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1. Identification

1.1. Purpose

The purpose of this document is to facilitate the implementation of the necessary instruments to prevent, detect and take action against workplace harassment.

1.2. Scope

These regulations compulsorily apply to the directors, employees and groups of interest within Abertis Infraestructuras, referred to below as "Affected Persons" or "Persons Affected".

1.3. Scope of distribution

This document must be brought to the attention of all employees, directors and groups of interest within the Abertis Group, in particular all suppliers that provide the following services: coaching, and medical and psychosocial risk analysis.

2. Definitions

Workplace harassment: conduct, a statement or a request that, when made with some repetition, may be considered offensive, humiliating, aggressive or intimidating, whenever it takes place in the workplace or in connection with the professional relationship linking the harasser with the harassed person, and it involves insult, humiliation, discrimination or coercion of the affected person and may harm their integrity by degrading their working conditions.

NTP: Notes on Employment Prevention Techniques (Notas Técnicas de Prevención Laboral) issued by the Spanish Workplace Health and Safety Institute.

3. Development

3.1. Regulatory framework

The regulatory framework that covers these regulations is as follows:

- The Spanish Constitution.
- The Effective Equality between Men and Women Act [Ley de Igualdad Efectiva de Mujeres y Hombres].
- The Statute of Workers' Rights [Estatuto de los Trabajadores].
- The Collective-bargaining Agreement for Abertis Infraestructuras, SA, 2014-2017.
- Workplace Risk Prevention Act [Ley de Prevención de Riesgos Laborales].
- The Employment Offences and Penalties Act [Ley de Infracciones y Sanciones en el Orden Social].
- The Abertis Group's *Code of Ethics*.
- *The Regulations for Codes of Ethics in Spain*.

3.2. Statement of principles

The principle of equal treatment between women and men implies the absence of any discrimination, whether direct or indirect, on the grounds of sex, and, in particular, on the grounds of maternity, family obligations and marital status.

Conduct constituting harassment is a discriminatory act which harms not only the persons directly affected but also has repercussions for those around them.

Every person is entitled to be treated properly, respectfully and in a dignified manner that honours their privacy and their physical and moral integrity. They may not be subjected to degrading, humiliating or offensive treatment, under any circumstances, on grounds of birth, race, sex, religion, opinion or any other condition or personal or social circumstance, including their employment status.

By virtue of that right, Abertis Infraestructuras states that it rejects and prohibits any practice of this kind in the workplace, expressly stating that it has zero tolerance for such actions and provides all necessary means to prevent and combat any consequences arising from such conduct.

All managers and people in positions of responsibility shall ensure the working environment remains free of risks and undertake to take the necessary steps both organisationally and through training and communication to prevent the appearance of harassment in Abertis Infraestructuras.

Directors and employees must seek to ensure there is a working environment free of sexual harassment, harassment on the grounds of gender and moral harassment.

3.3. Types of workplace harassment

Workplace harassment may be classified by its type and the kind of link between the harasser and the harassed person.

3.3.1. Classification by type:

1. Sexual harassment: any behaviour, whether verbal, non-verbal or physical, that is sexual in nature and that has the purpose or effect of attacking the dignity of a person, in particular when an intimidating, degrading or offensive environment is created.
2. Gender-based harassment: any behaviour carried out on the basis of a person's sex, for the purpose or with the effect of undermining their dignity and creating an intimidating, degrading or offensive environment.
3. Moral harassment (mobbing): any abusive conduct or psychological violence repeatedly directed, over a prolonged period of time, at one or more people by another person or persons acting against such person/s from a position of power (not necessarily hierarchical). This explanation is provided within the framework of an employment relationship and implies a major health risk.

3.3.2. Classification by link:

There are three types of harassment based on the link between the people involved:

- Horizontal harassment: between colleagues.
- Descending vertical harassment: manager - subordinate.
- Ascending vertical harassment: subordinate - manager.

3.4. Types of conduct involving workplace harassment

A wide variety of conduct may give rise to a workplace harassment situation. However, in summary, the following are considered workplace harassment:

- a) Steps taken to isolate a person from their professional activity through attacks related to their performance, manipulating their reputation and taking duties away from them. When duties are taken away, that must be for organisational reasons and they must be notified and justified.

- b) Abuse of power, setting unachievable targets or assigning impossible tasks, disproportionate control of performance and unjustified denial of training.
- c) Deliberate and unsolicited physical contact, comments, gestures or unconsented insinuations of a sexual nature, a request for sexual favours, and any other behaviour the cause or aim of which is discrimination, abuse or humiliation of the people to whom these regulations refer.

3.4.1. Guide to conduct that constitutes workplace harassment

Below is a list of some conduct that may be considered workplace harassment, notwithstanding that other kinds of behaviour are also considered as such.

