

Policy for the Prevention, Protection, and Response to Sexual Harassment

2025



Labor Relations and OHS Area
Talent and Administrative Services Management

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1. INTRODUCTION

This policy is governed by the principles established in the Political Constitution and the following: real and effective equality, human rights, co-responsibility, integrity, autonomy, coordination, non-discrimination, differentiated attention, pro-person and pro-victim, equality, restorative justice, due process, impartiality, celerity and confidentiality, prevention, justice, gender equity, freedom and dignity.

2. OBJECTIVE

The purpose of this policy is to guarantee the fundamental right to equality, non-discrimination and a life free of violence through the adoption of measures for the prevention, protection and care of victims of sexual harassment in the workplace.

3. APPLICATION

This policy applies to all Porvenir employees with a current employment contract.

4. DEFINITIONS

- **Sexual Harassment:** Sexual harassment shall be understood as any act of persecution, harassment or harassment of a sexual, lewd or libidinous nature or connotation, manifested by vertical or horizontal power relations, mediated by age, sex, gender, sexual orientation and identity, labor, social or economic position, which occurs once or several times against another person in the work context.
- **Victims' rights:** Victims of sexual harassment have the right to the truth, to be treated with dignity, to privacy, confidentiality, freedom of expression, comprehensive health care, effective access to justice, reparation, non-repetition, non-revictimization, no institutional violence, protection against possible retaliation, non-confrontation with their aggressor, among others, in accordance with the Colombian

constitutional, legal and jurisprudential framework.

- **Rights of persons under investigation:** Persons investigated for alleged sexual harassment shall have the right to due process, to the presumption of innocence, to impartiality, to information, to know the facts of the complaint or accusation within an established procedural term, among others, in accordance with the Colombian constitutional, legal and jurisprudential framework. Applying Porvenir Circular 106.

5. LABOR CONTEXT.

It shall be understood that the interactions between workers, agents, employers, service contractors, interns, trainees and other persons participating in the work context are part of the work context, regardless of the nature of the relationship.

It will be presumed that the conduct was committed in the work context when it is carried out in:

- a. The place of work or where the contractual relationship is developed in any of its modalities, including public and private, physical and digital spaces when they are a space to develop the assigned duties, including work at home, remote work and teleworking.
- b. The places where the remuneration is paid for the work or labor entrusted in any of the contractual modalities, where you take your rest or where you eat, or where you use sanitary or toilet facilities and changing rooms within the work context.
- c. Travel, trips, events or social or training activities related to the work or the work entrusted in any of its modalities.
- d. In the context of communications related to work or assigned tasks in any form, including those carried out digitally or using other technologies; Journeys between home and the place where work or assigned tasks are carried out in any form, when sexual harassment is committed by a person who is part of the work environment.
- e. In the accommodation provided by the employer, when the sexual harassment is committed by a person who is part of the work context.

In no case shall it be understood that any type of employment or contractual relationship

between the victim and the person who commits sexual harassment in the work context must be accredited as a requirement for employers and authorities to have jurisdiction to investigate and enforce the provisions of this law.

6. PORVENIR OBLIGATIONS.

Porvenir shall prevent, investigate and punish sexual harassment in the workplace, for which it shall comply with the following obligations:

- Create an internal prevention policy that is reflected in the internal work regulations, labor contracts, protocols and attention routes against sexual harassment in the work context, which should be widely disseminated.
- Guarantee the rights of victims, and establish mechanisms to address, prevent and provide guarantees of non-repetition of sexual harassment within its scope of competence.
- Implement immediate protection guarantees to avoid irremediable damage within its scope of competence.
- Inform the victim of his or her right to go to the Attorney General's Office.
- Immediately refer the complaint and denunciation to the competent authority, at the request of the victim, respecting his or her right to privacy.
- Refrain from acts of censorship that do not recognize the victims' guarantee to make acts of sexual harassment publicly visible and refrain from acts of revictimization.
- To publish the number of complaints processed and sanctions imposed, every six months in the physical and/or electronic channels available.

7. GUARANTEES OF PROTECTION

The victims or third parties who have knowledge of the fact of sexual harassment shall have the right to be protected from possible retaliation for filing a complaint and disclosing the facts of harassment, by means of the following guarantees:

- Treatment free of gender stereotypes, sexual orientation or gender identity.
- To contact the Labor Risk Administrators to receive emotional and psychological care.
- Request relocation of the work area.
- Permission to telework if there are risk conditions for the victim.
- Avoid performing work that involves any interaction with the person under investigation.
- Terminate the employment contract, or the existing contractual relationship, by the employee or contractor, when so expressly stated, without any penalty for notice.
- Maintain the victim's confidentiality and right to non-confrontation.

8. LABOR STABILITY

Porvenir will guarantee the continuity of the complainant victim of sexual harassment in the work context.

9. COMPLAINT MECHANISMS.

Any Porvenir employee who has knowledge of alleged sexual harassment in the work context is required to file a complaint with the Talent and Administrative Services Management, through its Business Partners or Assistant Managers of Talent and Administrative Services, who will forward it to Labor Relations and OSH, in order to carry out the corresponding investigation and apply Circular 106 (Disciplinary Process) and guarantee the right to due process to the accused.⁶

Once the corresponding investigation has been carried out, the case will be submitted to the Ethics Committee for the adoption of the corresponding decision.

10. PREVENTION.

Porvenir will provide training on prevention of sexual harassment in the workplace and will continuously disseminate through various communication channels messages to prevent sexual harassment.

11. JUST CAUSE FOR TERMINATION OF EMPLOYMENT.

Any Porvenir employee who breaches this policy or engages in any of the behaviors described herein shall have just cause to terminate the employment contract.