



Policy on combating workplace bullying and Discrimination within the Apator Group

Acting in accordance with Article 94³ § 1 of the Act of 26 June 1974 – Labour Code (Journal of Laws 2025, item 277), (hereinafter referred to as: the Labour Code), which imposes an obligation to prevent workplace bullying, and in order to ensure compliance with the provisions of Article 18^{3a} and Article 94(2b) in conjunction with Article 11¹ and Article 94(10) of the Labour Code, this Policy on Combating Workplace Bullying and Discrimination (hereinafter referred to as the 'Anti-Bullying Policy') is hereby introduced in the companies of the Apator Group

The Anti-Bullying Policy is a set of rules and measures adopted by the Management Boards of the Apator Group companies (hereinafter referred to as: the Employer), which are designed to prevent bullying and all forms of discrimination, and to provide support to those who have experienced bullying or discriminatory behaviour within the Apator Group companies (hereinafter referred to as: Employees).

Chapter I Purpose of the Policy, definitions

The purpose of introducing the Anti-Bullying Policy is:

- a) to promote a safe and friendly working environment,
- b) to foster appropriate attitudes and behaviour, and to minimise the risk of acts constituting workplace bullying and all forms of discrimination,
- c) to inform Employees of their rights and obligations in relation to undesirable behaviour such as: workplace bullying, discrimination, including harassment and sexual harassment,
- d) raising employees' awareness of how to identify workplace bullying and all forms of discrimination,
- e) to eliminate bullying and discriminatory behaviour,
- f) to ensure that every Employee has the opportunity to report any irregularities and complaints relating to the occurrence of negative phenomena in this area,
- g) establishing rules for intervention in the event of workplace bullying or discriminatory behaviour occurring at the workplace or in connection with work,
- h) to provide assistance and protection to those who have suffered workplace bullying or discriminatory behaviour, to those who report such behaviour, to witnesses, and to others who support the victims of such behaviour.
- i) fostering a sense of responsibility amongst the management of Employers and Employees for effective communication and good cooperation amongst all staff employed by companies within the Apator Group.

The concept of workplace bullying

Workplace bullying – hostile, destructive, unethical, verbal, visual or physical behaviour, systematically repeated by an employer, a line manager or a group of



employees, directed at an employee, consisting of persistent and long-term harassment or intimidation, including behaviour constituting psychological or physical harassment, which causes or is likely to cause the employee to have a diminished sense of their professional worth, and which causes or is intended to humiliate or ridicule the employee, isolate them or exclude them from the team.

The most common manifestations of workplace bullying are: restricting the opportunity to speak, constantly interrupting what the employee is saying, humiliating them, threatening, isolating the employee from the rest of the team, undermining the employee's competence, spreading rumours about the employee, and assigning the employee tasks that infringe upon their dignity, including tasks that are demeaning and pointless, or tasks below their skills and qualifications

Such behaviour may be classified as workplace bullying if it additionally meets the following criteria:

- a.** the behaviour is repeated – it is not a one-off or random incident,
- b.** the behaviour is continuous and consistent,
- c.** the behaviour continues over a prolonged period – the length of this period varies from case to case; it may be several weeks, months or even years,
- d.** the behaviour is deliberate – the person engaging in mobbing is aware of what they are doing and of the effects that such behaviour may have on the chosen victim, and it is precisely the achievement of these effects that is the mobber's aim,
- e.** the behaviour usually takes the form of psychological harassment; it is far less common for it to take the form of physical aggression,
- f.** the actions cause the employee or colleague to underestimate their professional worth,
- g.** they cause the employee or colleague to be humiliated or ridiculed, and lead to their isolation or exclusion from the team.

The concept of discrimination

Discrimination – the unequal treatment of employees in relation to the establishment and termination of the employment relationship, terms and conditions of employment, promotion and access to training aimed at improving professional qualifications, in particular on the grounds of race, skin colour, gender, religion, political views, national and social origin, or on the grounds of other status, in particular: trade union activity and personal characteristics such as age, disability, pregnancy, marital status, sexual orientation or HIV status, as well as on the basis of fixed-term or permanent employment, full-time or part-time work, remote working arrangements, or the form of work performed.

