

Protocol for the Prevention of Harassment at La Casita de Inglés

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1. Statement of Principles

At La Casita de Inglés, we maintain a strong commitment to creating a safe, respectful, and inclusive work environment. We declare our philosophy of zero tolerance for any form of harassment, whether based on gender, gender identity, or sexual orientation.

1.2 Origin and Necessity of the Protocol

The protocol originates from current regulations, particularly Law 3/2007 on Equality and RD 901/2020, which mandate all companies to implement measures to prevent sexual and gender-based harassment. This document responds to La Casita de Inglés' need to formalize a set of principles, procedures, and tools ensuring a work environment based on mutual respect and the eradication of any form of harassment. La Casita de Inglés acknowledges the importance of fostering an organizational culture that promotes equality, diversity, and the dignity of each member of its staff. This protocol not only complies with legal requirements but also reflects the company's commitment to the well-being and integrity of its employees.

2. Scope of Application

This protocol applies to the entire collective providing services at La Casita de Inglés, including employees, contractors, suppliers, and any other individuals associated with our organization.

3. Definition of Concepts

3.1 Harassment

Harassment is understood as any unwanted behavior based on sex, gender identity, or sexual orientation that creates a hostile or intimidating work environment.

3.2 Types of Harassment

- *Sexual Harassment*
 - Sexual harassment is defined as any unwelcome and offensive behavior, gesture, comment, insinuation, or proposal of a sexual nature. It can manifest in various forms, including but not limited to inappropriate comments about the body or appearance, unwanted advances, sexual jokes or comments, non-consensual exhibitionism, and unwanted physical contact.
- *Gender-Based Harassment*
 - Gender-based harassment includes any behavior, action, comment, gesture, or proposal that occurs on gender grounds and has the purpose or effect of undermining a person's dignity and creating an

intimidating, hostile, degrading, offensive, or segregated environment. Examples include public and repeated disqualifications about a person and their work, offensive communications through various channels, offensive jokes or comments, and behaviors seeking humiliation.

- *Sexual Orientation Harassment*
 - It is defined as any conduct or action directed against a person based on their sexual orientation that can be considered offensive, humiliating, violent, intimidating, with the purpose or effect of compromising their dignity and creating a discriminatory environment. Examples include discriminatory behavior, offensive addressing, ridiculing the person based on their sexual orientation, using homophobic, lesbophobic, or biphobic humor, belittling work due to sexual orientation, and ignoring contributions, comments, or actions.
- *Gender Identity or Expression Harassment*
 - Refers to any behavior or conduct that, for reasons of gender identity or expression, is carried out with the purpose or effect of undermining dignity and creating an intimidating, hostile, degrading, offensive, or segregated environment. Examples include refusing to use correct names or deliberately using incorrect pronouns for trans individuals, expelling or questioning individuals with non-normative gender expressions or identities from specific areas, belittling capabilities, abilities, and intellectual potential based on gender identity or expression, using transphobic or interphobic humor, and ignoring or excluding contributions, comments, or actions based on gender identity or expression.

3.3 Severity Levels

- *Minor*
 - Harassment based on public, derogatory verbal expressions for the victim.
- *Major*
 - Includes verbal interaction combined with unwanted physical contacts.
- *Very Severe*
 - Involves unwanted physical contact, direct verbal pressure, threats, sexual acts under pressure, sexual assault, among others.

4. More Vulnerable Groups

Sexual and gender-based harassment affects various groups, including women living alone with family responsibilities, women in traditionally male-dominated sectors, young women entering the workforce, women with disabilities, immigrant women or those from ethnic minorities, women in precarious employment, homosexuals, and young men.

5. Consequences of Harassment

Sexual and gender-based harassment has significant impacts on family, social, and work life. Common effects include job insecurity, an intimidating work environment, feelings of helplessness and guilt, psychological irritability and instability, absenteeism due to illness, physical consequences, and a deterioration in the quality of life. La Casita de Inglés commits to implementing support measures, including psychological support, well-being programs, continuous training, and a no-retaliation policy for whistleblowers.

6. Harassment Prevention

To prevent any form of harassment, La Casita de Inglés commits to fostering values of respect, providing training on correct behaviors and attitudes, creating a work environment that hinders harassment, and establishing a fair and equitable management system in all areas of the company.

7. Classification of Offenses and Sanctions

7.1 Offenses

Categories of offenses are established as follows:

- *Minor Offenses*
 - Use of sexist language without addressing any particular person.
 - Sexual jokes or comments.
 - Persistent invitations to social activities despite clear expressions of disinterest.
- *Major Offenses*
 - Public and repeated disqualifications about the person and their work.
 - Use of images, photographs, or drawings with sexual content.
 - Internal communication of sexual content, such as phone calls or emails.
- *Very Severe Offenses*
 - Unwanted touching or unnecessary physical contact.
 - Unwanted sexual invitations or requests.
 - Offensive and humiliating behaviors based on sexual orientation.

7.2 Sanctions

Sanctions, applied according to the principle of proportionality, are as follows:

- *Minor Offenses*
 - Written reprimand.
 - Suspension of employment and salary for up to two days.

