

PLAYA ATLANTICO, S.A. (UNIPERSONAL) - Anti-Bullying (Anti-Bullying) and Anti-Harassment Policy

PLAYA ATLANTICO, S.A. (UNIPERSONAL) prohibits all forms of bullying, discrimination and harassment.

1. What is bullying and harassment?

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make an individual feel vulnerable, annoyed, denigrated, hurt, humiliated, undermined or threatened. Power does not always mean a position of authority, but can include personal strength and the power to coerce through intimidation.

Harassment is unwanted conduct that has the purpose or effect of violating the dignity of the recipient or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient. The unacceptable conduct may amount to discrimination and relate to a protected characteristic under equality legislation (i.e. age, civil partnership, colour, disability (whether mental or physical), nationality, ethnic or national origin, gender reassignment, marital status, pregnancy, race, religion or belief, sex or sexual orientation) or it may relate to a personal characteristic that is not a protected characteristic. Not all harassment is sexual, but sexual harassment is gender and orientation neutral, and can be perpetrated by any gender against any gender.

Unacceptable conduct may be intentional or unintentional, and involve action or inaction. It may be directed at a particular individual or group; or it may not be directed at all and may be perpetrated by an individual at the same level or in a different department than the recipient. The unacceptable conduct may be repeated or be an isolated incident and may take place in private or in front of colleagues. It does not have to be face-to-face, but can be through written communications (including email), visual images, telephone/text messaging or social networking/online (including instant messaging and blogging). Condoning unacceptable conduct may be bullying or harassment in itself.

You have the right not to be bullied, harassed or discriminated against by anyone at PLAYA ATLANTICO, S.A. At the same time, you are obliged not to bully, harass or discriminate against anyone at PLAYA ATLANTICO, S.A.

2. Examples of unacceptable conduct

Examples of unacceptable conduct include, but are not limited to, the following:

1. (i) unsolicited or unwelcome conduct of a sexual nature, which includes touching, staring or commenting (for example, comments of a sexual nature about a person's appearance or dress, unsolicited or unwelcome sexual advances or requests for sexual intimacy, sexually explicit emails or other electronic communications/messaging);
2. (ii) subjecting someone to harm for rejecting unwanted conduct of a sexual nature (or complaining about such conduct), or indicating that acceptance of such unwanted conduct will lead to favourable treatment;
3. (iii) verbal abuse including shouting, threats, swearing or insulting behaviour;
4. (iv) sexist or racist jokes, jokes about an individual's age, sexual orientation or physical or mental attributes, or jokes of a sexual nature;
5. (v) unwanted comments or "jokes" that offend the recipient;
6. (vi) the display or circulation of sexually suggestive or racially abusive material;
7. (vii) ridiculing or annoying someone in private or in public;

8. (viii) spreading rumours or insulting anyone directly or indirectly;
9. (ix) refusing to communicate, excluding individuals or groups or isolating them socially;
10. (x) intentionally setting unrealistic targets or deadlines;
11. (xi) belittling an individual's creative input or other abilities;
12. (xii) constant criticism that cannot be justified;
13. (xiii) cyberbullying, e.g. making or posting discriminatory or derogatory comments on discriminatory or derogatory comments on social media or abuse through instant messaging;
14. (xiv) mobbing (where more than one perpetrator is involved); and
15. (xv) victimisation.

While PLAYA ATLANTICO, S.A.'s primary concern is to ensure that no form of bullying, discrimination or harassment occurs in the workplace, you are also expected to comply with this Policy outside of work, including, for example, at PLAYA ATLANTICO, S.A. social events and activities, at informal social events with colleagues, during travel to and from work and in all interactions with colleagues.

The principles of this Policy also apply to how PLAYA ATLANTICO, S.A. employees treat visitors, applicants, customers, suppliers and former colleagues.

3. What happens if you breach this Policy?

The highest standards of conduct are required of everyone, regardless of seniority and how PLAYA ATLANTICO, S.A. employs/contracts them. Breaches of this Policy will not be tolerated, and any employee found guilty of bullying, harassment or discrimination or any other breach of this Policy runs a significant risk of being subject to disciplinary or other action, up to and including immediate termination of their employment.

4. Reporting bullying, discrimination or harassment

PLAYA ATLANTICO, S.A. encourages you to report, as soon as possible, any acts of bullying, discrimination or harassment (either against you or that you have witnessed against another person). Reports should be made to one of the following:

- - Javier Mesa. Telephone: +34 605845635
- Email: javiermesa01@gmail.com

All complaints will be treated in a fair, confidential and sensitive manner. In addition, all employees will be protected against victimisation, coercion, intimidation, retaliation, interference or discrimination for reporting in good faith any alleged act of bullying, discrimination or harassment or participating in an investigation of a complaint of bullying, discrimination or harassment. Such victimisation is unlawful.

Please complete and sign the following page and return it immediately to the legal representative of PLAYA ATLANTICO, S.A.

I, holder of ID / N.I.E. number , confirm that I have been given a copy of the PLAYA ATLANTICO, S.A. Anti-Bullying and Harassment Policy. By signing below, I confirm that I have read, understood and agree to abide by the provisions contained in the Anti-Bullying and Harassment Policy. I understand that my failure to comply with the Anti-Bullying and Harassment Policy may result in disciplinary or other action, up to and including immediate termination of my employment.

Signed: Name:

Date:.....