A distinction is made between indirect and direct discrimination:

a. direct discrimination occurs when a person is treated less favourably than another person in a comparable situation on the basis of an objective criterion or characteristic (e.g. on the grounds of their gender, age, disability, race, religion, nationality, political beliefs, worldview, trade union membership, ethnic origin, religion, sexual orientation,



fixed-term or permanent employment, full-time or part-time employment, or remote working, etc.)

b. indirect discrimination, where an apparently neutral, non-discriminatory criterion results in a person or group of people being placed at a disadvantage compared with others on the basis of an apparently objective criterion (e.g. gender, age, sexual orientation, etc.).

Discrimination may be ongoing or a one-off occurrence.

The concept of harassment

Harassment – a form of discrimination, constituting unwanted behaviour whose purpose or effect is to violate an employee's dignity and to create an intimidating, hostile, degrading, humiliating or offensive environment for them on the basis of an unacceptable discriminatory criterion (for example: gender, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, denomination, sexual orientation, fixed-term or permanent employment, full-time or part-time employment).

The most common forms of harassment include: malicious comments, name-calling, mockery, ridicule and laughing at an employee, spreading rumours about an employee, sexual harassment – unwanted behaviour of a sexual nature on the part of a line manager or another employee, including demands or requests for sexual favours or other behaviour of a sexual nature, expressed verbally or non-verbally. This applies in particular to situations where the rejection of such behaviour by the employee towards whom it is directed affects, or may affect, decisions regarding their promotion, changes to their working conditions or pay, the level of their remuneration, the scope of their duties, referral to training or performance appraisals. The undesirable behaviour of a sexual nature described above, which breaches the principles of good conduct, as well as disrupts or prevents the performance of professional duties, or creates an atmosphere of intimidation, hostility or humiliation, is also considered to be sexual harassment.

The concept of sexual harassment

Sexual harassment – a form of discrimination on the grounds of gender; examples of sexual harassment include, in particular, behaviour that is unwelcome to an employee, such as a violation of physical integrity (e.g. pinching, groping, touching, kissing), making propositions of a sexual nature, the acceptance of which would entail a favourable change in the employee's terms of employment, ambiguous comments and jokes of a sexual nature (e.g. concerning the employee's appearance or sexuality), distributing pornographic material (for example, displaying erotic calendars, sending erotic photographs), using vulgar or sexually suggestive language, and habitually complimenting an employee's appearance



Chapter II

Rights and obligations of employees and the employer

1. **The employer** is obliged to take all measures permitted by law, including those described in this procedure, to prevent bullying, discrimination, including harassment and sexual harassment in the workplace or in connection with the work performed by employees, and to mitigate the social consequences of bullying, all forms of discrimination, and in particular to take remedial action and provide assistance to victims of such behaviour.
2. **The employer** is obliged to respond to all instances of workplace bullying, discrimination and its various forms, and to initiate appropriate measures to eliminate them permanently, whilst exercising due discretion.
3. **The employer** is obliged to take the actions described in the procedure in every instance where a report of workplace bullying or discriminatory conduct is made, in accordance with the procedure set out in the Anti-Bullying Policy, and in every instance where information regarding the occurrence of workplace bullying, discrimination or its various forms is obtained from a source other than a report, in particular where such information arises from employees' periodic appraisals, surveys or other sources.
4. **Any Employee** who is subjected to mobbing or discriminatory conduct has the right to demand that the employer take measures to eliminate such behaviour and its consequences.
5. **Any employee** who has, or becomes aware of, information regarding instances of workplace bullying, discrimination or any form thereof is entitled to make a report.
6. **Employees**, regardless of their position, are obliged to treat one another with dignity and respect, and to ensure that their words or behaviour do not infringe upon the rights and interests of others.
7. **Employees** are obliged to prevent workplace bullying and all forms of discrimination by:
 - 1) to endeavour to uphold the principles of social coexistence in relations with other employees, including respect for their dignity and personal rights;
 - 2) avoiding undesirable behaviour in the workplace towards employees or other persons, in particular behaviour leading to bullying and discrimination;
 - 3) responding to undesirable behaviour by third parties, in particular behaviour leading to bullying and discrimination;
 - 4) refusing to participate in or support actions involving undesirable behaviour, in particular behaviour leading to bullying and discrimination or breaching the principles of social coexistence;
 - 5) avoiding entering into conflicts, the escalation of conflicts, and attempting to resolve conflicts at the earliest possible stage of their development.

