



Anti-Discrimination & diversity Policy

1. Scope

The guidelines apply to all employees of pbz GmbH.

2. Goal

The aim of the Directive is to promote and implement

- a trusting, constructive and appreciative cooperation,
- mutual respect for the personality of others,
- the responsibility of individuals for a positive work environment,
- a non-discriminatory working environment,
- of an inclusive company.

3. Principles

All employees are called upon to stand up for respectful and non-discriminatory coexistence at all times. We want to protect all employees and customers from

- direct and indirect discrimination
- Bullying
- Stalking
- sexual harassment and violence, as well as
- physical and psychological violence

We will punish any violation of this principle. Initial steps and further measures are set out in section 6. Employees who are affected by discrimination, bullying, stalking, or sexualized harassment and violence are supported in defending themselves and receive all the help they need. To this end, we encourage the open addressing of all incidents in which an employee feels discriminated against in some way. It should be possible to address them accordingly not only in front of colleagues, but also in particular with superiors at all hierarchical levels. This requires trust in the attitude of the company, of all its employees, and in decisive action by all managers. In this sense, all employees should act as role models.

At the same time, uninvolved third parties are called upon not to look the other way in the event of incidents that they observe or of which they become aware, but to intervene, to offer direct and active help to those affected and to support them in resolving conflicts. We promise that there will be no disadvantages for those affected by addressing and pointing out corresponding problems.

It is the task of managers, division managers and team leaders at all levels of our company to actively contribute within the framework of their management tasks to the avoidance of conflicts or to the appropriate settlement and resolution and to the reporting of indirect discrimination in the sphere of activity. They are obliged to vigorously stand up for the rights of those affected in cases of discrimination, bullying, stalking, sexualised harassment and violence that nevertheless occur and to ensure that such misconduct is consistently clarified or punished. As a company, we have a strict zero tolerance policy towards bullying, stalking, sexual harassment, violence and discrimination in any form.

4. Prevention

We use human resources and training planning as a necessary tool to achieve the objectives of this policy. These include:

- Vocational training and further education offers, if necessary also individually or in smaller groups
- the consideration of social skills when hiring new managers or employees
- Creating conditions that enable barrier-free working in the office space
- Description of responsibilities and tasks of functionaries and HR managers

We provide an anti-discrimination officer. The delegate should have the following tasks:

First point of contact in case of discrimination

- Mediation between parties, if desired
- Initiating, proposing and bundling preventive measures
- Development of prevention strategies/programs
- Bundling and provision of internal and external support services



- Collaboration with all departments to inform and implement prevention measures
- Mediation of necessary contacts to the conflict counsellors
- Annual report to management on the effectiveness of prevention strategies and measures

The Anti-Discrimination Officer is:
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As a company, we provide appropriate material and organizational resources for the implementation of preventive measures. This also includes ensuring the work and continuous qualification of anti-discrimination officers.

5. Rights of data subjects

It is the right of all data subjects to seek advice from the anti-discrimination officer in cases of direct and indirect discrimination, bullying, stalking, sexual harassment and violence.

The person concerned will be supported there while maintaining the highest level of confidentiality and will be informed about any support.

If it is the explicit will of the person concerned to take further steps to solve the problems beyond consultations, these will be agreed and coordinated with the employee. In consultation with the counsellor, confidants – including those from outside the company – can be consulted in all discussions.

After becoming aware of an incident within the meaning of these guidelines, the contact persons have the task of responsibly and promptly:

- support and advise the data subject
- with the consent of the person concerned, to establish and document the facts of the case in separate or joint discussions with the persons involved, if necessary
- with the consent of the data subject, to accompany and advise the data subject to all interviews and discussions, including meetings of the Human Resources Department, and to assist him or her in representing his or her interests
- if the person concerned agrees to consult a conflict counsellor.

Furthermore, those affected are free to make use of other internal and external counselling centres.

This policy does not prevent the data subject from seeking legal assistance from third parties and encourages them to take legal action on their own responsibility.

No disadvantages may arise for affected persons if they legitimately report violations. The same applies in the event of a refusal to carry out instructions which are contrary to this Directive.

The data subject has the right to immediate protection. In the case of directly acute discrimination, bullying, stalking, sexual harassment and violence as well as violence, the person is entitled to leave the situation, for example by changing location or leaving the place of work for the day. Likewise, the person directly affected is entitled to cease the activity without loss of remuneration and remuneration, insofar as this is necessary for protection, if the employer does not take any or manifestly inappropriate measures to prevent it. Before the job is stopped, the HR department must be informed. § 273 BGB remains unaffected. The employee concerned must notify the supervisor of the change of workplace/location for the reasons mentioned above. If the immediate supervisor is the reason for the change of workplace/location and thus the starting point for the discrimination, harassment, bullying, stalking or (sexualised) violence, the higher-level manager or, alternatively, the HR department must be notified instead.

6. Measures and procedures in cases of conflict

In cases of general conflict or cases of discrimination, bullying, stalking, sexualised harassment and violence, action must be taken according to the specific circumstances and severity of the individual case and while respecting the anonymity wishes and protection needs of the person concerned.

