

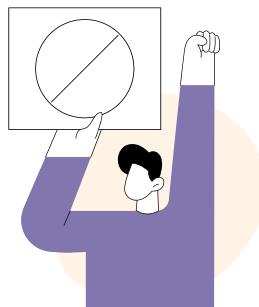
# Respect in the workplace

## ZERO TOLERANCE OF HARASSMENT



### TAKING ACTION

Take action by emphasizing everyone's responsibility in preventing harassment in the workplace.



### ZERO TOLERANCE

Be an exemplary role model by promoting a climate of zero tolerance for harassment.

POWER CARRIES AN EVEN GREATER RESPONSIBILITY TO ACT ETHICALLY!

P O W E R

#### PROVIDE

a safe and respectful workspace. Do not allow toxic environments.



#### OBSERVE

the office climate and culture, paying attention to the work environment.



#### WARNING SIGNS

could be verbal and non-verbal acts of aggression, pressure, limitation, unfair or discriminatory treatment.



#### ENSURE

that your behavior is exemplary and a models an attitude of zero tolerance.



#### RESPOND

Quickly and efficiently and be sure to follow the Acerinox Group Anti-Harassment Policy.



#### LISTEN

- Be accessible, apply an open-door policy.
- Listen, avoid interrupting.
- Take accusations seriously.
- Report concerns accurately and on time.
- Make sure the reporting policies and procedures are known and easily accessible
- Encourage employees to report.

#### LEAD

- Avoid assumptions about motives or prejudices
- Know your role and take responsibility
- Report: enforce zero tolerance policies for any inappropriate behavior
- Be positive and approachable
- Use business language and avoid foul language.