

## Unwanted Behaviour Policy

### Why is this a topic for Van Loon Group?

Our employees spend much of their time at work. Van Loon Group has a duty of care for its employees, and wants to create a safe environment in which employees feel comfortable. Satisfied and engaged employees reduces the likelihood of absenteeism. They are more productive and happier in their work.

### Scope

This policy primarily concerns all Van Loon Group employees: our own and flex employees. It also applies to employees of external companies working at our sites.

### Ambition

By harassment, both sexual and other, and aggressive and/or violent behaviour, we mean all forms of attention, sexually oriented or otherwise, and any behaviour that is unwelcome, one-sided and forced, and which can lead to an unpleasant or threatening work environment, deterioration in work performance, or a reduction in promotion opportunities. Where the term 'sexual harassment' is used, this also refers to any unwanted intimate behaviour.

Such behaviour is not in line with our organisation's policies and will not be tolerated. Every employee is entitled to professional and proper treatment. If an employee indicates that they find certain comments or behaviour, sexually oriented or other, demeaning or stressful, this will be respected and, if necessary, action will be taken.

### Bullying

Van Loon Group does not accept any form of bullying. Van Loon Group is committed to creating a work environment free from harassment.

Van Loon Group understands bullying to be any form of unwanted behaviour towards someone else, which:

- Results in a hostile, intimidating, humiliating, or offensive work environment that impairs a person's dignity or psychological well-being
- Unnecessarily hinders or impedes someone's job performance or employment opportunities
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Bullying can involve a gesture, or may be verbal, physical, visual, written or sexual in nature. Bullying can occur once or repeatedly. Bullying can be directed at an individual or group, and can occur directly or indirectly.

### Complaints

Van Loon Group facilitates the possibility for employees to discuss their complaints with a confidant, or to formally submit their complaint to a complaints committee. Van Loon Group ensures that the contact details are known to its employees, and guarantees that reports or complaints are assessed in an objective and impartial manner.

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### Sanction Policy

Employees who have been proven to be guilty of undesirable conduct as described here, may be reprimanded, transferred and/or suspended. This may also lead to immediate dismissal. The consequences depend on the severity of the conduct. Van Loon Group pursues a zero-tolerance policy in this regard.

**‘DOC 106 Sexual Harassment, Bullying and Unwanted or Aggressive Behaviour’** forms part of this policy.

Signed by Van Loon Group

Name: Robert van Ballegooijen  
Position: CEO Van Loon Group  
Date: 01-10-2022



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