

# MUEVO

## ANTI-HARASSMENT POLICY

### ***Introduction***

The company "MUSEUM EVOLUTION SA", with distinctive title "MUEVO" which is based in Chalandri, Attica, on 33 Agias Varvaras Street, with VAT number 800723056 – Athens FAE, contact phone number 2106747378, and email address info@muevo.gr, complies with all the measures and obligations regarding the implementation of the provisions of part II of Law 4808/2021 for the prevention and treatment all forms of violence and harassment, including gender-based violence and harassment and sexual harassment.

### ***Purpose***

The purpose of this policy is to create and consolidate a work environment that respects, promotes and ensures the human dignity and the right of every person to a workplace free of violence and harassment. Our company declares that it recognizes and respects the right of every employee to a work environment free of violence and harassment and does not tolerate any form of violence and harassment that occurs during the course of work or is connected to it or arises from it, including violence and harassment due to gender and sexual harassment.

### ***Scope***

This policy is adopted in accordance with articles 9 and 10 thereof Law 4808/2021 and the delegated legislation and covers workers and employed persons, regardless of their contractual status. SPECIFICALLY:

## **A. PREVENTING AND ADDRESSING VIOLENCE & HARASSMENT**

1. The company assesses the risks of violence and harassment at work, taking into account any inherent risk arising from the nature of the activity, the job position, factors such as gender and age or other characteristics that constitute grounds for discrimination, as well as risks concerning special groups of employees (e.g. newly hired, night workers).

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2. The company takes measures to prevent, control, limit and deal with these risks, as well as to monitor such incidents or forms of behavior, demonstrating zero tolerance for violence and harassment, operating with confidentiality and respecting human dignity. Indicatively, the company encourages the maintenance of a working climate, where respect for human dignity, cooperation and mutual assistance are key values. It carries out actions to raise employees' awareness of healthy behavior patterns and issues concerning vulnerable categories of employees. It also takes measures of a technical nature in its facilities to prevent risks, such as e.g. adequate lighting of the premises. The company also provides for a report/complaint management process and regularly evaluates the effectiveness of its actions.
3. The company undertakes actions to inform and raise awareness of the staff regarding the possible risks of violence and harassment in the workplace and the relevant prevention and protection measures for such incidents. As part of staff awareness, targeted meetings are organized to discuss relevant issues and address potential risks in a timely manner. The participation of management executives and employee representatives in training seminars on the recognition and management of risks of violence and harassment at work is also encouraged.
4. The company provides information on the rights and obligations of the employees and the employer, as well as the persons exercising the managerial right or representing the employer, to the extent and degree of their own responsibility, in the event of the occurrence or reporting or complaint of such incidents, as well as for the relevant procedure for receiving and examining complaints. In particular, any person affected by an incident of violence or harassment during access to employment, during the employment relationship or even if the contract or employment relationship in the context of which the incident or behavior allegedly occurred has ended, has the following possibilities:
  - i. recourse to judicial protection,
  - ii. submitting a complaint to the Labor Inspectorate within the framework of its statutory powers,
  - iii. filing a report with the Ombudsman within the framework of his statutory powers as well as
  - iv. complaint within the company, in accordance with the complaint management policy.

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The contact details for the competent authorities are as follows:

- Ombudsman line: 213 13 06 600  
(e-mail: [press@sinigoros.gr](mailto:press@sinigoros.gr)),
  - Labor Inspection Line through citizen service line 1555  
(e-mail: [helpdesk@sepenet.gr](mailto:helpdesk@sepenet.gr)),
  - SOS line 15900 for immediate psychological support and counseling for female victims of gender-based violence.
5. The company designates as a reference person ("link") at the company level, responsible for guiding and informing employees about the prevention and treatment of violence and harassment at work Mr. Aggelos Iatrou, to whom employees can contact for related matters (phone +306970813397) and e-mail address [aggelos@muevo.gr](mailto:aggelos@muevo.gr). The reporting person's role is informative and consists of guiding and informing employees, regardless of whether or not they come to them about an incident or complaint about an incident of violence and harassment. The reference person is obliged to protect the personal data that may come to his knowledge in the exercise of his role.
6. The company ensures the protection of employment and the support of working victims of domestic violence, as far as possible, by any appropriate means or reasonable adjustment, such as indicatively with flexible work arrangements following the request of an working victim of domestic violence.

## **B. COMPLAINTS AND EXAMINATION PROCEDURE**

1. The company guarantees safe and easily accessible communication channels for receiving and examining complaints and informing complainants and facilitates the relevant procedures. In particular, the competent person who will receive, examine and manage the complaints or complaints of the affected persons for violent or harassing behavior is designated Mr. Doctor Angelos. The relevant communication will be made to the e-mail address [aggelos@muevo.gr](mailto:aggelos@muevo.gr). In any case, the affected person will be informed, at any stage of the procedure followed within the company, of the possibility to also submit a complaint to the competent administrative authorities within the scope of the competence (Labour Inspectorate and Ombudsman) as well as to the judicial authorities of his choice.

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2. The receipt, investigation and management of complaints is carried out promptly and impartially, in a manner that respects human dignity and ensuring the protection of the confidentiality and personal data of victims and complainants collected during the exercise of the above tasks.
3. The company undertakes to comply with the obligation to prohibit retaliation, in accordance with article 13 of Law 4808/2021 and the provisions of labor legislation.
4. In the event of a violation being found, the company takes the necessary, appropriate and proportionate measures against the complainant, in order to prevent a similar incident or behavior from happening again. These measures include, for example, the recommendation of compliance, a change of position, a change of hours, a change of place or method of providing work or the termination of the employment or partnership relationship, subject to the prohibition of the abuse of rights in Article 281 of the Civil Code.
5. The company and every person responsible for receiving and managing complaints undertake to provide their cooperation and assistance and any relevant information to the competent public, administrative and judicial authorities, if requested by them, which they keep in a relevant file in compliance with the provisions of Law 4624/2019.

Date: 30/01/2023

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