sexual harassment, as well as the possible sanctions that the company could adopt.
- ii. Disseminate the complaint channels established in the company to report cases of sexual harassment and general information on the complaint procedure.
- iii. Make available the complaint forms to report sexual harassment.
- iv. Basic information on the procedure.
- v. Inform the Ministry of Labor and Employment Promotion (hereinafter, "MTPE" for its acronym in Spanish) if a complaint has been received or an investigation for Sexual Harassment has been initiated and inform about the protection measures provided to the alleged victim in no more than six (6) business days following the receipt of the referred complaint. In addition, following the decision regarding the complaint, the same must be reported to the MTPE within no more than six (6) business days following its issuance.

4. PROHIBITION OF REVICTIMIZATION AND VALUATION OF HER TESTIMONY

The performance of the evidentiary means may not expose the alleged victim to situations of revictimization, such as:

1. The reiterative testimony of the facts,
2. Investigation or questioning of his/her conduct or personal life,
3. Confrontations with the alleged harassers, among others.

The members of the bodies involved in the procedure avoid any act that, directly or indirectly, discourages the victim from filing a complaint or denunciation and from continuing with the procedure.

Both in the investigation stage and in the sanction stage, the assessment of the evidentiary means must be carried out taking into account the situation of vulnerability of the alleged victim, particularly considering the provisions of Article 12 of the Regulation of Law No. 30364, Law to prevent, punish and eradicate violence against women and members of the family group, approved by Supreme Decree No. 009-2016-MIMP.

5. INTERVENTION COMMITTEE

5.1 Composition

- i. Companies with more than 20 collaborators must form a sexual harassment intervention committee (hereinafter the Committee).

Companies with less than 20 employees must choose a delegate against sexual harassment.

- ii. This committee will be responsible for receiving complaints of sexual harassment, issuing protective measures, investigating the complaints made and issuing recommendations for sanctions and other additional measures to prevent new cases of sexual harassment.
- iii. The Committee shall be composed of 4 members: two representatives of the employees and two of the employer. Each party shall appoint one male and one female representative.

5.2 Actions of the Committee

- The Committee shall communicate with the alleged victim only through the channels formally established for this purpose.
- The entire procedure shall be documented in writing or other suitable means accessible to the parties.
- The Committee shall keep the identity of the alleged harasser and the complainant confidential from persons outside the procedure. The names of witnesses shall also be kept confidential, if so requested by them.
- Upon receipt of the complaint, the Committee shall grant a period of five (05) calendar days to the alleged harasser to present his or her defense, attaching the evidence it deems relevant, which shall be the same as those referred to in paragraph 20 of this procedure. After three (3) calendar days of receipt, the victim shall be given a copy of the discharge.
- The report issued by the Committee with the conclusions of the investigation must contain, as a minimum, the following:
 - o Description of the facts;
 - o Evaluation of the evidence;
 - o Proposed sanction; and, if applicable,
 - o Recommendations for additional measures to avoid new cases of sexual harassment.
- The report is sent to the Head of Human Resources/ Sub-Management of Human Resources/Human Resources Management, as appropriate, within one (01) business day of issuance of the report.

5.3 Procedure for the establishment of the sexual harassment intervention committee

- Employee representatives shall be elected, as far as possible, in parallel with the election of the members of the Occupational Safety and Health Committee, regulated in Article 29 of Law No. 29783, Occupational Safety

and Health Law. Its term of office shall be for one (01) year, extendable for one more year.

- The requirements to be appointed or elected member of the Committee are as follows:
 - To be an employee of the company;
 - Not having a police, criminal and/or judicial record;
 - Not have been sanctioned by THE COMPANY for acts of sexual harassment; and,
 - Not have been sentenced and/or denounced for violence against women and members of the family group.
- The representatives of THE COMPANY before the Committee are appointed as follows: one (01) representative of the Human Resources Office or whoever takes its place and one (01) that the employer designates.
- The agreements of the Sexual Harassment Intervention Committee are adopted by simple majority. The casting vote corresponds to the representative of the Human Resources Office or whoever acts in his or her stead.

