

# PROTOCOL FOR THE PREVENTION OF AND RESPONSE TO HARASSMENT AND VIOLENCE IN THE WORKPLACE

Registre de Fundacions de la Generalitat de Catalunya, núm. inscripció 2.206.- NIF G43814045

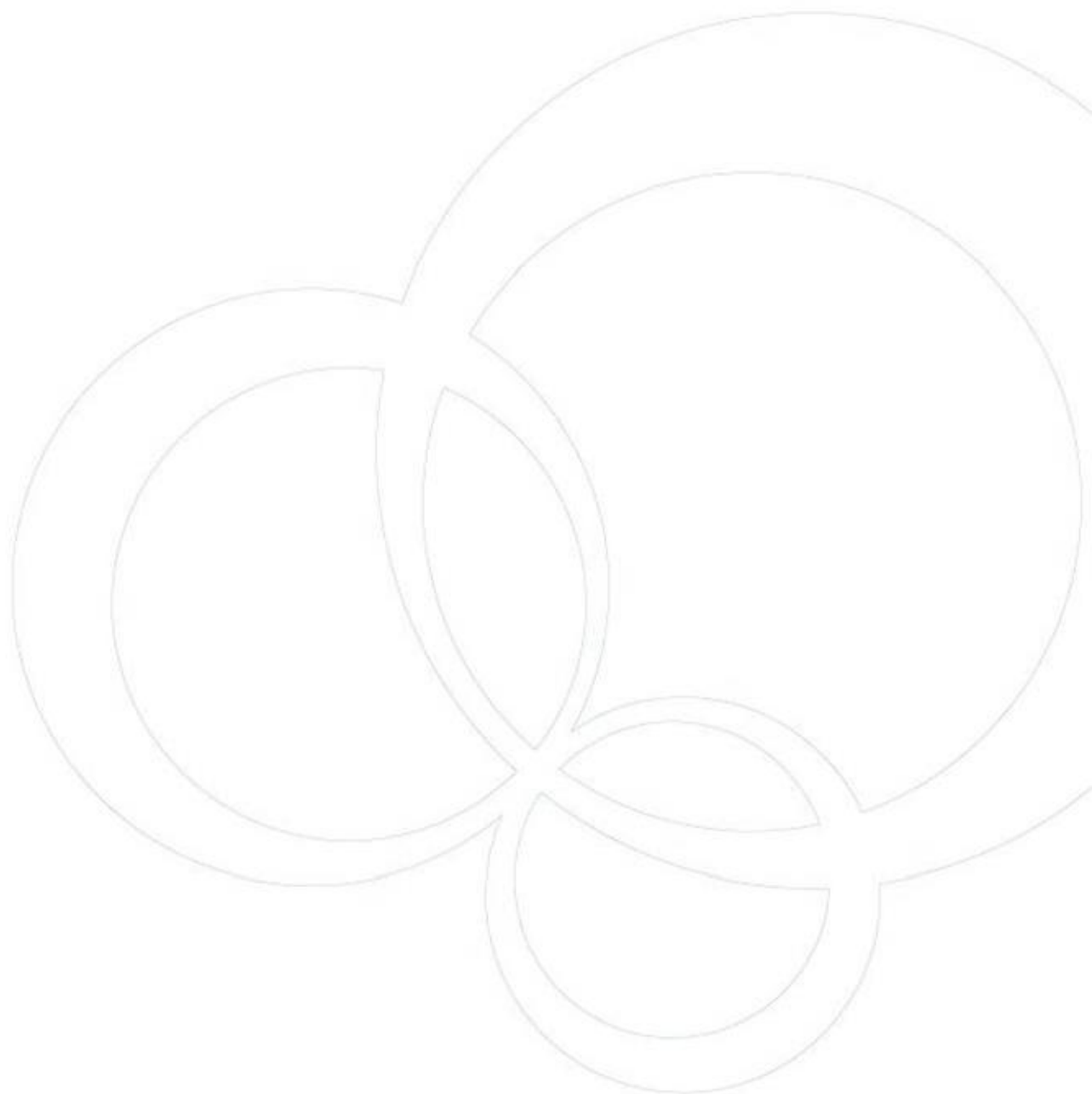
10. Protocol for the prevention of and response to harassment and violence in the workplace. Meeting of the Governing Board of 10 July 2020

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**IISPV**

INSTITUT  
D'INVESTIGACIÓ  
SANITÀRIA  
PERE VIRGILI



Registre de Fundacions de la Generalitat de Catalunya núm. inscripció 2.206.- NIF G43814045

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## 1. AIMS

Preventing harassment and intervening at the earliest stages of such situations is the most effective way to eradicate conduct of harassment and violence. This is why the PERE VIRGILI HEALTH RESEARCH INSTITUTE FOUNDATION has defined this protocol.

This protocol was designed with the following aims:

- Facilitating information about harassment and violence in the workplace,
- determining tools to prevent it, and
- setting up effective channels for protection and response within the company.

It is a tool that will help in the detection and tackling of negative conducts of this kind within our company that can undermine the working atmosphere and, above all, the physical and mental health of workers.

## 2. DEFINITIONS

- **WORKPLACE HARASSMENT AND DISCRIMINATORY HARASSMENT**

**Workplace harassment.** Exposure to conducts involving psychological violence, in a recurring manner and prolonged over time, targeting one or more people by another person or persons. It includes situations of abuse of power by members of the management, supervisors or team leaders of the company (abuse of authority), situations involving abusive conduct or mistreatment of a worker among persons who do not have a relationship of superiority or hierarchy or if they do, it is not relevant. This exposure occurs in the context of an employment relationship and entails a major risk to health.

All conducts involving workplace harassment are aimed at one of the following five categories: a threat to one's professional status, personal reputation, isolation, work overload and destabilization.

**Discriminatory harassment.** Any unwelcome conduct related to racial or ethnic origin, religion or convictions, disability or age of a person, that seeks to undermine or results in undermining the person's dignity and creates an intimidating, humiliating or offensive atmosphere.

The following list is not intended to be exhaustive; it sets out a series of behaviours that may be evidence of harassment:

Physical isolation, obstructing or limiting communication, ignoring a person's presence or opinions, displaying differences in treatment of other workers, maximising errors, erroneous data or incorrect indications about work methodology, not clearly specifying roles and responsibilities, humiliations, criticisms aimed at undermining people's dignity, sarcasm, ridiculing comments, work assignments that exceed or are far below the usual workplace task, unnecessary or meaningless tasks, contradictory tasks or ones that are contrary to the worker's personal convictions...

- **PHYSICAL VIOLENCE IN THE WORKPLACE**

Conducts that entail physical assault.

Verbal or physical conducts that are threatening, intimidating, abusive and harassing in relation to causing more or less immediate bodily harm that are perpetrated against a person or persons who are employed by the same employer or among people who work for different employers but who provide their services in the same workplace.