- To this end, the following measures can be taken, among others:
- Personal interview with the person concerned
- personal interview with a superior, unless the latter is himself a suspect
- personal interview with the accused person

If the above-mentioned steps are unsuccessful or appear in the eyes of the anti-discrimination officer to be insufficient or not necessary due to the seriousness of the incident, the following measures must be considered in particular, with the consent of the person concerned:



- Conducting a regulating conversation
- Written warning
- Ordinary or extraordinary termination
- Exclusion from use of the premises
- Ban on entering the house

The seriousness of the offences is based on the subjective perception of the anti-discrimination officer from the initial interview with the person concerned. The seriousness of the offence is determined by the assessment of the anti-discrimination officer on the burden under which the person concerned suffers.

We regard the acceptance of the above-mentioned acts as toleration and proceed accordingly.

7. Elimination of indirect disadvantages

All applicable regulations (contracts, work instructions, model employment contracts, service agreements, etc.) are reviewed to see whether they contain provisions or regulations that contradict this Directive in terms of content or language and thus indirectly enable conduct in accordance with Annex 1.

If it is found that a provision or regulation contains a disadvantage without it being justified under the provisions of this Directive, all parties involved shall contribute to amending those rules or regulations in such a way that the disadvantage is eliminated without this change leading to a disadvantage for employees.

8. Confidentiality/Data Protection

In accordance with the principles of data minimisation and necessity, the circle of persons informed about the process must be kept as small as possible. Unless otherwise specified, all persons involved in this procedure are obliged to treat the personal data made available to them confidentially and not to make them available to third parties, unless the transfer is regulated by this Directive or any other legal provision or all parties to the conflict have given their express consent.

Documents provided by the persons concerned must be returned to them or destroyed. The destruction of documents and deletion of data must comply with the security standards for sensitive data carriers.

9. Networks

We would like to refer you to the external website <https://www.prouatwork.de/aufklaerung/netzwerke/>, which provides an overview of all networks and organizations active in Germany on the topic of inclusion, diversity and equality, as well as <https://blacklivesmatter.com/>. At this point, we emphasize that we explicitly support and promote the formation of in-house networks and self-help groups for LGBTQ+ communities. Interested parties can contact our anti-discrimination officer at any time.

10. Final Provisions and Entry into Force

This Policy shall enter into force on the day following its publication. It will be made publicly available and handed out to all newly recruited employees or made available in an appropriate manner.

Immediately after entry into force, all necessary steps must be taken to constitute an anti-discrimination officer. The policy may be invalidated at any time with 12 months' notice to the end of the month. This must be done in writing.

Appendix 1

Discrimination

Discrimination is an unjustified difference in treatment of persons or groups of persons, e.g. on the basis of:

- national, regional or ethno-cultural origin
- racist attribution
- of appearance
- of gender
- sexual identity
- a disability
- of an illness
- social background
- religious and/or ideological orientation
- of political convictions



- age.

This Directive distinguishes between direct and indirect discrimination.

Direct discrimination: One person or group of persons receives less favourable treatment than another person or group of persons in a comparable situation because of a certain characteristic.

Indirect discrimination: Indirect discrimination is a seemingly neutral form of behaviour, rules and regulations that apply to everyone. In practice, however, these act as a disadvantage for certain groups. This also includes structural discrimination. These are rooted in the structure of organizations, as they are based on patriarchal, postcolonial, racist, homophobic and transphobic, religious, ableist structures and conventions that privilege some groups and discriminate against others. Thus, discrimination against one group and the preferential treatment of the other are seen as normal and predetermined.

Particular attention should be paid to multiple discriminations, as they are more common in reality. In this case, persons or groups of people are disadvantaged due to several of the above-mentioned characteristics. It is precisely this interconnectedness that leads to direct or indirect discrimination.

Bullying

Psychological harassment is a conflictual communication or action between one or more participants in which the person concerned is or feels inferior and is attacked and hurt by one or more other persons repeatedly and systematically, often over a long period of time, with the aim or effect of exclusion, directly or indirectly. This includes cyberbullying. Acts of bullying are, in particular, systematic discrimination, harassment or hostility by individuals or groups of persons which have or may have negative effects on social relationships, on the quality of the professional and life situation, on the possibilities of communication, on health and/or on the social reputation of a person or group. Acts of bullying are, for example:

- Systematic withholding of work-related information
- Disinformation
- Defamation of persons or groups of persons
- Spreading harmful or negative rumours
- Threats and humiliation, in particular threats of physical or psychological violence
- Verbal abuse, hurtful treatment, mockery and aggressiveness
- undignified treatment, such as the assignment of offensive, harmful, unsolvable, meaningless or no tasks at all
- Harassment of people to the point of privacy
- systematic exclusion of individuals
- Ridicule or make fun of, e.g. about disability or illness
- Ridicule or make fun of, e.g. about private life
- Silence (so-called dead silence)
- Refusal or withholding of aids that serve the accessible working environment (including refusal to procure them in a timely manner)

Stalking

Stalking is the deliberate and repeated, persistent pursuit or harassment of a person, whose physical or psychological integrity can be threatened and damaged directly, indirectly or in the long term (cf. § 238 StGB). Acts of stalking include, but are not limited to:

- unwanted, frequent contacts (in person, by phone, letter or e-mail)
- Unwanted stay in the vicinity, including running or driving after

Sexual harassment and violence

The definition of these terms is based on the existing legal regulations.

§ 3 (4) General Equal Treatment Act

Sexual harassment is discrimination (...) if unwanted, sexually determined behaviour, including unwanted sexual acts and solicitations for them, sexually determined physical touching, remarks of a sexual nature and the unwanted showing and visible display of pornographic images, has the object or effect of violating the dignity of the person concerned, in particular if an intimidation, hostility, humiliation, humiliation or insults.