CHAPTER II: OBLIGATIONS OF EMPLOYEES

All collaborators of THE COMPANY are obliged to comply with the following provisions:

- Treat all persons with whom they interact for work purposes with proper respect for their fundamental rights, as well as their dignity.
- Avoid actions, comments and, in general, behavior with sexual or sexist connotations.
- Do not ignore or tolerate behaviors with sexual or sexist connotations, expressing their disagreement and making the respective complaint so that these are investigated and sanctioned if appropriate.

CHAPTER II. PROCEDURE IN CASES OF SEXUAL HARASSMENT IN THE WORKPLACE

1. INITIATION OF THE PROCEDURE

The different stages of the sexual harassment investigation procedure shall be handled by the Human Resources area (or whoever takes its place) and the Sexual Harassment Intervention Committee (or the delegate), according to the following details: (See flow chart: Annex No. 2 and Annex No. 3):

1.1. PRESENTATION OF THE COMPLAINT

- ❖ The sexual harassment investigation and sanction procedure is initiated by:
 - Complaint by the victim,

- At the request of a third party, who knows about the fact,
 - By the company, ex officio, when it knows by any means of the facts that allegedly constitute sexual harassment.
- ❖ The complaint may be submitted verbally or in writing, as well as in person or electronically, to the Corporate Ethics and Compliance Officer, to the Complaints Channel or to the Human Resources area in the case of Lima or to the Heads of Branches, Headquarters or Camps in provinces. If a company officer becomes aware of the facts by any other means, he/she shall inform the Human Resources Sub-Management/Human Resources Management, as appropriate, within one (1) business day.
 - ❖ If the alleged harasser is a responsible person in the Management, Sub-Management or Head of Human Resources, the complaint is filed with the immediate superior. In this case, the alleged harasser does not participate in the investigation.
 - ❖ The format for filing the complaint by the victim is found in Annex 1 of this regulation.
 - ❖ In case the complaint is submitted to the Corporate Ethics and Compliance Officer, he/she must bring it to the attention of the Human Resources Sub-Management/Human Resources Management, as appropriate, within one (01) business day.
 - ❖ Likewise, any complaint received by the Head of Human Resources/Sub Human Resources Management/Human Resources Management, must be brought to the attention of the Corporate Ethics and Compliance Officer.

1.2. REQUIREMENTS OF THE COMPLAINT

1.2.1. At a minimum, the complaint shall contain the following content:

1. Name of the harasser;
2. Position of the harasser;
3. Narrative of the facts;
4. Relevant facts to be investigated;
5. Existing relationship between the two; and,
6. Evidence and witnesses provided.

1.2.2. The following evidence may be provided:

1. Witness statements;
2. Documents;
3. Recordings, e-mails, phone text messages, photographs, objects, among others;
4. Any other suitable means of evidence that may be relevant.

2. INVESTIGATION STAGE

- 2.1. Within one (01) business day of receiving the complaint, the Head of Human Resources/ Sub-Management of Human Resources/Human Resources Management, as appropriate, informs the Sexual Harassment Intervention Committee, reads the Act of rights of the complainant in the process, and transfers the complaint to the complainant within two (02) days.
- 2.2. The Committee investigates and prepares a report with the results of the investigation. In the investigation process, the complainant is summoned to present a defense and has a period of 15 calendar days from the receipt of the complaint.

3. SANCTION STAGE

- 3.1. The Head of Human Resources/ Sub-Management of Human Resources/Management of Human Resources, as appropriate, issues the corresponding sanction within ten (10) calendar days of receiving the report.
- 3.2. Within this period, the Head of Human Resources/ Sub-Management of Human Resources/Human Resources Management, as appropriate, informs the victim and the complainant of the content of the report presented by the Committee so that they may present their agreement or disagreement with the results of the investigation (allegations), which must be presented within three (3) working days.
- 3.3. The decision adopted by the Head of Human Resources/ Deputy Human Resources Management/Human Resources Management, as appropriate, shall contain the sanction that in their opinion should be applied to the complainant, if applicable, and the measures necessary to avoid further cases.
- 3.4. In cases where it is concluded that the complainant is responsible, the disciplinary sanction of reprimand, suspension or dismissal may be applied, depending on the seriousness of the offense; in the latter case, in accordance with the regulations established in the relevant rules.
- 3.5. A measure that favors the complainant may not be applied as a sanction, nor may the protection measure imposed be considered a form of sanction.
- 3.6. The sanction applied shall be communicated to the Ministry of Labor and Employment Promotion (MTPE, for its acronym in Spanish) within six (06) business days of its issuance.