Verbal and/or physical conducts that are deemed aggressive, including among others and without limitation:

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Using obscene language, insults, pejorative words, provocative or aggressive body language that expresses intimidation or contempt, threats, attempts to strike someone, pushes, threats with an object of any kind, spitting, breaking furniture, throwing objects with the intention of hurting, throwing someone to the ground, biting, scratching, hitting, punching, head-butting...

- **SEXUAL HARASSMENT**

Situation in which any verbal, non-verbal or physical behaviour of a sexual nature occurs that is performed with the aim or effect of violating a person's dignity, especially when an intimidating, hostile, degrading, humiliating or offensive environment is created.

Types of conduct that constitute sexual harassment:

Among other, without limitation, the following behaviours that may indicate the existence of sexual harassment are considered:

- **Verbal conduct:** spreading rumours, asking about or discussing a person's sex life and sexual preferences, making obscene sexual comments or jokes, making rude comments about their body or physical appearance, offering or exerting pressure to make dates or participate in unwanted activities unrelated to work, demanding sexual favours
- **Non-verbal conduct:** lewd glances, obscene gestures, use of graphics, vignettes, drawings, photographs or internet images of sexually explicit content, letters, notes or emails of sexually offensive content
- **Physical conduct:** excessive physical proximity, cornering a person, deliberately arranging to be alone with the person unnecessarily, deliberate and unsolicited physical contact (pinching, touching, unwanted massages ...), intentionally or accidentally touching the sexual parts of the person's body.

- **GENDER-BASED HARASSMENT**

Gender-based harassment is any behaviour based on the a person's gender, with the purpose or effect of violating their dignity and creating an intimidating, degrading or offensive environment.

Behaviours that are likely to constitute gender-based harassment include, among others, and without excluding or limiting intent, the following:



Condescending or paternalistic attitudes, insults based on the worker's gender and/or sexual orientation, discriminatory conduct on the grounds of gender, offensive ways of addressing the person, ridicule, belittling their abilities, skills and intellectual potential of a person on the grounds of sex, using sexist humour, ignoring contributions, comments or actions, on the grounds of gender.

### 3. RIGHTS, OBLIGATIONS AND GUIDELINES

The scope of this document covers:

- Protecting the company's personnel from harassment by other company employees
- Protecting the company's personnel from harassment by people outside the company.
- Protecting people outside but related to the company, even if they do not have a direct employment relationship.

#### THE COMPANY'S LEGAL OBLIGATIONS

To protect workers from harassment and violence in the workplace, the employer has the following obligations:

- Adopt measures aimed at guaranteeing the right of workers in the employment relationship:
  - a) not to be discriminated against for any reason;
  - b) to physical and mental integrity and to an appropriate health and safety policy, and
  - c) to the respect of their privacy and due consideration of their dignity, including protection from harassment and violence.
- Promote a work context and environment that prevents harassment and violence.
- To implement specific procedures to prevent harassment, and to channel all communications and reports made by the workers. These specific procedures include two types of measures:
  - a) Preventive measures and
  - b) Procedures for investigating reports: the company has investigation procedures in place for particular cases of harassment that arise and will apply them whenever such cases come to its attention.

#### RIGHTS AND OBLIGATIONS OF THE WORKERS



**Rights.** Workers have the right to a healthy work environment and not to suffer harassment or violence. For this reason, the other company workers have the right to report possible situations of harassment or violence, without suffering reprisals.

**Obligations.** In addition, everyone has the obligation to treat others with respect and to cooperate with the company in the investigation of an internal report of harassment or violence.

**Recommendations.** All workers play a key role in creating a work environment in which harassment is unacceptable. They can contribute to preventing it through their sensitivity to the issue, and to guaranteeing standards of conduct of their own and to others that is not offensive. At the same time, they can prevent harassment if they make it clear that they find certain behaviours unacceptable and support those co-workers who may be victims of this situation and are considering whether to report it.

#### **4. PREVENTION OF HARASSMENT AND VIOLENCE IN THE WORKPLACE**

To materialise prevention, three steps will be taken.

1. The company's initiative and commitment. The management of the PERE VIRGILI HEALTH RESEARCH INSTITUTE FOUNDATION expresses the commitment to strive to eradicate harassment of any form. This commitment by the company to zero tolerance of harassment and/or violent conduct is set out in the code of corporate ethics attached in Annex 8.2 of this protocol.
2. Equality policies and a work organisation that hinder harassment and violence in the workplace.
3. People's commitment. The company will promote relations based on freedom and respect among all people who have a professional relationship. The strategies that will be used will be awareness-raising and sensitisation, information and training so that everyone assumes their responsibility, preventing and refraining from those actions that could be offensive, discriminatory or abusive, and identifying the factors that contribute to creating a work environment free of harassment. Accordingly, the workers of the PERE VIRGILI HEALTH RESEARCH INSTITUTE FOUNDATION will be instructed to sign the "Declaration sheet of individual commitment to the prevention of harassment and violence and with the involvement to create healthy work environments" that is set out in Annex 8.4 to this Protocol.

The company policy with regard to harassment and/or violence in the workplace includes a series of actions that are set out in Annex 8.3.

#### **5. CHANNELS FOR DEALING WITH SITUATIONS OF VIOLENCE AND HARASSMENT**

In the event that a situation of harassment or violence arises in the company, there are two channels of resolution: internal and external. Using one resolution channel shall in no case exclude the possibility of using the other channel as well.

The internal channel has two main objectives:

- To define clear and precise procedures to resolve the situation with the requisite guarantees.

