



THIS DOCUMENT IS AN OFFICIAL TRANSLATION OF THE POLISH ORIGINAL

Solidarity Fund PL Anti-harassment and Anti-discrimination Policy

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Adopted by the Board decision no 2023/02/01 on 01.02.2023

Objective and scope

Document objective

This Anti-Discrimination and Anti-Harassment Policy of Solidarity Fund PL ("Policy") defines the principles and procedures for counteracting harmful incidents at SFPL. These incidents, in particular, but not limited to discrimination, harassment, bullying, sexual harassment, and conflicts, hinder positive relationship development between SFPL employees and collaborators, Partners and Counterparties, as well as the establishment of a nurturing work environment, therefore becoming an obstacle to SFPL's mission and tasks.

Application

The document is addressed to all Solidarity Fund PL employees and collaborators.

The Policy covers recruitment, employment, remuneration, promotion, disciplinary action, termination, dismissal, access to benefits and training, as well as other aspects of employment, and participation in events organised or hosted by SFPL.

The Policy applies in SFPL's work environment as well as at all events, such as meetings, conferences and symposia, general assemblies, receptions, scientific and technical events, expert sessions, workshops, exhibitions, festivities, observation and study visits, and any other types of gatherings organised, hosted, or financially supported, entirely or partly, by SFPL.

Legislation and SFPL document hierarchy

The Policy is secondary to Council Directive 2000/78/EC of 27 November 2000 establishing a general framework for equal treatment in employment and occupation ("Equal Treatment Directive"),

the Act of 3 December 2010 on the implementation of certain provisions of the European Union on equal treatment (Polish Official Journal: Dz.U. 2010.254.1700, as amended), the Labour Code of 26 June 1974 (Dz.U. 1974.24.141, as amended) as well as other legislation in force in the European Union and in other countries where SFPL organisational units are based. In the event of conflicting provisions of this document and the applicable laws in a given country in which the organisational unit is based, the Policy will be adapted to fit the conditions of the applicable laws by preparing Anti-Discrimination and Anti-Harassment Regulations.

Where applicable laws represent a different level of protection of the rights and freedoms of personal data subjects, the rules providing for more strict protection will be applied.

To the extent not covered by this document, the SFPL Work Regulations and the relevant by-laws of SFPL's organisational units will be applied. In the event of a conflict (other than between this document and the applicable laws) between the Work Regulations or the by-laws of the organisational units, this Policy will be applied.

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Definitions

Discrimination - unequal treatment (one that is less favourable in a comparable situation) to the establishment and termination of employment, terms and conditions of employment, promotion and access to training to improve professional qualifications, in particular based on sex, age, disability, race, religion, nationality, political beliefs, union membership, ethnic origin, religious denomination, sexual orientation, gender identity, temporary or permanent, or part- or full-time employment -

in direct or indirect form, however, it will not constitute discrimination where the situation of an employee is treated differently in the cases specified in the Labour Code and other legislation.

Other manifestations of discrimination:

a) harassment - unwanted behaviour with the purpose or effect of violating the dignity of an employee and creating an intimidating, hostile, degrading, humiliating atmosphere.

b) sexual harassment - unwanted behaviour of sexual nature, or in relation to the gender of an employee with the purpose or effect of violating the dignity of an employee, in particular when creating an intimidating, hostile, degrading, humiliating or offensive atmosphere, with such behaviour possibly including physical, verbal, or non-verbal features.

c) encouraging violation of the equal treatment principle - encouraging another person to violate the principle of equal treatment in employment, or when a person is ordered to violate that principle

Examination commission - a joint body appointed by employees to examine cases that involve circumstances implying harassment or discrimination.

Conflict - a dispute between two or more persons, accompanied by tension and negative emotions, resulting in a deteriorating relationship between these persons and potentially undesirable behaviour and activity.