- *Major Offenses*
 - Suspension of employment and salary for three to twelve days.
- *Very Severe Offenses*
 - Suspension of employment.

Repeat minor offenses will be considered major, and repeated major offenses will be considered very severe. These measures aim to ensure a respectful and safe working environment in La Casita de Inglés, correcting inappropriate behaviors and promoting an environment where all individuals feel valued and protected.

8. Training Policy

8.1 EdApp Course

All employees at La Casita de Inglés are required to complete a specific course on the prevention of harassment on the EdApp platform. This course covers modules on sexual and gender-based harassment, fulfilling legal obligations and serving as a fundamental tool to raise awareness and educate all staff on the importance of preventing and addressing harassment in the workplace.

8.2 Training Objectives

- Promote knowledge about different types of harassment and their consequences.
- Raise awareness among workers about the importance of maintaining a respectful and safe work environment.
- Provide tools to recognize, prevent, and address harassment situations.
- Strengthen the Advisory Committee through a deep understanding of gender-based violence issues.

8.3 Continuous Evaluation

Periodic evaluations will be conducted to measure the effectiveness of training and ensure that employees are adequately informed about harassment prevention policies and procedures.

8.4 Commitment to Participation

All La Casita de Inglés workers, including executives, administrative staff, and teachers, are obligated to actively participate in training sessions and complete the EdApp course within the established timeframe.

8.5 Participation Record

The company will maintain an updated record of each employee's participation in training sessions, ensuring transparency and accountability in complying with this policy.

9. Code of Conduct for Harassment Prevention

To establish clear guidelines and promote a respectful and safe work environment, La Casita de Inglés implements the following Code of Conduct for Harassment Prevention:

9.1 Respect and Tolerance

All members of La Casita de Inglés must treat their colleagues with respect and tolerance, regardless of their sex, gender, sexual orientation, gender identity, race, religion, age, or any other personal characteristic.

9.2 Respectful Communication

Communication between organization members is expected to be respectful and professional. No offensive jokes, comments, or language of any kind will be tolerated.

9.3 Consent and Limits

It is crucial to respect the boundaries and autonomy of each person. Social invitations or any type of personal interaction must be based on mutual consent, and any indication of disinterest must be immediately respected.

9.4 Appropriate Use of Technology

The use of communication technologies, such as emails and messages, must be professional and respectful. The sending of inappropriate, offensive, or sexually explicit content will not be allowed.

9.5 Intervention and Reporting

All La Casita de Inglés members have the responsibility to intervene and report any behavior they deem inappropriate or that may constitute harassment. Reports can be made confidentially through the channels established in the Harassment Prevention Protocol.

9.6 No Retaliation

Retaliation against anyone reporting harassment is prohibited. La Casita de Inglés guarantees protection and support for those reporting harassment situations.

9.7 Collaboration with the Advisory Committee

All employees must actively collaborate with the Advisory Committee in any investigation related to harassment allegations. Honesty and cooperation are essential to ensuring a fair process.

9.8 Compliance with Policies

It is the responsibility of all La Casita de Inglés members to familiarize themselves with and comply with the policies established in the Harassment Prevention Protocol, as well as to participate in the continuous training offered by the company.

9.9 Maintenance of Professional Reputation

Any attitude that undermines or discredits the professional reputation of any La Casita de Inglés member is strictly prohibited.

9.10 Freedom of Opinion and Tolerance

No worker in the Group should allow situations where another person, whether a worker or student, cannot freely express their opinion, always from a stance of respect and tolerance toward other opinions.

9.11 Discretion in Corrective Communications

Discretion will be observed in any communication seeking the correction of certain attitudes by the responsible parties in each area.

9.12 Fair and Paritarian Criteria in Task Assignment

A fair, equitable, and paritarian criterion will be observed in task assignment, without favoring any individual over another.

9.13 Commitment to Individual Freedom and Dignity

Any attitude or behavior that compromises partially or totally the freedom and dignity of the individual is prohibited, including ignoring or excluding any person, underestimating workers, and any unequal treatment among them.

9.14 Uniform and Equitable Monitoring

The monitoring of staff tasks will be done in a uniform and equitable manner, avoiding any favoritism.

9.15 Prohibition of Sexual Behaviors or Attitudes

Behaviors constituting sexual harassment and gender-based harassment, as well as any behavior or attitude of a sexual nature, including inappropriate language and attitudes, sexual jokes or comments, and the use of images, photographs, or drawings with sexual content, are strictly prohibited.

9.16 Equality of Opportunities and Non-Discrimination

Any discrimination based on gender is prohibited, both among team members and in the teacher/student relationship. In addition, equality of opportunities will be ensured in the training and promotion of La Casita de Inglés workers.

The organization will strive to ensure total intolerance towards harassment, effectively implementing and communicating its policy through this protocol. Prevention is essential to guarantee the safety, health, and quality of life of all workers at La Casita de Inglés.

Implementation Date: January 2024

Approval Signature:



COMPANIES COMPRISING LA CASITA DE INGLÉS

This protocol is subject to updates in accordance with changes in legislation or the needs of the company.