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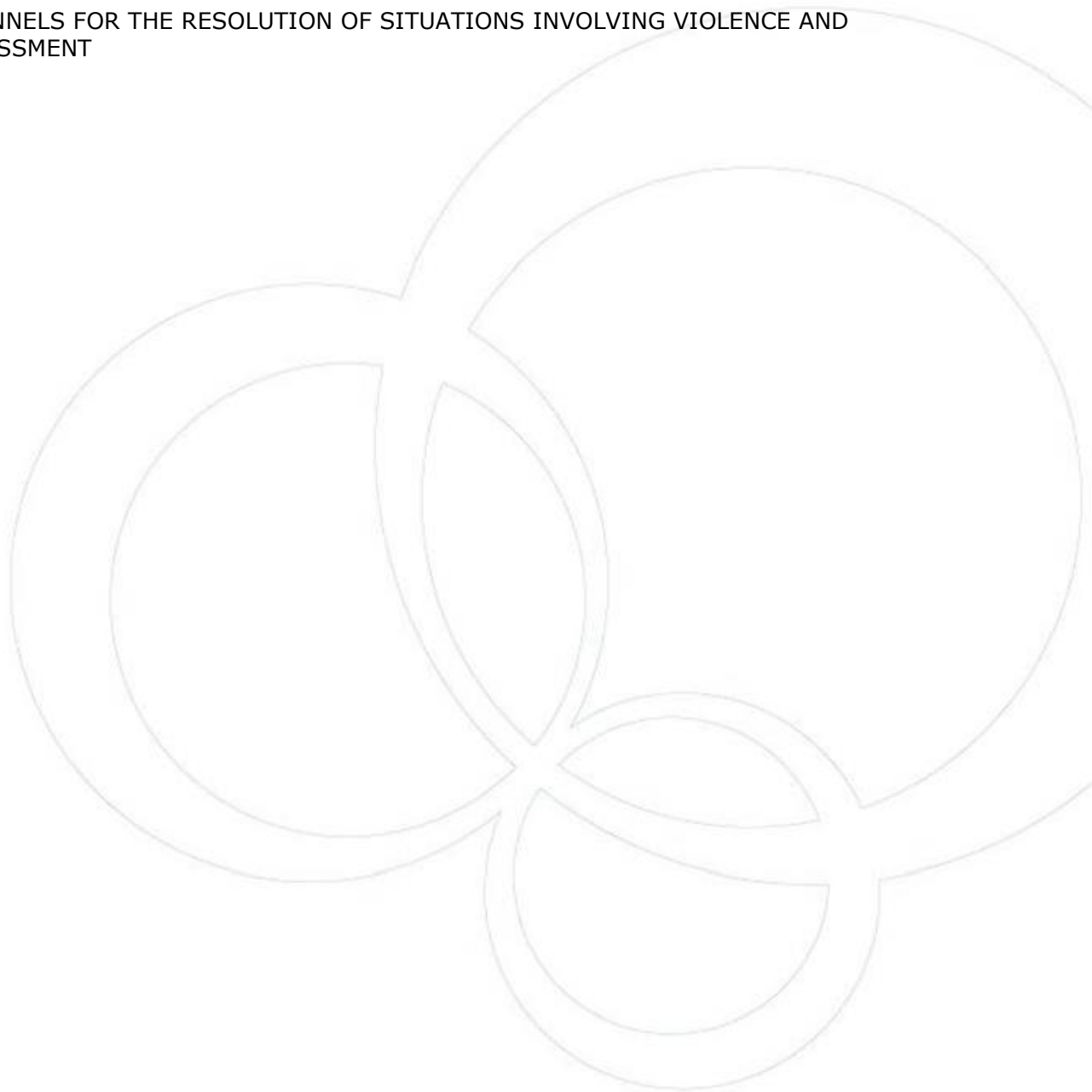
- To define and establish the mechanisms of support and assistance for people who may be in a situation of harassment.

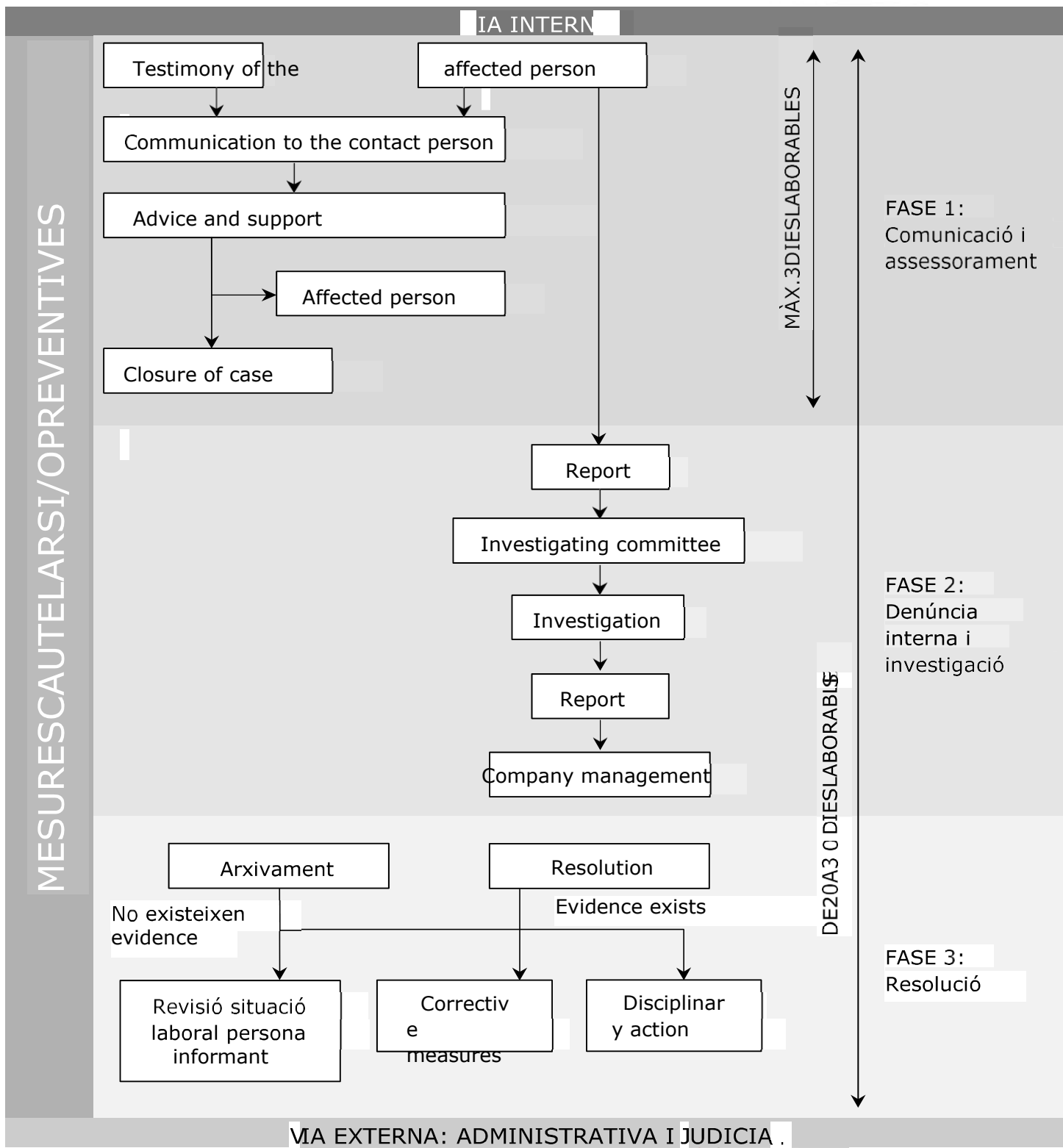
The external channels are the official administrative channel (Work Inspection) and the courts of law.