Anti-Harassment and Anti-Discrimination Coordinator - a person appointed by the President of the SFPL Management Board who receives reports of circumstances implying harassment or discrimination, carries out preliminary proceedings, including mediation, and coordinates tasks under this Policy.

Mediation - activities undertaken by the Coordinator during the preliminary proceedings, to resolve a given dispute or conflict in an amicable fashion and with a settlement.

Harassment (mobbing) - activity or behaviour concerning an employee or directed against an employee, with the effect of persistent and long-term harassment or intimidation of the employee, resulting in a decreased evaluation of his/her professional abilities, or which is aimed at or results in the humiliation or ridicule of the employee, his/her isolation, or elimination from the group of colleagues.

Accused party - an employee who is alleged to have been harassing or discriminating against others.

Anti-harassment and anti-discrimination bodies - the Examination Commission and the Anti-harassment and Anti-discrimination Coordinator.

Reporting party - an employee who believes to have been harassed or discriminated against or a person making a such report on behalf of another individual or group of individuals.

Employer – Solidarity Fund PL (Fundacja Solidarności Międzynarodowej) (“SFPL”), represented by the President of the Management Board or an authorised agent.

Employee - any person employed by Solidarity Fund PL based on an employment contract or holding a certain function in the Supervisory Board or the Management Board of Solidarity Fund PL.

Party - the accused party or the reporting party.

Collaborator - a person engaged by Solidarity Fund PL based on a contract for services or other similar contracts.

Report - a notification reported in writing or verbally to the Anti-Harassment and Discrimination Coordinator concerning certain circumstances implying harassment or discrimination. A report can be filed by an employee who believes to have been harassed or discriminated against or by a third party on his / her behalf.

For any expressions not defined in this document, the definitions of the Labour Code and the Act of 3 December 2010 on the implementation of certain provisions of the European Union on equal treatment will be applied.

Chapter I - Objectives and principles

1. Objectives

- 1.1. This Policy supports and develops the existing work culture at Solidarity Fund PL which is based on mutual respect, inclusivity, diversity, and solidarity.
- 1.2. The Policy promotes the SFPL's respect for every human being, regardless of gender, health (including pregnancy), age, race, religion, national or ethnic origin, political opinion, union affiliation, religion, or lack thereof, sexual orientation and gender identity, citizenship, marital status, or any other reason.
- 1.3. The objective of the Policy is to protect the SFPL employees and recruits against undesired and adverse consequences of such circumstances.
- 1.4. The Policy aims at fostering a sense of accountability among the SFPL staff for their appropriate behaviour, effective communication, and good cooperation.

2. Principles

- 2.1. SFPL will not accept any incidents of harassment and discrimination, hence qualifying such activity as harmful to staff, recruits, and participants of SFPL events as well as to Solidarity Fund PL as an organisation.
- 2.2. It is likewise harmful and unacceptable to escalate or tolerate situations of conflict that violate the principles of community life, and actions that violate the personal dignity of the employees or participants of SFPL events.
- 2.3. Solidarity Fund PL obliges its employees not to engage in any harassment or discrimination, and to prevent the same.
- 2.4. Solidarity Fund PL takes measures as set out in the Policy to ensure that the work environment is free from harassment, discrimination, and other forms of violence.

3. Key tasks

The SFPL Anti-harassment and Anti-discrimination Policy provides for the following initiatives of interventional, preventive, and supportive nature:

- 3.1. Implementation of SFPL procedures against harassment and discrimination in line with this Policy;
- 3.2. Provision of anti-harassment and anti-discrimination training for employees and collaborators.

- 3.3. Publication of anti-harassment and anti-discrimination guides on the SFPL website;
- 3.4. Requiring that SFPL event participants are informed about the anti-discrimination and anti-harassment principles;
- 3.5. Arrangement of support for employees affected by harassment or discrimination, according to dedicated by-laws.
- 3.6. Informing potential employees about this Policy at the time of posting recruitment ads or announcements.

