



# Unfair Discrimination and Harassment Policy

## Introduction

As a global leader in sensor, software and autonomous solutions with operations in more than 50 countries worldwide, Hexagon seeks to ensure it has a work environment that respects and protects the dignity of all its employees and all those who work with or render services to Hexagon.

The aim of this Unfair Discrimination and Harassment Policy ("Policy") is to ensure a discrimination and harassment free workplace, as far as reasonably possible, by providing a framework within which:

- a) employees may report instances of unfair discrimination and harassment;
- b) the Company may investigate those reported instances; and
- c) the offender and victims may be dealt with in the appropriate manner while still respecting each individuals' rights.

This commitment is supported by [Hexagon Code of Business Conduct and Ethics](#) ("the **Code**") and [Hexagon Supplier Code of Conduct](#) ("Supplier Code").

This Policy applies to Hexagon AB and its subsidiaries and joint ventures over which Hexagon AB exercises management control (collectively, '**Hexagon**', '**us**', '**our**' and '**we**') and to all personnel employed by or engaged to provide services to Hexagon, including, but not limited to, Hexagon's employees, directors, officers, and other individuals providing services on Hexagon's behalf (for ease of reference throughout this Policy referred to as "personnel" and "employee(s)"). Hexagon personnel, inclusive of directors, must act with integrity, dignity and fairness in all dealings with other employees.

In case of any breach of this Policy, Hexagon will engage with the breaching party and take appropriate corrective action. Significant or recurring breaches, without corrective actions and remedy, or lack of cooperation, could result in termination of employment or Hexagon's reduction or termination of business with the breaching party.

Although local laws vary from jurisdiction to jurisdiction, this Policy is applicable to all internal and external resources operating under the umbrella of Hexagon group companies. As Hexagon acts globally and internationally additional local policies on this subject matter might be required by local laws and should be read in conjunction with this Policy. Employees are reminded that where an instance of unfair discrimination and harassment arises in the international ambit, this Hexagon global policy will be considered in accordance with applicable laws.



## Unfair Discrimination and Harassment Prohibited:

Unfair discrimination and harassment, including sexual harassment and discriminatory harassment, violates the laws of many jurisdictions around the world. Unfair discrimination and harassment will not be tolerated by Hexagon.

This prohibition applies to all unfair discrimination and harassment affecting the work environment, whether it occurs in the office, outside the office, or through the use of electronic communications, including but not limited to electronic mail, voice mail, text messages, collaboration tools, social media platforms, the internet and the Hexagon's intranet, regardless of whether or not such discrimination and harassment occurs on an employee's personal device(s) and/or during non-work hours.

For the sake of clarity, Hexagon prohibits unfair discrimination and harassment not only towards employees, but also as to applicants for employment, interns, volunteers, non-employees, customers, vendors, and independent contractors providing services to Hexagon in the workplace.

Unfair discrimination and harassment by non-employees (e.g. customers independent contractor, vendors) is also prohibited. If an employee informs Hexagon that he/she has been subject to or has witnessed discrimination or harassment in the workplace by a non-employee, appropriate action will be taken.

Employees have an obligation to inform us of any instance of unfair discrimination and/or harassment which has occurred and which the employee reasonably believes warrants reporting. Employees are cautioned not to report false instances of unfair discrimination and/or harassment to Hexagon as this may result in disciplinary action being taken against those individuals.

## Unfair Discrimination:

Hexagon is committed to ensuring the workplace is free from unfair discrimination and actively promotes equality in the workplace by eliminating unfair discrimination in any employment policy and practice.

No person may unfairly discriminate, directly or indirectly, against an employee, in any employment policy or practice, on one or more grounds, including race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV or AIDS status, conscience, belief, political opinion, culture, language, birth or any other arbitrary ground.

## Sexual Harassment

Sexual harassment is a form of unfair discrimination and is prohibited on the grounds of sex, gender, sexual orientation, gender identity, gender expression, and the status of being transgender.