The following section presents the series of actions to prevent and tackle harassment, which illustrates the two possible channels of resolution and the various phases of the internal channel.

It then goes on to detail and specify the internal channel procedure that the employer PERE VIRGILI HEALTH RESEARCH INSTITUTE will follow in the event that a situation of violence or harassment should arise.

## CHANNELS FOR THE RESOLUTION OF SITUATIONS INVOLVING VIOLENCE AND HARASSMENT





## INTERNAL CHANNEL THE PROCEDURE

Throughout the procedure, the principles of respect and protection, confidentiality, right to information, support by trained personnel, diligence and swiftness, fair treatment, protection against possible reprisals and cooperation shall be respected. The procedure set out below comprises three phases: 1) reporting and advice, 2) internal complaint and investigation and 3) the resolution phase.

### Phase 1. Reporting and advice

This commences when there is a report of the perception or suspicion of harassment or violence.

- Objective: to Inform, advise and support the person who is being harassed and prepare, if applicable, the complaint phase
- How long, at most, does this resolution channel last?

The duration of this resolution channel shall not exceed 3 days

- Who can make the report?
  - The affected person
  - Any person or persons who observe violent conduct or harassment
- When is the report made?

Once the facts have occurred and as soon as possible, it can be made in handwriting, by email or orally.

- Who is the report addressed to?

To the contact person(s)



- What actions will the contact person take?

He or she will inform and advise the affected person, support him/her throughout the process and propose interim and/or preventive measures.

- What are the possible outcomes of Phase 1?

- a) The affected person decides to file a complaint. The contact person offers her/him advice and support to file the complaint.
- b) The affected person decides not to file a complaint and the contact person finds that there has been some evidence of harassment or violence. In this case, the company is notified so that it can take the necessary measures to deal with the evidence received, respecting the right to confidentiality of the persons involved.
- c) The affected person decides not to file a complaint and the contact person finds that there has not been any evidence of harassment or violence. If this is the outcome, the case is closed and no further action is taken.

In any case, a record is logged of the actions carried out which will appear in the follow-up report.

- Custody of the documentation: how and by whom.

If there is documentation, the contact person will be responsible for the management and custody thereof, guaranteeing confidentiality at all times.

If the affected person decides not to pursue the case, all of the documentation he/she has provided will be returned to him/her.

If the affected person decides to continue with the complaint actions, the documentation will be added to the investigation case file.

## **Phase 2. Internal complaint and investigation**

This phase commences at the moment when the affected person files the complaint.

- Objective: to thoroughly investigate the facts and issue a report on the basis of the statements set out in the complaint and to propose, if appropriate, the intervention measures that are considered appropriate.

- Who files the complaint?

The complaint is filed by the affected person.

- Who drafts the complaint?

It must be submitted in writing in the format included in Annex 8.9: "Internal complaint template".

- To whom is the complaint submitted?

The duly completed internal complaint form will be submitted to one of the internal members of the company who is a member of the investigating committee.

- What steps will the investigating committee take?

The committee's role encompasses the following:

- To analyse the complaint and the supporting documentation.
- Interview the person filing the complaint, with the person against whom it is brought, and with the witnesses, if any.
- Assess whether interim measures are needed.
- Issue a report which shall include the conclusions —“ arrived at and propose the corrective measures that are deemed appropriate. The report template is included in the Annexes.

Everyone involved in the process is under an obligation to maintain strict confidentiality and secrecy and must not transfer or disclose information about the content of complaints filed or resolved or in the process of investigation. The assignment of identifying number codes is recommended to preserve the identity of both the person allegedly harassed and the alleged perpetrator.

- Who manages the report file?

The investigating committee, guaranteeing at all times the confidentiality of all of the documents. The company will provide the committee with the means necessary to make this custody effective.

The report will be sent to the company management or to the person who it appoints to resolve it.

### **Phase 3. Resolution**

Based on the report prepared by the investigating committee, the company management, or the person with delegated authority thereby will issue a resolution of the case.

- What are the possible outcomes?

a) There is sufficient proven evidence of a situation of violence or harassment. In this case, the appropriate corrective measures will be taken, which may include the commencement of disciplinary proceedings by the company, taking into account that in the event of disciplinary proceedings it is necessary to act in accordance with the provisions of the Workers' Statute as well as the applicable collective agreement. In any event, a review shall be conducted of the employment situation of the informant in the last analysis.

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b) There is insufficient proven evidence of a situation of violence or harassment. In this case the complaint will be closed. If it is deduced from the investigation that any offence other than that of harassment that is defined in the laws or regulations currently in force or in collective agreements has been committed, (such as the case of a false complaint, among others), the relevant disciplinary action may be taken.

- What must be included in the resolution?
  - Identifying details of the informant
  - Identifying details of the person against whom the complaint is filed
  - Grounds of the complaint
  - Statement of the facts
  - Conclusions of the investigating committee
  - Action taken on the basis of the above
- To whom shall the resolution be addressed?

A copy of the resolution shall be issued to:

- The informant
  - The person against whom the complaint is made
- What is the maximum duration of the investigation and resolution phases?

The duration of this resolution channel shall not exceed 20 days

### **EXTERNAL CHANNELS ADMINISTRATIVE AND JUDICIAL**

The external channels are the official administrative channel (Work Inspection) and the courts of law.

#### **Administrative channel**

Anyone with knowledge of facts that may constitute an infraction in matters within the scope of the powers of the ITSS [Work and Social Security Inspectorate] may request the services of work inspectors through a written complaint to the Provincial Work and Social Security Inspectorates.

The remit of the Work Inspectorate consists in investigating what action the company has taken in response to its knowledge of some facts of harassment.

In the matter of harassment, the Work Inspectorate does not inspect the individual who allegedly committed the harassment, but the company, as the body with the duty to ensure that:

- the work structure and conditions are appropriate and impede the occurrence of harassment;
- there are mechanisms in place in the organisation that impede and prevent these cases of harassment, and
- that all the communications and complaints that are submitted are investigated. In certain cases, the Work Inspectorate itself will formally inform the company of these facts.

### **Via the Courts and Tribunals**

There are two possible ways in which a case of harassment may be brought before the courts and tribunals: it may be brought before an employment tribunal and as a criminal case before a court of law.

The case may be brought to court by the party directly

(affected person/injured/interested party)

or ex officio (Investigating Judge/Prosecution Service)

#### **o Labour courts and tribunals**

From the point of view of labour law, the Law 36/2011, which regulates the jurisdiction of labour courts and tribunals, provides for a specific form of procedure in articles 177 et seq, for the protection of fundamental rights and public freedoms.

#### **o Criminal jurisdiction**

Harassment in the workplace can constitute a criminal offence. Occupational harassment is codified as a criminal offence in article 173 of the Organic Law 10/1995, of the Criminal Code.

