

Sexual Harassment Avoidance Policy

One Albania SHA
Version 1.0



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1. PREAMBLE

ONE Albania expects that its entire personnel, either within or outside the working place, adhere to the rules of proper behavior, legal and moral. This requirement is mentioned at the Code of Ethical Conduct and fulfils the expectations of a multicultural Company regarding both “respect and integrity” and the creation of “the best conditions to perform and grow”. The conduct requirements, which are set out in this Policy, render any kind of discrimination or harassment, intolerable. Furthermore, relevant provisions are included in the applicable in Albanian law on Gender Equity in Society (Law 9970/2008 – Compliance of the legislation in force with Directive 2006/54/EC of the European Parliament and the Council dated July 5th, 2006, and other relevant provisions), that from now on, will be referred to as Law on Gender Equity). The prohibition of sexual harassment, especially within the working place, is also included at the abovementioned Law.

Sexual harassment may take place in the working environment and originate both from men and women, may be practiced on the detriment of both men and women and is equally unacceptable, regardless of the gender of the person who commits the sexual harassment offence or the person who is sexually harassed. In most cases, a significant imbalance of power/ authority exists between the perpetrators and the victims as well as exploitation, usually, of the hierarchical dependence relations.

Sexual harassment is not a minor offense. Victims usually feel insecurity and deprivation of their dignity. Victims usually underestimate the incident or opt not to reveal the sexual harassment because of their fear of defamation or loss of their job.

Our target is the avoidance of similar incidents within the working environment, in cooperation with all the employees aiming to create a climate of mutual appreciation and respect among colleagues.

Nevertheless, in case misconduct or violation of the rules takes place, we will do our best in order to investigate the case to the end and take all the necessary measures in the context of the applicable laws, contracts and regulations.

Target of this Policy is the awareness of all employees in relation with this issue, the prevention of sexual harassment acts and the enhancement of confidence of employees regarding the support they shall have by their superiors in such cases.

The following provisions contribute more effectively to the achievement of the afore mentioned goals, making all employees better aware of the legal framework and the relevant practices.

2. SCOPE

This Policy is adopted by a decision of the Board of directors, in order to be applied to all Company employees. The word "employees", "personnel", "human resources" refers to all people who work at ONE Albania: Board members, managing directors, executives, employees, consultants, partners or other persons, who offer their services at ONE Albania under any form of contract (e.g., full time agreement, independent services agreement, project agreement, retainer fee-mandate).

3. ACCESS RIGHTS

Access to the document is permitted to all Company's employees.

4. LEGAL FRAMEWORK

Sexual harassment in Albania is prohibited by the Law. The Law on Gender Equity defines what constitutes sexual harassment and provides conditions for the employees' protection against sexual harassment.

The purpose of the Law on Gender Equity is to ensure the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation, regarding: a) the access to employment, including promotion, and to vocational training, b) the working conditions, including payment and c) the occupational social security schemes, stipulated by the provisions of Directive 2006/54/EC of the European Parliament and the Council.

At the Law on Gender Equity the definition of harassment and sexual harassment is provided. Specifically:

"gender based harassment" is any kind of unwelcome conduct relating to the gender of one person and aiming and/or resulting in violating personal dignity or creating a threatening, hostile, humiliating, disparaging or insulting environment;

"sexual harassment" is any kind of unwelcome conduct, by means of words or actions, physical or symbolic, of a sexual character, which intends or leads to violating personal dignity, specifically when it creates a threatening, hostile, humiliating, disparaging or insulting environment constitutes.

Moreover, any form of direct or indirect sex discrimination, related in particular to the marital status in all areas included within the scope of the Law on Gender Equity, is prohibited. Harassment, sexual harassment, as well as any less favorable treatment due to the tolerance or the rejection of this behavior, constitute sex discrimination and are prohibited.

When the provisions of Law on Gender Equity are violated and constitute a penal act, it will be treated according to the Penal Code provisions.

According to Article 32 of the Albanian Code of Labor:

The employer respects and protects the employee's personality while dealing with him/her within the framework of work relations.

He/she must prevent any attitude that threatens the employee's dignity.

The employer is forbidden to carry out any action of sexual harassment against the employee and prohibits the commitment of such actions by the other employees.

By sexual harassment is meant any nuisance that considerably harms the psychological state of the employee because of sex.

Every employee should consider his/ her behavior, particularly the language which he/she uses, his/her way of dressing and also his/her personal working place, in order to determine whether his/her presence and behavior are the appropriate ones and whether they exude the necessary respect towards the others, while every employee should also respect his/her colleagues' personal working place.

5. PERSONS WITH SPECIFIC OBLIGATIONS

This Policy applies in particular to the hierarchically superiors due to the duty of care they have undertaken and to their role as models as well as to third parties such as e.g., external consultants or trainers or other partners of the Company, who because of their capacity come into contact or collaborate with the company's personnel.

6. WHISTLEBLOWING CHANNELS

Except from the bodies or authorities (Labor Inspection Department), employees may report incidents of sexual harassment at their company's Compliance Officer through the "Tell me!" procedure and to HR Group, using the appropriate communication channels,

which are available at the companies' internet and intranet sites. All information is treated as strictly confidential; complaints are investigated and examined by the competent persons, who are bound by the provisions for the protection of personal data and professional confidentiality.

7. PROHIBITION OF REPRISALS

Employees who are victims of sexual harassment should not suffer any consequences as a result of their complaint. The same applies to the persons who provide support to the employee or testify as witnesses.

8. KNOWLEDGE OF THE POLICY

All employees should be aware of this policy and comply with it. The companies should take the appropriate measures to inform their employees on this policy.

9. LEGAL CONSEQUENCES

Sexual harassment of employees in the workplace is not a minor offense and the applicable legislation provides penal, civil and administrative penalties for the offenders.

Sexual harassment of employees in the workplace is also a violation of obligations derived from the employment contract, a breach of the Code of Ethical Conduct with all the disciplinary consequences arising from them.

10. ENTRY IN FORCE

This Policy enters into force by decision of the Board of Directors of ONE Albania SHA.