CHAPTER III: PROTECTIVE MEASURES IN CASES OF SEXUAL HARASSMENT AT WORK

1. MEDICAL AND PSYCHOLOGICAL CARE MEASURES

- 1.1. Within one (01) working day of being informed of the complaint, the Head of Human Resources/ Sub-Management of Human Resources/Human Resources Management shall provide the victim with the necessary facilities so that he/she can go to the public or private health services he/she chooses. The report issued as a result of the medical, physical and mental or psychological care, is incorporated to the procedure and considered as evidence, only if the victim authorizes it.
- 1.2. Likewise, it dictates and executes the protection measures it deems pertinent within three (3) business days, counted from the filing of the complaint.
- 1.3. The protective measures that may be adopted in favor of the victim, are the following:
 - Rotating or changing the location of the alleged harasser;
 - Temporary suspension of the harasser, with salary, unless proven guilty, in which case the paid days are deducted;
 - Rotating or changing the victim's location, whenever requested;
 - Manage order of impediment of approach or proximity to the victim or her family environment or to engage in communication with her; and,
 - Other measures that ensure the welfare and protection of the victim.
- 1.4. The measures ordered in favor of the victim may be extended or substituted, depending on the circumstances, as long as they are reasonable, justified, proportional and beneficial to the victim.
- 1.5. The protective measures are maintained until the decision to end the proceeding is issued. However, notwithstanding the above, some protective measures may be temporarily maintained.
- 1.6. Protective measures may also be issued in favor of witnesses whenever strictly necessary to ensure their cooperation in the investigation.
- 1.7. It is prohibited to perform any act that, directly or indirectly, dissuades the victim from filing a complaint.

CHAPTER IV: ADDITIONAL CONSIDERATIONS

1. EMPLOYEE RESPONSIBILITY:

If an employee witnesses or suspects a case of sexual harassment in the workplace or at work, he/she can play a very important role in contributing to good coexistence and promoting justice among the affected persons by taking the following actions:

- a. Initiate a formal procedure in the event of sexual harassment: the regulations allow you to file a complaint and guarantee you protection measures.
- b. Contribute with your testimony during the investigation procedure. If you have some evidence, it will be very useful to evaluate the case.

- c. Encourage employees not to stigmatize people under investigation: avoid gossip, jokes, hostile treatment, etc.; and talk to people who do so in order to avoid such behavior.
- d. Persons under investigation should be treated with empathy and respect. In this regard, the following actions should be considered:
 - Avoid asking them how they are feeling or how the case is going if it makes them uncomfortable.
 - Try to be willing to help them when needed and understand if their work performance is not the same during those days.
 - Encourage employees to discuss sexual harassment, its consequences and how to prevent it.

2. TREATMENT OF CASES OF SEXUAL HARASSMENT INVOLVING OUTSOURCING OR SERVICE INTERMEDIATION COMPANIES

- 2.1** This type of case occurs when the harasser works for an intermediary or outsourcing company (third party company) and the alleged victim is an employee of the user company (THE COMPANY) or vice versa.
- 2.2** When the harasser works for a third party company, the complaint is made to THE COMPANY, which, within a period not exceeding one (01) business day from receipt of the complaint or knowledge of the facts, informs the third party company so that it may take the measures it deems appropriate.
- 2.3** THE COMPANY shall carry out the investigation procedure through the Sexual Harassment Intervention Committee, which shall issue the corresponding report in accordance with the provisions of this procedure and shall also decide on protective measures.
- 2.4** If the report recommends the implementation of a sanction and protective measures to prevent further cases of harassment, the report is forwarded to the third party company, so that it may proceed accordingly in accordance with the law and the provisions of this Standard on Sexual Harassment and Investigation and Sanction Procedures.
- 2.5** If the victim of sexual harassment works for a third party company and the alleged harasser works for THE COMPANY, the complaint is filed with THE COMPANY, which, within a period not exceeding one (01) business day of receipt of the complaint or knowledge of the facts, informs the intermediary or outsourcing company of the complaint so that it may take the measures it deems appropriate.
- 2.6** THE COMPANY carries out the investigation and sanction procedure in accordance with the provisions of this procedure, ensuring that the victim can file a complaint about the acts of sexual harassment he/she has suffered.
- 2.7** When the alleged harasser and the alleged victim work for a third party company, and the act of sexual harassment has occurred within the scope of control or on the occasion of the service provided to THE COMPANY, the