## **AWARENESS-RAISING, INFORMATION AND TRAINING IN THE PROTOCOL**

With the drafting of this protocol and its dissemination, everyone in the company must know that certain behaviours and attitudes **WILL NOT BE TOLERATED**, and that the company has mechanisms to take immediate measures if it occurs.

An important tool for awareness-raising and sensitisation with regard to the issue of harassment will be the dissemination of this Protocol. To achieve this, the company will use the following channels:

- Distribution of a copy of the protocol to everyone in the company
- Issuance of a copy of the protocol whenever a contract of employment is executed.
- Posting notices of measures for the prevention of harassment and violence in the workplace on noticeboards
- Posting the list of relevant person(s) on the bulletin board to request information and /or report a situation of harassment or violence.
- Posting on the noticeboard the list of people who make up the investigating committee to file the internal complaint.

### **With regard to training actions:**

- There will be basic training for all workers with the aim of raising awareness of harassment and violence in the workplace, what their rights and responsibilities are in this regard, what is the company's prevention policy, measures to prevent harassment and violence and the internal processes that the company has in place to combat them, as well as external ones.
- For people with direct responsibilities in the process, in addition to the above topics, which are generic for everyone, they will receive training on their specific role in the prevention of harassment, and guidelines for action to assist people suffering from harassment (communication and conflict management skills).

## **FOLLOW-UP AND ASSESSMENT OF THE PROTOCOL**

The protocol will be monitored to rectify any actions that require it. To carry out the monitoring, the contact person will draw up an annual report.



The report shall contain:

- The number of actions taken to inform, raise awareness and train the workforce in the protocol
- The number of situations of harassment detected in the company
- The number of situations of harassment communicated and/or reported
- Number of cases resolved
- Average of cases resolved within the established time frame

Furthermore, this protocol will be reviewed, with the participation of everyone concerned, every 2 years. The aim of the review will be to improve, amend or include in the protocol any additional sections that are deemed necessary.

ANNEX 8.1

**CONSULTATION AND PROTOCOL AGREEMENT FOR THE PREVENTION AND  
APPROACH OF HARASSMENT AND VIOLENCE AT WORK**

Dear Sirs,

In compliance with article 33.1 of Law 31/95 on the Prevention of Occupational Risks, which establishes that the employer must consult workers on the adoption of decisions relating to the organisation and implementation of protection activities and prevention of occupational hazards in the company, we present this:

**PROTOCOL FOR THE PREVENTION AND TACKLING OF HARASSMENT AND VIOLENCE AT WORK**

We ask that if you have any comments and/or contributions regarding this matter, please send the corresponding report within 15 days in accordance with point 3 of article 36 of Law 31/95.

Please sign this letter in duplicate as an acknowledgment of receipt. With compliments,

Received:

Date:

Signed

## ANNEX 8.2

### **CORPORATE CODE OF ETHICS**

This code sets out to be a manifesto of the shared and recognised values of the PERE VIRGILI HEALTH RESEARCH INSTITUTE

The document, as well as a list of prohibitions and mandatory requirements, presents the position of the company PERE VIRGILI HEALTH RESEARCH INSTITUTE FOUNDATION against harassment and violence at work.

The behaviour of every person who works at the PERE VIRGILI HEALTH RESEARCH INSTITUTE FOUNDATION must be based on mutual respect, which is why:

- All workers have an obligation to treat their colleagues, superiors and subordinates with respect, dignity and fairness.
- No employee shall be discriminated against on the grounds of race, religion, age, nationality, gender, or any other personal or social condition beyond his or her condition of merit and ability.
- Any conduct or gesture that may be considered physical, psychological, moral, or abusive harassment, as well as any other conduct that may create an intimidating or offensive environment toward the rights of individuals, shall be rejected.
- If a person believes they or another person is the object of or is aware of any breach or bad practice in the performance of professional activities, s/he must report this through the different formal channels available to the company (health surveillance or risk prevention service, contact person and/or employer). Special care will be taken that these channels allow, at all times, and by any worker, the ability to ask for information or advice or report breaches of the provisions of this code, without fear of retaliation. It is also important to note at this point that the confidentiality of data is guaranteed.

- No one, regardless of level or position, is authorised to ask a worker to contravene the provisions of this code. No worker can justify improper conduct by appealing to a higher order or claiming ignorance of the code.

### ANNEX 8.3

## **POLICY FOR THE PREVENTION OF HARASSMENT AND VIOLENCE AT WORK IN THE COMPANY**

The PERE VIRGILI HEALTH RESEARCH INSTITUTE FOUNDATION ensures a proactive attitude towards harassment and/or violence at work. To this end, a series of instruments and strategies are adopted to deal with these risks:

- Integration and effective equality of women in the work environment as defined in the "Company Equality Plan"
- Culture of zero tolerance of harassing and/or violent behaviour and offensive, discriminatory and/or abusive attitudes. This is reflected in the "Company Code of Ethics"
- Individual undertaking declaration committing to the prevention of harassment and violence with the further commitment on the part of the company's workers to create healthy working environments
- Protocol for the prevention of and response to harassment and violence in the workplace
- Carrying out awareness-raising, information and training actions on harassment and/or violence
- Monitoring and assessment of the protocol for the prevention of and response to harassment and violence in the workplace
- Encouraging smooth communication between employees and managers
- Promotion of a participatory form of leadership

ANNEX 8.4

**INDIVIDUAL STATEMENT OF COMMITMENT TO THE PREVENTION OF  
HARASSMENT AND VIOLENCE AND INVOLVEMENT TO CREATE HEALTHY  
WORKING ENVIRONMENTS**

Full name \_\_\_\_\_

Tax ID no. \_\_\_\_\_

As an employee of the company \_\_\_\_\_, I HEREBY STATE:

- That I assume my responsibility and therefore undertake to refrain from any actions that may be offensive, discriminatory or abusive, and to identify the factors that contribute to creating a harassment-free work environment.
- That I promise to support those colleagues who may be in a situation of harassment and are assessing whether to report it.
- That I undertake to report possible situations of harassment or violence and to cooperate in the investigation of an internal report of harassment or violence.
- My explicit undertaking to adopt the protocol as a guide for the prevention of any form of violence in the workplace.

Signature

\_\_\_\_\_, \_\_\_\_\_ [insert date \_\_\_\_\_]



ANNEX 8.5

**CONSULTATION OF THE WORKERS ON THE APPOINTMENT OF THE CONTACT PERSON(S)**

Dear Sirs,

In compliance with article 33.1 of Law 31/95 on the Prevention of Occupational Risks, which establishes that the employer must consult workers on the adoption of decisions relating to the organisation and implementation of protection activities and prevention of occupational hazards in the company, we inform you that:

The company plans to appoint the following worker(s) as CONTACT PERSON(S)

Elisabet Galve Aixa ([elisabet.galve@gmail.com](mailto:elisabet.galve@gmail.com))

Anna Rull Aixa ([anna.rull@iispv.cat](mailto:anna.rull@iispv.cat))

These people are considered to have the necessary skills to provide support in the process of tackling and resolving harassment or violence and the company is committed to providing them with specific training in this respect.