Chapter III

Preventing workplace bullying and all forms of discrimination

The Employer shall take effective action against workplace bullying, discrimination or sexual harassment in the workplace and in connection with work, consisting in particular of:

- 1) implementing and communicating this Anti-Bullying Policy to Employees, and regularly and consistently reminding Employees and colleagues of the need to comply with it;
- 2) introducing a structured organisational framework which, in a standardised manner, defines the types and hierarchy of posts, sets out equal requirements for those employed in a given post, and specifies the salary range applicable to that post, as well as the system of salary supplements and bonuses;
- 3) ensuring that no requirements deemed discriminatory are imposed during the recruitment, employment or promotion processes, in particular making employment or promotion conditional on age, gender, marital status, etc. and that all decisions in this regard are taken in accordance with the procedures adopted by the organisation, with the involvement of persons responsible for verifying the decisions taken (involvement of the HR department, approval by senior management, etc.);
- 4) ensuring that individuals receive equal pay for equal work, subject to the proviso that factors such as length of service, skills or experience may influence pay differentials within the pay bands specified;
- 5) conducting an assessment of the situation within the company at least once every two years by carrying out anonymous surveys amongst employees covering the issues set out in this Anti-Bullying Policy;
- 6) to carry out information, training and advisory activities for management and employees/colleagues on the basics of workplace bullying and discriminatory practices (at least once a year);
- 7) taking preventive measures aimed at counteracting workplace bullying and discrimination, consisting in particular of: creating and making available to employees information materials on workplace bullying, discrimination and its forms, as well as other undesirable behaviours;
- 8) taking intervention measures aimed at bringing an immediate end to workplace bullying, discrimination and its various forms.

Chapter IV

Reporting breaches relating to workplace bullying and discrimination

1. Any employee who believes they have been subjected to workplace bullying or discrimination, or who witnesses such behaviour, should report the breach as an complaint internalto exclusively by electronic means, by completing the form available on the website <https://www.apator.com/formularz> after selecting the Apator Group company to which the report relates.
2. The report of a breach should include:
 - a) details identifying the person making the report,
 - b) a description of the actions or conduct that are unlawful,
 - c) identification of the person who committed mobbing or any form of discrimination,
 - d) identification of the organisational unit within the Employer where the breach occurred,
 - e) specification of the date or period during which the incident occurred (if possible to determine),
 - f) any other information that may serve as evidence to corroborate the circumstances described in the report,