4. Reporting rights

- 4.1. Every SFPL employee, a participant in SFPL events or any person taking part in SFPL's recruitment processes, who is the object of harassment or discrimination, has the right to report such activity either verbally or in writing to the Anti-Harassment and Anti-Discrimination Coordinator and to demand that SFPL eliminate such activities, mitigate their consequences, and impose sanctions against those accountable. The right to report is also vested in any person who witnesses harassment or discrimination against another person or who has credible information about such activity or behaviour.
- 4.2. In case a reporting party has legitimate concerns about the possibility that his or her identity may be disclosed in the course of the procedures described in this Policy, he or she may use the procedure provided for in the SFPL Whistleblowing Policy.
- 4.3. The reporting party who exercises his/her rights under this Policy, including the anti-harassment and anti-discrimination procedure, will not be precluded from seeking further legal protection under generally applicable laws.

5. Criminal, disciplinary or contract liability

- 5.1. Harassment and discrimination as defined in this Policy are a breach of the fundamental employee duties and may serve as grounds for the employer to apply certain sanctions under labour law regulations. A person who discourages or prohibits reporting or otherwise intimidates or punishes the reporting party will have the same liability.
- 5.2. Undesirable behaviour of a person who is employed based on a contract for services as defined in this Policy constitutes misconduct that may be subject to criminal or civil liability.
- 5.3. Undesirable behaviour of a participant of an SFPL event as defined in this Policy constitutes misconduct that may be subject to criminal or civil liability and cause the participant to be removed from the event or temporarily / permanently banned from other SFPL events in the future.

6. Unfounded reporting

- 6.1. The unfounded and unjustified accusation of harassment or discrimination is subject to liability under the Labour Code, the Civil Code, or the Criminal Code.

7. Employee and participant liability

- 7.1. Team leaders and supervising employees are required to:

- a) monitor the work environment to ensure that acceptable standards of behaviour are maintained at all times;
- b) directly nurture the appropriate behaviour;
- c) promote the anti-discrimination and anti-harassment policies in the workplace;
- d) treat all complaints seriously and take immediate action to examine and resolve a given issue;
- e) promptly forward complaints to the Anti-Harassment and Anti-Discrimination Coordinator;
- f) ensure a safe and respectful environment at work.

- 7.2. All employees and SFPL event participants are required to:

- a) follow the anti-discrimination and anti-harassment policy of Solidarity Fund PL;
- b) offer support to anyone being harassed and inform them where they can get help and advice;
- c) maintain strict confidentiality when providing information during the examination of a complaint. Spreading any rumours or hearsay may expose the spreading party to accusations of defamation and such proceedings.

Chapter II – Anti-harassment and Anti-discrimination Procedure

8. Anti-harassment and anti-discrimination body

8.1. Anti-harassment and Anti-discrimination Coordinator

8.1.1. The tasks of the Coordinator who is appointed and dismissed by the President of the SFPL Management Board include the following in particular but not limited to:

- a) to take reports of certain circumstances implying harassment or discrimination;
- b) to conduct preliminary proceedings, including the mediation with the consent of the parties;
- c) to forward a case assessment to the employer, together with conclusions and actions recommended to eliminate any irregularities identified, prepared by the Examination Commission in a given case;
- d) to monitor SFPL's activities for potential harassment and discrimination incidents;
- e) to take initiative aimed at preventing harassment and discrimination, including to disseminate knowledge about such concepts and best practices.

8.1.2. The Coordinator may be dismissed in the following events:

- a) a written declaration of resignation has been submitted by the Coordinator;
- b) the Coordinator has been ill or absent for a prolonged period and it has been preventing the performance of tasks;
- c) the basis of employment has ceased to exist;
- d) the Coordinator has been convicted with a final and lawful judgment for a wilful misconduct offence that is prosecuted by public indictment.

8.1.3. The Coordinator should have knowledge and experience in labour law, and especially in the area of harassment and discrimination, mediation, and protection of personal data, as well as enjoying an undisputable reputation.