We ask that if you have any comments and/or contributions regarding this matter, please send the corresponding report within 15 days in accordance with point 3 of article 36 of Law 31/95.

Please sign this letter in duplicate as an acknowledgment of receipt. With compliments,

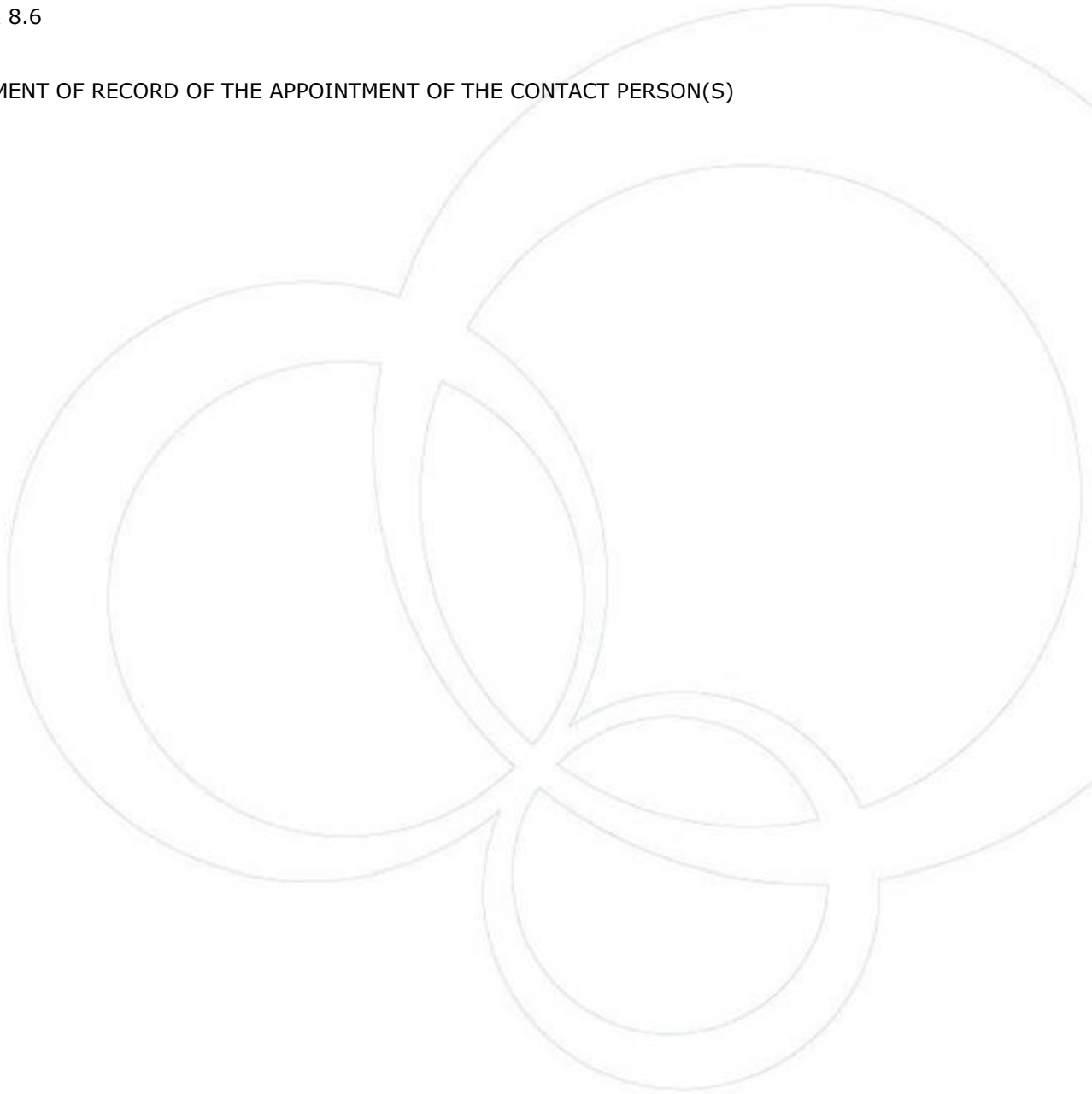
Received

Date:

Signed

ANNEX 8.6

DOCUMENT OF RECORD OF THE APPOINTMENT OF THE CONTACT PERSON(S)



ANNEX 8.7

## CONSULTATION OF THE WORKERS ON THE MODEL AND APPOINTMENT OF THE MEMBERS THAT COMPRISE THE INVESTIGATING COMMITTEE

Dear Sirs,

In compliance with article 33.1 of Law 31/95 on the Prevention of Occupational Risks, which establishes that the employer must consult workers on the adoption of decisions relating to the organisation and implementation of protection activities and prevention of occupational hazards in the company, we inform you that:

1. It is considered appropriate that the composition of the commission of inquiry should consist of three persons, one of whom shall be one of the persons of reference.
2. Of the possible models of investigating committees (internal, made up of people from the company; external, made up of people or bipartite and mixed bodies, with external and internal composition in the company), the model of investigation committee of the our company will be:

### INTERNAL COMMITTEE

3. In the event that, in relation to the facts investigated, it can be categorically ascertained that the impartiality of any member (s) of the commission may be compromised because he or she is an implicated party, is a family relative or other similar issues, the company will examine the possibility of creating an ad hoc committee for that specific complaint that will be agreed with the workers' legal representative(s). If no agreement is reached, the most suitable persons will be appointed.

In view of these points, the company intends to appoint the following persons as members of the commission of inquiry.

Member of the investigating committee (full name of contact person):

Elisabet Galve Aixa ([elisabet.galve@gmail.com](mailto:elisabet.galve@gmail.com))

Member of the investigating committee (full name of contact person):

Anna Rull Aixa ([anna.rull@iispv.cat](mailto:anna.rull@iispv.cat))

Member of the investigating committee (full name of contact person):

This will depend on each case or situation to be analysed.

These people are considered to have the necessary skills to provide support in the process of tackling and resolving harassment or violence and the company is committed to providing them with specific training in this respect.

We ask that if you have any comments and/or contributions regarding this matter, please send the corresponding report within 15 days in accordance with point 3 of article 36 of Law 31/95.