3.4.1.1. Possible manifestations of moral harassment

In NTP - 476, the Spanish Workplace Health and Safety Institute provides a classification of conduct that constitutes moral harassment:

1. Attacks on the victim through organisational means.
 - A superior restricting the person's opportunities to speak.
 - Changing a person's location and separating them from their colleagues.
 - Prohibiting colleagues from speaking to a particular person.
 - Forcing someone to carry out tasks against their conscience.
 - Judging a person's performance offensively.
 - Unjustifiably questioning a person's decisions.
 - Unjustifiably taking tasks away from a person.
 - Assigning meaningless tasks.
 - Assigning a person tasks well below their ability.
 - Assigning degrading tasks.
2. Attacks on the victim's social relations with social isolation.
 - Restricting colleagues' ability to speak to a person.
 - Refusing to communicate with a person through looks and gestures.
 - Refusing direct communication with a person.
 - Not speaking to a person.
 - Treating a person as if they did not exist.

3. Attacks on the victim's private life.
 - Constant criticism of a person's private life.
 - Telephone pranks.
 - Showing a person up or ridiculing them.
 - Making out that a person has psychological problems.
 - Making fun of a person's disabilities.
 - Imitating a person in order to ridicule them (e.g. gestures, voice, etc.).
4. Physical violence.
 - Sexual offers or sexual violence.
 - Threats of physical violence.
 - Use of minor violence.
 - Physical mistreatment.
5. Attacks on the victim's attitudes
 - Attacks on their political beliefs and attitudes.
 - Attacks on their religious beliefs and attitudes.
 - Making fun of the victim's nationality.
6. Verbal aggression.
 - Screaming or insulting.
 - Constant criticism of the person's work.
 - Verbal threats.
7. Rumours.
 - Criticising a person behind their back.
 - Spreading rumours.

3.4.1.2. Possible manifestations of sexual harassment

1. Verbal sexual harassment.
 - Making obscene sexual comments.
 - Making offensive sexual jokes.
 - Obscene or denigrating conversation.
 - Spreading rumours about a person's sexual life.
 - Asking people about or telling people about sexual fantasies or preferences
 - Making rude comments about a person's body or physical appearance.
 - Speaking about one's own sexual prowess.
 - Persistent invitations to take part in social leisure activities in spite of the recipient having made clear they are undesired and inappropriate.
 - Offering or pressurising someone to arrange compromising dates or sexual encounters.
 - Demands for sexual favours.

2. Non-verbal sexual harassment.
 - Lascivious looks.
 - Obscene gestures.
 - The use of pictures, cartoons, drawings, photographs or images with a sexually explicit content.
 - Letters, notes or e-mail messages with offensive sexual content.

3. Physical sexual harassment.
 - Moving too close physically.
 - Cornering, deliberately seeking to be alone with a person without needing to.
 - Deliberate, unsolicited physical contact (pinching, touching, caressing, undesired massages).
 - Intentionally touching sexual parts of the body or pretending it was accidental.

3.4.1.3. Harassment on the grounds of sex

- Discriminatory conduct on the grounds of being a man or woman.
- Speaking to a person in an offensive manner.
- Ridiculing or scorning the abilities, skills and intellectual potential of men or women.
- Using sexist humour.
- Underrating the work performed by women or men.
- Ridiculing people who carry out tasks traditionally performed by the opposite sex.
- Ignoring contributions, comments or actions (excluding someone, not taking them seriously).

3.5. Requirements for considering workplace harassment to exist

In order to consider workplace harassment to exist, all the following requirements must be taken into account:

1. The behaviour is not desired by the person receiving it.
2. Behaviour:
 - of a sexual nature or with sexual connotations or performed
 - on the grounds of a person's sex or
 - for other subjective reasons by the harasser (moral/mobbing).

3. The purpose is to attack their dignity or create an intimidating, hostile, degrading, humiliating or offensive environment.

4. A behavioural pattern over a prolonged period of time. One must take into account that certain isolated or infrequent behaviour, if serious, may be sufficient to be classified as workplace harassment by the Ethics and Crime Prevention Committee.

3.6. Preventing workplace harassment

The following steps have been defined to prevent workplace harassment:

3.6.1. Training and communication

The Corporate Ethics and Crime Prevention Committee shall make these regulations known and provide opportunities for communication and training for:

- All directors and employees of Abertis Infraestructuras (including interns).
- Staff belonging to companies that provide services in Abertis Infraestructuras' headquarters or facilities.

3.6.2. Duties and responsibilities

3.6.2.1. Managers and people in positions of responsibility

Managers and people in positions of responsibility have the following duties and responsibilities:

- Set an example by treating everyone with respect and politeness, avoiding any behaviour or attitude that may be offensive, annoying or discriminatory.
- Ensure the guidelines and principles established in these regulations are complied with and monitored.
- Prevent workplace harassment situations in their team. If they find possible signs of workplace harassment they must investigate and deal with the possible existence of it. If the signs prove to be true, they must notify the Corporate Ethics and Crime Prevention Committee through the established channels.
- They must provide an adequate response to any person who reports a workplace harassment situation, verifying whether it exists and if the workplace harassment situation is found to be true, they must report it to the Corporate Ethics and Crime Prevention Committee through the established channels.



