



Giesecke+Devrient
Creating Confidence

Red Flag Behaviors

unacceptable and
intolerable behaviors



A sense of belonging is built on trust and security. This requires a working environment free of harassment and discrimination. Proper behavior and respectful interaction are essential to build mutual trust.

G+D therefore expressly takes a stand against behavior that runs contrary to these principles. This applies not only in the workplace or during working hours. It also relates to all situations and places connected with work (e.g., including training events, customer visits, conferences, departmental celebrations, etc.) and social media¹, insofar as the behavior there relates to or has an impact on the workplace, colleagues, managers, customers, suppliers and/or service providers.

G+D therefore declares the following behaviors will not be tolerated in the G+D environment.

Harassment

Harassment is a form of discriminatory disadvantage in which a person's dignity is violated by the unwanted behavior of another person on the basis of a characteristic worthy of protection. The disadvantage can occur intentionally or unintentionally.

The following forms of harassment should be distinguished:

- Hostility
- Insult (verbal)
- Derogatory comments (e.g. religion, ethnicity)
- Intimidation
- Degradation
- Humiliation

Threatening behavior

Threats are intimidating or deterring actions, gestures, or statements that typically precede an attack. These may include

- Threat of physical violence
- (Fist facing, weapons facing, ...)
- Threat of violence

Physical Attacks

Physical assault constitutes an attack on health. These include:

- Assaults
- Violent acts
- Injuries

Mobbing

Mobbing in the workplace is understood to be behavior that is systematically carried out by one or more persons against a specific individual with the aim of pushing him or her out of the team, the group or even the employment. This is expressed, among other things, in

- Exclusion (e.g. Denial of contact, ignoring, isolating, not letting people talk, withholding information)
- Disparagement (e.g. unjustified criticism, taking away important responsibilities, assigning degrading work)
- Violation of social reputation (e.g. ridiculing, spreading rumors, teasing, insulting, disparaging comments)

¹Please also note the „G+D Guide for the use of social media“

Racism

Racism is an attitude, ideology or perception that categorizes and degrades people based on their appearance, ethnicity or religion. Racism can be manifested in all forms of the following behaviors, described in more detail above:

- Harassment, Threat Behavior, Physical Attacks, Mobbing

Sexism

Sexism is a wide range of unconscious or conscious discrimination and harassment based on gender or gender identity. It is based on the idea that some people – often women – are substandard because of their gender.

- **Sexual harassment**

Is a specific inappropriate and unwanted behavior related to sexuality/gender that makes a person feel uncomfortable and violates their dignity. This can be in actions, words, or gestures. For example:

- Comments about a person's sexual attributes
- Unwelcome sexual advances
- Unwanted comments about sexuality
- Suggestive stares or gestures
- Showing pornographic material (e.g. pictures, videos)
- Touching, or any other physical abuse

- Publication of sexist images

Stalking

Stalking refers to the repeated and illegally following, penetratingly harassing, threatening and terrorizing of a person against his or her will, up to physical and psychological violence.

Affected persons or persons who witness any of the behavior described in this document, or similar behavior towards others should confidentially contact their manager, the HR department, the Equal Opportunity Officer or the members of the Works Council. There it is ensured that any report of potential misconduct is taken seriously, treated confidentially, impartially and in a timely manner.

Where allegations are substantiated, disciplinary action may be taken against persons who behave in an unacceptable way, up to and including termination of employment. Contracts with customers or contractors who behave accordingly may be terminated or not renewed.

Immediate disciplinary action may be taken against any person in the workforce who harasses or takes retaliatory action against the person filing the complaint.

If G+D sees it as appropriate, affected persons may be suspended from work, in whole or in part, for the time of an investigation.