alleged victim may file the complaint with the third party company or with THE COMPANY. In this last case, THE COMPANY transfers the complaint to the company to which the alleged harasser belongs within a period not exceeding one (01) business day of receipt.

2.8 The investigation and sanction procedure is the responsibility of the outsourcing or service intermediation company, without prejudice to the corresponding coordination with THE COMPANY (user company).

3. COMMUNICATION TO THE MINISTRY OF LABOR AND EMPLOYMENT PROMOTION

The Sub-Management of Human Resources/Human Resources Management, as appropriate, within six (06) business days of receiving the complaint, communicates to the Ministry of Labor and Employment Promotion that it has received a complaint and that it has initiated the investigation procedure and has ordered the granting of protective measures.

4. POLICE COMPLAINT

When in the investigation regarding a case of sexual harassment at work there are signs of the commission of a crime, THE COMPANY shall file the corresponding complaint with the Public Prosecutor's Office, the National Police of Peru or any other Institution that has jurisdiction according to the legal regulations in force, with the knowledge of the alleged victim.

5. ACTION IN THE EVENT OF RESIGNATION OR TERMINATION OF THE EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

The resignation, dismissal or termination of the employment or contractual relationship of the alleged victim with the COMPANY does not exempt the COMPANY from initiating or continuing with the sexual harassment investigation and sanction procedure until its completion.

In addition, if during the procedure or as a result of it, the complained or reported person resigns, is terminated or terminates his/her employment or contractual relationship with the COMPANY, the latter must continue with the procedure and dictate the corresponding measures in favor of the comprehensive welfare of the alleged victim.

6. FALSE COMPLAINT

If during the investigation process or as a result of it, it is proven that the complainant or denouncer was wrong in the filing of the complaint, the person to whom the facts were imputed has the right to take legal action by filing the actions that he/she deems appropriate.

7. FINAL COMPLEMENTARY PROVISIONS

In all matters not provided for in this regulation, the provisions of the Regulations of Law No. 27942, Law on Prevention and Punishment of Sexual Harassment,

approved by D. S. No. 014-2019-MIMP of July 19, 2019, and other applicable complementary or amending regulations in force, as applicable, shall apply.

In the event of any contradiction, which at this time is not noticed, between the provisions contained in these regulations and the legal provisions in force, the latter shall be preferred and applied.

8. ANNEXES

- a. ANNEX 1: COMPLAINT FORM FOR SEXUAL HARASSMENT IN THE WORKPLACE**
- b. ANNEX 2: PROTECTION STAGE**
- c. ANNEX 3: INVESTIGATION AND DECISION/SANCTION STAGE**

ANNEX No. 1

FORM FOR FILING A COMPLAINT OR REPORT FOR ACTS OF SEXUAL HARASSMENT

.....,, 20.....

Human Resources Area

I hereby write to you in order to file a complaint or report for sexual harassment at work, identifying the harasser, narrating the facts clearly, detailing the evidence, if any, that will help to prove the acts of sexual harassment, as well as requesting protection measures, as stipulated in Law No. 27942 and its Regulations, approved by Supreme Decree No. 014-2019-MIMP.

I. Data of the victim of acts of sexual harassment

Full name			
Identity Document (ID Card, Alien Registration Card, Passport)			
Address			
Phone number	Home phone:	Cell phone:	Email:
Job position or type of service or training you perform			
Address, Office or Area			

II. Details of the person against whom the complaint or denunciation is made

Full name			
Position or service or type of training performed			
Relationship to the affected person (mark with a cross X)	Hierarchical Superior:		Same hierarchical level:
	Subordinate:		Provider:
	Client:		Other:

III. Details of the person filing the complaint or denunciation (in case the victim is not the one filing the denunciation).