8.1.4. In any matters relating to the scope of its tasks, the Coordinator is independent and reports only and exclusively to the President of the SFPL Management Board.

8.1.5. The Coordinator is authorised to process personal data and will file a relevant declaration according to the template attached in Appendix 2 to this Policy.

8.2. Examination Commission

- 8.2.1. The Examination Commission consists of 3 members who are elected by SFPL employees for a term of three years.
- 8.2.2. All employees of Solidarity Fund PL enjoy the right to vote on candidates and be voted as a candidate to the Examination Commission, however subject to section 8.2.7.
- 8.2.3. If there are no candidates or a spot in the Commission has not been taken, any missing members may be appointed by the President of the SFPL Management Board based on the recommendations of the Coordinator.
- 8.2.4. The Conflict of Interest Commission regulations on the appointment of its members applies (accordingly) to the appointment of the members of the Examination Commission.
- 8.2.5. The Chairperson of the Commission is elected from among its members, by voting during the first meeting.
- 8.2.6. The Coordinator has the right to participate in the work of the Commission, however without the right to vote on the acceptance and the assessed legitimacy of a given report, as referred to in section 9.3.9.
- 8.2.7. A member of the Commission may not be any head of an SFPL organisational unit or a member of any SFPL bodies. Nor can it be any person holding a director position or the function of the Anti-harassment and Anti-discrimination Coordinator.
The Chairperson and members of the Commission must file a relevant declaration according to the template attached as Appendix 4 to this Policy.
- 8.2.8. A member of the Commission will refrain from taking part in the work of the Commission if:
 - a) the member is the reporting party or the accused party;
 - b) the member is subordinated to or otherwise dependent on the reporting party or the accused party in such a way that may give rise to reasonable doubts as to impartiality;
 - c) the member is family or in a relationship with the party in such a way that may give rise to reasonable doubts as to impartiality.

The exclusion of a member of the Commission will be confirmed by the Chairperson of the Commission or, if the exclusion applies to the Chairperson, by the President of the SFPL Management Board.

- 8.2.9. The tasks of the Coordinator include the following in particular but not limited to:

- a) to hear the reporting party who believes that he/she has been harassed or discriminated, the party accused of the harassment or discrimination, as well as any witnesses;
- b) to analyse the evidence submitted by the parties referred to in (a);
- c) to assess the legitimacy of the report;
- d) to issue action proposals aimed at the elimination of any irregularities identified.

8.2.10 In any matters relating to the scope of their tasks, the members of the Commission are independent and report only and exclusively to the President of the SFPL Management Board.

9. Report handling

9.1. Preliminary proceedings

9.1.1. Within 5 days of receipt of a report, the Coordinator performs an initial analysis and promptly interviews the reporting party.

9.1.2. If the analysis of the report or the interview with the reporting party makes the circumstances likely implying the possible harassment or discrimination, the Coordinator may (with the agreement of both parties) host mediation between them.

9.1.3. If the parties do not agree to such mediation or if the mediation does not result in a settlement, the Coordinator will promptly forward the issue to the President of the SFPL Management Board for the examination procedure referred to in section 9.3. of the Policy.

9.1.4. If it is the President of the SFPL Management Board who is the accused party, the Coordinator will forward the issue to the Chairperson of the Supervisory Board. In such an event, the provisions of sections 8.2, 9.3 and 10.1 will be applied accordingly.

9.1.5. If determined that the circumstances described in the report do not amount to harassment or discrimination, the Coordinator may:

- a) attempt to resolve the dispute or the conflict in an amicable fashion; or
- b) qualify the report as unfounded and communicate it to the President of the SFPL Management Board as well as the parties involved.

9.1.6. If the reporting party does not accept such qualification of the report as unfounded, he/she may appeal to the President of the SFPL Management Board, in writing, within 7 days of receipt of such information. The President of the SFPL Management Board will make the final decision within 7 days of the appeal.

