



ZERO ***HARASSMENT***

GUIDE TO
PREVENTING
AND COMBATING
HARASSMENT



Programa
de Integridade
PetroReconcavo



PetroReconcavo
Integrity Program

PetroReconcavo, in the constant exercise of generating progress and improving its practices for individuals and society, developed this Preventive and Anti-Harassment Guide as part of the Zero Harassment campaign to intensify actions to promote the values of Integrity, Safety, Respect and Trust in people in the workplace.

This Guide, in line with the Code of Ethics and Conduct and as a promotion of the Integrity Program, contains guidelines for preventing and combating moral and sexual harassment and discrimination, which must be integrated into the routine of employees - a contribution that is materialized by the daily example, at all levels of performance. Seeking to be practical, the Guide brings concepts and examples of gestures, speeches and attitudes that can, in the context of labor relations, be identified as acts of moral or sexual harassment or discrimination. It also brings differences between management acts and moral harassment, guidelines for prevention, assistance and reporting, among other useful information to face these abusive practices.

Zero Harassment. For it to be really effective, it is necessary that everyone takes on the daily and permanent commitment and leadership of a culture based on values with ethical, responsible and sustainable action.

PetroReconcavo united against all forms of harassment..



**SAÚDE
INTEGRAL**





What is *Moral Harassment*



Moral Harassment, (also called psychological, mobbing, bullying) is the **exposure of people to humiliating and embarrassing situations, in a repetitive and prolonged manner.** **Abusive conduct is manifested by behavior, words, acts, gestures or writings that can bring damage to personality, dignity or to the physical and mental integrity of a person,** putting the health of the individual at risk and damaging the work environment.



Moral Harassment Situations

- 🚫 *Shouting or speaking disrespectfully;*
- 🚫 *Spreading rumors or sharing offensive rumors about the employee;*
- 🚫 *Questioning sanity and intelligence:*
- 🚫 *Weakening the employee with negative feelings, generating fear and insecurity:*
- 🚫 *Assigning derogatory nicknames:*
- 🚫 *Ridiculing, threatening or coercing;*
- 🚫 *Posting derogatory messages in groups on social networks;*
- 🚫 *Delegating impossible tasks to be complied with or to be met or set incompatible deadlines;*
- 🚫 *Taking away the autonomy of the employee or challenging their decisions at any time;*



- ❌ *Overloading the employee with new tasks or removing the work that was usually his/her responsibility, causing the feeling of uselessness and incompetence;*

- ❌ *Ignore the presence of the harassed, addressing only the other employees;*



- ❌ *Passing humiliating tasks;*

- ❌ *Do not take into account health problems;*

- ❌ *Constantly invading the victim's privacy;*

- ❌ *Criticizing the victim's private life;*

- ❌ *Impose vexatious punishments (dancing, gifts);*

- ❌ *Avoid direct communication by addressing only by email, tickets or third parties and other forms of indirect communication;*

- ❌ *Physically isolate the employee so that there is no communication with colleagues;*

- ❌ *Unjustifiably disregard or mock the victim's opinions;*
- ❌ *Withdraw positions and functions without just reason;*
- ❌ *Impose customized work conditions and rules, different from those charged to other professionals;*
- ❌ *Manipulate information, failing to pass it on with the necessary advance notice for the employee to carry out their activities;*
- ❌ *Excessive surveillance;*
- ❌ *Limit the number of times the employee goes to the bathroom and monitor the time spent there;*
- ❌ *Arbitrarily warn;*
- ❌ *Instigate the control of one employee by another, creating a control outside the context of the hierarchical structure, to generate distrust and avoid solidarity among colleagues.*





What is *Sexual* *Harassment*



Sexual harassment is defined as the act of embarrassing someone, with the intention of obtaining sexual advantage or favor, innuendo, forced physical contact (without the victim's consent) which must be characterized as a condition for getting or keeping a job, influencing promotions or careers of the victim, harm the professional performance, humiliate, insult or intimidate the victim.

These are: written messages, gestures, songs, jokes, insinuations, blackmail or threats; that is, in a subtle or explicit way, **physical contact not being a requirement for the configuration of sexual harassment,** if unwanted persecution occurs.

It is the right of every person not to accept to live with songs, jokes, touches or other behaviors that, in any way, cause discomfort, even if for other people or for society this seems natural and harmless.