- g) information regarding any witnesses to the events described,
3. Complaints must be signed by the Employee.
 4. No employee or colleague who, in accordance with this Anti-Bullying Policy on Reporting Irregularities, reports acts of bullying or discrimination, or who has provided any form of support to the victim, shall suffer any adverse consequences as a result.
 5. All actions taken in response to reports of breaches are conducted in accordance with the principles of confidentiality and impartiality, which apply to all participants in such proceedings.
 6. Access to the personal data of the person reporting a breach via the email address compliance@apator.com is restricted to the Compliance Team.
 7. The employer shall, in each instance, within 7 working days of receiving the information at , appoint an Anti-Harassment Committee, hereinafter referred to as the Committee, whose task is to determine whether the report is justified.
 8. The Committee shall consist of at least three members. The Committee shall comprise a representative of the employer, representatives of the trade unions (if any exist at the employer's premises), and a legal adviser. The members of the Committee shall elect a chairperson from amongst themselves.
 9. Each member of the Committee is obliged to remain objective and impartial when assessing specific cases.
 10. The Commission's work, meetings and explanatory discussions, as well as all documents relating to the situation under investigation and the Commission's work itself, are confidential. The employer authorises the members of the Commission to process the personal data of those involved in the proceedings.
 11. After hearing the explanations of the affected employee and the alleged perpetrator(s) of mobbing or discriminatory behaviour, and after conducting the evidentiary proceedings, including hearing witnesses, the Committee shall decide by a simple majority of votes on the merits of the complaint under consideration.
 12. Minutes are drawn up of the Commission's meeting, which are signed by all members of the Commission and the parties to the proceedings. The Commission's proceedings are confidential.
 13. The minutes may also contain the team's suggestions regarding improvements to communication within the relevant organisational unit at the employer's premises, improvements to management, as well as the need to conduct further explanatory and/or disciplinary interviews or, where appropriate, additional training and other initiatives aimed at improving relations and standards of behaviour in the workplace.
 14. Decisions (including organisational and/or personnel decisions) concerning the situation assessed by the Committee and described in the notification shall be taken by the Employer – after reviewing the Committee's report.
 15. In matters not expressly provided for, the relevant provisions of the Code of Civil Procedure shall apply to proceedings before the Commission.

Chapter V

Liability for workplace bullying and discrimination

1. Where the information presented in the report is found to be true and it is established that the actions described constituted mobbing or discrimination, the Employer shall impose sanctions against the perpetrator or perpetrators of mobbing and discriminatory acts in accordance with the provisions of labour law. In particular:

- 1) the Employer may issue a warning or a reprimand;
- 2) the perpetrator of workplace bullying or discriminatory acts may additionally be deprived of the right to a bonus or award for a period determined by the employer;
- 3) where mobbing or discrimination is established, the employer may terminate the employment relationship with the perpetrator on the grounds of the employee's fault, either by giving notice or through disciplinary proceedings,
- 4) may hold an employee financially liable for damage caused to the employer as a result of workplace bullying or discrimination;

2. The employer may transfer an affected employee, who is a victim of workplace bullying or discrimination, to another post at their request or with their consent. Such a transfer is possible provided that the technical and organisational conditions are optimal for making such a decision.

3. If the information provided in the report is deemed not to constitute mobbing or discrimination, the employer shall take steps to rectify the identified irregularities and prevent their recurrence.

Chapter VI

Final Provisions

1. All persons authorised to carry out work relating to workplace bullying or discrimination are required to maintain confidentiality regarding all facts learned in the course of their work and in connection therewith. Before commencing their work, they must sign a declaration undertaking to maintain confidentiality.

2. With the exception of the parties concerned, who shall be provided with copies of the requested documents upon their request, members of the Commission may not copy any documents relating to a given case of workplace bullying or discrimination, or relating to the Commission's work, for the purpose of making them available, nor may they in any way make such documents available or disseminate them. Furthermore, no document relating to a specific case of workplace bullying, discrimination or the Commission's work may be copied or made available to witnesses.

3. Data contained in the Commission's materials and documents may be classified as special category data – in which case it is subject to the appropriate protection provided for in the legislation on the protection of personal data.

4. This Anti-Bullying Policy constitutes an internal document forming part of the set of policies and procedures in force within the Employer's organisation; however, it does not preclude the application of generally applicable law.

5. With regard to the handling of internal reports, in matters not covered by this Anti-Bullying Policy or in the event of specific situations requiring an individual approach,



the decision – including any derogations applied – shall be taken by the Employer

6. Any deviations from this Anti-Harassment Policy applied during the process of handling a report must be duly noted in the register of reports, which should be maintained by each Employer.

7. The provisions of the Anti-Harassment Policy shall come into force two weeks after the date on which the Employer has brought them to the attention of employees.

8. Any amendments to this Anti-Bullying Policy shall be made by the Employer at least once a year, as well as in the event of changes to employment law or the Employer's organisational structure.