Full name	
Identity Document (ID Card, Alien Registration Card, Passport)	
Job position or type of service or training you	

perform			
Address, Office or Area			
Phone number	Home phone:	Cell phone:	Email:

IV. Details of the facts that are the subject of the complaint or denunciation (specifying circumstances, date or period, place/s, authors, participants, labor, social or psychological consequences, among others).

V. Evidence offered or collected that allows the verification of the acts of sexual harassment denounced (*).

- _____
- _____
- _____

VI. Protective measures for the victim

I request to be granted the following protective measures (mark with an X):

1. Rotation or change of location of the alleged harasser	
2. Temporary suspension of the alleged harasser	
3. Rotation or change of location of the victim or to his/her family environment or to establish any type of communication with him/her	
4. Order of impediment to approach, proximity to the victim or his/her family environment or to establish any type of communication with the victim	
5. Medical, physical and mental or psychological care	
6. Other protective measures (specify)	

(*) **In case of presenting witnesses:** I request that protection measures be guaranteed to the witnesses offered in order to avoid retaliation after the end of the investigation procedure, in accordance with Law No. 27942, Law for the Prevention and Punishment of Sexual Harassment, and its Regulations, approved by Supreme Decree No. 014-2019-MIMP.

In view of the foregoing, I **REQUEST** the processing of this complaint, in accordance with the procedure established by Law No. 27942, Law for the Prevention and Punishment of Sexual Harassment and its Regulations, approved by Supreme Decree No. 014-2019-MIMP.

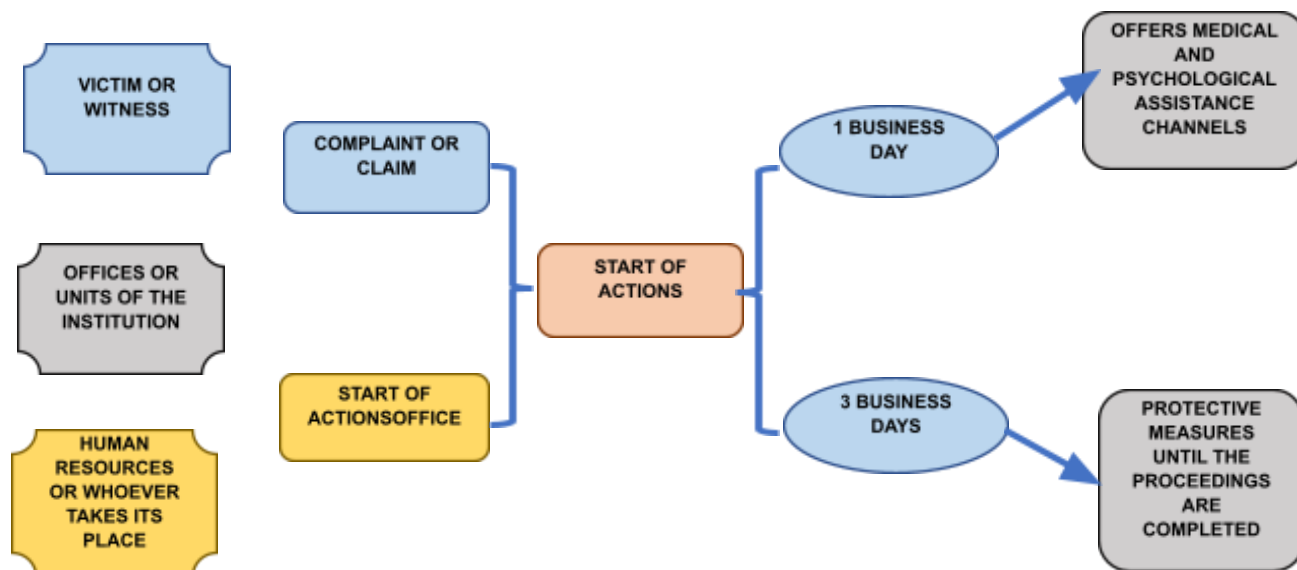
Signature	Fingerprint
Full name:	

