

Global Sexual Harassment and Sex or Gender Identity-Based  
Harassment at the Workplace Prevention Policy

Approved by the Board of Directors

on 15 March 2022

**INDITEX**

**Information about this Policy**

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## 1. Mission

The global sexual harassment and sex or gender identity-based harassment at the workplace prevention policy (the “**Policy**”) was approved by the Board of Directors of Industria de Diseño Textil, S.A. (Inditex, S.A.) (the “**Company**”) in the meeting held on 15 March 2022, following a favourable report of the Audit and Compliance Committee. The Policy applies to the Company and its group of companies (“Inditex”, the “Group” or the “Inditex Group”). For such purposes, “Inditex”, “Group” or “**Inditex Group**” shall mean such companies in which Inditex holds directly or indirectly at least 50% of the share capital or of the voting rights.

The Policy develops and implements certain aspects set forth in the Code of Conduct and Responsible Practices and the Code of Conduct for Manufacturers and Suppliers, as well as in the remaining compliance regulations, both internal and external, and intertwines with the ethical values upheld by the Inditex Group.

In particular, among the principles set out in the Conduct and Responsible Practices of the Inditex Group is the prohibition of any manner of physical, sexual, psychological or verbal harassment or abuse to its employees, as well as any other behaviour which may create an intimidating, offensive or hostile environment”

In turn, Inditex’s Policy on Human Rights cites as part of the Group’s operating principles in respect of human rights, “just, fair and favourable working conditions”. Likewise, Inditex ensures its employees a working environment free from any manner of harassment, intimidation or violence. Thus, any form of harassment or abuse to the employees is prohibited, whether sexual, psychological or verbal, as well as any other behaviour which might lead to an intimidating, offensive or hostile work environment.

The Policy has considered the recently approved International Labour Organization (ILO) Convention 190, on the elimination of violence and harassment from the workplace and ILO Recommendation 206 issued in June 2019 on violence and harassment.

By means of this global Policy, the Inditex Group sets out the overarching principles that will serve as a guide for the different sexual harassment and sex or gender identity-based harassment at the workplace prevention policies which may be approved locally, if appropriate, in the different markets where Inditex operates.

## 2. Definitions

- i. **Sexual harassment:** any form of verbal or physical conduct of a sexual nature, unwanted by the recipient, with the purpose or effect of attacking the dignity of a person, in particular when an intimidating, hostile or offensive environment or which affects job performance is created. Anyone can be a victim of sexual harassment, irrespective of their gender and gender identity.

Although a behaviour pattern is generally involved, sexual harassment may be in the form of a one-time event. By way of an example, the conducts described below may be considered as sexual harassment, without limitation:

- **Verbal conduct of sexual harassment:** includes, without limitation and to be reviewed on a case-by-case basis, sexual innuendos, sexual propositions or pressure for sex; offensive flirting; lewd or degrading remarks, indirect or obscene remarks; unwelcome phone calls or social media contacts, jokes or remarks on physical appearance.
- **Nonverbal conduct of sexual harassment:** display of sexually suggestive or pornographic photos, objects or written material, leering, staring, wolf whistling, obscene gestures; content in letters, emails or social media messages sexual in nature and offensive.
- **Physical harassment:** unwanted deliberate physical contact, including hugging, kissing, excessive and unnecessary invasion of personal space or physical violence, including sexual abuse.

- ii. **“Quid pro quo” sexual harassment or sextortion:** is a type of harassment that involves a person in a position of power over a victim, whether direct or indirect, offering them some type of benefit in exchange for some form of sexual favour. The abuser has the power to provide a reward or create an adverse action, and the victim is forced to choose between accepting the sexual advances or being deprived of certain work benefits, affecting their possibility to access training, continuous employment, promotion, remuneration or any other work-related decision.

Conditioning a right or an expectation right to accepting any form of sexual harassment also qualifies as sexual harassment.

- iii. **Environmental sexual harassment:** this is a situation where the abuser creates an intimidating, hostile, degrading, humiliating or offensive environment for the victim, as a result of unwanted sexual advances attitudes or behaviours. This type of behaviour can be engaged by any member of the company, irrespective of their position or status, or any third party somehow linked to the workplace.

- iv. **Sex or gender identity-based harassment:** contrary to sexual harassment which is understood as an unwanted conduct of a sexual nature, harassment on the grounds of sex or gender identity is any behaviour prompted by a person’s sex or gender identity or expression with the purpose or effect of violating their dignity and creating an intimidating, degrading or offensive environment. Thus, conducts or comments based upon beliefs or prejudices associated to sex or gender identity, or assigning tasks in a gender-sensitive manner are examples of this type of harassment.