Sexual harassment is any unwanted conduct of a sexual nature which distinguishes it from behaviour which is welcome and mutual. Sexual attention becomes sexual harassment if:

- the unwanted behaviour is persistent, although a single incident of harassment can constitute sexual harassment;
- the recipient has made it clear that the behaviour is considered offensive; and/or
- the perpetrator ought to have known that the behaviour would be regarded as unacceptable or offensive.

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### Sexual Harassment Continued

Sexual harassment may include unwelcome/unwanted physical, verbal or non-verbal conduct of a sexual nature, but is not limited to the examples below:

- **Physical Conduct** of a sexual nature which includes all unwanted physical contact, ranging from unwelcome touching to sexual assault and rape. This includes strip searches by or in the presence of the opposite sex;
- **Verbal Conduct** of sexual harassment includes unwelcome innuendoes, suggestions and hints, sexual advances or comments with a sexual overtone;
- **Non-Verbal Conduct** of sexual harassment includes unwelcome gestures, persistently looking at someone in an unwelcome manner, indecent exposure or display of sexually suggestive pictures and objects; and
- **Quid Pro Quo** harassment occurs where an employer, supervisor, superior, member of management or co-worker undertakes or attempts to influence the process of employment, promotion, training discipline, dismissal, salary increments or other benefit of an employee in exchange for sexual favours.

There is also the possibility of **Sexual Favouritism** where an employee, in a position of authority, rewards only those employees who respond to his/her sexual advances, whilst the other employees who do not submit themselves to any sexual advances are denied promotions, access to training, salary increment or other benefits.

Employees should be aware that, in addition to being contrary to Hexagon's Policy, sexual harassment can violate the law and in case of your engagement in such conduct, you may be held personally liable pursuant to local laws and may face criminal charges.

Further examples of sexual harassment, based on the above may include, but are not limited to, any or all of the following:

- threatening or taking adverse employment actions if sexual favours are not granted;
- demands for sexual favours in exchange for favourable or preferential treatment;
- unwelcome flirtations, propositions or advances – this includes physical or verbal conduct;
- unwelcome physical contact such as pinching, patting, fondling, kissing, hugging or;
- whistling, leering, improper gestures and/or offensive remarks, including unwelcome comments about appearance;
- persistent rude or sexual jokes or insults, and/or inappropriate use of sexually explicit or offensive language;
- sending and/or posting sexually-related messages, videos or messages via text, instant messaging, or on any social media platform;
- the display in the workplace of sexually suggestive objects or pictures;
- physical and/or verbal abuse concerning an individual's sex life, sexual orientation, gender identity, gender expression, or the status of being transgender; sex stereotyping;
- sexual assault, sexual battery, or attempt to commit these acts; and
- comments about an individual's body made in their presence or directed towards them.

### Other Discriminatory Harassment / Bullying:

Other discriminatory harassment includes verbal and/or physical conduct that denigrates or shows hostility or aversion toward an individual because of his / her race, colour, sex, gender, pregnancy, family responsibility, age, religion, belief, HIV status, conscience, political opinion, culture, language, birth, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

By way of illustration only, and not limitation, such prohibited harassment includes:

- using epithets or slurs and any other offensive remarks;
- threatening, intimidating, and/or engaging in hostile acts that focus on a protected characteristic, including jokes or pranks;
- creating, sending, posting or storing written and/or graphic material, videos or messages via text, instant messaging, or social media platforms that denigrates or shows hostility, bias against, or aversion toward a person or group because of a protected characteristic; and
- other harassing conduct based on one or more of the protected characteristics.

### Workplace Relationships

While Hexagon takes cognisance of the fact that, due to close working conditions, romantic relationships may develop between employees, we do not encourage such romantic relationships in the workplace.

Where such romantic relationships do develop, employees must ensure that their professional relationships and/or work performance is not compromised and that they behave appropriately at all times.

In the event a romantic relationship affects the performance or professional conduct of either party involved or becomes disruptive to the working environment, Hexagon reserves the right to intervene and take any disciplinary and/or remedial action that may be necessary including, but not limited to, imposing conditions for the continued employment of both or either of the parties involved in the relationship.