- 9.1.7. If, due to the absence of the reporting party who has notified the Coordinator of the circumstances implying the harassment or discrimination, the interview referred to in section 8.1.1 cannot be conducted and the seven-day time limit will not run or, if already started running, it will be suspended until the day on which the party appears for the interview.
- 9.1.8. In the event of an anonymous report or if the reporting party has requested his/her anonymity or anonymity of the person on whose behalf the report is made, the Coordinator will inform the party that:
- a) the refusal will be communicated to both the reporting party and the accused party, as well as to the President of the SFPL Management Board;
 - b) where the case will be referred to the Examination Commission, its Chairperson will inform the accused party of the initiated proceedings;
 - c) both parties will be made familiar with their identities once they agree to the mediation;
 - d) where not possible to clarify the issue without disclosing the identity of the other party to the accused party, the Chairperson will inform the reporting party about it.

9.2. Mediation

- 9.2.1. The mediation will commence within 14 days of both parties agreeing to enter the mediation, and the entire proceedings will last no longer than 30 days unless the parties agree to an extension.
- 9.2.2. The mediation is aimed at reaching an amicable solution to the dispute, followed up by a mutual settlement.
- 9.2.3. The settlement will contain arrangements made by the parties, including their mutual obligations and the possible time limit for their implementation, according to the template attached as Appendix 6 to this Policy. The settlement will be signed by both parties as well as the Coordinator.

9.3. Examination proceedings

- 9.3.1. If the parties do not agree to the mediation or refuse to commit to a settlement between them, then within 7 days of receipt of such information the Coordinator will forward the issue to the Examination Commission and communicate it to the President of the SFPL Management Board as well as the parties involved.
- 9.3.2. The Commission will meet once summoned by its Chairperson as needed for the proceedings. Minutes of the Commission meeting will be drawn up, according to

the template attached as Appendix 7 to this Policy and will be signed by the Chairperson and all members of the Commission present.

- 9.3.3. The Commission will commence the proceedings as soon as it has been summoned, but no later than 7 days after receiving a given issue forwarded to it by _____ the _____ Coordinator.
- 9.3.4. Where there is a prolonged obstacle preventing the examination, it will be suspended for the duration of the obstacle. The proceedings will be initiated within 7 days of when such an obstacle ceases to apply.
- 9.3.5. Unexcused absence of a summoned party or other persons summoned to a meeting of the Commission will not suspend the proceedings.
- 9.3.6. The proceedings of the Commission are closed to the public. The Commission will carry out the proceedings according to the principle of impartiality and the rules of security and confidentiality, i.e., the members of the Commission are required to keep confidential any information obtained in the proceedings.
- 9.3.7. At the request of the Coordinator or the Chairperson of the Commission, employees are required to make available documents as necessary for the clarification of a given case and provide any information to establish and clarify the circumstances reported.
- 9.3.8. The proceedings should complete within 1 month of the date of summoning the Commission. In justified cases, the Chairperson of the Commission may extend the time limit for the completion of the proceedings and will communicate it to the parties concerned as well as the Coordinator.
- 9.3.9. The assessment of the legitimacy of a report, together with conclusions and action proposals aimed at eliminating any irregularities identified, will be communicated by the Commission to the President of the SFPL Management Board and the Coordinator within 3 days of concluding the examination proceedings.
- 9.3.10. If the Commission qualifies a given report as legitimate, the President of the SFPL Management Board will take action to remedy any irregularities identified, including enforcement of liability for the harassment or discrimination, and will aid and support the harmed party who has been subjected to the harassment or discrimination.