A number of elements must be met for a specific situation to qualify as sex or gender identity-based harassment, including without limitation:

- Harassment, understood as such any intimidating, degrading, humiliating and offensive conduct, perceived as such by the victim.
- Objective affront to the dignity of the victim who perceives it as such.
- Multi-offence result. The affront to the dignity of the victim harassed on grounds of sex or gender identity does not exclude the violation of other fundamental rights such as their right not be discriminated against or an affront to their mental and physical health, etc.

- This conduct is not a one-time event.
- v. **Virtual harassment or cyberbullying:** any sexual harassment and sex or gender identity-based harassment carried out using electronic communication systems, by recording, sharing or releasing messages or images that affect the victim's privacy or freedom at their work environment. Namely, by using personal data.
- vi. **Abuser or victim:** any person associated with the Inditex Group. Men and women can be abusers or victims.
- vii. **Horizontal harassment:** harassment by or to a peer at the company.
- viii. **Vertical harassment:** harassment of a subordinate by a superior or vice-versa.

### 3. Scope of application

The Policy shall be effective as of the date of approval. It applies to all Group companies and is binding for its entire staff, including officers, irrespective of their function, title, position, form and place of service provision or type of employment agreement.

The Policy also applies to anyone rendering services or collaborating with Inditex on any terms other than an employment relationship, such as directors or board members in companies within the Group, unpaid interns and anyone engaged in a professional relationship with the Inditex Group.

The Policy applies to any situation of sexual harassment or sex or gender identity-based harassment at the workplace or while doing one's job, with regard to work or as a result of the same. The following examples of sexual harassment are intended to be guidelines and not exclusive:

- i. at the workplace, including public and private spaces where work is done, including restrooms, canteens, sanitary facilities, toilets or changing rooms;
- ii. during business trips, events or while carrying out work-related social or training activities;
- iii. in the framework of work-related communications, including those sent using IT systems, liable to be considered as virtual harassment or cyberbullying;
- iv. in accommodations provided by the Group; or
- v. while commuting.

### 4. Statement of principle

Inditex Group is committed to defending the dignity of its workers, and to creating and maintaining a work environment respectful of their dignity and personal freedom. Inditex undertakes to create, maintain and protect a work environment respectful of the rights, the dignity and the sexual freedom of all its workers.

Sexual harassment and/or sex or gender identity--based harassment at work are forms of violence that represent a violation of different fundamental rights and have a negative effect on the physical, mental and moral integrity of workers. Both of them represent a violation of the principle of equal treatment to men and women and are also a form of discrimination on grounds of sex or gender identity. They also corrupt the work environment and climate of the company where such situations occur.

Inditex Group intends to continue raising awareness among its staff on this issue, making it easier to identify situations that might be considered to be harassment.

Respect for the dignity of the people that form the Group is ingrained in its culture and values. This Policy has been issued for the purposes of ensuring protection of human rights. It defines the guidelines that shall be followed to prevent this type of behaviour and eradicate it at the workplace. This Policy is enforced on all the employees of the Group, irrespective of where their work centre is based. Compliance with the Policy is mandatory.

Inditex Group undertakes to prevent any behaviour that may be considered as harassment and to attend to any complaints which may be raised, pursuant to the following principles:

- i. Every person has a right to fair and respectful treatment and to not being physically or morally harmed. Under no circumstances, including their sex, gender identity or sexual orientation, shall they be subject to any degrading, humiliating or offensive treatment, irrespective of who is the victim or the abuser in the reported situation.
- ii. Inditex Group represents its firm commitment to setting up all necessary mechanisms within its reach to prevent any affront to the dignity, physical and/or moral integrity, equal treatment and free personality development at work.
- iii. Inditex Group forbids and will not tolerate any behaviour that may be considered sexual harassment or sex or gender identity--based harassment in any form.
- iv. Inditex Group is strongly committed to data protection and respect for the right to privacy and honour. Consequently, it abides by the principles set out in the Compliance Policy regarding Personal Data Protection and Privacy, in particular data minimization as regards personal data of its employees which might trigger an increased risk of harassment behaviour.
- v. Inditex Group undertakes to disclose this Policy both internally and externally, stressing that its full observance is mandatory. It further undertakes to take the relevant communication, training and awareness-raising action within the organization.
- vi. By adopting this Policy, Inditex Group is committed to preventing, not tolerating and persecuting any form of sexual harassment or sex or gender identity-based harassment within the organization.
- vii. Any member of the Group suffering from any form of harassment at the workplace or witnessing any such situation has the right to lodge a complaint of harassment.

