

Procedure for action against sexual and/or gender-based harassment in BACHILLER

1.-Presentation of the complaint or complaint

Through the official model.

The complaints will be secret, but they cannot be anonymous, BACHILLER will guarantee the confidentiality of the affected parties.

By email to igualdad@bachiller.com or in person to any of the members of the Equality Commission:

- Jesus Garrido
- Marc Pedros
- David Galván
- Vanessa Nieto
- Celso Arcas
- Lluís Naspler

2.-Commission Meeting

The commission will meet within a maximum period of 3 business days from the date of receipt of a complaint or knowledge of inappropriate behavior to begin the process and will inform Management of the existence of a complaint and/or complaint.

3.-Preliminary phase (voluntary)

The aim of this preliminary phase is to resolve the harassment situation urgently and effectively to achieve an interruption of the harassment situations and reach a solution accepted by the parties.

Once the complaint is received, the investigative committee will interview the affected person, and may also interview the alleged aggressor or both parties, request the intervention of expert personnel, etc. to agree on the activation of the processing of the file or seek other means of solution.

In the event of not proceeding to the processing of the information file, a record of the solution adopted in this preliminary phase will be drawn up and the company management will be informed.

4.-Informative file

The investigative commission will carry out an investigation, in which it will resolve whether or not the reported harassment occurs after hearing the affected people and witnesses that are proposed and will draw up a record in which the facts, testimonies, tests carried out will be recorded, and/or collected by concluding whether, in your opinion, there are indications or not of sexual harassment or harassment based on sex.

If the evidence carried out indicates the presence of signs of harassment, in the conclusions of the report, the investigative committee will urge the company to adopt the appropriate disciplinary measures, and may even, if it is very serious, propose the disciplinary dismissal of the company. aggressor person

If the test carried out does not reveal signs of harassment, the commission will record in the minutes that the evidence expressly carried out does not indicate the presence of sexual or gender-based harassment.

5.-Resolution of the harassment file

The BACHILLER management, once it has received the conclusions of the instructional committee, will adopt the decisions it deems appropriate within a period of 3 business days, being the only one qualified to decide in this regard. The decision adopted will be communicated in writing to the victim, the person reported and the investigating committee, who must maintain secrecy regarding the information to which they have access.

6.-Follow-up

Once the file is closed, and within a period of no more than thirty calendar days, the investigating committee will be obliged to monitor the agreements adopted, that is, their compliance and/or result of the measures.