Without further ado,

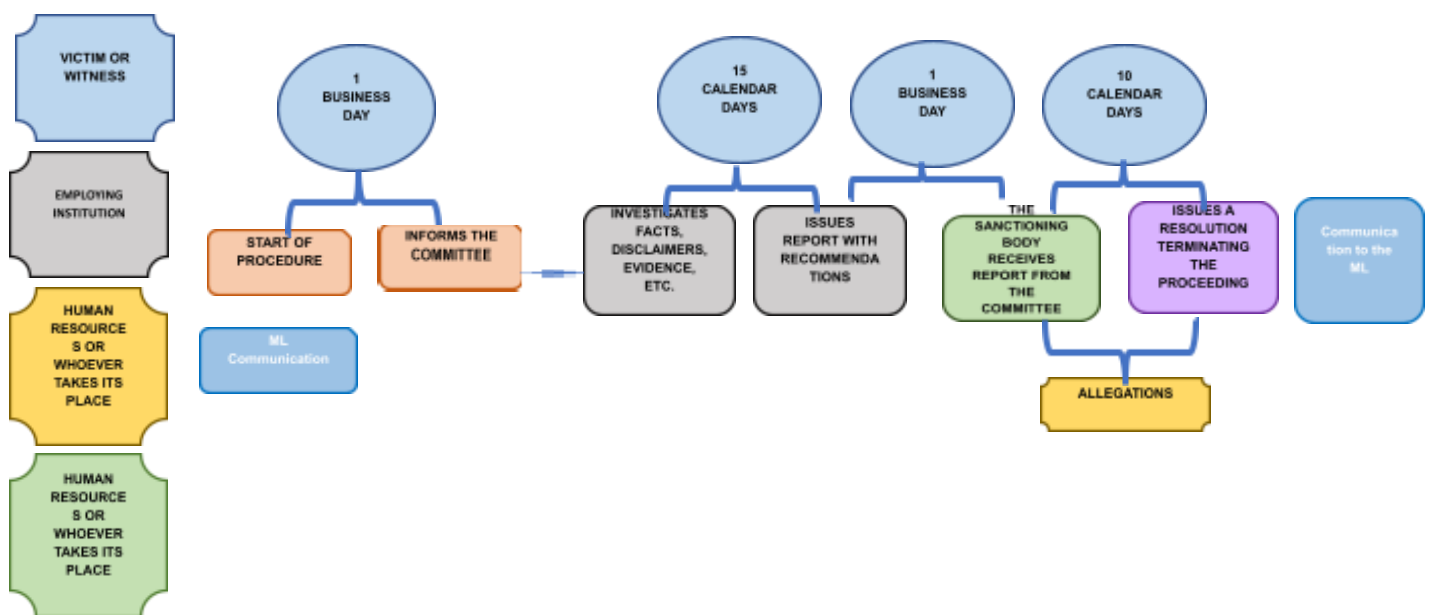
1

- Witness statements
- Public and/or private documents
- Audio recordings, e-mails, videos, text messages, photographs, objects or others.
- Psychological, forensic psychiatric, graphic techniques, biological and chemical analysis, among others.
- Any other suitable means

PROTECTION PHASE ANNEX No. 2



INVESTIGATION AND DECISION/SANCTION STAGE ANNEX No. 3



ML. Ministry of Labor

ROLE	NAME	POSITION	DATE
Elaborator	Barbara Pita Dueñas	MANAGER OF LABOR RELATIONS AND SAFETY, HEALTH AND ENVIRONMENT	Approved – 04/25/2023 18:22
Reviewer	Maria Teresa Merino Caballero	CORPORATE HUMAN RESOURCES MANAGER	Approved - 04/25/2023 19:27
Approver	Maria Teresa Merino Caballero	CORPORATE HUMAN RESOURCES MANAGER	Approved – 04/25/2023 19:32

THIS DOCUMENT HAS BEEN AUTHORIZED IN THE REGULATORY SYSTEM BY: