

**ADOPTION OF MEASURES AND RULES TO ADDRESS HARASSMENT AND VIOLENCE IN THE  
WORKPLACE**

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## **PART I: "POLICY FOR PREVENTING AND COMBATING VIOLENCE AND HARASSMENT"**

### **1. INTRODUCTION**

The purpose of this policy is to prevent and combat all types of discrimination based on personal characteristics and choices, as well as any violence and harassment that occurs at work, whether associated with it or arising from it

The company trading under the name "INDUSTRIAL-MEDICAL GAS PLANT OF CRETE - MOBIAK SA" (**hereinafter referred to as the "Company"**) declares that it recognizes and respects every person's right to a work environment free of violence and harassment, and that it will not tolerate any such behavior by anyone.

The Company complies with all measures and requirements pertaining to the implementation of Part II of Law 4808/2021 aiming to prevent and address all forms of violence and harassment, including gender-based and sexual harassment.

In accordance with the provisions of Law 4808/2021, the Company has developed the "**Policy for the Prevention and Fight against Violence and Harassment**" (**hereinafter "the Policy"**), the primary goal of which is to create and consolidate a working environment that respects, promotes, and protects human dignity and every person's right to a world of work free of violence and harassment.

#### **A. Sub-objectives of the Policy**

The Policy is aimed to prevent and address violence, harassment, and sexual harassment, and in particular:

- To inform the employees of the Company, regardless of the type of contract they have with the Company or position they hold, regarding the concepts of "violence and harassment," "harassment" and "sexual harassment," the protection provided by the applicable legislation against behavior that may constitute sexual harassment or harassment, their rights whenever they may be subjected to violence or harassment or sexual harassment, and the actions they must take when they consider themselves to be victims of harassment or sexual harassment.
- To encourage workers/employees of the Company, regardless of the type of contract with the Company or position held, to participate in and contribute to the prevention and mitigation of workplace violence, harassment and sexual harassment, as well as the formation of a friendly working environment for all employees, regardless of gender or sexual orientation.
- To promote the education and training of employees/workers employed by the Company, regardless of the type of contract they have with the Company or the position they hold, on the importance of:
  - (a) the principle of equal treatment between men and women;
  - (b) the prohibition of discrimination based on gender or sexual orientation, and
  - (c) the prevention, addressing and combating of violence, harassment or sexual harassment.

- To promote collaboration between management and employees/workers employed by the company in order to maintain a healthy and safe working environment with unique and consistent features such as mutual respect, friendliness, honesty, understanding, and mutual support.
- To provide immediate protection to any employee who believes he or she is being sexually or otherwise harassed or has been sexually or otherwise harassed, as well as possible retaliation against him or her as a result of sexual or other harassment repulsion or the filing of a sexual or other harassment complaint.
- To define the obligations of the management whenever it suspects an incident of violence, harassment or sexual harassment, or becomes aware of such an incident or receives a complaint.
- To guide the management on how to properly and promptly deal with complaints about violence, harassment or sexual harassment and to protect the victims and other parties involved in the investigation of each complaint.

## **B. Statement - Commitment**

As a first step in declaring its commitment to combating sexual harassment, harassment, and violence, the Company issues a Policy Statement stating that:

- Gender-based discrimination, violence, harassment and sexual harassment are strictly prohibited.
- Workers and employees, regardless of contractual/employment status, as well as the Company's management, are required to comply with and support everything outlined in the Policy.
- Workers and employees, regardless of contractual/employment status, as well as the Company's management, are required to maintain complete confidentiality while submitting data as part of a complaint investigation. Commenting on confidential information and/or propagating rumors will not be tolerated.
- Workers and employees, regardless of contractual/employment status, as well as the Company's management and job applicants or other persons who work with the Company, have the right to be treated with equality and decency.
- Violence, harassment and sexual harassment in the workplace will not be allowed or tolerated and the Company will take appropriate measures for this purpose, as outlined in relevant legislation and policy.
- Complaints of violence, harassment, or sexual harassment shall be treated with urgency, seriousness, and complete confidentiality.
- Workers and employees, regardless of contractual/employment status, as well as the Company's management, will be protected from victimization, adverse treatment, and adverse change in conditions as a result of their contribution (e.g., complaint, testimony) to the investigation of a complaint of violence, harassment, or sexual harassment.
- Any behavior that deviates from the policy will have repercussions for the offender, including the possibility of dismissal.

The Policy shall be communicated to all of the Company's employees and partners and prominently posted on its premises and on its website.

## **2. SCOPE OF THE POLICY - PERSONS CONCERNED**

This Policy is adopted according to Articles 9 and 10 of Law 4808/2021 and their implementing laws, and it applies to individuals referred to in Article 3(1) of Law 4808/2021. That is, it applies to employees and employees with a work contract, independent services or a paid mandate, employees via third-party providers, and apprentices.

The Policy applies to workplaces as well as locations for corporate or group meetings, conferences, and work-related events, whether on the Company's or Group's premises or elsewhere, whether in person, online, or by phone.

## **3. FORMS OF HARASSMENT - BULLYING AND SEXUAL HARASSMENT**

### **A. Definitions**

Article 4 of Law 4808/2021 describes "violence and harassment" in the workplace:

(a) "violence and harassment" are defined as the types of conduct, acts, practices or threats thereof, which aim, lead to or are likely to result in physical, psychological, sexual or economic harm, whether occurring individually or repeatedly,

(b) Harassment is defined as forms of conduct whose purpose or result is the violation of the dignity of the person and the creation of an intimidating, hostile, degrading, humiliating or offensive environment, regardless of whether they constitute a form of discrimination, and include harassment on the grounds of sex or other grounds of discrimination.

(c) Gender-based harassment means forms of conduct related to the sex of a person, which aim or result in the violation of the dignity of that person and the creation of an intimidating, hostile, degrading, humiliating or offensive environment as referred to in Article 2 of Law 3896/2010 (Government Gazette Series I No. 107) and Article 2(2) of Law 4443/2016 (Government Gazette, Series I, No 232). These forms of behavior include sexual harassment of Law 3896/2010, as well as forms of conduct linked to the sexual orientation, expression, identity or sexual characteristics of the person.

Harassment and intimidation are defined as one individual's unwelcome behavior that is intimidating, malicious, annoying, disrespectful, humiliating, or disparaging to another person. It may be related to, but not limited to, the other's age, gender, sexual preferences, race, disability, religion, or views, and it can be a recurring or single incident. It can be verbal, nonverbal, or violent, and it does not always take place face to face.

### **B. Forms of harassment and intimidation**

The following behaviors are indicative rather than restrictive **examples of workplace bullying**:

- Spread of gossip and rumors
- Making disrespectful or harsh remarks about other people's private life
- Targeting someone with screams and wrath

- Exclusion from activities and social events
- Indicates or signs that the employee ought to quit their job
- Repeated and continual reminder of errors and omissions
- Continuous criticism of one's work and efforts
- Pranks and jokes by third parties who dislike the individual
- Making false claims against someone
- Removing substantial areas of responsibility and replacing them with trivial or insignificant tasks

#### C. Forms of sexual harassment

**Sexual harassment** is a repulsive form of gender-based violence that includes unwelcome and unpleasant gender-based behavior that undermines human dignity. It includes physical, psychological, vocal, and nonverbal behavior that might manifest as:

- Humiliating/derogatory command
- Ridiculous comments, verbal insults, insults, and threat
- Repeated teasing for particular traits in the appearance.
- Offensive jokes
- Viewing offensive and explicit material
- Inciting others to do the aforesaid
- Physical contact, unwanted touch, hug or kiss
- Allusions and innuendo, or sexual demands
- Inappropriate assault or rape
- Sex jokes, sexist comments, sexual embraces and whispering
- Requesting sexual favors and dates
- Persistent surveillance within and outside the workplace

Typical verbal forms of sexual harassment are listed immediately below:

- Having discussions regarding sexual issues at work
- Personal questions about social or sexual life
- Questions regarding sexual tastes, stories or fantasies
- Sexual reviews regarding the body, appearance, or attire
- Spreading false rumors regarding somebody's sex life
- Sending kisses, and kissing sounds
- Comments about individual attributes (e.g., body parts)
- Sexual discussions (preferences etc.)
- Sexually explicit jokes
- Sexually oriented proposals
- Calling someone "doll" and "sweetness", "baby" or other sexist comments

- Sexual innuendos

Non-verbal types of sexual harassment are recognized as the following or similar:

- Derogatory sounds (whistles, etc.)
- Touching clothing, hair, or other body parts
- Gestures
- Hints through looks
- Exposure of bodily parts
- Unwanted, rude sexual e-mail text messages or SMS or offensive and inappropriate proposal on social media sites

However, it should be noted that it is typical and expected in a modern workplace for employees to spend a large part of their day engaging in social activities in addition to professional ones.

**What should be highlighted is the unwanted aspect of behavior.** None of the aforementioned behaviors constitute sexual harassment if they are not unwelcome by the recipient or are not of such a kind and nature that they impair the dignity of men and women. There is no question of sexual harassment if the behavior is acceptable and carried out with the parties' consent.

The perpetrator's intention (good or bad, innocent or guilty, suspicious or unaware) is totally irrelevant and immaterial. Behavior that qualifies as sexual harassment is not negated by good intentions.

The company takes all appropriate measures within the limits of its capabilities and makes any reasonable adjustment of working conditions for the protection of employment and the support of employees – victims of domestic violence.

#### **4. Instructions for employees and management to prevent and address harassment and sexual harassment**

##### A. Guidelines for preventing sexual harassment and violence.

- Seek comprehensive and unbiased information on legislation governing violence, harassment, and sexual harassment, as well as protective mechanisms
- Participate in actions and initiatives to address the root causes of gender discrimination, stereotypes, and prejudices that promote violence, harassment, and sexual harassment
- Refrain from making talks, comments, insinuations, gestures, or expressions that target or refer to another person's sex, sexual orientation, or gender identity
- Correct your behavior when you realize it is irritating or insulting another individual, and you feel free to apologize
- When you observe behavior that irritates or degrades you, you establish your personal limits with others
- You collaborate with management to improve the working environment and implement the Policy.

## B. Guidelines for addressing violence, harassment, and sexual harassment

The recipients of violence, harassment or sexual harassment frequently attempt to ignore or conceal it. Avoid this defensive, tolerant, destructive, and stagnant practice.

- Do not ignore or underestimate the unpleasant emotions evoked.
- Have faith in your evaluation of your harasser's behavior.
- Do not feel uncomfortable, ashamed, or blame yourself for the perpetrator's (man or woman) actions.
- Do not choose to be isolated from people.
- Do not rationalize the perpetrator's behavior (whether male or female).

### **Accept responsibility for acting correctly:**

- Set your limits with the perpetrator (male or female).
- Repel or respond to his or her behavior carefully but decisively.
- If, despite your efforts, this person continues to harass or sexually harass you, **inform a trusted person** and your family.
- Maintain a diary of instances involving violence, harassment, or sexual harassment.
- Inform the designated "Reference Person" at the company level.
- Submit a formal complaint or grievance to the "Reference Person," who is in charge of the relevant guidance and information, stating explicitly and objectively what was done, when, and where. For this purpose, use the **"Complaint Submission Form"** located at the end of the text (Annex A).
- Consult with the inspectors of the Hellenic Labour Inspectorate.

## **5. TASKS AND RESPONSIBILITIES OF THE COMPANY**

### A. Ensuring a decent and safe work environment

#### The Company:

- Recognizes that harassment and sexual harassment are types of gender-based violence that constitute unlawful workplace discrimination based on sex (or other grounds of discrimination).
- Recognizes that violence is an unacceptable sort of behavior/practice, whether related with or resulting from work.
- Has a legal responsibility to provide a safe, decent, healthy, and welcoming working environment.
- Has a responsibility to prevent and address violence, harassment, and sexual harassment.
- Acknowledges the need to support the employment of workers who are victims of domestic violence

#### In particular, the Company:

- Protects all persons covered by the Policy (employees, management, and third parties) from any act that constitutes discrimination on grounds of sex, including any behavior that constitutes violence, harassment, or

sexual harassment, as well as any act that constitutes direct or indirect discrimination as a result of the repetition of violence, harassment, or sexual harassment or the submission of a relevant complaint/testimony.

- Has an obligation to the person who has suffered sexual harassment, harassment, or violence, as well as direct or indirect discrimination as a result of the repetition of such conduct or the submission of a complaint, to take all appropriate measures to stop and prevent such conduct and its consequences as soon as such conduct or its consequences are brought to its attention.
- Otherwise, the Company is jointly liable with the individual who performed the forbidden actions stated.
- Is obliged to provide cooperation, assistance, and access, as well as any relevant information, to the competent authorities during the investigation of an event if requested.
- Is obliged, to the greatest extent feasible, to adopt any acceptable measures or reasonable adjustments for supporting the employment of workers who have experienced violence at home.

#### B. Measures taken by the Company to prevent violence, harassment and sexual harassment

Historically, there have been no instances of violence, harassment, or sexual harassment in the workplace or related to work at the Company. Furthermore, the relevant study and analysis of potential risks did not result in the identification of high-risk circumstances requiring immediate intervention.

As a result, in order to prevent violence, harassment, and sexual harassment, the Company has implemented the following procedures to assure the information and awareness of all individuals covered by the Policy. If working conditions change considerably in the future, or if relevant incidents occur, the company will conduct a new risk assessment and consider possible further precautions.

In particular, the Company implements the following measures:

- The Company communicates the Policy to employees, management, and third parties involved in writing or in any other way, and ensures that violence, harassment, and sexual harassment in the workplace are not tolerated, taking appropriate action if any of the foregoing does not comply.
- Ensures an accessible, safe, and friendly working environment, with relationships between all the persons concerned marked by mutual respect, kindness, honesty, understanding, trust, cooperation, and support.
- Provides information on prohibited discrimination, the importance of combating and eradicating it, as well as stereotypes that perpetuate and reproduce discrimination, gender-based violence, sexual harassment, workplace inequality, relevant legislative provisions, and the benefits of adhering to/implementing them.

#### **6. INTERNAL COMPLAINT MANAGEMENT**

In accordance with Article 10 of Law 4808/2021, the Company has implemented clear processes for dealing with violence, harassment, and sexual harassment. These procedures ensure that problems are resolved immediately and effective manner. The procedure of settling this sort of issue might be either of a **formal or an informal type**.

## A. Internal process/ informal processing

The internal process aims to investigate and resolve instances within the Company:

- The complainant addresses the "Reference Person" by submitting his or her complaint in writing via the form ("Complaint Form") that is found at the end of the text (Annex A). Alternatively, it sends it by email to [dmousourakis@mobiak.com](mailto:dmousourakis@mobiak.com) . If the complaint is about an instance of violence/harassment/sexual harassment committed by a third party (other than the complainant), the person concerned should be identified.
- The "Reference Person" documents the incident's history, looks into the possibilities of direct communication or mediation, and notifies the Company's Board of Directors.
- Depending on the circumstances of the occurrence, and with the complainant's written consent, the Company may either
  - (a) encourage the complainant to explain to the person causing the undesirable behavior that it is not acceptable, offensive, causing dissatisfaction, and interfering with his or her work, or
  - (b) act as a mediator.
- The Company takes action only if violence, harassment, and/or sexual harassment occur for a short period of time, if the alleged perpetrator looks prepared to discuss, and if the complainant agrees to proceed with mediation.
- If the complainant chooses to communicate directly with the accused perpetrator, the Company is responsible for keeping track of the outcome.
- In the event of mediation, the company is in charge of corresponding with the alleged offender.
- In any event, the Company handles the matter with total confidentiality and ensures that it is completed within a reasonable timeframe.
- The "Reference Person" signs and provides the complainant with the "Confidentiality Declaration" in Annex B.

**The Company assures that the internal/informal process for dealing with complaints of violence, harassment, or sexual harassment:**

- Is clear, explained, and understood by all parties involved.
- Is carried out with confidentiality and objectivity.
- Provides appropriate guidance and support to the complainant.
- Approaches and treats both the complainant and the person against whom the complaint is brought with respect.
- Neither the complainant nor the person against whom the complaint is brought shall be victimized.
- Does not victimize witnesses.
- Takes effect within a reasonable time period after the complaint was filed.

- Encourages the complainant to report occurrences involving violence, harassment, or sexual harassment, either orally or in writing.
- Recommends that the complainant store any information about his/her conduct and/or the complainant's actions against them.
- Asks the complainant if he or she wants to handle the problem alone or if they need help.
- Informs the complainant of their right to lodge a formal complaint.
- If required, and without stigmatizing the individuals concerned, professional cooperation is avoided and/or relocated if they work in adjacent offices or on the same floor.

The internal/informal process **does not address a complaint**. It entails submitting a complaint, and **in NO WAY does it replace the formal process** of submitting and investigating a charge of assault, harassment, or sexual harassment. If the complainant desires, he or she can move on to an internal/formal process and file a complaint with the State's institutions or take judicial action at any time during the internal/informal process.

#### B. Internal/Formal process

To initiate the formal process of investigating a complaint for sexual harassment, harassment, or violence, the individual protected by the Policy must submit the complaint to the "Reference Person". The Company's management (Board of Directors) will investigate the filed complaint.

It goes without saying that any harassment or sexual harassment may be reported to the appropriate authorities, who will conduct an investigation. Article 12 of Law 4808/2021 establishes the Labor Inspectorate and the Ombudsman as competent authorities. In any instance, filing a complaint with the police is an option, and they will conduct an investigation into the commission of a criminal offense. To maintain workplace safety and the integrity of investigations, the Company may, among other things, relocate employees or change their working hours pending the outcome of the investigation. During this period, partial or complete access to buildings and/or premises may not be permitted.

If the outcome of the investigation shows that an incident of discrimination, incident of violence or harassment has taken place, the Company will take the appropriate corrective, disciplinary and/or other actions against the offender. These measures include, but are not limited to, the following: (a) disciplinary sanctions, (b) change of job position, hours, place or type of work, (c) termination of an employment contract or cooperation contract. In any case, the offender may also be subject to criminal or/and civil liability, in accordance with the current legislation.

Complaints that are proven to be manifestly malicious shall be considered unacceptable and shall be further investigated at the discretion of the company, both in terms of motives and those involved, in order to restore order in any legitimate way and means.

### C. Criminal and civil process

Victims of sexual abuse, in particular, have the right to file separate criminal or civil charges against the alleged perpetrator. The victim's legal rights are in no way hindered or impaired by this Policy.

### D.

It goes without saying that this Policy is implemented concurrently with existing legislation to protect the personality of the employee / partner / apprentice and has no bearing on the employee's legal rights or the right to file a complaint with the competent control authorities.

### E.

It is forbidden to retaliate and victimize the reporting person, who exercised his or her legal rights and filed a complaint about an incident of violence and harassment. Retaliation and victimization of the complainant constitutes a serious violation of this Policy and entails consequences for the person acting in this way.

## **7. DEFINITION OF A "REFERENCE PERSON".**

In accordance with Article 9 of Law 4808/2021, the Company designates the **Employee Representative in Health and Safety and Personnel Officer as a Reference Person**, who, in addition to the company's responsibility for employee guidance and information for the prevention and treatment of violence and harassment at work, will be in charge of the initial reception of possible formal and informal complaints, as well as their related support; after completing the investigation, he will reach an effective conclusion and present it to the Board of Directors for appropriate action against the accused harasser or instance of violence. If the alleged offender is a member of the Board of Directors in any capacity, he will not attend the meeting at which the decision on the complaint will be made.

## **8. OCCUPATIONAL PHYSICIAN**

The company employs an occupational physician, who can take note of any incidents of violence or harassment at work, if necessary.

## **9. COMPLAINT FORM**

### **ANNEX A**

#### **Complaint Form**

The written complaint must include the specified information. This information will be used solely in order to investigate the complaint made.

**1. Full Name of complainant:**

**2. Gender:**

Female: .....

Male: .....

Age: .....

**3. Person on whose behalf the complaint is filed:**

*(If the complaint is made on behalf of another individual, the affected person's information is required.)*

**4. Address:** .....

**5. Contact Telephone number(s): .....**

E-mail: .....

**6. Have you already addressed the person against whom you are complaining?**

Yes...

If so, what response did you receive? (Please attach copies of any essential documents)

No...

**7. Who is the complaint made against?**

**8. Please detail the incident of violence / harassment.**

*(e.g. a description of a complaint on sexual harassment)*

**9. The harasser is: Male .....**      **Female .....**

- Employer .....
- My superior (Please describe):  
.....
- Employee of an equal grade .....
- Client .....
- Other (Describe): .....

**10. When did it start (harassment/violence)?**

How many days ago: ..... Commencement date: .....

How many weeks ago: ..... Commencement date: .....

How many months ago: ..... Commencement date: .....

How many years ago: ..... Commencement date: .....

**11. Term. Describe:**

..... Days

..... Months

..... Years

**12. Form of sexual harassment.**

- Unwanted contact or touch .....
- Pressure to enter into a relationship .....
- Obtrusive urge to go out together / make an appointment .....
- Comments or discussions of sexual content.....
- Vulgar jokes of sexual content.....
- Provocative gestures .....
- Comments on dressing/appearance .....
- Comments on the body or body parts .....
- Pressure for sexual intercourse .....
- Unwanted calls/emails .....
- Pressure to satiate erotic desires in exchange for something.....
- Whistles or other provocative sounds .....
- Remarks or discussions with sexual descriptions.....
- Forcing to enter into sexual relationships .....
- Invasion of private space .....
- Forcing someone to put up with touches with threats.....
- Attempt to commit rape .....
- Display of pornographic material (e.g. photos, posters, e-mail) .....
- Unwanted love letters .....
- Unwanted text messages .....
- Unsuitable for the situation, provocative attire against you .....

**13.** Please describe in your own words:

**14.** How did you react?

- I requested that the person refrain from harassing me.....
- I avoided him/her .....
- I kindly asked the person to stop harassment....
- I asked colleagues to intervene .....
- I resigned .....
- I didn't do anything (I ignored it)....
- I reported the occurrence verbally to a competent person .....
- I went along with the situation .....
- I asked a family member to intervene .....
- I moved to another Department .....
- I hit him/her .....
- I have spoken with the supervisor of the department .....
- I laughed...

-Other:

**15.** Did this have an effect?

- The harassing was instantly halted....
- The harassment was gradually discontinued....

- Nothing changed: he or she continued to harass me...
- He/she got fired .....
- He/she resigned .....

**16.** Have you taken sick leave during the last year?

Yes ..... No ..... How many days? .....

Yes ..... No ..... During what time periods? .....

Yes ..... No ..... For what reasons? .....

**17.** Please describe in your own words:

**18.** Did you receive assistance from others for harassment?

- From friends...
- From my family .....
- From my partner .....
- From other colleagues .....
- From a senior official .....
- From a specialist (lawyer, psychologist, social worker) .....
- Other (Describe): .....
- From nobody .....

**19.** Have you saved proof, e.g. letters, text messages, e-mails?

Yes ..... No .....

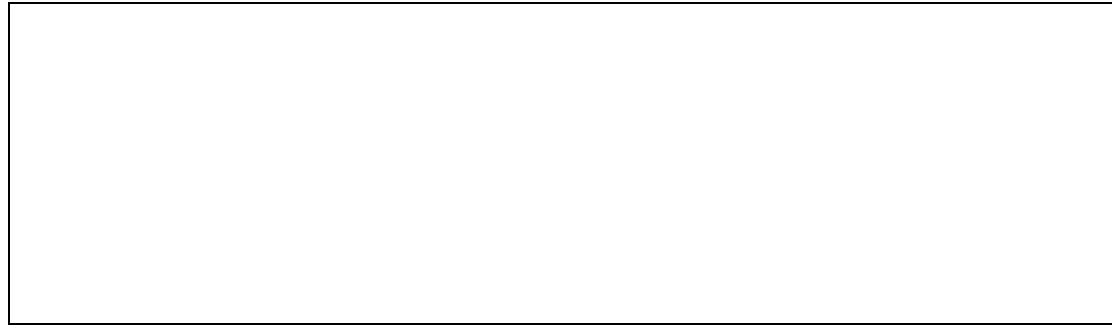
**20.** Were there any witnesses to the harassment?

Yes ..... No .....

**21.** Do you know if other employees have experienced the same thing as you?

Yes ..... No .....

**22.** What is your request now? Please describe it in your own words.



Date: .../.../.....

Place: .....

Signature: .....

#### **10. DECLARATION OF CONFIDENTIALITY**

#### **ANNEX B**

##### **Confidentiality Statement**

"I understand and acknowledge that the process of investigating the complaint of ..... regarding alleged harassment, is completely confidential.

I promise not to mention anything to anyone, inside or outside of the Company, about an element of the complaint, the existence of this complaint, or any aspect of the ongoing process, now or in the future.

I further undertake to do everything in my power to prevent any information from leaking in connection with the foregoing, and given my capabilities, I undertake to prevent any third party from obtaining knowledge.

.....

Date

.....

Declaration and Signature

## **PART II: "PERSONAL DATA PROTECTION POLICY COLLECTED IN THE CONTEXT OF THE ABOLITION OF HARASSMENT"**

### **1. INTRODUCTION**

The company under the name "**INDUSTRIAL-MEDICAL GAS PLANT OF CRETE - MOBIAK SA**" (hereinafter "**Company**" or "**Employer**", "we", "us") respects the privacy of the employees and complies with the **General Regulation of Personal Data Protection (EU) 2016/679** (hereinafter "**GDPR**"). In the context of the Employer's obligations to prevent and deal with workplace violence and harassment, as detailed and defined in Part II of Law **4808/2021**, and particularly during the process of investigating a reported incident of workplace violence and harassment, the Employer will collect and gain access to personal data of his/her employees, regardless of contractual/employment status. This document provides details of data processing and defines the necessary measures to protect it. Failure to comply with this policy may have a substantial negative impact on the Employer's business activities, resulting in reputational and financial losses. This policy aims to inform employees / workers employed by the Company about the processing of their Personal Data (as defined below) in the context of an investigation of a reported incident of violence or harassment, and to contribute to the Company's overall compliance with all applicable laws for the protection of Personal Data, including Law 4624/2019 and the GDPR.

### **2. DEFINITIONS**

<b>"General Data Protection Regulation"</b>	Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Text with EEA relevance) (hereinafter "the Regulation").
<b>"Personal Data"</b>	Any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
<b>"Special Categories Data" (Sensitive Personal Data)</b>	Personal data that are by definition extremely sensitive in respect to fundamental rights and freedoms of natural persons and require exceptional protection because the circumstances of their processing may pose significant risks to those rights and freedoms. Such personal data should include personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as the processing of genetic data, biometric data for the purpose of unequivocally

	identifying a person, health data, or data concerning the sexual life or sexual orientation of a natural person.
<b>"Processing"</b>	Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether by automated means or not, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
<b>"Consent"</b> of the data subject	Any indication of free, specific, express and fully informed intent, by which the Data Subject expresses that it agrees, by a declaration or by a clear affirmative action, that his personal data may constitute the subject of processing.
<b>"Personal Data Breach"</b>	A violation of security that leads to incidental or unlawful destruction, loss, change, unauthorised disclosure or access to personal data transmitted, stored or otherwise processed;
<b>"Staff"</b> ,	For the purposes of this policy, this term refers to employees with any employment relationship, including ex employees.

### **3. SCOPE**

This policy defines the framework for processing the personal data of employees/employees gathered in accordance with the explicit provisions of Law 4808/2021 and Ministerial Decision No. 82063/1 November 2021 (Government Gazette 5059/B/1-11-2021). It applies to all workers of the Company regardless of the type of contract they have with the Company or the position they hold, and it covers all IT and network infrastructure, software and hardware, and other devices provided by the Company for use by such personnel.

### **4. WHAT DATA DO WE COLLECT?**

In the context of the research, the Employer collects and processes the following data subjects' personal data:

- α) Name and surname.
- β) Address.
- γ) Contact telephone number(s).
- δ) E-mail.
- ε) Gender
- τ) Data about the data subject's opinions and thoughts about other people connected to the Employer, such as employees, heads (supervisors), members of the management team, or former employees in these positions.
- ζ) Data relating to the date and location of the data subject's actions or conversations.
- η) Responses provided by the data subject to the questions on the relevant form (questionnaire) or in written or recorded minutes.

- θ) Data gathered during interviews to investigate incidents, which may include paper documents or electronic files submitted for review by the individuals involved.
- ι) Signature.

## **5. HOW DO WE COLLECT PERSONAL DATA?**

A. Directly by a natural person. The Employer collects personal information directly from the subject in the following ways:

The Employer gathers personal information directly from the subject in the following ways:

- i. Once the complaint is filed.
- ii. By submitting files pertaining to the documentation or arguing against the complaint.
- iii. By conducting oral interviews while the case is being investigated.

b. By third parties

In certain cases, personal data is obtained from third parties, such as:

- i. From the opposing party of the dispute.
- ii. From the company's partners or workers if they are summoned to testify as witnesses or if they report an occurrence that has come to their attention.
- iii. From third-party witnesses who are not employed by the Company, to the extent permitted or required by the investigation.

c. *Ipsa jure.*

Where required, the Employer may collect data from:

- i. From any employee's file.
- ii. From the records of the Employer's usage of technological and communication equipment to the degree permitted by law.

## **6. LEGAL GROUNDS FOR PROCESSING**

Personal data obtained directly from persons, third parties, or by right of initiative is treated exclusively for lawful processing reasons as outlined in the appropriate regulatory framework. Legal grounds for Personal Data processing include:

- (a) **compliance with legal obligations** (Law 4808/2021 and Ministerial Decision 82063/1st November 2021 (Government Gazette Series II 5059/B/1/11/2021)).
- (b) **safeguarding and protecting the legitimate interests** of both the Company and its employees/partners.
- (c) the **consent** provided by the subject under the specific conditions set by the legal framework, such as while recording and creating audiovisual material. In this case, participants will be requested to provide prior consent, either orally or in writing, with clear information and a secure mechanism of acquiring valid consent. Failure to give consent for the recording of the employee's testimony has no bearing on the investigation or its outcome.

Especially with regard to processing Special Categories Data, if allowed by **Union or Member State law**, processing is required to fulfill the duties and exercise particular rights of the controller or the data subject in the **areas of labor law, social security, and social protection law**.

## **7. COMMUNICATION OF DATA**

Personal data gathered in the context of a complaint and an incident investigation of violence and harassment shall be used solely to carry out the requirement to investigate the complaint internally at the workplace, in accordance with the provisions of Part I.

In order to ensure the best possible execution of the investigation and always in line with the applicable legislation on the protection of Personal Data, the following persons may be the receivers of the investigation's Personal Data:

- The Company's Directors
- The Reference Person
- The Workplace Physician
- The opposing party
- To the extent that cooperation is required, any competent public, administrative, or judicial body that, on its own initiative or in response to a request from an affected person, within the scope of its competence, asks the production of data or information.

The Company takes all necessary technical and organizational precautions, particularly with regard to data flow to recipients or those involved in the investigation procedure who are bound by confidentiality and confidentiality clauses regarding access or have a legal obligation of confidentiality.

## **8. RETENTION OF PERSONAL DATA**

Personal data collected in the context of an investigation will be recorded in a special file and will be retained for as long as the internal investigation and evaluation of the data is ongoing, and, to the extent necessary in the context of our cooperation with any competent public, administrative, or judicial authority, which, either on its own initiative or upon request from an affected person, within the framework of its competence, requests the provision of data or information. In this case, the data will be retained until the judicial investigation concludes or an irrevocable decision is issued. In all other cases, the data will be destroyed within **one (1) year** after the conclusion of the investigation and the issuance of the corresponding conclusion.

After the appropriate time period, the data will be deleted or destroyed securely in accordance with the Employer's Storage and Destruction Policy.

Data for statistical purposes may be maintained for an extended period, provided that they are anonymized.

## **9. INTERNATIONAL TRANSMISSIONS**

The Company will not transmit the Personal Data collected from data subjects to other countries. If, however, a transfer to third countries is required, the Company will take appropriate measures to protect Personal Data in accordance with the GDPR, such as dispatch to countries that have taken an adequacy decision or using Standard Contractual Clauses and any other guarantees to ensure the legality of the transfer.

## **10. DATA SUBJECTS' RIGHTS**

In accordance with the applicable law and in the context of the Investigation, the data subject has and may exercise the following rights after proving proof of his or her identity and filing a written request:

1. The right of access, i.e. the right to know whether personal data is being processed and to receive additional information about the processing, as long as it does not violate the rights of other people involved in the investigation who have a legitimate right to confidentiality/secrecy.
2. The right to request correction or supplementation of any inaccurate personal data. It is important to make the following distinction here:
  - Data relating to facts and data that can be objectively confirmed (such as the date and time of an occurrence or the work status of one of the participants) are subject to this right.
  - Data derived from claims made by the parties under investigation cannot be amended by exercising this right.
3. The right to object to the further processing of their data.

4. The right to withdraw any consent granted in the future without affecting the lawfulness of any previously processed data.

Provided that the legal requirements are met:

1. The right to erasure;
2. The right to restriction of processing and
3. the data portability right.

The subject may exercise his or her rights by sending a message to the Data Protection Officer: Athanasia Papachristou, 28210 46671 & 6945838384, [dpo@mobiak.com](mailto:dpo@mobiak.com). The Company takes all reasonable steps to fulfill the request within a reasonable time frame, no later than one (1) month after it is submitted and the subject is identified. The period of time may be extended by two months if necessary, depending on the complexity and number of applications.

Furthermore, if the subject believes that his or her rights have been violated, he or she has the right to file an appeal with the Personal Data Protection Authority ([www.dpa.gr](http://www.dpa.gr)) at the following link: [https://www.dpa.gr/el/polites/katagelia\\_stin\\_arxi](https://www.dpa.gr/el/polites/katagelia_stin_arxi), Offices: 1-3 Kifissia Ave., PC 115 23, Athens, **Call Center:** +30-2106475600, **Fax:** +30-2106475628 .

## **11. PROTECTION MEASURES**

The Employer, its employees, apprentices, assistants, and executors have implemented appropriate technical and organizational safeguards to ensure the security and protection of personal data, with the goal of safe processing of personal data and the prevention of accidental loss or destruction, as well as unauthorized and/or illegal access to them, use, modification, or disclosure. Some examples are:

- i. physical security measures include access control and logging, security policies, safe file deletion procedures, the installation of security locks, etc.
- ii. e-security measures such as user access control for information systems, the installation of security hardware and software, etc.
- iii. regular training and information of the competent employees/executives
- iv. regular proficiency checks of security systems.

## **12. CHANGES ON POLICY**

This Policy may be amended to adapt and comply with the applicable legislative framework. The Employer will notify employees of any changes in the most appropriate way.

## **13. INFORMATION - CONSENT TO THE PROCESSING OF PERSONAL DATA COLLECTED AS PART OF A HARASSMENT INVESTIGATION**

### **ANNEX A**

#### **INFORMATION - CONSENT TO THE PROCESSING OF PERSONAL DATA COLLECTED AS PART OF A HARASSMENT INVESTIGATION**

**Why do we collect personal data?** The company with the name "INDUSTRIAL-MEDICAL GAS PLANT OF CRETE - MOBIAK SA" (hereinafter "Company" or "Employer", "we", "us") informs you that within the framework of the Employer's responsibility to prevent and deal with violence and harassment in the workplace (Law **4808/2021**) and, in particular, during the investigation of a reported incident of workplace violence and harassment, will gather and gain access to personal data of its employees, regardless of contractual or employment status.

**What Information is being Collected:** As part of the research, we collect and process (whether by you, by third parties, or automatically) the following:

Name and surname.	Data relating to the date and location of the data subject's actions or conversations.
Address.	Data collected during the performance of the investigation and interviews for the investigation of occurrences, which can consist of paper documents or electronic files supplied for examination by the personnel affected, questionnaire responses, written or recorded/videotaped minutes,
Contact telephone number(s).	E-mail.
Signature	Gender

**Legal grounds for processing:** Legal grounds for Personal Data processing include:

(a) **compliance with legal obligations** (Law 4808/2021 and Ministerial Decision 82063/November 1, 2021 (Government Gazette Series II No. 5059/B/1.11.2021).

(b) **safeguarding and protecting the legitimate interests** of both the Company and its employees/partners.

(c) the **consent** provided by the subject under the specific conditions set by the legal framework, such as while recording and creating audiovisual material. Failure to give consent for the recording of the employee's testimony has no bearing on the investigation or its outcome.

Especially with regard to processing Special Categories Data, if allowed by **Union or Member State law**, processing is required to fulfill the duties and exercise particular rights of the controller or the data subject in the **areas of labor law, social security, and social protection law**.

**Data Disclosure:** Personal Data is used exclusively to carry out the obligation to examine the complaint internally at the workplace, and recipients may include the Reference Person, Board members, and the other party, if any competent public, administrative, or judicial body is required. The addressees or individuals involved in the process of investigation are bound by privacy and confidentiality clauses, or they are legally required to keep information confidential.

**Personal Data Retention:** Data collected during a survey are stored in a dedicated file and retained for the duration of the internal investigation and review of the data, as well as for one year after the survey is completed and the relevant conclusion is issued. If it is required to collaborate with a competent public, administrative, or judicial authority, the data will be maintained at least until the conclusion of the judicial inquiry or the issuance of an irrevocable decision. In all cases, data is erased or destroyed using secure methods in accordance with the Employer's Storage and Destruction Policy.

**Protection Measures:** The Company has taken the appropriate technical and organizational measures to safeguard the security and protection of personal data with the aim of safe processing of personal data and to prevent accidental loss or destruction, as well as unauthorized and/or illegal access to them, to prevent their use, modification, or disclosure, such as indicative physical security measures, electronic security measures, regular training and information of the executives involved, regular proficiency checks of security systems etc.

**International Transfer:** Your Data is not transmitted to third countries. However, if there is a need to transfer to third countries, the Company will take suitable precautions in compliance with the applicable legislation

**Your Rights:** According to current legislation, you have the following rights.

- The right of access.
- The right to request that any inaccurate Personal Data be corrected or completed (with regard to facts).
- The right to object to the further processing of your data.
- The right to withdraw any consent granted in the future without affecting the lawfulness of any previously processed data.

Provided that the legal requirements are met:

- The right to erasure.
- The right to restriction of processing.
- the data portability right.

To exercise your rights, you may send a message to the Data Protection Officer: Athanasia Papachristou, 28210 46671 & 6945838384, [dpo@mobiak.com](mailto:dpo@mobiak.com) The Company has made all possible steps to fulfill the request within one (1) month of its receipt and after verifying the subject's identity. The period of time may be extended by two months if necessary, depending on the complexity and number of applications.

You also have the right of appeal to the Personal Data Protection Authority ([www.dpa.gr](http://www.dpa.gr)) at [https://www.dpa.gr/el/polites/katagelia\\_stin\\_arxi](https://www.dpa.gr/el/polites/katagelia_stin_arxi) ).

#### **INFORMATION**

The undersigned ..... hereby declare that:

- I have been expressly informed about the processing of personal data and special categories in the purpose of the investigation into alleged incidences of workplace violence and harassment.
- I am aware of the rights I have and retain as a data subject
- I acknowledge that the processing of my data is strictly essential to meet the Company's legal responsibilities.

**Full name** .....

**Signature:** .....

**Date:** .....

#### **CONSENT TO THE RECORDING OF AUDIOVISUAL MATERIAL**

Having taken note of the foregoing, I consent to the recording of my complaint in audiovisual material (recording or video

recording) for use in the investigation of the claimed incidence of violence and harassment that occurred while I was providing work for the Company.

I CONSENT

I DO NOT CONSENT

**First name:** .....

**Signature:** .....

**Date:** .....