



SGS **Group** Policy

ANTI-DISCRIMINATION AND DIGNITY AT WORK



1. POLICY STATEMENT

SGS is committed to promoting a workplace that provides equal opportunity for all employees and an environment in which all members of the workplace treat all individuals both in the workplace and in other work-related settings at all time with dignity, consideration and respect.

All employment related decisions, such as hiring, training and development, compensation, benefits, recognition, promotion, disciplinary action and termination will be solely made on the basis of an individual's qualification, performance and behaviour or other legitimate business considerations.

SGS does not tolerate any discriminatory practices, harassment or bullying, in particular based on age, civil partnership, disability, ethnicity, family status, gender, gender identity, ideological views, marital status, nationality, political affiliation, pregnancy, religion, sexual orientation, social origin or any other status that is protected as a matter of local law.

2. SCOPE

This policy applies to the SGS Group and its affiliated companies.

This policy covers the treatment of individuals both in the workplace and also in other work-related settings. Conduct inconsistent with this policy will not be tolerated whether such conduct is committed by or toward employees, external workforce, job applicants, suppliers or clients, and whether it takes place in the workplace or in another work-related setting, such as before, during or after business-related travel, training, meetings, events or social activities; and when commuting to and from work.

3. APPLICABILITY OF LOCAL POLICIES

The prohibitions imposed by SGS under this policy are in many locations broader than mandated by applicable local laws.

Any form of conduct prohibited by local laws is also prohibited by this policy. Where definitions according to applicable local law differ to those used in this policy, they are an integral part of this policy.

4. INAPPROPRIATE CONDUCT

SGS prohibits all conduct that is inconsistent with this policy, including, but not limited to:

- **Discrimination:** The differential treatment or exclusion of an individual or group of people based on their age, civil partnership, disability, ethnicity, family status, gender, gender identity, ideological views, marital status, nationality, political affiliation, pregnancy, religion, sexual orientation, social origin or any other status that is protected as a matter of local law.
- **Harassment:** Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or a group of individuals is a type of harassment. Such conduct may include, but is not limited to offensive jokes, epithets, slurs, negative stereotyping, gestures, facial expressions, or improper touching, threatening, intimidating or hostile acts on the basis of a characteristic such as age, civil partnership, disability, ethnicity, family status, gender, gender identity, ideological views, marital status, nationality, political affiliation, pregnancy, religion, sexual orientation, social origin or any other status that is protected as a matter of local law.
- **Sexual Harassment:** Sexual harassment at the workplace or work-related events is considered a form of discrimination. Sexual harassment includes, but is not limited to, the introduction of unwelcome sexual activities or comments into the work situation or any other unwelcome behaviour that might reasonably be expected or be perceived to cause offence, intimidation or humiliation to the affected person(s). This includes, but is not limited to, unwanted advances, repeated and unwanted social invitations for dates, intrusive comments or questions about physical appearance or private life, condescending remarks, whistling, sexual jokes, innuendos or propositions, unwelcome requests for sexual favours, any physical or verbal conduct of a sexual nature, the display of sexually suggestive objects or pictures, and making threats, promising benefits, coercion, and forceful advances with a view of obtaining sexual favours.

- **Bullying:** Bullying at the workplace refers to situations in which a person or group is victimized, harassed or excluded by employees at any level, with or without regard to legally protected characteristics. Examples of bullying include, but are not limited to, giving an employee humiliating work to perform, deliberately humiliating an individual in front of their peers, social isolation or any offensive, intimidating, or insulting behaviour directed towards an employee. The victim experiences the actions as hostile and is likely to feel defeated, inferior and/or excluded. In general bullying involves behaviour that is systematic, occurs regularly and/or continues for an extended period.
- **Retaliation:** Threats or acts of retaliation or retribution against employees who raise concern or make claims or assist in providing information about practices inconsistent with this policy.
- Any other conduct considered inappropriate.

It is important to recognize that any sort of inappropriate conduct is not limited to face-to-face communication but can also occur through other means, including letters, e-mail, phone calls, social media, instant messaging, blogging, text messaging, live web chats and virtual meetings.

5. COMPLAINTS PROCEDURE

SGS cannot remedy workplace issues that it does not know about. For that reason, any work-related concerns inconsistent with this policy should be reported to SGS.

In most cases, employees should bring any concern in connection with this policy to the attention of the responsible contact in the Human Resources Department. The Human Resources Department will follow local procedures for resolving the employee's concerns.

Alternatively, an employee may also speak to one of the following persons / departments:

- Direct Manager /Supervisor
- An appropriate person above the Direct Manager /Supervisor
- A member of the Legal Department
- Any person with whom the employee is comfortable discussing the matter and who is in a position to handle the matter responsibly.

However, in any location, any individual who received a complaint of behaviour inconsistent with this policy is required to promptly report this to the Human Resources Department.

Anyone who observes conduct inconsistent with this policy should indicate to the offender that their behaviour is unacceptable and support the person being harassed, bullied or discriminated.

SGS recognises that inappropriate conduct may occur in unequal relationships and that it may not be possible for the victim to inform any of the before mentioned persons/ departments. In any such case, employees can always report complaints through the [SGS Integrity Helpline](#).

SGS will protect the privacy of those individuals involved and confidentiality, to the extent possible and as appropriate, and ensure that requirements for privacy and confidentiality are not misused.

However, in order to deal with the complaint satisfactory, SGS will generally need to make it known to the person who is subject to the complaint.

6. SANCTIONS AND DISCIPLINARY MEASURES

Individuals who harass, bully, discriminate or otherwise behave inappropriately under the terms of this policy will face appropriate consequences. Depending on the severity, an employee may be disciplined up to and including termination without notice and the assignment of an external workforce may be terminated. Other measures may be taken in accordance with applicable laws and guidelines.

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WHEN YOU NEED TO BE SURE