Sexual Harassment Situations

- ❌ *Insinuations, explicit or visible, of a sexual nature;*
- ❌ *Unwanted physical contact;*
- ❌ *Gestures or words, written or spoken, of double meaning;*
- ❌ *Unwanted conversations about sex;*
- ❌ *Narration of jokes or use of expressions of sexual content;*
- ❌ *Naughty invitations (by physical or virtual means).*





What is not *Harassment*



This is not ***Moral Harassment***



Professional requirements:

Require work to be complied with efficiency and encouraging the achievement of goals is not bullying. Every activity presents a certain degree of imposition based on the definition of tasks and results to be achieved.

In the daily work environment, it is natural to have demands, criticisms and evaluations about the work and professional behavior of employees. Therefore, any complaints for unfulfilled tasks or performed carelessly do not constitute moral harassment.

However, charges should be made with respect and not in an embarrassing manner.

Therefore, it is important to develop a good feedback!



Increased workload:

Depending on the type of activity developed, **there may be periods of higher workload.**

The performance of extraordinary service is possible, within the limits of the legislation and for need of service. Work overload can only be seen as bullying if it is used to specifically disqualify an individual or if used as a form of punishment.



Use of control technological mechanisms:

To manage the workforce, companies, are increasingly using technological control mechanisms, such as electronic checkpoints. Tools cannot be considered a means of intimidation since they **serve to control employees' attendance.**



Unfavorable working conditions:

The physical condition of the working environment (small or poorly lit, for example) **do not represent moral harassment, unless the employee is placed in these conditions with the aim of discrediting him/her in front of others.**

This is not *Sexual Harassment*

- ✓ *Compliments without sexual content*
- ✓ *Corresponded flirting*





Causes and Types



The causes of moral and sexual harassment in the workplace are linked to economic, cultural and emotional factors.

Here are the main causes:

- ④ ***Abuse of power;***
- ④ ***Relentless pursuit of goals;***
- ④ ***Authoritarian culture;***
- ④ ***Unpreparedness of the boss to manage people;***
- ④ ***Rivalry in the workplace;***
- ④ ***Difficulty accepting differences and dealing with diverse and inclusive environments (increase in women in the environment, people with disabilities, black population and LGBTQIAPN+, among other groups, historically discriminated against).***

Harassment can be practiced through various relationships:



There can be moral and sexual harassment of men against women, women against men, men against men, and women against women.

It is noteworthy, however, that statistics indicate that women are three times more victims of harassment than men, particularly black women.

Another particularly vulnerable group is the LGBTQIAPN+ population.

Stay tuned!



How to deal with haressment



Psychological care

Harassment is not always intentional.

Sometimes the practices take place without the aggressors knowing that frequent, repetitive abuse is a form of psychological violence.

Altered mental health, reflected in illnesses such as stress, burnout, depression, among others, are factors that can reflect aggressive behavior and the potential for harassment, so they must be observed and dealt with.

At PetroReconcavo, we have the Integral Health department with medical and psychological care. So, seek psychological help!

This does not hide the seriousness of the harassment and the damage caused to the victims, who should seek help through the **Transparency Channel**.



Complaint

*The practice or suspicion of harassment must be reported to PetroReconcavo's Transparency Channel. The Transparency Channel is external and independent, managed by the company Contato Seguro. Reports can be anonymous or identified, ensuring protection to the whistleblower in good faith and not retaliation. **The service is provided by psychologists, anonymously, confidentially and available 24 hours a day.***



Complaints will be evaluated and investigated, and, when an unethical illegal practice is identified or in disagreement with the Company's internal rules, it may result in disciplinary measures, including dismissal for just cause for employees, and contractual termination in the case of suppliers and service providers, who incurred the deviations. The internal body responsible for recommending the sanctions is the Company's Ethics Committee, which reports to the Board of Directors.

[illegible]

[illegible]

*Join the Zero Haressment Movement
and follow the Integrity Pass.*



RESPECT is our code

This Guide is a PetroReconcavo initiative, built on the basis of Brazilian legislation and inspired by the TST (Superior Labor Court), CGU (Office of the Comptroller General of the Union) and best corporate governance practices, and may be revised at any time, in the company's interest, based on legislative changes, as well as suggestions and proposals made in order to improve the culture and promote the value of Integrity.

This Guide is not intended to replace, supplement or surpass national and international legal provisions on the subject, and should therefore be interpreted in accordance with current legislation. Acts of harassment may also be reported by the interested party spontaneously to the competent authorities. PetroReconcavo will collaborate and cooperate with possible investigations, as a way of reinforcing the company's commitment to combating harassment under the terms of the respective legislation.

Access the PetroReconcavo Code of Ethics and Conduct.



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