

**PROTOCOL FOR THE PREVENTION AND ACTION AGAINST
HARASSMENT, IN PARTICULAR SEXUAL HARASSMENT, IN THE
FIRA BARCELONA FAIR VENUES**



Fira Barcelona

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I. INTRODUCTION

1. Purpose

- 1.1.** This Protocol of FIRA INTERNACIONAL DE BARCELONA, and its investees (hereinafter, "FIRA BARCELONA") aims to establish the necessary measures to prevent harassment, in particular sexual harassment, in the venues managed by FIRA BARCELONA, as well as to determine the procedure for action in case of this type of harassment.
- 1.2.** Through the implementation of this Protocol, FIRA BARCELONA expresses its zero tolerance towards behaviours of sexual harassment or harassment based on sex, showing its commitment to organise and sponsor events where everyone can participate in an inclusive, respectful and safe environment.
- 1.3.** This Protocol is complementary and does not preclude the application of other relevant policies, regulations, rules and provisions as appropriate.

2. Scope

- 2.1.** The Protocol applies to all events held in any of the venues managed by FIRA BARCELONA, whether the organiser is FIRA BARCELONA or a third party, and it is applicable to all participants of the aforementioned events, regardless the nature of their participation, whether as an exhibitor, visitor, supplier or employee of the latter.
- 2.2.** In case of events organised by a third party, and without prejudice to the assistance FIRA BARCELONA may provide, the Organiser shall be responsible for applying any such Protocol as may be appropriate in order to prevent and act against situations of harassment. Lacking any such protocol, this Protocol shall apply and FIRA DE BARCELONA shall be in any case informed of their actions.
- 2.3** Regarding the events directly organised by FIRA BARCELONA, FIRA BARCELONA shall be responsible for applying and acting in accordance with this Protocol. FIRA BARCELONA shall also be responsible for applying and acting in accordance with this Protocol where the person reported is an employee or supplier of FIRA BARCELONA, even if it occurs during an event organised by a third party.

II. PROHIBITED BEHAVIOURS

3. Definition of harassment

- 3.1.** For the purposes of this Protocol, harassment is considered to be any inappropriate or unwanted behaviour whether verbal, non-verbal or physical, which may reasonably be considered grounds for offence or humiliation to another person, or which may be perceived as such.
- 3.2.** Harassment creates an intimidating, degrading, offensive, humiliating and hostile environment that endangers or may endanger the physical and emotional stability of the person harassed as well as their professional and work performance.
- 3.3.** Any form of harassment based on gender, gender identity and expression, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin, political affiliation, age, religion or any other reason is prohibited in events held at the FIRA BARCELONA venues.

4. Sexual harassment

- 4.1.** Sexual harassment is a specific type of prohibited behaviour. Sexual harassment means any unwanted behaviour of sexual nature which may reasonably be considered grounds for offense or humiliation to another person, or may be perceived as such.
- 4.2.** Sexual harassment may occur with any type of behaviour, whether verbal, non-verbal or physical, including written and electronic communications, and it may occur between people of the same gender or of different gender.
- 4.3.** These behaviours constituting sexual harassment include but are not limited to the following:
- Making derogatory or disparaging comments about another person's sexual orientation or gender identity or gender expression,
 - Using insulting or vexatious terms with sexual or gender connotations,
 - Making comments of a sexual nature about the person's appearance, attire, or body parts,
 - Rating a person's sexuality,
 - Making unwanted suggestions, comments or propositions of sexual nature,
 - Staring at another person in a way that involves an insinuation of sexual nature,

- Deliberate, excessive and unnecessary unwanted physical contact or approach that the person perceives as harassment,
- Performing unwanted touching of another person, including intentional pinching, clapping, groping, or rubbing,
- Performing sexual gestures,
- Telling anecdotes or jokes of a sexual or lewd nature,
- Sending communications of sexual content in any format,
- Sharing or displaying images or videos of a sexual nature in any format,
- Observing or recording in a hidden way people in reserved places such as changing rooms or services,
- Any such attitudes of a sexual nature involving continuous and extreme vigilance,
- Committing or attempting to commit any act of sexual abuse and/or assault.

