

TPV DISPLAYS POLSKA SP. Z O.O. INTERNAL ANTI-MOBING AND ANTI-DISCRIMANTORY POLICY

Chapter I General rules

§1

The aim of the Internal Anti-Mobbing and Anti-Discriminatory Policy (hereinafter called IAAP) in TPV Displays Polska Sp. z o.o., is to establish rules for mobbing, discrimination and sexual harassment counteracting .

§2

Whenever the IAP refers to:

1. Mobbing – shall mean any action or behavior relating to an employee or against the employee consisting of persistent and long lasting harassment or intimidation of an employee resulting in his or her decreased evaluation of professional capabilities, as well as resulting in or aimed humiliating or ridiculing an employee, isolating him or her or eliminating him or her from the work team.
2. Discrimination - it should be understood: a form of marginalization (exclusion), manifested by treating a person less favorably than another in a comparable situation because of some feature in particular with regard to gender, age, disability and other characteristics protected by law
3. sexual harassment - it should be understood: a special form of discrimination in regard gender. Polish legislator has introduced to the Labour Code definition in Art. 18 [3a] § 6, which reads as follows: discrimination on grounds of gender includes any unacceptable behavior of a sexual nature or related to the employee's sex with the purpose or effect of violating the dignity or denigration or humiliation of the employee: this behavior may consist physical, verbal or non-verbal elements.
4. Commission – shall mean: The commission appointed to investigate mobbing-related and discrimination-related complaints submitted by employees.
5. Employer – shall mean: TPV Displays Polska Sp. z o.o. represented by General Manager or Human Resources Manager acting under powers of attorney granted according to Labor Code.
6. Employee – shall mean: a person in the employment relationship with the employer.

Chapter II

Mobbing and discrimination counteracting

§3

1. Every employee is obligated to refrain from activities bearing the signs of mobbing, discrimination or sexual harassment.
2. Any activity or behavior, bearing the signs of mobbing, discrimination or including sexual harassment will not be tolerated in any way by Employer.

§4

1. An employee, who recognizes, that she/he was a subject to harassment, may submit a written complaint to employer supported by evidence and indicate a perpetrator or perpetrators.
2. An employee must personally sign the complaint and affix it a date.

§5

1. The employer within 5 working days from the date of submitting a complaint, will appoint Commission, whose role is to clarify whether the complaint is well justified.
2. The commission consist of 5 members including: 2 representatives of employers, 2 representatives of employees and a 1 third-person designated jointly by employer and employees.
3. Members of the commission shall elect the chairman.
4. After hearing individual and confidential employee's and alleged offender's explanations and after investigation, the commission shall make the decision by ordinary majority voting whether the allegations contained in complaint are justified.
5. The commission meeting minutes shall be drawn up and signed by all commission members and parties to the proceedings.
6. Proceedings on commission are confidential.
7. In cases not covered by the proceedings of the commission the regulations of the Civil Code should be applied accordingly.
8. Administrative support for meetings ensures Human Resources Department, which gathers documentation related to the pending investigation and shall prepare and keep meeting minutes of the Commission.
9. The legal services of the Commission provides counselor, cooperating with TPV Displays.

§6

1. If the complaint is well justified, the Employer may make a decision to change the employment relation with offender (offenders) in the way provided by the Labor Code and internal sources of a labor law (e.g. Work Regulations).
2. A mobbing perpetrator (perpetrators) can be additionally deprived of their rights under a labor law depending on violation of the employee's duties.
3. In flagrant cases of harassment the Employer may terminate the mobbing/discrimination offender's (offenders') employment contract without notice.
4. The Employer may move the harmed employee, at his/her request and/or with his/her permission to another job, or otherwise prevent direct contact of the victim with the offender or offenders.

**Chapter III
Final Provisions**

Confidentiality

§7

1. All persons allowed to work in connection with mobbing/ discrimination or sexual harassment allegations recognition and investigation are obligated to maintain confidentiality of all facts learned in the course of works and related to them and before work starts have to sign the statement, which content is obligation of confidentiality.
2. With the exception of persons concerned, when at their request copies of the documents can be given out, members of the Commission cannot share the copies nor in any other way share or distribute any documents related to the case or work of the Commission. Any documents related to Commission's work also cannot be copied or made available to witnesses.
3. The data contained in the materials and documents of the anti-mobbing or anti-discriminatory Commission may contain sensitive personal data and are subject to protection provided by regulation of personal data protection.

Changes

§8

Any changes in this documents are made by the Employer through an appropriate ordinance. Along with the changes each time consolidated text of IAAP will be announced.

General Manager

Human Resources Manager