## 5. Purposes of local policies

The purposes below should be included, among others, in any local policies written if appropriate, to implement this Policy in the countries where the Group operates:

- i. Zero tolerance to any form of sexual harassment and/or sex or gender identity--based harassment that may be noted at any level within the organization should be stated.
- ii. An anti-sexual harassment and/or sex or gender identity-based harassment culture should be fostered at all levels.
- iii. Clearly identifying such conducts that are considered sexual harassment and/or sex or gender identity-based harassment in any of their forms.
- iv. Conducting prompt, swift and confidential internal investigations of any complaint of harassment for the purposes of establishing whether or not a sexual harassment and/or sex or gender identity-based harassment situation has actually occurred.
- v. Supporting any victim of harassment to prevent their secondary victimization or re-victimization and providing them with access to any psychological and social support they may require, for the purposes of healing to the extent possible the harm caused.

- vi. No retaliation in response to being the victim of harassment at the workplace, having reported it or having taken part in the investigation process, ensuring that no intimidation, hardship, persecution or penalty will be imposed on them. Any form of retaliation in this regard will give rise to such disciplinary sanctions as may be deemed appropriate.

## 6. Procedure. Standard form of complaint or report

The Inditex Group encourages victims of conducts of this nature, to report them to their supervisor / line manager, the HR department or directly to the Committee of Ethics via the Ethics Line. The Company will investigate any comments, complaints or reports received relating to sexual harassment.

Group employees wishing to report a violation of this Policy can do so via the corporate Ethics Line, or any local ethics line, which will serve as confidential channel to receive, investigate and resolve such reports. Where a specific local procedure is in place to address these issues, action shall be taken in coordination with the Committee of Ethics, observing regulations and respecting confidentiality and the victims' right to privacy and dignity. Where no specific local procedure is in place to address these issues, the provisions of the Ethics Line Procedure shall apply. The Procedure shall be made available to all employees on the Inditex Group's intranet (INET), and to all the Company's stakeholders on the website [www.inditex.com](http://www.inditex.com).

You can contact the Ethics Line by email: [ethicsline@inditex.com](mailto:ethicsline@inditex.com) or by addressing a letter for the attention of the Committee of Ethics at Avenida de la Diputación, Edificio Inditex, 15142 Arteixo, A Coruña (Spain). All the reports received will be dealt with observing the following principles:

- i. Easily accessible proceedings.
- ii. Confidentiality and respect for the privacy and dignity of affected persons.
- iii. Respect for the principle of presumption of innocence of the alleged abuser.
- iv. Non-retaliation against the alleged victim or the individuals who support the report or who report alleged cases of sexual harassment and/or sex or gender identity-based harassment.
- v. Diligence, promptitude, security, coordination and collaboration in the proceedings.
- vi. Guaranteeing labour and social protection rights of the victims
- vii. Thorough investigation of the facts, hearing all the persons involved and guaranteeing unbiased actions.
- viii. Guaranteed action, taking all necessary measures, including if appropriate, disciplinary action, against the person or persons found guilty of harassment.
- ix. Compensation for the victim and protection for their mental and physical health.
- x. Gender and human rights approach throughout the proceedings.
- xi. Under no circumstances shall victims be blamed, concerns or complaints be concealed, or victims of sexual harassment or sex and/or sex or gender identity-based harassment be talked out of reporting such conduct.

## 7. Disclosure and training

The Policy will be available on the Group's INET.

Likewise, the HR Department will take, together with the communication department and local teams at the subsidiaries, the relevant communication and awareness-raising actions to ensure the appropriate understanding and implementation of the Policy.

In this regard, the Inditex Group shall continue advancing training on equality, anti-harassment, non-discrimination and respect for Human rights to all its employees, in particular, those that lead work groups.

Ultimately, all supervisors and HR teams must work towards preventing sexual harassment and/or sex or gender identity-based harassment at work, by promoting a culture of mutual respect and trust and advancing it to all teams. A prompt response from HR teams is required whenever a situation of sexual harassment and/or sex or gender identity-based harassment arises.

## **8. Policy update and review**

The Policy shall be reviewed and updated, where applicable, at the behest of the General Counsel's Office together with the HR Department of the Inditex Group, in order to encompass regulatory changes or best practices as may be required at any time for the purposes of fulfilling its goals of preventing and taking action against sexual harassment and/or sex or gender identity-based harassment.

## **INDITEX**