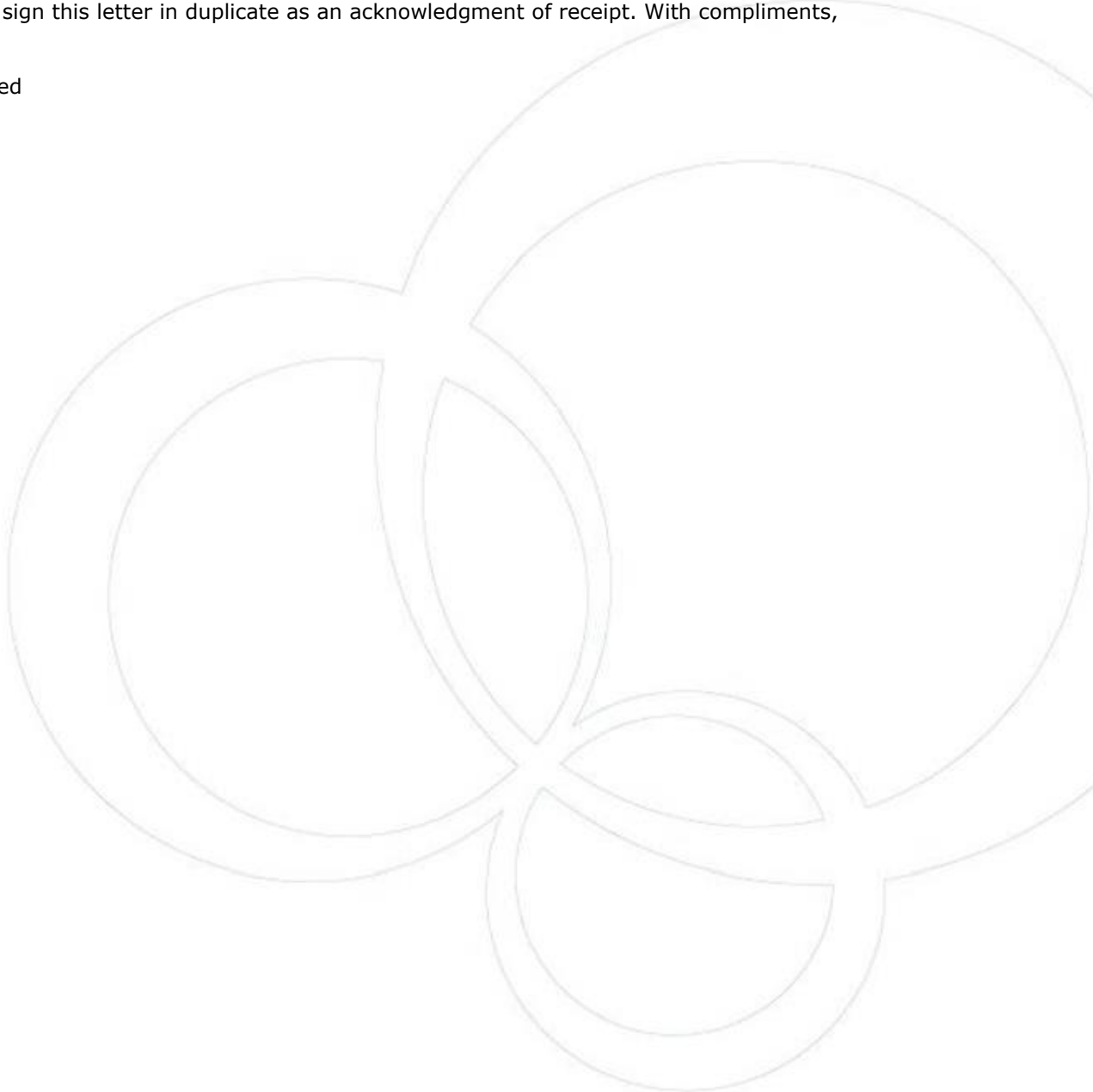
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Please sign this letter in duplicate as an acknowledgment of receipt. With compliments,

Received

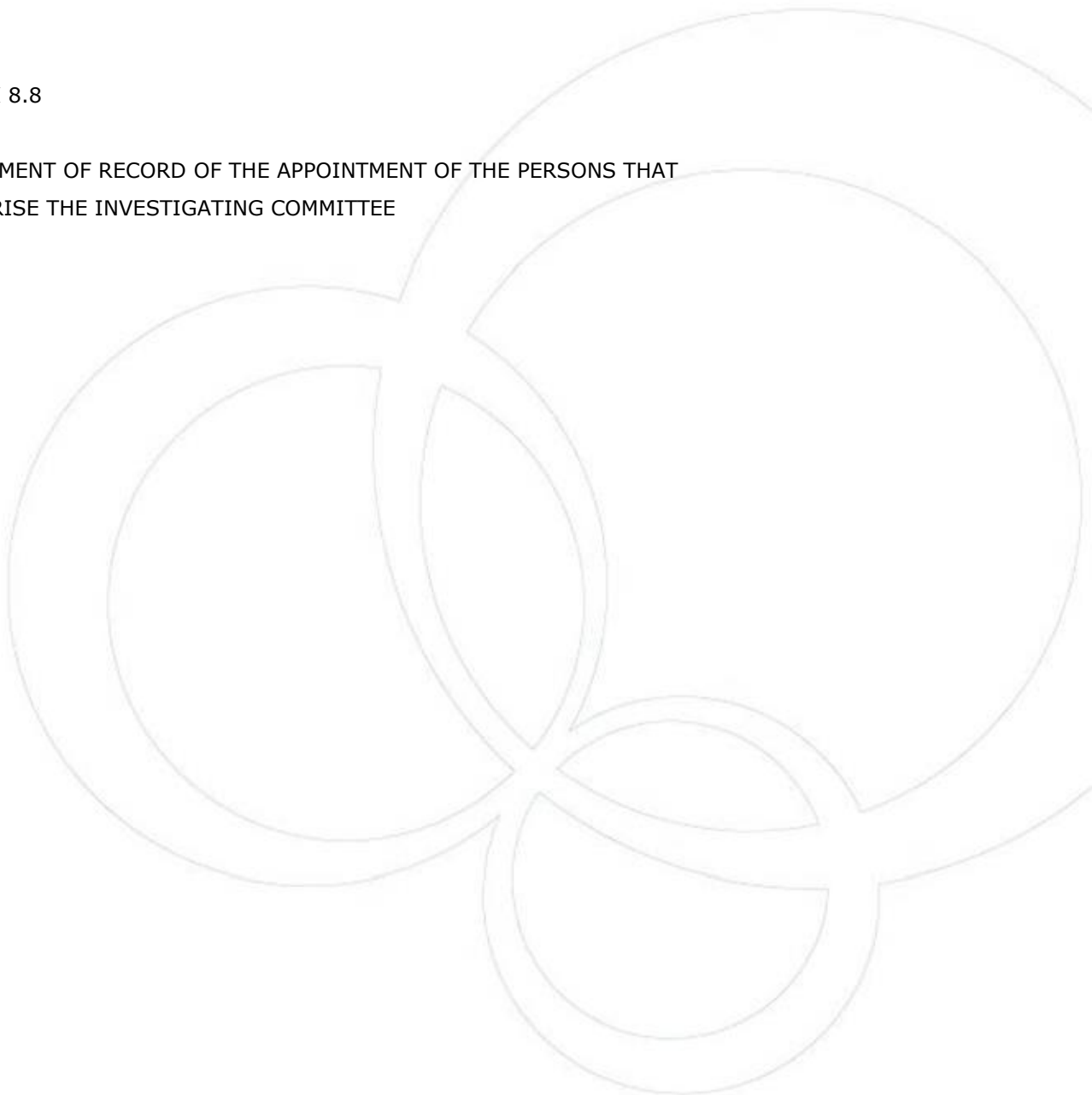
Date:

Signed



ANNEX 8.8

DOCUMENT OF RECORD OF THE APPOINTMENT OF THE PERSONS THAT  
COMPRISE THE INVESTIGATING COMMITTEE



ANNEX 8.9

INTERNAL REPORT TEMPLATE

INTERNAL COMPLAINT FORM.

Full name

National ID number - DNI

Address and work centre

Position

Contact telephone

no.

Email address

Details of the person filing the complaint (affected person)

Full name

National ID number - DNI

Address and work centre

Position

Contact telephone

no.

Email address

Description of the facts

(Specify the reason, add supporting documentation, if applicable)



Witnesses

If there were witnesses to the facts, you must identify them with

their full names

- 1
- 2
- 3

I acknowledge receipt.

Signature of the person of the investigating committee receiving the complaint

Signature of the informant

Full name

Full name

Place and date

If it is deduced from the investigation that any offence other than that of harassment that is defined in the laws or regulations currently in force or in collective agreements has been committed, (such as the case of a false complaint, among others), the relevant disciplinary action may be taken.

ANNEX 8.10

INVESTIGATING COMMITTEE REPORT TEMPLATE

Details of the person filing the complaint (affected person)

Full name

National ID number - DNI

Address and work centre

Position

Contact telephone no.

Email address

Details of the person(s) who allegedly carried out the harassment

Full name

National ID number - DNI

Address and work centre

Position

Contact telephone no.

Email address

List of people who participated in the research and drafting of the report

1. ....
2. ....
3. ....

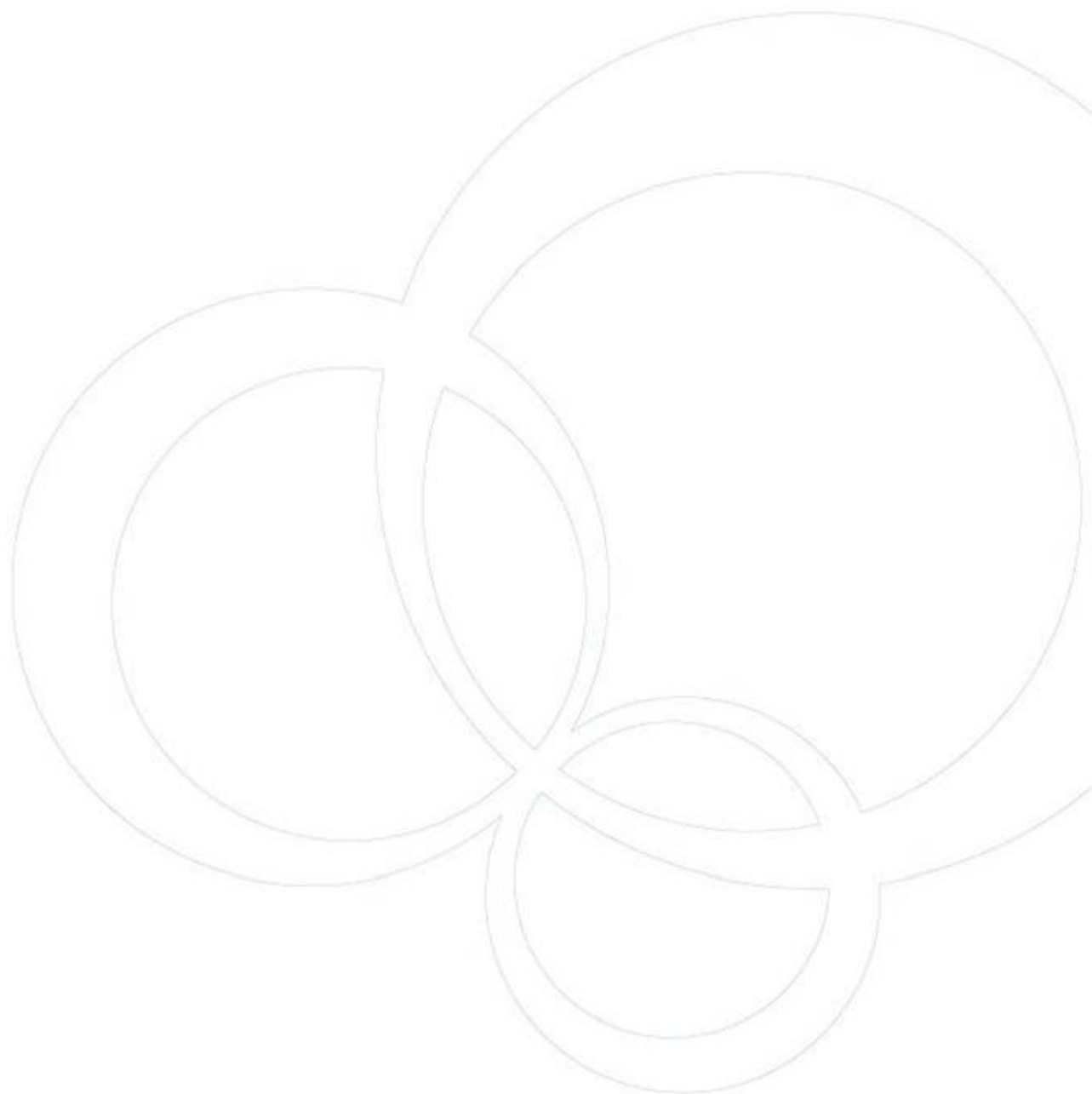
Other action: evidence, summary of the main facts and other action taken

Written by:	Human Resources Department
Version	V01 – 2nd edition.
Date	January 2020
Revised by:	Joan Vendrell Ortega (Director) David Martín Frigols (Management)
Approval by the members of the Board of Management	Dr. Francesc Vidal Dr. Elisabet Vilella Dr. Lluís Masana Dr. Jordi Salas Dr. Ricardo Closa Ms. Elisabet Galve
Date	February 2020



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