Should employees choose to involve themselves in workplace relationships, they are cautioned that they may be exposing themselves to claims of sexual harassment.





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### Reporting Unfair Discrimination and/or Sexual Harassment / Procedures:

Employees who may be subjected to unfair discrimination and/or harassment has the right to and must report it to Hexagon. The employee may do so without fear of victimisation and intimidation.

Preventing discrimination and harassment is everyone's responsibility and all employees have an obligation to report instances of unfair discrimination and harassment to Hexagon. Hexagon cannot assist in attempting to remedy unfair discrimination or harassment unless these instances are reported to Hexagon.

Should Hexagon become aware that an employee knew or was aware of another employee being subjected to such unfair discrimination or harassment, and did not report it to Hexagon, such employee may face disciplinary action being taken against him/her.

Hexagon understands that reporting unfair discrimination and harassment can be extremely sensitive and, as a result, Hexagon will endeavour to keep such reports of unfair discrimination or harassment confidential to the extent reasonably possible.

Hexagon managers and supervisors have the responsibility and are obliged to report a harassment claim when they know, are notified, or have reason to believe that an employee has been subjected to harassment by another employee.

Hexagon will either conduct a prompt, fair, and impartial investigation of all reports internally or assign it to an external investigator, if appropriate.

You are obliged to cooperate as and when needed in all Hexagon's investigations of reported and suspected instances unfair discrimination or harassment.

While investigations may vary from case to case, they generally may include:

- a) conducting a review of the allegations;
- b) assessing whether any interim actions to protect the complaining party are necessary;
- c) conducting interviews of relevant parties;
- d) obtaining and reviewing relevant documents; and
- e) preparing a written report.



Once the complaint has been investigated, the person conducting the investigation will report the findings in confidence to the complainant as soon as reasonably practicable.

Any complaint of unfair discrimination or harassment will be investigated and documented. Any information regarding the investigation will be discussed only with those individuals who are involved with the resolution of the complaint. Additionally, if an employee makes the complaint, suspects or has knowledge of an instance of unfair discrimination or harassment complaint or the investigation, he/she must refrain from discussing the matter with other employees or unauthorised third parties.

If, during the course of an investigation, Hexagon also determines that any manager knew of unfair discrimination or harassment and failed to report the conduct, Hexagon will take appropriate corrective and/or disciplinary action, up to and including dismissal.

Employees are cautioned to not conduct their own preliminary investigations. Investigations of suspected instances of unfair discrimination or harassment may involve complex legal issues and acting on your own may compromise the integrity of an investigation and adversely affect both the affected employee, yourself and Hexagons.

If during any investigations Hexagon may conduct into complaints of unfair discrimination or harassment, it becomes apparent that an employee was aware of or witness to the instance under investigation or privy to sensitive information, the employee will be called by the Company to assist in the investigation and if necessary, be part of the disciplinary process that may proceed. In addition, Hexagon may call on the complainant or employees involved to present evidence at any disciplinary hearing it may hold to address the instance of unfair discrimination or harassment. Hexagon will not require employees to tailor their evidence but may require the employees to recount their version of events in an honest and truthful manner. Employees called in the investigation or during any subsequent disciplinary process to assist should not fear victimisation or reprisal.

### Raising Concerns:



Any party, including personnel, vendors, suppliers, partners, and others with whom Hexagon conducts business, may report credible information regarding a violation or suspected violation of this Policy to Hexagon's compliance team via [Hexagon's Ethics & Compliance Reporting System](#), or misconduct can be reported via email at [compliance@hexagon.com](mailto:compliance@hexagon.com) or directly via telephone, text or email to Hexagon's Chief Compliance Officer.

Employees are always encouraged to contact their direct or local HR manager.

Hexagon prohibits any retaliation against persons reporting a potential or actual violation in good faith. The integrity of the reporting process is taken very seriously, and as such, your identity as the individual reporting the suspected violation will, wherever possible, not be revealed to local-level personnel. Personnel who fail to report actual or suspected breaches of this Policy may be deemed to be in violation of this Policy.