10. Harassment or discrimination liability

- 10.1. If the President of the SFPL Management Board takes actions to eliminate any irregularities identified, where the party accused of harassment or discrimination is:

- a) an employee or a collaborator - the party will be subject to sanctions under the Labour Code or the Civil Code, including the right of the employer to change the terms of employment or remuneration, terminate the employment without further notice for reasons attributable to the employee, or terminate the contract for services without payment of any compensatory damages;
- b) a participant of an SFPL event - the party may be excluded temporarily or permanently from the event or any future SFPL events, or may be excluded from ongoing or future contracting or grant procedures;
- c) irrespective of any employment- or contract-related liability, a person committing the harassment or discrimination may be subject to criminal or civil liability.

Chapter III – Final provisions

11. Notification obligations

- 11.1. Information about this Policy will be included in recruitment notices/job ads as a link to the text of this document is available at www.solidarityfund.pl.
- 11.2. When hiring new employees, the HR Team will make them familiar with the Anti-Harassment and Anti-Discrimination Policy immediately before the start of employment.
- 11.3. SFPL employees will be notified about the adoption of this Policy using the customary forms of communication used by Solidarity Fund PL.

12. Documentation

- 12.1. Preliminary proceedings documentation, including the mediation and the examination parts, will be retained at SFPL for six years, and in special cases for a period required under dedicated regulations of the Labour Law, the Criminal Procedure Code, and the Civil Code, in line with the provisions of the Data Protection Policy and the Personal Data Protection Policy.

13. Summary reports

- 13.1. The Coordinator will provide a summary report to the President of the SFPL Management Board by the 31st of January every year concerning the incidence of harassment and discrimination events at Solidarity Fund PL in the previous year, together with action proposals aimed at preventing harassment, discrimination, potential conflicts, with the initial report to cover the period from the enactment of the Policy to the end of the next calendar year.

14. Conflicting laws

- 14.1. In any matters not provided for by the Policy, the provisions of the Labour Code, the Civil Code, other FSM policies and regulations, and donor agreements will be applied accordingly.
- 14.2. In the event, a given donor agreement provides for a better standard of protection or scope of application, then such agreement will prevail over this Policy.

15. Period and application

- 15.1. This anti-harassment and anti-discrimination procedure applies to reports of harassment or discrimination incidents occurring since the date of enactment of this Policy, including reports of incidents that occurred up to 3

years before the entry into force of the Policy.

- 15.2. This anti-harassment and anti-discrimination procedure will not be applied to events which are the subject of other proceedings, such as whistleblowing procedures, contracting or grant procedures, or proceedings before law enforcement authorities or courts.

16. Application to organisational units

- 16.1. Organisational units of Solidarity Fund PL will adopt this Policy within 30 days of its enforcement by the Headquarters.
- 16.2. The SFPL organisational units may adopt higher standards of protection or a wider scope of application than those set out in this Policy.
- 16.3. The organisational units appoint their Coordinators and Commissions that are referred to in the Policy, and the provisions on the appointment or election of anti-discrimination bodies will be applied accordingly.
- 16.4. In special cases where justified by a small number of employees or more specific regulations of domestic law, the head of an organisational unit may request the President of the SFPL Management Board to waive the requirement to have the Coordinator or the Examination Commission. In this case, the organisational unit will be reporting to the relevant bodies established by the Headquarters.

17. Approval, enforcement, and periodic reviews

- 17.1. This policy is approved by the President of the SFPL Management Board.
- 17.2. The HR Team carries out a periodic review, at least every 5 years and upon every change of the Polish or European legislation in the area of anti-discrimination law.

Attachments:

- Appendix 1 - Personal data processing authorisation - Anti-harassment and Anti-discrimination Coordinator
- Appendix 2 - Coordinator's declaration of confidentiality
- Appendix 3 - Personal data processing authorisation – a member of the Examination Commission
- Appendix 4 - Examination Commission member's declaration of confidentiality
- Appendix 5 - Draft request for appointment of Examination Commission members not selected in voting
- Appendix 6 - Draft settlement upon mediation
- Appendix 7 - Draft minutes of Examination Commission

Appendix 1 - Personal data processing authorisation

I hereby authorise:

.....

