

VIOLENCE AND HARASSMENT

JS BALDAI JUMS PREVENTION POLICY

JS "BALDAI JUMS" implements the violence and harassment prevention policy (hereinafter - the Policy) based on the principle that every employee of the Company respects the dignity of another person, communicates politely and respectfully with others, and ensures a work environment in which another person does not experience hostile, unethical, humiliating behaviour, aggressive, insulting, offensive actions.

Not matter whether the unacceptable behaviour is intended to cause a physical, psychological, sexual or economic effect once or repeatedly, whether this effect is caused or may be caused by the unacceptable behaviour, whether such behaviour violates the dignity of a person or creates an intimidating, hostile, humiliating or offensive environment. **Violence and harassment are prohibited:**

1. In workplaces, including public and private places, when the employee is at the disposal of the employer or performs duties according to the employment contract.
2. During breaks to rest and eat or when using household and hygiene facilities.
3. During work-related trips, trips, trainings, events or social activities.
4. During work-related communication, including communication using information and electronic communication technologies.
5. In housing provided by the employer.
6. On the way to or from work.

An employee of JS "Baldai Jums" who reasonably believes that he or another person is being harassed, sexually harassed or that physical and/or psychological violence is being used against him, has the right to submit a report or complaint to the responsible person (deputy chief accountant Janina D.) In the notification (complaint), the employee of the Company must provide the following information:

- detailed explanations of the incident about the situation, manifestations and circumstances of the experienced physical or psychological violence, harassment or sexual harassment.
- indicate possible witnesses.
- to provide all other available information obtained by legal means (audio recordings, correspondence).

PS Policy is published on the Company's website www.baldaijums.lt

find and familiarize yourself with the provisions of the Policy (full document) at the workshop administration or in the personnel department.