



Workplace Violence and Harassment Policy

Egyptalum does not condone and will not tolerate workplace violence and harassment.

We recognize the potential for workplace violence and harassment and are committed to working with employees to provide a safe and respectful work environment. Further, this applies on company premises, while an employee is conducting company business at other locations, during work-related travel or when conducting business by phone, email or other means.

Any act of violence or harassment committed by or against any employee is unacceptable and may be subject to Egyptalum discipline policy and/or legal action. For the purpose of this policy, violence includes, but is not limited to:

1. The use of, or attempted use of, physical force by a person against an employee in the workplace that causes or could cause physical injury (e.g., hitting, shoving, pushing, or kicking). any threat, behavior, or action directed by or at an employee and interpreted as carrying the potential to harm or endanger the safety, or mental well-being of the employee or other (e.g., yelling, threatening language, inappropriate or offensive language, shaking fists, destroying property, or throwing objects).
2. Harassment includes, but is not limited to workplace sexual harassment as defined by the OSHA any actions that create a hostile, intimidating or offensive workplace engaging in a course of vexatious conduct that is known or ought reasonably to be known as unwelcome.
3. Verbal conduct such as derogatory jokes, comments, and slurs. unwanted sexual advances, invitations, or comments. visual conduct such as the posting, display, or electronic messaging of derogatory and/or sexually oriented posters, pictures, photography, illustrations, or gestures. threats and demands to submit to various acts or activities not associated with one's regular duties and responsibilities of employment.
4. Any verbal, written, or physical conduct relating to a person's race, religion, color, age, sex, national origin, disability, or any other protected basis under applicable Egyptian labour law No.138/2011. retaliation for having reported or warned of an instance of harassment and/or discrimination.

Egyptalum will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace violence and harassment including effects on mental well-being.

All employees are expected to comply with this policy and must make reasonable effort to prevent violent or harassing behavior. Further, all employees are expected to report any concerns or complaints as a priority.

Egyptalum will ensure all employees are educated on violence and harassment including our program and workplace procedure as well as roles and responsibilities.

A copy of this policy will be made available to all employees and it shall be posted at all of Egyptalum permanent facilities for the benefit of all visitors.

Management will investigate and deal with all incidents and complaints in a fair and timely manner with utmost consideration for the maintenance of confidentiality.



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Management must ensure that all measures and processes set out in this policy and the supporting procedure are carried out in the workplace in compliance with the requirements of the Occupational Health and Safety Act and Egyptalum own standards.

This policy prohibits reprisals against employees, acting in good faith, who report incidents of workplace violence or harassment, or who are involved in an investigation.

Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence and/or harassment.

The workplace violence and harassment policy and procedure will be reviewed annually and updated if required, as a means of continually improving Egyptalum's health and safety management system, with everyone's cooperation, Egyptalum will continue to be a safe and healthy workplace conducive to physical and mental well-being.

Signed by:

Date: 01/06/2024

Dr. Eng. Mahmoud Agour

Chief Executive Officer (CEO)