- Cooperate with the Corporate Ethics and Crime Prevention Committee on the harassment report investigation.
- Keep reported cases confidential.

3.6.2.2. Human Resources Department

- Require providers of coaching and psychosocial risk analysis services to immediately inform the Corporate Ethics and Crime Prevention Committee through the established channels if they detect risk situations involving workplace harassment.

3.6.2.3. Employees

- Show respect and consideration towards all people you are in contact with and avoid any actions that may be offensive, discriminatory or abusive.
- Cooperate with the Corporate Ethics and Crime Prevention Committee on the harassment report investigation.
- Report any workplace harassment situations detected through the established channels.
- Keep reported cases confidential.

3.6.3. Medical service

- Provide mechanisms for detecting workplace harassment, such as specific protocols for that purpose.
- If they detect workplace harassment, medical staff must report it to the Corporate Ethics and Crime Prevention Committee through the established channels.

3.6.4. Action against workplace harassment

Any director or employee of Abertis Infraestructuras, whether a harassed person or a person who detects a workplace harassment situation must report it through the following notification / consultation or reporting channels:

Information channel	Ethics channel
When is it used?	When you want to ask for advice about and/or report a workplace harassment situation in Abertis Infraestructuras.
Who can use it?	This incident resolution channel can be used by the affected person or a person who knows about a harassment situation.

When can it be used?	Any time while the harassment situation is going on.
How is it handled?	By reporting it through the ethics channel.
Internal rules and regulations governing the processing of infringement reports or questions regarding workplace harassment.	The <i>Corporate Ethics and Crime Prevention Committee</i> defines the system used to handle such notifications/questions or reports.
Consequences	<p>If the Corporate Ethics and Crime Prevention Committee finds that there is workplace harassment then, depending on the harasser's rank, the Human Resources Department or Board of Directors of Abertis Infraestructuras will be informed of the proposed resolution in accordance with the <i>Compliance Policy</i> in order to:</p> <p>Terminate the employment or commercial relationship between the harasser and Abertis Infraestructuras. Apply appropriate organisational measures that do not harm the harassed person professionally in order to mitigate unproven situations of workplace harassment. Do not reward people with promotions, for example.</p> <p>However, if the Corporate Ethics and Crime Prevention Committee concludes that the workplace harassment is a criminal offence, it must immediately report it to the appropriate authorities.</p> <p>If the Workplace Health and Safety Inspectorate discovers a workplace harassment situation that Abertis Infraestructuras was not aware of, or if final judgments are handed down in the labour or criminal courts (i.e. there is no further possibility of appeal) declaring that harassment has taken place at Abertis Infraestructuras, the employment or commercial relationship between the harasser and Abertis Infraestructuras shall be</p>

3.7. Supervisory measures

The measures that Abertis Infraestructuras has to ensure that the workplace harassment prevention, detection and action measures are working are as follows:

3.7.1. Prevention measures

Supervisory measure	Person responsible for applying the supervisory measure	Supervisory frequency
Review of the availability of the workplace harassment regulations.	Compliance Department	Annually
Training about detecting, preventing and taking action against harassment for all Abertis Infraestructuras staff: directors, senior managers, management team, middle managers and the rest of employees and contractors as well as interns and new staff.	Compliance Department	Annually
Replying to all questions raised through the channels described in the Code of Ethics, as described in the <i>Corporate Ethics and Crime Prevention Committee</i> procedure	Corporate Ethics and Crime Prevention Committee	Daily

3.7.2. Detection measures

Supervisory measure	Person responsible for applying the	Supervisory frequency
Check that the channels described in the Code of Ethics are working.	Corporate Ethics and Crime Prevention Committee	Annually
Carry out an analysis of psychosocial risks twice-yearly.	Abertis Infraestructuras Human Resources	Twice-yearly
Analyse and manage all harassment reports made through the ethics channel.	Corporate Ethics and Crime Prevention Committee	Daily
Check the availability of the medical service detection protocol.	Medical service provider	Annually

3.7.3. Action measures

Supervisory measure	Person responsible for applying the supervisory	Supervisory frequency
Have a Corporate Ethics and Crime Prevention Committee	Board of Directors	Ongoing

4. Files

Reports about cases of workplace harassment must be archived by the Corporate Ethics and Crime Prevention Committee for a minimum of 6 years in a format that guarantees their integrity, correct reading of data, no possibility of manipulation and unauthorised access, appropriate preservation and ability to locate them.

5. Referenced documents

- The Abertis Group's Code of Ethics
- The Regulations for Codes of Ethics in Spain
- Compliance Policy
- The Corporate Ethics and Crime Prevention Committee Procedure

6. Record of changes

Ver.	Date	Changes	Affected sections
1.0	19/07/2016	Initial drafting of the document	All

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