III. PROCEDURE FOR ACTION IN ALLEGED SITUATIONS OF SEXUAL HARASSMENT

5. Guiding principles of procedure

5.1. The following are the guiding principles of the procedure for acting in situations of sexual harassment:

- a) **Respect and protection of people.** Any actions will be handled with the necessary discretion so as to protect the privacy and dignity of the persons affected. Any such actions or proceedings will be carried out with the greatest prudence and without interference in aspects that are irrelevant to the knowledge of the facts.
- b) **Actions based on the party's initiative.** The will of the person concerned must be preserved in terms of the procedure, guaranteeing their free action in other legal or administrative actions they may wish to undertake, including judicial and criminal.
- c) **Confidentiality.** Persons involved in the proceedings or who are aware of the decision to be made shall be obliged to maintain strict confidentiality and secrecy and shall not disclose information on the content of the procedure and/or the decision.
- d) **No revictimization.** The unnecessary repetition of the narration of the facts will be avoided, as well as the public exposure of the reporting or any data allowing his/her identification.
- e) **Prohibition of retaliation.** The necessary measures will be adopted in order to prevent retaliation against people who report, testify, or participate in support of a complaint of harassment.

6. Filing a complaint

6.1. Any participant in an event held at the FIRA BARCELONA venues deeming themselves subject to harassment, as well as any witness to any such events, may report them

- i. either to their supervisor or to any person in their environment they trust, who will report it to the telephone +34 93 233 41 00 of the Permanent Security Post (PPS) of the FIRA BARCELONA venues, or
- ii. directly to the telephone number indicated above, enabled for this purpose 24x7 of the Permanent Security Post (PPS) of the FIRA BARCELONA premises Telf: +34 93 233 41 00, or

- iii. going personally to the Dispensary-Health Point Enabled at the venue or, if applicable, to the information personnel, who will redirect the participants to any of the above channels.

In all cases, duly trained personnel will initiate the implementation of this Protocol and shall immediately report the complaint to the Commission for the prevention of and action against harassment at Fair Venues, formed by the Ethics and Compliance Committee, in collaboration with the Director of Venue Services and/or the Commercial Director (hereinafter, the Commission).

The Commission, regardless of the specialized and urgent action of the personnel of the Permanent Security Post, shall proceed, through the Compliance Officer, to enter the complaint in the Ethical Channel. The Commission shall process it in accordance with the provisions of the internal regulations of the organization and, in particular, in accordance with the procedure established in section 6.2 of this Protocol.

The victim of the alleged harassment may also resort to other means, such as reporting to the Police or to the Court.

6.2. Once the Commission learn of the existence of a complaint, the procedure to be followed shall be as follows:

- (a) The Commission will contact the alleged victim to learn the facts, and will also obtain the version of the accused.
- (b) Should any such events take place in an external event, the Commercial Director will inform the organiser of the existence of the complaint.
- (c) FIRA DE BARCELONA will adopt any such appropriate measures as may be implemented depending on whether the accused is a supplier (or employee of the latter), exhibitor (or employee of the latter), or visitor, as well as the seriousness of the facts.

6.3. To this end, a non-exhaustive list of examples of appropriate measures is herein provided:

- a) Request the perpetrator to immediately cease their offensive conduct, and/or
- b) Suspend or prohibit the perpetrator's access to the spaces of the venue where the Event is held, and, where appropriate, deny their participation / attendance in future events to be held at FIRA BARCELONA, and / or
- c) Send the complaint to any such entity which may undertake an investigation or take disciplinary action in respect of the person accused of harassment, and/or;

- d) Send the complaint to the relevant jurisdiction, the affected person being entitled to take any such legal actions as they deem appropriate.

The above measures are not exclusionary, so they may be adopted simultaneously.

7. Promotion and dissemination

FIRA BARCELONA will disseminate the content of the Protocol among employees and collaborators who participate in its trade fair business, also providing the necessary means for the correct promotion and implementation thereof.