(full name)

to process personal data as well as to operate the IT system and its component devices as needed for the tasks to be carried out with and under the function of the Anti-Harassment and Anti-Discrimination Coordinator.

This authorisation is issued for the term of office of the Anti-Harassment and Anti-Discrimination Coordinator.

.....

(date and signature of authorising person)

Appendix 2 - Declaration of confidentiality of Anti-Harassment and Anti-Discrimination Coordinator

In connection with my appointment as Anti-Harassment and Discrimination Coordinator, I hereby declare that I will keep confidential any information as may be obtained from time to time in connection with the function held by me.

.....

(date and legible signature of Coordinator)

Appendix 3 - Personal data processing authorisation No.

I hereby authorise:

.....

(full name)

to process personal data as well as to operate the IT system and its component devices as needed for the tasks to be carried out with the appointment as a member of the Examination Commission.

This authorisation is issued for the term of office of the member of the Examination Commission.

.....

(date and signature of authorising person)

Appendix 4 - Declaration of confidentiality of a member of the Examination Commission

In connection with my appointment as a member of the Commission, I hereby declare that I will keep confidential any information as may be obtained from time to time in connection with the function held by me.

.....

(date and legible signature of Commission member)

Appendix 5 - Request for appointment of a member of the Examination Commission

In connection with the voting held to appoint members of the Examination Commission, I hereby inform you that there have been too few candidates/ certain candidates have withdrawn/
an insufficient number of votes has been given for* to fill in the remaining seat(s) in the Commission.

Therefore, based on section 8.2.3 of the SFPL Anti-Harassment and Anti-Discrimination Policy, I recommend the appointment of
as a member of the Commission.

.....
(date and legible signature of Coordinator)

*delete as appropriate

Appendix 6 - Settlement upon mediation

concluded on in by and between:

Mr/Ms,

("Reporting Person")

and Mr/Ms.....,

("Party").

Article 1

The participants of the mediation procedure hereby express their consent to bring to an amicable end the dispute/conflict related to the report of which concerned certain circumstances implying an event of harassment or discrimination, filed by the Anti-Harassment and Anti-Discrimination Coordinator, and wish to close this mediation procedure by entering into the settlement upon mediation.

Article 2

Having regard to the above, the parties to the mediation procedure agree as follows:.....

The Party agrees to within..... days of the date of this settlement.

Article 3

The Reporting Person declares that, about the above position of the Party,

1. the Reporting Person consents to the conditions referred to in Article 2 above,
2. agrees to withdraw the causes of accusation, which were the subject of the report of, within days of the date on which the Party fulfils its undertaking referred to in Article 2 of this settlement.

Article 4

The participants of the mediation procedure jointly represent that the hereby settlement exhausts their all claims against each other as may be connected with the event that occurred.

Article 5

This settlement upon mediation has been drawn up in three identical counterparts, one for each participant and one for the Anti-harassment and Anti-discrimination Coordinator.

Signatures of mediation participants:

.....

Signature of Coordinator

Appendix 7 Examination Commission minutes

concerning a report filed

by.....

(full name)

on

The Examination Commission is composed of:

- 1. Chairperson:
- 2.
- 3.

took the following actions during its proceedings:

.....

.....

.....

and the following facts and circumstances of the case have been found:

.....

.....

.....

Follow-up actions are recommended:

.....

.....

.....

Signatures of the Chairperson and members of the Commission:

- 1.
- 2.
- 3.

Document information sheet

	Function	Full name	Date and signature
Prepared by	Compliance Specialist	Rafał Ciesielski	/-/ 01.02.2023
Verified and approved by	Financial Director	Marcin Prengowski	/-/ 01.02.2023
Approved by	Managing Director	Aleksandra Jarosiewicz	/-/ 01.02.2023
Next periodic review	HR Specialist	01.02.2028	

Document changes

Ref.	Description	Date
1.	Document created	18.11.2022